

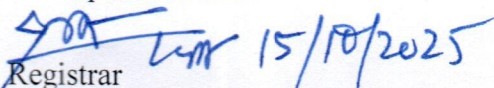
Subject: Revised Guidelines on Rescheduling of Classes and Office Operations for Selected Saturdays to Facilitate Remaining NAT Tests 2025

1. In accordance with the approval of the management authority, all Students, Administrative Staff, and Faculty Members of Green University of Bangladesh are hereby informed that, to accommodate the upcoming NAT Test schedules and maintain academic continuity, selected Saturday classes for the rest of 2025 will be held on the prior Thursdays as per the guidelines mentioned below:

a. NAT Test Dates & Rescheduled Class Dates

NAT Test Date (Saturday)	Rescheduled Class Date (Thursday)
25 October 2025	23 October 2025 (to be held online)
15 November 2025	13 November 2025 (office activities and examinations will be held in-person)
13 December 2025	11 December 2025 (to be held online)

- b. Class Arrangements:** Rescheduled classes will be held online at the same time slots as originally scheduled for Saturdays. All Faculty Members will work online from home on the respective Thursdays and conduct classes as per the class routine, except on 13 November 2025.
- c. Faculty Members with NAT Test Duties:** The Faculty Members assigned for NAT Test duties will follow the NAT authority instructions. They will be provided remuneration for it as per the NAT policy. However, the Faculty Members may leave the test venue upon completion of their assigned duties.
- d. Administrative Staff:** The Administrative Staff will perform regular office duties on the test days. However, the Admin Staff assigned to NAT Test duties will resume office work after completing their test duties. The persons involved in NAT Test duties will receive honorarium as per the NAT policy.
- e. Restriction of Movements on the Campus:** Movement within the GUB Campus will be strictly prohibited during the NAT Test to ensure a quiet and disturbance-free environment for all examinees.
- f. Examination Schedule Adjustment:** The Controller of Examinations and Departments will prepare exam, quiz, and class test schedules in accordance with this arrangement to ensure no complexities or overlaps for students.
- g. Transport Arrangements:** The Transport Office will arrange necessary vehicles for all concerned in coordination with the NAT authority.
- h. Additional Instructions:** No one will leave the station without obtaining prior leave approval from the appropriate authority. The Registrar's Office will issue a separate general instruction before every NAT Test for smooth operations.
2. The above guidelines will be applicable for the rest of the months of 2025, unless further notice is issued. All concerned are requested to take necessary actions to ensure its proper implementation.


Registrar
Green University of Bangladesh

For Action: All Students, Administrative Staff, and Faculty Members of GUB