



UGC & Govt. Approved  
**Sonargaon University (SU)**  
সোনারগাঁও ইউনিভার্সিটি (এসইউ)

WE WILL  
RISE UP  
WE WILL  
**SHINE**

# Student's Information Manual

Published Date: 10<sup>th</sup> September 2018

### Vice-Chancellor Office (1<sup>st</sup> Floor)

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Professor M. A. Razzaque	Vice Chancellor	01955544900	Green Road	202
2.	Professor Dr. Md. Abdur Razzaque Akhanda	Pro Vice Chancellor	01955544903	Green Road	209
3.	Md. Abu Hanif	Asst. Reg. (PS to VC)	01955544922	Green Road	202
4.	Md. Rahmot Ali	PS to VC	01955544965	Green Road	202

### Registrar Office (1<sup>st</sup> Floor)

Sl.	Name	Designation	Mobile	Campus	Room#
1.	S M Nurul Huda	Registrar	01955544902	Green Road	209
2.	Md. Atikur Rahman	Office Executive	01992077057	Green Road	209
3.	Md Jahirul Islam	Jr. Section Officer	01955544969	Green Road	209

### Treasurer Office (2<sup>nd</sup> Floor)

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Md. Al-Amin Molla	Treasurer	01955544901	Green Road	314
2.	Khokon Chandra Dey	PS to Treasurer	01992077075	Green Road	315

## (1) Department of Mechanical Engineering

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Md. Mostofa Hossain	Head	01955529729	Green Road	309
				Mohakhali	G. Floor
2.	Mahbubur Rahman	Coordinator-I	01955529749	Green Road	514
3.	Md. Hasibul Hasan	Coordinator-II	01955529757	Mohakhali	G. Floor

### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
- ✚ Teacher Evaluation
- ✚ Preparation of Teacher Evaluation Report
- ✚ Liaison with other Departments
- ✚ Notice
- ✚ Testimonial
- ✚ Course Complete Certificate
- ✚ Studentship Certificate
- ✚ Exam Routine Preparation
- ✚ Tabulation
- ✚ Special Exam
- ✚ Supplementary Exam
- ✚ Exam Room Distribution
- ✚ Journal Management
- ✚ Seminar and Workshops
- ✚ Internship and Placement Division
- ✚ Internship authorization Letter
- ✚ Offer Letter Maintenance
- ✚ Internship Result Preparation and tabulation
- ✚ Liaisons with Library and Librarian regarding Internship Report
- ✚ Extra-Curricular Activities
- ✚ Public Relation

## (2) Department of Civil Engineering

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Abul Hasnat	Asst. Prof. & Coordinator	01955529793	Green Road	414
2.	S.M. Yashin	Lecturer & Asst. Coordinator	01955529797	Green Road	Darul Huda

### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
- ✚ Teacher Evaluation
- ✚ Preparation of Teacher Evaluation Report
- ✚ Liaison with other Departments
- ✚ Notice
- ✚ Testimonial
- ✚ Course Complete Certificate
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- ✚ Internship and Placement Division
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- ✚ Liaisons with Library and Librarian regarding Internship Report
- ✚ Extra-Curricular Activities
- ✚ Public Relation

### (3) Department of Textile Engineering

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Md. Rezaul Karim	Head	01955529891	Mohakhali	406
2.	Kamrul Islam	Coordinator	01955529892	Mohakhali	402

#### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
- ✚ Teacher Evaluation
- ✚ Preparation of Teacher Evaluation Report
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- ✚ Public Relation

#### (4) Department of Naval Architecture and Marine Engineering

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Md. Al Amin Miazee	Coordinator	01955529981	Green Road	501

#### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
- ✚ Teacher Evaluation
- ✚ Preparation of Teacher Evaluation Report
- ✚ Liaison with other Departments
- ✚ Notice
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- ✚ Extra-Curricular Activities
- ✚ Public Relation

## (5) Department of Computer Science and Engineering

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Md. Nadiruzzaman	Head of Dept.	01955529841	Green Road	610
2.	Khadija Islam	Coordinator	01955529845	Green Road	607

### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
- ✚ Teacher Evaluation
- ✚ Preparation of Teacher Evaluation Report
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- ✚ Public Relation

## (6) Department of Electrical and Electronics Engineering

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Dr. M Bashir	Head	01955529841	Green Road	614
2.	Md. Ferdous Khan	Coordinator	01955529767	Green Road	614

### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
- ✚ Teacher Evaluation
- ✚ Preparation of Teacher Evaluation Report
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- ✚ Extra-Curricular Activities
- ✚ Public Relation



## (7) Department of Apparel Manufacture and Technology (AMT)

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Jahangir Karim	Head	01955529878	Mohakhali	201
2.	SM Golam Rabbani	Coordinator	01955529876	Mohakhali	101

### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
- ✚ Teacher Evaluation
- ✚ Preparation of Teacher Evaluation Report
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- ✚ Extra-Curricular Activities
- ✚ Public Relation

## (8) Department of Fashion Design and Technology (FDT)

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Ahasan Habib	Head	01955529877	Mohakhali	201
2.	SM Golam Rabbani	Coordinator	01955529876	Mohakhali	101

### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
- ✚ Teacher Evaluation
- ✚ Preparation of Teacher Evaluation Report
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- ✚ Extra-Curricular Activities
- ✚ Public Relation

## (9) Department of Architecture

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Mohammad Yousuf Iqbal Chowdhury	Head	01955529906	Mohakhali	502

### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
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- ✚ Extra-Curricular Activities
- ✚ Public Relation

### (10) Department of Law

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Md Deedarul Islam Bhuiyan	Coordinator	01955529863	Green Road	310

### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
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### (11) Department of Business Administration

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Abul Kalam	Dean & Head	0195554495	Green Road	507
2.	Khadijatul Ferdous	Coordinator	01955529828	Green Road	501
3.	Ruhul Amin	Asst. Coordinator	01992077226	Green Road	501

#### Departmental Activities

- ✚ Course Offerings
- ✚ Teacher Assignment
- ✚ Class Routine Preparation
- ✚ Class Monitoring
- ✚ Counselling
- ✚ Student Advising
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## Admission & Information Section

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Md. Zakir Hossain	Admission Officer	01731234567	Green Road	N/A
2.	Md. Pathan Sharif	Admission Officer	01767777222	Green Road	N/A
3.	Md. Mahamudul Hasan	Admission Officer	01780330066	Green Road	N/A
4.	Sujon Ahamed	Admission Officer	01780330055	Green Road	N/A
5.	Masud Rasel	Admission Officer	01955529705	Green Road	N/A
6.	Rasel Ahmed	Admission Officer	01971337777	Green Road	N/A

### Activities

- ✚ Information about admission qualification
- ✚ Information about course fee
- ✚ Information about different departments of the university
- ✚ Liaison with all inter departments

### One Stop Service

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Rashed Alam	Executive	01972684411	Green Road	507,508
2.	Faysal Ahmed	Jr. Section Officer	01760926792	Green Road	507,508
3.	Rifat Hassan	Jr. Section Officer	01992077197	Green Road	507,508
4.	Rajib Ali Bhuya	Jr. Section Officer	01992077191	Green Road	507,508
5.	Raihan Sagor	Jr. Section Officer	01754620289	Green Road	507,508
6.	Rubayat Islam	Jr. Section Officer	01992077194	Green Road	507,508
7.	Umme Rubeya	Jr. Section Officer	01992077196	Green Road	507,508
8.	Nasif Hossain	Jr. Section Officer	01725668980	Green Road	507,508

### Activities

- ✚ Registration Form received & disposal
- ✚ Thesis paper received & disposal
- ✚ Semester drop Form received & disposal
- ✚ Special & Supplementary Form received
- ✚ Student application received & disposal
- ✚ Provide academic information to student.

### Students Advisor Office

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Nazmul Alam Sohel	S. Advisor	01955544907	Green Road	-
2.	Rifat Islam	Academic Exe.	01992077059	Green Road	-
3.	Tahamina Haque Tuli	Asst. Academic Exe.	0199077062	Green Road	-
4.	Md Ferdoush Alam	Asst. Academic Exe.	01992077060	Green Road	-
5.	Akramul Haque	Asst. Academic Exe.	01992077061	Green Road	-
6.	Md. Shamsul Alam	Asst. Registrar	01955544919	Mohakahli	

### Activities

- ✚ Registration Form received & disposal
- ✚ Thesis paper received & disposal
- ✚ Semester drop Form received & disposal
- ✚ Special & Supplementary Form received
- ✚ Student application received & disposal
- ✚ Provide academic information to student.

### Academic Affairs Division (ACAD)

Sl.	Name	Designation	Mobile	Campus	Room#
	Mahmud Al Masud	Admin. Officer	01955544911	Mohakhali	102
1.	Sayfullah Monsur	Ex and Coordinator	01955544989	Green Road	401
2.	Kazi Mahfuzur Rahman	Executive ACAD	01955544916	Green Road	401
3.	Ejajul Haque	Asst. Executive	01992077082	Green Road	401
4.	Sajal Kumer	Asst. Executive	01992077180	Green Road	401
5.	Imam Kayes	Asst. Executive	01992077181	Green Road	401
6.	Atiqur Rahman	Asst. Executive	01955544943	Green Road	401
7.	Md. Hafiz Uddin	ACAD Executive	01992077161	Mohakhali	407

### Activities

- ✚ Classroom allocation for the students.
- ✚ Class attendance sheet preparation and distribution.
- ✚ Class room maintenance and support.
- ✚ Class routine distribution
- ✚ Allocation of rooms for Exam.
- ✚ Listening and managing the problems of the students
- ✚ Problems solving of the students
- ✚ Response to the students about various queries
- ✚ Advising student about their problems.

### Accounts Section

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Md. Moniruzzaman	Sr. Executive	01955544988	Green Road	504
2.	Zubaida Zohra	Academic Executive	01955544913	Green Road	501
3.	Md. Enamul Haque	Executive	01955544974	Green Road	503
4.	Md. Nazrul Islam	Executive	01955544952	Green Road	506
5.	Md. Tahinul Islam	Executive	01955544954	Green Road	505
6.	Md. Zillur Rahman	Senior Executive	01955544927	Mohakhali	G.Floor
7.	Ms. Nargis Akhter	Accounts Manager	01955544932	Mohakhali	404

### Activities

- ✚ To provide students accounts information
- ✚ To provide accounts clearance
- ✚ To prepare dues list
- ✚ To prepare credit fee report
- ✚ To provide accounts approval for Supplementary Exam
- ✚ To provide accounts approval for Special Exam

### Examination Section

Sl.	Name	Designation	Mobile	Campus	Room#
1.	Abu Saleh Muhammad Mustakin Azad Soykat	Exam. Asst.	01955544926	Green Road	210
2.	Md. Kawser Ahmed	Exam. Asst.	01721157383	Green Road	210



### Activities

- ✚ Provisional certificate
- ✚ All exam related information.
- ✚ Regular transcript/Final Transcript.

### IT Department

Sl.	Name	Designation	Mobile	Campus	Room
01	Khandaker Aminul Haque Jaman	Head	01955544950	Green Road	-
02	Abu Sadat Md. Tanveer	CTO	01955544923	Green Road	-
03	Md. Mofedul Isalm	IT Officer	01955544949	Green Road	-
04	Md. Reazul Islam	Executive	01955544951	Green Road	-
05	Md. Rayhan Kaysar	Asst. Executive	01955544944	Green Road	-

### Activities

- ✚ Manage, Maintenance and Development of ERP including different sister concerns
- ✚ Ensure ERP Support for Faculty, Admin and Students
- ✚ Ensure Admission forms accuracy including result verification, package cost
- ✚ Ensure the student packages in Troyee Software
- ✚ Ensure the faculty members, administrative and students different services in ERP against their request
- ✚ Manage and Maintenance of Troyee Software for Accounts Department
- ✚ Manage and Maintenance of Websites including different sister concern
- ✚ Manage and Maintenance of used servers
- ✚ Manage and Maintenance of Network between different locations
- ✚ Manage and Maintenance of IT related products i.e. PC, Printer, Scanner, UPS, Projector
- ✚ Manage and Maintenance of IPC Surveillance System (CC Camera Network)

### Extra-Curricular Activities

- (1) SU Debate Club
- (2) Sports Club
- (3) Cultural Club
- (4) Science Club
- (5) Film Club
- (6) Photography Club
- (7) Business Club
- (8) Language Club
- (9) Events Management Club
- (10) Research & Career Club