



**SHANTO-MARIAM  
UNIVERSITY OF CREATIVE TECHNOLOGY**

No: SMUCT/ACA/INL/NTC/22/06/119

Dated: 18-07-2022

**NOTICE REGARDING OFFICE ATTENDANCE**

In accordance with the approval of the University Authority, all Academic and Non Academic Staff and all other concerned are hereby informed as follows:

1. All Academic Offices of SMUCT will remain open 06 working days (5 days on campus and 1 day online) per week as per departmental class schedule. Office timing will be from 08:30 a.m. to 05:30p.m. Concern HoD will determine the working hours (minimum 8 hours) for the faculty members.
2. Office timing for Officers will be from 08:30 a.m. to 05:30 p.m. (as per roster).
3. Office timing for supporting staff will be from 08:10 a.m. to 06:20 p.m. (as per roster)
4. Admission Office & Accounts Section will remain open all 07 days a week except Government Holidays (as per roster).
5. All officials and staff will attend office 06 days in a week.

This order will be effective from 19 July 2022 till further order.

This notice is issued as per directive of Hon'ble Vice Chancellor (In Charge).

*18-07-22*

**(Dr. Par Mosiur Rahman)**  
Registrar



**Copy to:**

1. All concerned
2. Secretary to BoT (for kind information of Hon'ble Chairman, BoT)
3. PS. to Hon'ble Vice Chancellor (In Charge)
4. Office File/Notice Boards