



SOUTHEAST UNIVERSITY

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

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Ref:SEU/ACAD/OR/0550/2024

Date: 19.02.2024

OFFICE ORDER

Subject: Starting time of Classes (except Architecture, Pharmacy & Law)

As approved by the university management all concerned are hereby informed that the starting time of classes for all Undergraduate Programs (except Architecture, Pharmacy & Law) will be from **8:30 a.m.** There will be a lunch break for **30 minutes** from 1:00 p.m. to 1:30 p.m.

This will be effective from **Spring 2024**. All Departments (except Architecture, Pharmacy & Law) are instructed to follow the above timings.

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

Copy for action:

1. All Deans & Director IQAC
2. All Chairs & Director BBA, MBA and MDS
3. Deputy Registrar (Admin & HR)
4. Deputy Director, BCPR (with a request to upload on facebook)
5. Director IT, Additional Charge (with a request to upload it to SEU website)

Copy for information:

1. Additional Registrar
2. Director Operation, BoT, SEUT
3. Secretary, BoT, SEU Trust
4. PA to Hon'ble Vice Chancellor
5. PA to Hon'ble Adviser, BoT, SEUT
6. PA to Registrar
7. Office file