



DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

কম্পিউটার সায়েন্স এন্ড ইঞ্জিনিয়ারিং বিভাগ

Bangladesh University of Engineering and Technology, Dhaka-1000, Bangladesh

Phone: +880-2-9665612 PABX: + 880-2-9665650/7104,7109 Fax: + 880-2-9665612, +880-2-8613046 E-mail: headcse@cse.buet.ac.bd. Web: www.buet.ac.bd/cse

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Ref.: Teachers_Cert/TWIMC/2018/19

To Whom It May Concern

This is to certify that Mrs. Fatema Tuz Zohora is an Assistant Professor (on leave) at the Department of Computer Science and Engineering (CSE), Bangladesh University of Engineering and Technology (BUET), Bangladesh. She joined as a lecturer on December 31, 2013 and as an Assistant Professor on November 29, 2015. As a faculty member in this department her duties and responsibilities were as follows:

1. Teach the students by conducting lectures, tutorials, discussions, seminars, demonstrations and laboratories.
2. Guide and supervise students in conducting research and course projects.
3. Maintain personal contact with the students, give them individual guidance and supervise extracurricular activities.
4. Prepare and mark regular assignments, class tests and the final examination during an academic term. Also provide proctoring services for class tests and the final examinations.
5. Carry out administrative duties as assigned by the Vice-chancellor, or the Dean of the faculty, or by the Head of the department.

The workload mentioned in paragraphs (1) - (5) required Mrs. Fatema Tuz Zohora to work at least 40 hours per working week totaling approximately 1600 hours per year.

If you have further questions, please contact the Head of the Department, Department of CSE, BUET at 880-2-9665612 or by email at headcse@cse.buet.ac.bd.

Dr. Md. Mostofa AKbar
Professor and Head