



**SHANTO-MARIAM  
UNIVERSITY OF CREATIVE TECHNOLOGY**

No: SMUCT/ACA/INL/NTC/22/06/153

Dated: 28-08-2022

**REVISED NOTICE REGARDING  
WEEKLY HOLIDAY & OFFICE TIMING**

In pursuance of the decision arrived at the meeting of the Top Management Meeting held on 24-08-2022 all Academic and Non Academic Staff and all other concerned are hereby informed as follows:

1. The University Weekly Holiday will be Thursday and Friday. All Academic and Officials activities will remain open 5 days in week (Saturday to Wednesday).
2. Office timing will be from 08:30 am. to 04:30 pm.
3. Office timing for supporting staff will be from 08:00 am. to 05:00 pm.

**This order will be effective from 10 September 2022 till further order.**

HoDs and Coordinators are requested to re-schedule class routine (each class duration 1:15 hours) with effect from 10-09-2022 (after Mid-Term Exam) and send a copy to concerned Dean, Registrar and all other concerned. For any clarification may contact to the concerned Dean.

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

*Amr. 29.08.22*

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



**Copy to:**

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