



# SOUTHEAST UNIVERSITY

251/A & 252, Tejgaon I/A Dhaka-1208

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Ref: SEU/HR/Office Order /29/2022

Date: 23.01.2022

## **OFFICE ORDER**

### **Subject: New Office Timing in view of Government Instruction to Tackle Covid-19 Pandemic**

In accordance with the approval of the University Management, all Academic and Non Academic Heads are hereby informed as follows:

1. All Academic and Non Academic Offices of SEU will remain open all 05 working days (Sunday to Thursday) a week. New office timing will be from 10:00 a.m. to 05:00 p.m.
2. Admission office will remain open all 07 days a week except Government Holidays.
3. All Academic and Administrative Heads will attend office 03 days (Sunday, Tuesday and Thursday) a week.
4. All Program Coordinators of all Academic Departments will attend office 03 days a week to be decided by the Dept. Chair.
5. All Staff of Academic Departments will attend office 03 days a week to be decided by Dept. Chair.
6. All Administrative Staff will attend office 03 days a week to be decided by Dept. Head.
7. All faculty members will attend office at least one day every week to be decided by Dept. Chair.
8. Online classes/exams of all Academic Departments will continue as per Academic Calender/Schedule.
9. All Academic and Non Academic Dept. Heads will send duty roster of their faculty members and employees to the Registrar by 25 January 2022.

This order will be effective from 24 January 2022 to 06 February 2022.

**Maj Gen Kazi Fakhruddin Ahmed, SPP,psc (Retd)**

Registrar