



# SOUTHEAST UNIVERSITY

House No. 64, Road No. 18, Block-B, Banani, Dhaka-1213

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Ref: SEU/HR/Office Order /182/2021

Date: 04.04.2021

## **OFFICE ORDER**

**Subject: Office Functioning and Online Classes During Government Lockdown Period**

During the Government Lockdown period online classes will be continued as usual without any interruption.

Vice Chancellor, Registrar and Director Finance will attend office minimum 03 days (Sunday, Tuesday and Thursday) in a week. Other administrative Heads will also attend Office if they are asked to attend as required.

Administrative Officers and Office Staff will attend office as required, and they will be provided transport facilities.

Admission Office remains open all the 7 days with 1/2 staff with roster.

Office timing will be 10:00 a.m. to 04:00 p.m. during the Lockdown period

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

Registrar

### **For Action:**

1. All Deans
2. All Academic Chairs and Directors
3. All Heads of Non-Academic Departments
4. Director (Current Charge), IT ( Publish in SEU Website)

### **For Information:**

1. Chief Coordinator, SEU Trust and Deputy Registrar (Admin)
2. Secretary (Current Charge), BOT, SEUT
3. PS to Honorable Representative of the BOT, SEUT and Assistant Registrar (HR)
4. PA to Hon'ble Vice Chancellor
5. PA to Hon'ble Adviser, BOT
6. PA to Registrar
7. Security Officer
8. Transport Officer
9. Front Desk Office
10. Office file