



# North Western University

Committed to World Class Education

236, M. A. Bari Road, Sonadanga, Khulna-9100. Phone : PABX: +88 02477726064, 02477726066  
Cell : 01755-226611, 01970-226611, Fax: +88 02477-722744, Email: info@nwu.ac.bd Web: www.nwu.ac.bd

Ref : NWU/Reg./H.C./ELL/OO/2026/68

Date : 19 Jan 2026

## Office Order

With reference to your application and as per the approval of the authority, you (Kamrun Nahar Shila) are hereby relieved from the duties and responsibilities of Head of the Department of ELL with effect from **January 19, 2026**.

On the other hand, **Md Mehedi Hasan**, Assistant Professor from the same Department at North Western University, is hereby directed to act as the Head of the Department of ELL with effect from **January 20, 2026**, on the following terms and conditions:

- i) The duration of his duties and responsibilities will be a maximum of 2 years.
- ii) He will perform his duties and responsibilities on an honorary basis.
- iii) He will act as Head in addition to his normal duties and responsibilities.
- iv) He will avail other facilities as Head as per the rules of this university.
- v) He is to perform other official works as per instruction of the Vice Chancellor as and when required.
- vi) The authority reserves the right to cancel this order at any time.

Kamrun Nahar Shila is requested to hand over the charge of the Head to Md Mehedi Hasan.

Md Mehedi Hasan is requested to submit a formal joining report as a Head to the office of the undersigned.

(Dr. Sk. Shafiqur Rahman)

Registrar

North Western University, Khulna

### **Distribution:**

- i) Md Mehedi Hasan, Asst. Professor, ELL
- ii) Kamrun Nahar Shila, Asst. Professor, ELL

NWU/Reg./H.C./ELL/OO/2026/68

19 Jan 2026

### **Copy forwarded for necessary action to (Not according to seniority):**

1. Treasurer
2. All Deans
3. All Heads (request to distribute among the teachers)
4. Director, Liaison, BOT
5. Director, IQAC
6. Proctor
7. Director, F&A
8. Controller of Examinations
9. Project Director
10. Asst. Registrar
11. Marketing Officer
12. Asst. Public Relations Officer
13. PS to VC
14. Personal File
15. Office File

Registrar

North Western University, Khulna