



# SOUTHEAST UNIVERSITY

252, Tejgaon I/A Dhaka-1208

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

Ref: SEU/HR/Notice/ 170/2023

Date: 15.03.2023

## NOTICE

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

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

During the month of Ramadan SEU office timing will be from 09:00 a.m to 3:30 p.m. with a prayer break of 30 minutes from 1:00 p.m. to 1:30 p.m.

### **Class Schedule:**

1. During Ramadan Undergraduate 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. Respective department Chair/Program Director will decide the class slots and timings 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

### **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, BoT, SEUT
2. Secretary, BoT, SEUT
3. PA to Hon'ble Vice Chancellor
4. PA to Hon'ble Adviser, BoT, SEUT
5. PA to Registrar
6. Security Officer
7. Transport Officer
8. Front Desk Office
9. Office file