



SOUTHEAST UNIVERSITY

252, Tejgaon I/A Dhaka-1208

Tel:8802226603610-17, E-mail: info@seu.edu.bd

Ref: SEU/Notice /HR/637/2024

Date: 06.08.2024

NOTICE

Subject: Office Attendance

As decided by the University Authority, all faculty members, officers and employees will attend office from 07.08.2024 (Wednesday) as per present office timing.

All Academic Chairs, Directors and Heads of Non-Academic Departments are requested to inform their faculty members and officials.

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

Copy for Action:

1. All Deans and Director IQAC
2. All Academic Heads
3. All Non-Academic Heads

Copy for Information:

1. Additional Registrar
2. Director Operations, BoT, SEUT
3. Secretary, BoT, SEUT
4. Director (Additional Charge), IT (To circulate to all via e-mail and upload in website Notice Board)
5. PA to Vice Chancellor
6. PA to Pro-Vice Chancellor
7. PA to Registrar
8. Office file