



Independent University, Bangladesh
Office of the Registrar

NOTICE
Office Hour

The office hours will be from 9:00 am to 5:00 pm, Sunday through Thursday, effective from Sunday, May 28, 2023.

We kindly request you all to continue the following energy-saving measures that were previously communicated in a circular distributed on August 8, 2022:

1. Large-scale meeting to be avoided or minimized (especially involving large venues, such as Auditorium and Multi-purpose Hall);
2. Central and individual air-conditioning systems to be fixed at 26^o (Twenty-six degrees) Celsius;
3. All lighting (illuminations) in the Corridors and Verandas to be shut off during the daylight;
4. Respective Users are requested to ensure lights, fans, computers and air conditions are switched off while not in / leaving the Office;
5. Large-scale ceremonial/ Statutory meetings (for example, Syndicate, Academic Council) to be held by using an online platform (for example, Zoom, etc.) as per government directives;
6. Decorative lights may be turned off;
7. All the Housekeepers, Office Managers and Lab Managers are to be briefed on the subject to this exercise is to be coordinated by the Head of facilities dept. with support from the registry.

Registrar

Dated 23 May 2023