



SOUTHEAST UNIVERSITY

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

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Ref: SEU/HR/Office Order /42/2022

Date: 03.02.2022

OFFICE ORDER

Subject: Office Attendance

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. 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, Academic Program Coordinators, and all administrative staff of all Academic and Non Academic Departments including Offices of Examinations, Library, BCPR, CPDS, Admission, IT, IRT and IQAC will attend office 05 days a week.
4. All faculty members will attend office at least one day every week to be decided by Dept. Chair.
5. Online classes/exams of all Academic Departments will continue as per Academic Calendar/Schedule.

This order will remain effective from 06 February 2022 till further order.

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