



Office Order

Md. Anisur Rahman, Assistant Professor and Head of Business Administration (BA) completed the tenure of headship on September 30, 2024. Ms. Jobayra Afsana, Asst. Professor, BA at North Western University, is hereby directed to act as the Head of the same Department with effect from October 1, 2024, 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 authority as and when required.

Md. Anisur Rahman is requested to hand over the charge of the Head of the Dept. of BA to Ms. Jobayra Afsana. Ms. Jobayra Afsana is requested to submit a formal joining report as a Head to the office of the undersigned.

Mam Akter
(Marium Akther) 30/09/2024
Registrar (Current Charge)
North Western University, Khulna

Distribution:

- i) Md. Anisur Rahman, Asst. Professor, BA, NWU
- ii) Ms. Jobayra Afsana, Asst. Professor, BA, NWU

Copy to (Not according to seniority):

1. Treasurer, NWU
2. All Deans, NWU
3. All Heads, NWU
4. Controller of Examinations, NWU
5. Proctor, NWU
6. Director, IQAC, NWU
7. Director, F&A, NWU
8. Asst. Registrar (B-2), NWU
9. Programmer, NWU (Request to publish online)
10. PS to VC, NWU
11. Personal File
12. Office File

(Signature)
(Sk. Maksadur Rahman)
Section Officer, NWU