

Detailed job description

01. Position : **Secretary** a) **Bangladesh Medical College.**
b) **Bangladesh Dental College.**

From 01 September 2004 till to date.

Secretary is responsible to assist management for both **academic** and **administrative activities** of the colleges. **Academic programmes** include student admission, registration and examinations; follow academic calendar, keep liaison with guardians, counseling students, organize extra-curricular activities and all important functions. **Administrative activities** include post creation and appointment of faculty members; preparing agenda and minutes of Governing Body, Academic Council, Teaching Staff Selection Committee, Guardian Advisory Committee and other committees, implementation of committee decisions, matters relating to establishment and finance.

02. Position : **Registrar, University of Dhaka**, from 01 January 1998 to 29 December 2002 – As per order of the University of Dhaka, the Registrar is the Secretary to the Senate, Syndicate and Academic Council. He is responsible for all academic and administrative activities, **Academic programmes** include admission of students in different course of studies from home and abroad including Ph. D and M. Phil and their registrations, migrations, transfers, preparation of academic calendar, syllabuses and rules and regulations etc. of the University and its constituent colleges, administration of different trust funds and arrangement of foundation speeches; arrangement of collaboration programmes with other universities from home and abroad. **Administrative activities** include appointment of faculty members and non-teaching officers and staff; their confirmation, promotion, leave and retirement, implementation of the resolutions of the Senate, Syndicate, Academic Council and other bodies, appointment of Deans of the Faculties, Chairmen of the Departments and Directors of institutes as per University Order and Statutes along with non-teaching officers and employees. This is to be mentioned here that the University comprises of 30,000 on campus students, 1300 faculty members and 3500 other non-teaching staff including 15 Deputy Registrars.
03. Position : **Deputy Registrar (Academic)**, University of Dhaka, from 13 March 1985 to 31 December 1997 – all activities concerning academic programmes of the University, including Ph. D, M. Phil, Scholarships, Trust Funds etc.
04. Position : **Deputy Registrar (Administration-1)**, University of Dhaka (additional responsibilities) : from July 1988 to February 1992 – the responsibilities includes supervising the work of Establishment Section of the Registry concerning the teachers of the University.
05. **In-charge of Estate & Accommodation, Staff Welfare and Transport** (additional responsibilities) : from 15 January 1985 to July 1988 – the responsibilities include keeping up-to-date information about the occupation of University flats, Member-Secretary of the House Allotment Committee, supply of liveries to the employees, routine staff welfare work, management of university transports for students and staff.

06. Position : **(a) Assistant Director**, Teacher-Student Centre, University of Dhaka from 01 July 1973 to 12 March 1985; **(b) Administrative Officer**, Teacher-Student Centre, University of Dhaka : from 09 August 1968 to 30 June 1973 – the duties and responsibilities includes general administration of about 40 employees of Teacher-Student Centre and management of TSC Cafeteria, Annual Programme Planning and arrangement of extra-curricular activities of the students, which includes debate, music, drama, TV and Radio programme, indoor games, work camps and rendering student's facilities and services.
07. Position : **Officer on Special Duty**, Office of the Vice-Chancellor, University of Dhaka : from June 1971 to March 1985 (on deputation and additional responsibilities) – the duties and responsibilities includes protocol and public relations work, student affairs, disposal of files, staff administration; organising important official functions of the University and frequent meetings at the Office of the Vice-Chancellor; work as the Secretary to the Vice-Chancellor; to keep informed of overall situation of the University, all the important decisions, rules and regulations and subsequent amendments.
08. Position : **Programme Producer, Radio Pakistan** : from 04 November 1964 to 08 August 1968 – the duties and responsibilities includes, programme planning and production, mainly in the music, drama, talks and out-door broadcast sections; script writing and editing, periodical assessment of programmes and preparation of reports for the HQ and general staff administration.
09. Position : **Field Interviewer**, Harvard University Research Project on Socio-Cultural Aspects of Development in the year 1964 for four months – the duties and responsibilities includes organising interviewers team, interviewing farmers and urban factory workers.

**Conference and Workshops Attended as Delegate/member in home and abroad
and the study tour abroad**

Conferences and Workshops

01. Member-Secretary : Conference on the **Bangladesh's Development Agenda and Vision 2020 : Rhetoric or Reality**. Organised jointly by the University of Hull, UK and the University of Dhaka, Bangladesh. Held at Dhaka on 14-15 April, 2002.
02. Attended International Expertise evelopment Programme : Globalizing Higher Education Management System, sponsored by UNESCO in collaboration with British Council, held from September 20-24, 1999, at Bombay, India. Pro-Vice-Chancellors, Registrars and senior administrative officers of the Universities from the different countries were the participants.
03. Attended National Conference on Strategic Planning for Non-Profit Organisations as a delegate. The conference was jointly organised by Management Consultancy Programme (MCP) of Institute of Bsiness Administration, University of Dhaka and UNICEF at Dhaka on January 13, 1992;
04. Attended US AID sporsored University Grants Commission workshop on Course System from July 22-24, 1986. The workshop was conducted by Professor John D. Margolis of North Western University of USA. Dean of faculties, senior professors and senior administrative officers of the Universities of Bangladesh were the participants.
05. Attended National Conference of Bangladesh Sociological Association at Chittagong in 1986 as a delegate.
06. Attended Eleventh Annual Conference of the University Administrators (CUA), Liverpool, U K, April 5-7, 1984.
07. 1984Attended Annual Conference of the Society for Research into Higher Education (SRHE) Loughborough, U K, December 14-16, 1983.
08. Attended Second Pakistan Sociological Conference at Lahore in the year 1965 as a delegate from the then East Pakistan.

Visits :

Visited several educational institutions, establishments and international organisations in England and Paris as a part of my academic programme while studying Associateship in London University.

England

Queen Mary College, London University Senate House, The Universities Central Council on Admissions (UCCA), Central London Polytechnic, Goldsmiths College. The Central Registry and Clearing House of Graduate Teacher-Training Programme, Committee of Vice-Chancellors and Principals (C.V.C.P.).

France

International Institute of Educational Planning, Organisation for Economic Co-operation and Development, World Bank, Centre Internationals de Eduate Padagogiques, European Institute of Education and Social Policy, UNESCO Head Office and University de paris VIII.

India and Pakistan : Attended conferences and visited several universities.

- 10(e). **Associateship Study: Institute of Education, London University** for 15 months from October 1983 to December 1984 as a fulltime student.

Submitted Associateship report (more than 30,000 words) entitled "*A study of Undergraduate Admissions in the Universities of Bangladesh.*" It is a comparative study on different systems of undergraduate admissions in Bangladesh, the U.K., the U.S.A. and seven socialist countries. The study is aimed at exploring the possibilities of centralised undergraduate admissions through central co-ordination between the Universities in Bangladesh. The study involved visits of several educational institution of higher studies establishments and international organisations in England and Peris. This Associateship report was highly appreciated and the Head of the Central Staff Development in Higher Education, University of London recommended it for publication in U.K.

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- 11(a). Special course of study on **Administration in Higher Education, Institute of Education, London University** for 3 months from October, 1983 to December 1983. This training programme covered following specialist areas of study:

Decision making, planning and resource allocation, management and organisation of staff, training and staff development, registration and enrolment, organisation of examinations, student services, and the administration of higher degrees, the function of the registry.

Special Study: Undergraduate Admission systems in the Universities of Bangladesh and the U.K.

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- 11(b). Attended an English study course at Colchester English Study Centre (U.K.) from July 1983 to September 1983. **Specialist Grouping Education.**