



North Western University

Committed to World Class Education

NWU/Reg./EEE.H.C/OO/2025/730

17 September 2025

Office Order

As per the decision of the 61st Board Meeting of NWU Trust, the duration of a Head of any Department will be maximum 2 years. Dr. Md. Inzamam-Ul-Hossain is hereby relieved from the additional duties and responsibilities of Head (In Charge) of the Department of Electrical and Electronic Engineering (EEE), with effect from **17 September 2025**, afternoon.

On the other hand, Mr. Ashraf Hossain Sanvi, Lecturer, Department of Electrical and Electronic Engineering (EEE) at North Western University, is hereby directed to act as the Head of the same Department with effect from **18 September 2025**, on the following terms and conditions:

Terms and Conditions:

1. The duration of his duties and responsibilities will be maximum of two (2) years.
2. He will perform his duties and responsibilities on an 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 the Head as per the rules of this university.
6. He is to perform other official works as per the instructions of the Vice Chancellor, as and when required.

Mr. Ashraf Hossain Sanvi is requested to submit a formal joining report as a Head to the Office of the undersigned.

By order of the authority

(Dr. Sk. Shafiqur Rahman)

Registrar

North Western University, Khulna

1. **Dr. Md. Inzamam-Ul-Hossain**, Head (In Charge), Department of EEE, is requested to hand over the charge of Head of EEE to Mr. Ashraf Hossain Sanvi, Lecturer, EEE.
2. **Mr. Ashraf Hossain Sanvi**, Lecturer, EEE, is requested to take over the charge of Head from Dr. Md. Inzamam-Ul-Hossain, former Head (In Charge) of EEE.

Copy to (Not according to seniority)

1. Honorable Chairman, Board of Trustees, NWU Trust
2. Treasurer
3. All Deans
4. All Heads
5. Director, Liaison, BOT
6. Director, IQAC
7. Proctor
8. Director, F & A
9. Controller of Examinations
10. Project Director
11. Asst. Registrar
12. Marketing Officer/Asst. Public Relations Officer (request to publish online & Facebook page)
13. PS to VC
14. Personal File
15. Office File

Registrar

North Western University, Khulna