



SOUTHEAST UNIVERSITY

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Ref: SEU/HR/Office Order /139/2021

Date: 15.03.2021

OFFICE ORDER

In accordance with approval of the University Management, all fulltime faculty members (excluding faculty members with administrative responsibilities) are required to attend office from 9:00 a.m. to 5:00 p.m. at least once a week. Faculty members will choose a day according to their convenience; preferably, a day when they do not have classes between 9:00 a.m. and 5:00 p.m. They will use this day for the following promotional activities.

1. Meeting with brand ambassadors
2. Meeting with student advisees
3. Meeting with club members
4. Meeting with alumni
5. Meeting with class representatives
6. Meeting with admission seekers and their parents and guardians
7. Any other promotional activities assigned by the Department Head or the Dean

The concerned Department Chair will send a weekly duty roster of each faculty member to the Registrar by 18 March 2021.

The Dean and the Department Chair will monitor daily attendance and activities of all faculty members of the concerned Department/School and they will submit weekly activity report of the faculty members to the SEU Management with a copy to Chairman, Central Marketing, Branding and Promotion Committee. This Office Order will be effective immediately.

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