



**SHANTO-MARIAM  
UNIVERSITY OF CREATIVE TECHNOLOGY**

No. SMUCT/GEN)/INL/NTC/24/06/42

Dated: 05-03-2024

**NOTICE  
REGARDING OFFICE TIMING DURING HOLY RAMADAN**

This is for the information of all concerned that during the month of **Ramadan**, **office timing** will be from **9:00 am.** to **3:30 pm.**

All HoDs are requested to re-schedule the time table of their classes during the month of Ramadan.

Information, Admission, Accounts and Controller of Exams Section will remain open from 9:00a.m. to 4:00 pm. (as per roster).

Office timing for all supporting staff will be from 08:30 am. to 4:00 pm. (Lab Assistant, Lab Technician, IT Support Technician, Library Asst., Office Asst., Electricians, AC Technicians, Lift Operators, Drivers, Plumbers, Carpenter, Sewing Technicians, Peons, Cleaners & other emergency staff).

Duty of Security staff will be as usual.

This notice is issued as per directive of the Hon'ble Vice-Chancellor.

*Par Mosiur Rahman* 05.03.24

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



**Copy to:**

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