




Department of Social Work

Ref. MANUU/DSW/2016-17/

ALLOCATION OF RESPONSIBILITIES (Semester 2016-17)

S. No.	Allocation of Responsibilities	Faculty In-charge
1	<ul style="list-style-type: none">➤ Fieldwork Coordinator➤ Time Table➤ In-charge Guest Lecture and Orientation Programme➤ In-charge Examination and Viva Voce➤ Placement Incharge	Mr. Md Israr Alam
2	<ul style="list-style-type: none">➤ Skill Lab In-charge➤ Student's Advisor➤ Contingency/ Budget Control/Assets Records and Maintenance➤ Scholarship➤ Academic Coordinator for the execution of CBCS	Dr. Md. Aftab Alam
3	<ul style="list-style-type: none">➤ Departmental Meeting Convener and BOS➤ Annual Report/AQAR➤ Academic Calendar	Dr. Rafat Aara
4.	<ul style="list-style-type: none">➤ Student's Data Base/Monthly attendance➤ Website Update➤ Sanitation➤ Time Table with Mr. Israr Alam	Mr. Abu Osama


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