



# SOUTHEAST UNIVERSITY

252, Tejgaon Industrial Area, Dhaka-1208, Bangladesh

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Ref: SEU/ACAD/OR/0509/2023

Date: 19.12.2023

## OFFICE ORDER

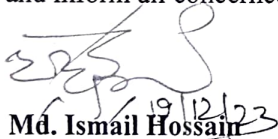
In accordance with the approval of University Management all concerned are hereby informed that due to unavoidable circumstances the class schedule and weekly holidays will be as follows with effect from **24 December 2023** and continue until further order.

SL. No.	Details	Decision
01	On Campus Class Days	Friday, Saturday & Tuesday
02	Online Class Day	Wednesday
03	Makeup Class Day	Thursday
04	Special Online Classes (if necessary)	Sunday & Monday
05	Weekly Holidays	Sunday & Monday

Please note the following:

1. All Administrative staff in all Academic and Non- academic Departments will attend offices from 9:00 am to 5:00 pm on Tuesday through Saturday.
2. Deans/Department Chairs/Coordinators must attend office from 9:00 am to 5:00 pm and rotate duties to cover all five working days (Tuesday through Saturday). Weekly Duty Schedule must be submitted to the Registrar.
3. Deans, Academic Chairs and Coordinators must make themselves available for meetings on Wednesday and Thursday at 2:30 pm. Additionally, meetings may be scheduled at any time during the revised weekdays, if necessary.
4. In case of Hartal only (except Oborodh, Manob Bondhon etc.) on any day of the week classes will be held online as per regular class schedule.

All Academic and Non-academic Heads are instructed to ensure implementation of the above and inform all concerned including students as soon as possible.

  
Md. Ismail Hossain

Deputy Registrar (Admin & HR) and  
Registrar (Acting)

### Copy for action:

1. All Deans and Director IQAC
2. All-Academic Chairs, Directors (BBA & MBA)
3. Director Finance
4. Controller of Examinations
5. Deputy Registrar (Admin)
6. Deputy Registrar (HR)
7. Director IT, Additional Charge (with a request to upload it to the SEU website)
8. Officer-In-Charge (Admission & Promotion)
9. Asst. Officer, BCPR (with a request to upload it to the SEU Facebook page)
10. All-Academic Officers (with a request to circulate it to Notice Board/s)

### For Information:

1. Secretary, BoT, SEU
2. PA to Hon'ble Vice Chancellor
3. PA to Hon'ble Adviser, BoT, SEU
4. PA to Registrar
5. Office File