



# SOUTHEAST UNIVERSITY

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## NOTICE

**Subject: Office and Class Arrangement during Ramadan**

### **Office Attendance and Timing:**

1. During the month of Ramadan SEU office timing will be from 10:00 a.m to 3:30 p.m. with a prayer break of 30 minutes from 1:00 p.m. to 1:30 p.m.
2. Admission Office will remain open every day from 10:00 a.m to 4:00 p.m. except government holidays.

### **Class Schedule:**

1. During Ramadan Undergraduate online classes will start at 09:00 a.m. and end at 04:00 p.m.
2. Duration of each Undergraduate class during Ramadan will be 60 minutes (01 hour).
3. Prayer break on Friday will be one hour (from 01:00 p.m. to 02:00 p.m.).
4. Prayer break on all other days except Friday will be half an hour (from 01:30 p.m. to 2:00 p.m).
5. All Master's online classes will end by 06:00 p.m. Respective department Chair/Program Director will decide the class slots of each Master's Program.
6. In compelling circumstances, class slots or class duration may be changed with prior approval of University Management.
7. Departments will prepare the class schedule of all Undergraduate and Graduate Programs and forward a copy to Registrar for onward submission to Hon'ble Vice Chancellor.

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

Registrar