



Office Order

As per decision of the 61st Meeting of the Board of Trust of this university, the duration of a Head of any Department will be maximum 2 years. Accordingly, Ms. Lutfun Naher, Senior Lecturer, English Language and Literature (ELL) has already completed two years as Head. As such, Ms. Lutfun Naher is hereby relieved from the duties and responsibilities of Head, Department of ELL, with effect from **July 17, 2023** afternoon.

On the other hand, Mr. Shaikh Md. Masum, Senior Lecturer, ELL at North Western University, is hereby directed to act as the Head of the same Department with effect from **July 18, 2023** on the following terms and conditions:

Terms and Conditions:

1. The duration of his duties and responsibilities will be maximum two years.
2. He will perform his duties and responsibilities on honorary basis.
3. The authority reserves the right to cancel this order at any time.
4. He will act as Head in addition to his normal duties and responsibilities.
5. He will avail other facilities as Head as per the rules of this university.
6. He is to perform other official works as per instruction of the Vice Chancellor as and when required.

Mr. Shaikh Md. Masum is requested to submit a formal joining report as a Head to the Office of the Undersigned.

By order of the Vice Chancellor

Mariam Akther

Mariam Akther
Registrar (In Charge)
North Western University, Khulna

14/07/2023

CC to: (Not according to seniority)

1. Honorable Chairman, Board of Trustees, NWU Trust
2. Honorable Secretary and Trustee, Board of Trustees, NWU Trust
3. All Deans, NWU
4. All Heads, NWU
5. Controller of Examinations, NWU
6. Proctor, NWU
7. Ms. Lutfun Naher, Senior Lecturer & Head, Department of ELL is requested to hand over the charge of Head of CSE to Mr. Shaikh Md. Masum, Senior Lecturer, ELL.
8. Mr. Shaikh Md. Masum, Senior Lecturer, ELL is requested to take over the charge of Head from Ms. Lutfun Naher, former Head of ELL.
9. Asst. Registrar, NWU
10. In Charge, F & A, NWU
11. Programmer, NWU
12. PS to VC, NWU
13. Personal File
14. Office File

[Signature]

Section Officer
Office of the Registrar, NWU

14.07.23