

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Md. Asadujjaman

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Md. Asadujjaman
Assistant Professor, University of Dhaka

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Ishwardi** for the course of **Math131: Differential and Integral Calculus (Credit-3)**, **Section- CE0120-Kapasias** for the course of **Math131: Differential and Integral Calculus (Credit-3)**, **Section- CE0120-Hajiganj** for the course of **Math135: Vector Analysis and Statistics (Credit-3)**,

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 84000 (In Word: Eighty Four Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

SU/APP/ADJ/CE/SPRING/20/025

August 24, 2019

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Md. Shamsul Hoque

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Md. Shamsul Hoque
Professor, BUET

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Chandgaon** for the course of **CE351: Transportation Engineering I: Transportation Planning and Traffic Engineering** (Credit-3), **Section- CE0120-Chandgaon** for the course of **CE352: Transportation Engineering Sessional I** (Credit-1.5),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 200000 (In Word: Two Lakh)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

 I Accept

 I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Tanvir Islam Rajib

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Tanvir Islam Rajib
Lecturer, JU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Ishwardi** for the course of **Phy101: Physical Optics, Waves and Oscillations, Heat and Thermodynamics** (Credit-3), **Section- CE0120-Ishwardi** for the course of **Phy102: Physics Laboratory** (Credit-1.5),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 56000 (In Word: Fifty Six Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear **K. M. Serajul Islam**

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
K. M. Serajul Islam
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Chandgaon** for the course of **Hum381: Principles of Accounting (Credit-2)**,

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 22500 (In Word: Twenty Two Thousands Five Hundred)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda

Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Mehedi Ahmed Ansary

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Mehedi Ahmed Ansary
Professor, BUET

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Birampur** for the course of **CE341: Principles of Soil Mechanics (Credit-3)**,

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 100000 (In Word: One Lakh)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Sayeda Mahfuja Ahmed

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Sayeda Mahfuja Ahmed
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Kapasia** for the course of **Phy101: Physical Optics, Waves and Oscillations, Heat and Thermodynamics** (Credit-3), **Section- CE0120-Kazipur** for the course of **Phy101: Physical Optics, Waves and Oscillations, Heat and Thermodynamics** (Credit-3), **Section- CE0120-Kazipur** for the course of **Phy102: Physics Laboratory** (Credit-1.5),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 67500 (In Word: Sixty Seven Thousands Five Hundred)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

SU/APP/ADJ/CE/SPRING/20/030

August 24, 2019

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Mohammad Sabbir Rahman

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Mohammad Sabbir Rahman
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Balaganj** for the course of **CE401: Project Planning and Management (Credit-3)**, **Section- CE0120-Bhairab** for the course of **CE441: Foundation Engineering (Credit-3)**,

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 45000 (In Word: Forty Five Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Anannya Mondal

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Anannya Mondal
Teaching Assistant (TA), Sonargaon University (SU)

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Fulchhari** for the course of **EEE165: Basics of Electrical Technology** (Credit-3), **Section- CE0120-Golapganj** for the course of **EEE165: Basics of Electrical Technology** (Credit-3),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 45000 (In Word: Forty Five Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept
 I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Maimanatun Mowla

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Maimanatun Mowla
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Chandgaon** for the course of **CE323: Design of Concrete Structure II** (Credit-3), **Section- CE0120-Bijoy Nagar** for the course of **CE353: Transportation Engineering II: Highway Design and Railways** (Credit-3),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 45000 (In Word: Forty Five Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Md. Nurujjaman

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Md. Nurujjaman
Lecturer, Jagannat University

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Kazipur** for the course of **Math131: Differential and Integral Calculus** (Credit-3), **Section- CE0120-Hathazari** for the course of **Math133: Differential Equations and Matrices** (Credit-3),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 56000 (In Word: Fifty Six Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Sk. Sadman Sakib

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Sk. Sadman Sakib
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Belkuchi** for the course of **CE411: Structural Analysis and Design III** (Credit-3), **Section- CE0120-Bhairab** for the course of **CE411: Structural Analysis and Design III** (Credit-3),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 45000 (In Word: Forty Five Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Md. Salehin Ferdous Kader

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Md. Salehin Ferdous Kader
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Hakimpur** for the course of **EEE165: Basics of Electrical Technology** (Credit-3),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 22500 (In Word: Twenty Two Thousands Five Hundred)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda

Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Esrat Jahan Eva

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Esrat Jahan Eva
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Fulbari** for the course of **CE203: Engineering Geology and Geomorphology** (Credit-3), **Section- CE0120-Birampur** for the course of **CE333: Environmental Engineering II** (Credit-3),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 45000 (In Word: Forty Five Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Md. Wahid Tousif Rahman

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Md. Wahid Tousif Rahman
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Hajiganj** for the course of **EEE165: Basics of Electrical Technology (Credit-3)**,

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 22500 (In Word: Twenty Two Thousands Five Hundred)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda

Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear Md. Shibber Hossain

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Md. Shibber Hossain
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Bajitpur** for the course of **CE401: Project Planning and Management** (Credit-3),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 22500 (In Word: Twenty Two Thousands Five Hundred)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda

Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU
4. Personal File

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear **Shanjida Ahmed Shohana**

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Shanjida Ahmed Shohana
Teaching Assistant (TA), SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Kapasia** for the course of **CE101: Engineering Mechanics-I** (Credit-3), **Section- CE0120-Kazipur** for the course of **CE101: Engineering Mechanics-I** (Credit-3), **Section- CE0120-Kapasia** for the course of **CE103: Engineering Mechanics-II** (Credit-3), **Section- CE0120-Kazipur** for the course of **CE103: Engineering Mechanics-II** (Credit-3),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 90000 (In Word: Ninety Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU

Acknowledgement

I Accept

I Decline

Signature.....

Date.....

SU/APP/ADJ/CE/SPRING/20/040

August 24, 2019

OFFER AND CONTRACT OF EMPLOYMENT FOR ADJUNCT FACULTIES

Dear **Rezwanur Rashid**

Congratulations! We are very pleased to confirm our verbal offer and your acceptance of position at Sonargaon University (SU) as an Adjunct Faculty under the Department of Civil Engineering., the terms and conditions of offer and contract of employment are given below:

Sonargaon University (SU)
(Here in after referred to as "Employer") And
Rezwanur Rashid
Lecturer, SU

1. Object of the Contract:

The Faculty shall be employed as an Adjunct Faculty in the Department of Civil Engineering. effective from **August 24, 2019 Section- CE0120-Birganj** for the course of **CE311: Structural Analysis and Design I** (Credit-3), **Section- CE0120-Damudya** for the course of **CE311: Structural Analysis and Design I** (Credit-3), **Section- CE0120-Dashmina** for the course of **CE311: Structural Analysis and Design I** (Credit-3), **Section- CE0120-Balaganj** for the course of **CE463: Irrigation and Flood Management** (Credit-3),

2. Working Hours & Responsibilities:

Course Credit Hours	Course Contact Hours	No. of Class/Session	Total Session Hours
3.00	3.00 hrs	14	42
2.00	2.00 hrs	14	28
1.50	3.00 hrs	14	42
0.75	3.00 hrs	7	21

The number of session hours for the Respective Course shall be as per the above mentioned sketch each including (Mid -Term and Final Exams) per semester. The adjunct faculty will conduct the mentioned course(s) as per class routine supplied by the Department/ACAD. In addition to class room teaching the faculty member is expected to:

- a. Prepare Course Outline and submit it to the Head of the Department/Coordinator of the Program.
- b. Have his/her laptop during class if needed.
- c. Maintain student consultation hours outside the classroom as and when required.
- d. Prepare Question Papers and submit them to the Head/Coordinator at least 7 (seven) days before the Exam.
- e. Evaluate the students through Assignments, Class Tests, Case Study, Term Paper and also Mid-Term & Final Examinations.
- f. Attend the academic meeting(s) of the department.
- g. Upon the completion of examination of the respective course(s), answer script(s) has/have to be taken and be returned to the concerned department by his/her Endeavour as well as result should be finalized & be submitted to the Head/Coordinator of the department within 07 (seven) days.
- h. Upload final result on the system software through teachers' access point.
- i. The final mark sheet should be submitted as per instruction of the Controller of Exam.
- j. Submit the class Attendance Sheet of the students to the ACAD office of the Department for making bill.
- k. To complete the required Classes with the makeup Class (es) if necessary. If not, your remuneration will be deducted as per class ratio.
- l. Once you join with us, Your Name and Designation may be displayed on SU Webs, Ads and Brochures if SU Trust desires.

3. Remuneration:

The Faculty shall receive a gross total remuneration of **Tk. 45000 (In Word: Forty Five Thousands)** only. The remuneration shall be paid after completion of the semester assignments including submission of Final Mark Sheet. If a faculty fails to take any class(es) due to personal reason(s) and can't take make up class(es) later, then honorarium will be deducted proportionally from his/her total amount.

4. Income Tax:

The Faculty is liable to pay Income Tax on payment received from SU. Therefore, Income Tax will be deducted from your remuneration in accordance to the provision of the Bangladesh Income Tax Ordinance 1984.

To confirm acceptance of this offer and contract, please sign and return the enclosed original copy to the office. We look forward to a mutually rewarding employment experiences from you at SU.

Thanking you,

S M Nurul Huda
Registrar

Copy to:

1. Office of the Hon'ble Chairman, SU Trust
2. Office of the Hon'ble Vice-Chancellor, SU
3. Office of the Finance Director, SU

Acknowledgement

 I Accept I Decline

Signature.....

Date.....

4. Personal File