



# SOUTHEAST UNIVERSITY

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Ref: SEU/Notice /HR/622/2024

Date: 31.07.2024

## NOTICE

### Subject: Office Attendance

As decided by the University Authority, all faculty members, officers and employees will attend office from 01.08.2024 as per present office timing. Friday and Saturday will be observed as weekly holidays till the commencement of classes.

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
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