

مولانا آزاد نیشنل اردو یونیورسٹی  
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**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
(A Central University established by an Act of Parliament in 1998)



Department of Social Work

**Allocation of Responsibilities 2015-16**

S. No.	Responsibilities	Faculty In-charge
1	Time Table and Academic Calendar	Mr. Md Israr Alam
2	Departmental Meeting Convener and BOS	Dr. Rafat Aara
3	Student's Advisor	Dr. Md. Shahid Raza
4	Fieldwork Coordinator	Dr. Md. Aftab Alam
5	Skill Lab In-charge	Mr. Md Israr Alam
6	In-charge Guest Lecture and Orientation Programme	Mr. Md Israr Alam
7	In-charge Examination and Viva Voce	Mr. Md Israr Alam
8	Student's Data Base/Monthly Attendance/Scholarship	Dr. Md Aftab Alam
9	Contingency/Budget Control/Assets Records and Maintenance	Dr. Md. Shahid Raza
10	Annual Report/AQAR	Dr. Rafat Aara

Head