

Letter No. GUB/GC/38/26/032

Date: 15 February 2026

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 classes and office hours during Holy Ramadan will be conducted according to the following schedule:


Class Slots (Except for Friday)

No. of Class Slots	Class Time
1 st slot	8.30 am – 9.40 am
2 nd slot	9.40 am – 10.50 am
3 rd slot	10.50 am - 12:00 pm
4 th slot	12:00 pm - 1:10 pm
Dohr Prayer Break	1:10 pm - 1:40 pm
5 th slot	1:40 pm - 2:50 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 st slot	8:30 am – 09:40 am	1 st slot	8:10 am – 9:10 am
2 nd slot	09:40 am - 10:50 am	2 nd slot	9:10 am – 10:10 am
3 rd slot	10:50 am - 12:00 pm	3 rd slot	10:10 am - 11:10 am
4 th slot	12:00 pm - 1:10 pm	4 th slot	11:10 am - 12:10 pm
Juma Prayer Break	1:10 pm - 1:50 pm	5 th slot	12:10 pm - 1:10 pm
5 th slot	1:50 pm – 3:00 pm	Juma Prayer Break	1:10 pm - 1:50 pm
		6 th slot	1:50 pm – 2:50 pm
		7 th slot	2:50 pm – 3:50 pm

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

 15/02/2026

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

For Information:

All Faculty Members, Administrative Staff, and Students