

Letter No. GUB/GC/38/25/047

Date: 26 February 2025

## Subject: Class Slots and Office Timing for Holy Ramadan

1. In accordance with the approval of the management authority, this is to inform all Faculty Members, Administrative Staff, and Students of Green University of Bangladesh that the classes during the Holy Ramadan will be conducted according to the following schedule:

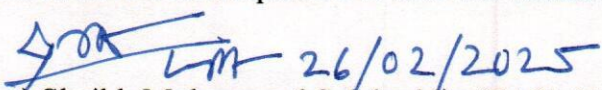
### Class Slots (Except for Friday)

No. of Class Slots	Class Time
1 <sup>st</sup> slot	9:00 am – 10:05 am
2 <sup>nd</sup> slot	10:05 am – 11:10 am
3 <sup>rd</sup> slot	11:10 am – 12:15 pm
4 <sup>th</sup> Slot	12:15 pm – 1:20 pm
<b>Dohr Prayer Break</b>	<b>1:20 pm – 1:50 pm</b>
5 <sup>th</sup> slot	1:50 pm – 2:55 pm

### Class Slots (For Friday)

For Regular Batches		For MBA, LLM, and Evening Batches	
No. of Class Slots	Class Time	No. of Class Slots	Class Time
1 <sup>st</sup> slot	9:00 am – 10:05 am	1 <sup>st</sup> slot	8:00 am – 9:00 am
2 <sup>nd</sup> slot	10:05 am – 11:10 am	2 <sup>nd</sup> slot	9:00 am – 10:00 am
3 <sup>rd</sup> slot	11:10 am – 12:15 pm	3 <sup>rd</sup> slot	10:00 am – 11:00 am
4 <sup>th</sup> slot	12:15 pm – 1:20 pm	4 <sup>th</sup> slot	11:00 am – 12:00 pm
<b>Juma Prayer Break</b>	<b>1:20 pm – 1:50 pm</b>	5 <sup>th</sup> slot	12:00 pm – 1:00 pm
5 <sup>th</sup> slot	1:50 pm – 2:55 pm	<b>Juma Prayer Break</b>	<b>1:00 pm – 2:00 pm</b>
		6 <sup>th</sup> slot	2:00 pm – 3:00 pm
		7 <sup>th</sup> slot	3:00 pm – 4:00 pm
		<b>8<sup>th</sup> Slot (Online)</b>	<b>7:00 pm – 8:00 pm</b>

2. **Office Hours for the Faculty Members:** The Faculty Members will maintain weekly working hours per the university's existing policy.
3. **Office Hours for the Administrative Staff:** The Administrative Staff will perform their offices from 8:30 am to 3:00 pm. However, personnel involved in roster duties i.e. admission office, construction project, security office, etc. will perform their duties according to their departmental schedules.
4. All Concerned have been requested to take the necessary steps in this regard.

  
Captain (Navy) Shaikh Mohammad Salahuddin (TAS), NGP, psc (Retd.)  
Registrar

For Information:  
All Faculty Members, Administrative Staff, and Students