



## Office Order (Revised)

As per instruction and approval of the authority, Shaikh Md. Masum, Senior Lecturer, English Language and Literature (ELL) is hereby relieved from the duties and responsibilities of Head, Dept. of ELL with effect from July 1, 2024.

On the other hand, Ms. Kamrun Nahar Shila, Asst. Professor, ELL at North Western University, is hereby directed to act as the Head of the same Department with effect from July 1, 2024 afternoon on the following terms and conditions:

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

Shaikh Md. Masum is requested to hand over the charge of the Head of the Dept. of ELL to Ms. Kamrun Nahar Shila. Kamrun Nahar Shila is requested to submit a formal joining report as a Head to the office of the undersigned.

*TRahman 10.07.2024*  
(Prof. Md. Tabibar Rahman)  
Registrar  
North Western University, Khulna

### **Distribution:**

- i) Kamrun Nahar Shila, Asst. Professor, ELL, NWU
- ii) Shaikh Md. Masum, Senior Lecturer, ELL, NWU

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*Mari Akther*  
(Mariam Akther) *10/07/2024*  
Deputy Registrar, NWU