



## Faculty Counselling Schedule

Academic Year: 2026, Semester: Summer 2026

### COUNSELLING POLICY

- Each faculty member is required to be available for student counselling and mentoring 50% of total working hours per week during the regular academic semester.
- Working hours are 9:00 AM to 4:00 PM (Saturday to Wednesday), providing a total of 35 available hours per week per faculty. Counselling sessions must be scheduled within these hours.
- Faculty shall counsel students enrolled in their own courses. Batch coordinators are additionally responsible for counselling all students of their assigned batch(es), including academic as well as personal, social, and career-related concerns.
- Topics may include: academic progress and performance, assignment and examination guidance, attendance issues, course selection, career planning, mental well-being, and any other concerns raised by the student.
- Faculty must display their weekly counselling schedule on their office door and on the departmental notice board at the beginning of each semester.
- Attendance records signed by both faculty and student must be submitted to the Head of Department at the end of each month for compliance monitoring.
- A minimum of 40% completion of the total counselling hours is required. (in case of other emergencies).

### Weekly Counselling Schedule

Each faculty member must complete 20 hours per week.

| Faculty Name & Designation                                                                                                                                   | Saturday<br>(9 AM – 4 PM)                                                                                                  | Sunday<br>(9 AM – 4 PM)                                                                                                 | Monday (9 AM<br>– 4 PM)                                                                                                    | Tuesday<br>(9 AM – 4 PM)                                                                                          | Wednesday<br>(9 AM – 4 PM)                                                                                            | Total<br>Counselling<br>Hours / Week<br>(Target: 17.5<br>hrs) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|                                                                                                                                                              | Counselling Time<br>(From — To)                                                                                            | Counselling Time<br>(From — To)                                                                                         | Counselling Time<br>(From — To)                                                                                            | Counselling Time<br>(From — To)                                                                                   | Counselling Time<br>(From — To)                                                                                       |                                                               |
| <b>1.</b><br>Name: Prof. Dr. Kaniz Habiba Afrin<br><br>Designation: Head<br><br>Batch/Course: 5th <sup>th</sup> Semester<br>Section A                        | From __10. 00<br>a.m____<br>To: _____<br>____12.00_p.m____<br><br>From: _____<br>To: _____<br><br>From: _____<br>To: _____ | From: __10.00 a.m____<br>To: _____<br>____11.00_a.m____<br><br>From: _____<br>To: _____<br><br>From: _____<br>To: _____ | From: __10.00<br>a.m____<br>To: _____<br>____11.00 a.m____<br><br>From: _____<br>To: _____<br><br>From: _____<br>To: _____ | From: _____<br>To: _____<br><br>From: ____3<br>p.m____ To: _____<br>____4.p.m____<br><br>From: _____<br>To: _____ | From: __3.00<br>p.m____ To: _____<br>____4.00 p.m____<br><br>From: _____<br>To: _____<br><br>From: _____<br>To: _____ | ____6__ hrs                                                   |
| <b>2.</b><br>Name: Dr. Rejaul Karim<br>Designation: Associate<br>Professor & Coordinator<br>Batch/Course: 2 <sup>nd</sup> (A & B) and<br>7 <sup>th</sup> F&B | From: 1:50 To 4:00                                                                                                         | From: 10:05 To<br>1:20                                                                                                  | From: 9:00 To 1:20                                                                                                         | From: 1:50 To 4:00                                                                                                | From: 9:00 To 1:20                                                                                                    | <b>20.5 hrs</b>                                               |
| <b>3.</b><br>Name: Sunjida Parven<br><br>Designation: Associate<br>Professor<br><br>Batch/Course:                                                            | From: 10:05 To:<br>11:10<br>From: 12:15 To:<br>01:15<br>From: 02:55 To:<br>04:00                                           | From: 10:05 To:<br>04:00                                                                                                | From: 10:05 To:<br>04:00                                                                                                   | From: 11:10 To:<br>12:15                                                                                          | From: 10:05 To:<br>12:15                                                                                              | <b>17.5 hrs</b>                                               |
| <b>4.</b><br>Name: Atia Ahmed<br><br>Designation: Associate<br>Professor<br><br>Batch/Course:                                                                | From 9 AM to 10<br>AM<br>From: 11:15 To<br>12:15<br>From: 1:50 PM TO<br>2:50                                               | From 9 AM to 10<br>AM<br>From: 11:10AM To<br>1:10PM<br>From: 2 PM To 4:<br>PM                                           | From 9 AM to 10<br>AM<br>From: 11:15 To<br>12:15<br>From: 1:50 PM TO<br>2:50                                               | From: 9:30AM To:<br>11:00AM<br>From: 12:15 PM<br>To: 1:15<br>From: 1:50PM To:<br>2:50PM                           | From: 10:00AM<br>To: 1:00PM                                                                                           | <b>17.50 hrs.</b>                                             |

| Faculty Name & Designation                                                                                                                                                      | Saturday<br>(9 AM – 4 PM)                                                                               | Sunday<br>(9 AM – 4 PM)                                                                                | Monday (9 AM<br>– 4 PM)                                                                                | Tuesday<br>(9 AM – 4 PM)                                                                   | Wednesday<br>(9 AM – 4 PM)                                        | Total<br>Counselling<br>Hours / Week<br>(Target: 17.5<br>hrs) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------|
|                                                                                                                                                                                 | Counselling Time<br>(From — To)                                                                         | Counselling Time<br>(From — To)                                                                        | Counselling Time<br>(From — To)                                                                        | Counselling Time<br>(From — To)                                                            | Counselling Time<br>(From — To)                                   |                                                               |
| <b>5.</b><br>Name: Aleya Jebin<br>Designation: Assistant Professor<br>Batch/Course:                                                                                             | From: 9:00 AM<br>To: 10:00 AM<br><br>From: 11:10 AM<br>To: 12:10 PM<br><br>From: 1:50 PM<br>To: 2:50 PM | From: 9:00 AM<br>To: 10:00 AM<br><br>From: 12:15 PM<br>To: 1:15 PM<br><br>From: 1:50 PM<br>To: 2:50 PM | From: 9:00 AM<br>To: 11:00 AM<br><br>From: 12:15 PM<br>To: 1:15 PM<br><br>From: 1:50 PM<br>To: 2:50 PM | From: 9:00 AM<br>To: 10:00 AM<br><br>From: 11:10 AM<br>To: 1:10 PM                         | From: 9:00 AM<br>To: 12:30 PM<br><br>From: 3:00 PM<br>To: 4:00 PM | <b>17.50 hrs.</b>                                             |
| <b>6.</b><br>Name: Mosa. Layla Arzuman Banu ( <b>On Study leave with pay</b> )<br>Designation: Assistant Professor<br>Batch/Course: 5 <sup>th</sup> (A, B, C,D)                 | Faculty is not available at the day due to being on study leave                                         | From: 9:00 am To: 10:05 am<br><br>From: 12:15 pm To: 1: 20 pm<br><br>From: 1:50 pm To: 2.55 pm         | From: 9:00 am To: 10:05 am<br><br>From: 12:15 pm To: 1: 20 pm<br><br>From: 1:50 pm To: 2.55 pm         | From: 9:00 am To: 10:05 am<br>From: 12:15 pm To: 1: 00 pm                                  | Faculty is not available at the day due to being on study leave   | <b>8.5 hrs</b>                                                |
| <b>7.</b><br>Name: Tamal Chakroborty<br>Designation: Assistant Professor<br>Batch/Course: 32 <sup>nd</sup> Batch/ Course: 3 <sup>rd</sup> (B,C,D,E & F) and 7 <sup>th</sup> (A) | From: 10:05 AM<br>To: 11:10 AM<br>From: 12:15 PM<br>To: 1:50 PM<br>From: 3:00 PM To: 4:00 PM            | From: 12:15 PM<br>To: 1:50 PM<br>From: 3:00 PM<br>To: 4:00 PM                                          | From: 9:00 AM<br>To: 11:10 PM<br>From: 12:15 PM<br>To: 1:50 PM<br>From: 3:00 PM<br>To: 4:00 PM         | From: 10:05 AM<br>To: 12:15 PM<br>From: 3:00 PM<br>To: 4:00 PM                             | From: 11:10 AM<br>To: 1:50 PM<br>From: 3:00 PM<br>To: 4:00 PM     | <b>17.50 hrs.</b>                                             |
| <b>8.</b><br>Name: Afsana Jahan<br>Designation: Assistant Professor<br>Batch/Course:                                                                                            | From: 9:00AM<br>To: 10:05 AM<br>From: 11:10 AM<br>To: 1:15 PM                                           | From: 9:00AM<br>To: 10:05 AM<br>From: 12:15PM<br>To: 4:00PM                                            | From: 9:00AM<br>To: 10:05 AM<br>From: 11:10 AM<br>To: 1:15 PM<br>From: 2:55 PM<br>To: 4:00 PM          | From: 9:00AM<br>To: 10:05 AM<br>From: 12:15PM<br>To: 2:55 PM                               | From: 12:15PM<br>To: 2:55 PM                                      | <b>17.50 hrs.</b>                                             |
| <b>9.</b><br>Name: Md. Sirajum Monir Proteek<br>Designation: Assistant Professor<br>Batch/Course:                                                                               | From: 10:00 A.m<br>To: 12:00 P.m                                                                        | From: 10:00 To: 11.00<br>From: 12.00 To:4.00                                                           | From: 10.00 To: 12.00<br>From: 3.00- To: 4.00                                                          | From: 09.00 To: 11.00<br>From: 12.00 To: 4.00                                              | From: 11.00 To: 12.30                                             | <u>17.50</u> hrs.                                             |
| <b>10.</b><br>Name: Murshida Hossain<br>Designation: Assistant Professor<br>Batch/Course:                                                                                       | From: 9.00 AM<br>To:11.10 AM<br>From: 2.55 PM<br>To: 4.00 PM<br>From: _____<br>To: _____                | From: 10.05 AM<br>To: 12.15 PM<br>From: 2.55 PM<br>To: 4.00 PM<br>From: _____<br>To: _____             | From: 11.10 AM<br>To: 1.20 PM<br>From: 1.50 PM<br>To: 4.00 PM<br>From: _____<br>To: _____              | From: 10.05 AM<br>To: 12.15 PM<br>From: 1.50 PM<br>To: 4.00 PM<br>From: _____<br>To: _____ | From: 1.50 PM<br>To: 4.00 PM                                      | <b>17.5 hrs.</b>                                              |
| <b>11.</b><br>Name: A.K.M Ashiqur Rahman<br>Designation: Lecturer<br>Batch/Course: 33 <sup>rd</sup> , 34 <sup>th</sup> , 38 <sup>th</sup>                                       | From: 11:10 AM<br>To: 12:15 PM<br>From: 01:50 PM<br>To: 04:00 PM                                        | From: 09:00 AM<br>To: 11:10 AM<br>From: 01:50 PM<br>To: 04:00 PM                                       | From: 09:00 AM<br>To: 12:15 PM                                                                         | From: 11:10 AM<br>To: 04:00 PM                                                             | From: 11:10 AM<br>To: 01:00 PM                                    | <b>17.5 hrs.</b>                                              |

| Faculty Name & Designation                                                                                                                                                                        | Saturday<br>(9 AM – 4 PM)                                                                    | Sunday<br>(9 AM – 4 PM)                                             | Monday (9 AM<br>– 4 PM)                                                                        | Tuesday<br>(9 AM – 4 PM)                                           | Wednesday<br>(9 AM – 4 PM)                                                     | Total<br>Counselling<br>Hours / Week<br>(Target: 17.5<br>hrs) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------|
|                                                                                                                                                                                                   | Counselling Time<br>(From — To)                                                              | Counselling Time<br>(From — To)                                     | Counselling Time<br>(From — To)                                                                | Counselling Time<br>(From — To)                                    | Counselling Time<br>(From — To)                                                |                                                               |
| <b>12.</b><br>Name: Tasnia Husne Afrin<br><hr/> Designation: Lecturer<br><hr/> Batch/Course: 37 <sup>th</sup> & 33 <sup>rd</sup><br>3 <sup>rd</sup> (A,B,C,D,E), 7 <sup>th</sup> B (MKT)<br><hr/> | From: 10.05 am<br>To: 1.05 pm<br><br>From: 3.00 pm<br>To: 4.00 pm                            | From:10.05 am To: 12.05 pm<br><br>From: 3.00 pm<br>To: 4.00 pm      | From:9.00 am<br>To: 10.00 am<br>From: 11.30 am<br>To: 12.00 pm<br>From: 2.00 pm<br>To: 4.00 pm | From: 9.00 am<br>To: 11.00 am<br>From: 3.00 pm<br>To: 4.00 pm      | From:10.05 am<br>To: 12.05 pm<br>From: 2.00 pm<br>To: 4.00 pm                  | <b>17.50 hrs.</b>                                             |
| <b>13.</b><br>Name: Marzia Khanam<br><hr/> Designation: Lecturer<br><hr/> Batch/Course: 3 <sup>rd</sup> (A, B, C, D, E, F)<br>                                                                    | From: 09:00 am<br>To: 10:05<br>From: 12:15 pm<br>To: 01:20<br>From: 01:50 pm<br>To: 04:00 pm | From: 09:00 To: 01:20 pm<br>                                        | From: 09:00 am<br>To: 10:05 am<br>From: 11:10 am<br>To: 12:15 pm<br>From: 1:50 pm To: 2:55 pm  | From: 09:00 am<br>To: 12:15 pm<br>From: 01:50 pm<br>To: 02:55 pm   | From: 09:00 am<br>To: 10:05 am<br>From: 11:10 am<br>To: 01:20 pm               |                                                               |
| <b>14.</b><br>Name: Gopal Karmakar<br>Designation: Lecturer<br>Batch/Course: 3 <sup>rd</sup> (A, B, C, D, E) & 7 (C)<br>                                                                          | From: 12.15<br>To: 1.20<br>From: 1.50 To: 2.55                                               | From: 9.00 To: 11.10<br>From: 12.15 To: 1.20<br>From: 1.50 To: 2.55 | From: 9.00 To: 10.05<br>From: 11.10 To: 12.15<br>From: 2.55 To: 4.00                           | From: 9.00 To: 1.20<br>From: 1.50 To: 2.55                         | From: 9.00 To: 11.10<br>From: 2.30 To: 2.40                                    | <b>17.50 hrs.</b>                                             |
| <b>15.</b><br>Name: Md. Sazedur Rahman<br><hr/> Designation: Lecturer<br><hr/> Batch/Course:<br>                                                                                                  | From: 9am<br>To: 10:05am<br>From: 11:10am<br>To: 12:15pm<br>From: 2:55pm<br>To: 4pm          | From: 9am<br>To: 11:10am<br>From: 1:50pm<br>To: 2:55pm              | From: 9am<br>To: 1:20pm<br>From: 1:50pm<br>To: 2:55pm                                          | From: 9am<br>To: 1:20pm                                            | From: 9am<br>To: 10:05am<br>From: 12:15pm<br>To: 12:25pm                       | <b>17.50 hrs.</b>                                             |
| <b>16.</b><br>Name: Mijanur Rahman<br><hr/> Designation: Lecturer<br><hr/> Batch/Course:<br>                                                                                                      | From: 11.00am<br>To:1.20pm<br>From: 2.55pm To: 4.00pm                                        | From:11.10 To:12.15pm<br>From: 1.50am To: 4.00pm                    | From: 10.05am To: 1.20pm<br>From: 2.55pm To: 4.00pm                                            | From: 10.05am To: 12.15pm<br>From: 2.55pm To: 4.00pm               | From: 10.05am To:11.10am<br>From: 12.15pm To:1.20pm<br>From: 2.55pm To: 4.00pm | <b>17.5 hrs.</b>                                              |
| <b>17.</b><br>Name: Md. Nurul Islam Nepo<br><hr/> Designation: Lecturer<br><hr/> Batch/Course:<br>                                                                                                | From: 10:05 AM<br>To: 11:05 AM<br><br>From: 1:50 PM<br>To: 3:50 PM                           | From: 9:00 AM<br>To: 1:15 PM<br><br>From: 3:00 PM<br>To: 3:45 PM    | From: 10:05 AM<br>To: 11:05 AM<br><br>From: 1:50 PM<br>To: 3:50 PM                             | From: 10:10 AM<br>To: 12:10 PM<br><br>From: 1:50 PM<br>To: 3:50 PM | From: 9:00 AM<br>To: 11:00 AM<br><br>From: 3:00 PM<br>To: 3:30 PM              | <b>17.50 hrs.</b>                                             |
| <b>18.</b><br>Name: Md. Muhaimin Siddieq<br><hr/> Designation: Lecturer<br><hr/> Batch/Course: 5 C<br>                                                                                            | From: _9.00 am<br>To: 11.10 am<br>From: _1.50 pm<br>To: 4.00 pm                              | From: 9.00 am<br>To: 12.15 pm<br>From: 1.50pm<br>To: 4.00 pm        | From: 10.05 am<br>To: 11.05 am<br>From: 1.50 pm<br>To: 4.00 pm                                 | From: 10.05 am<br>To: 12.15 pm<br>From: 2.55 pm<br>To: 3.55 pm     | From: 10.05 am<br>To: 11.05 am<br>From: 1.50 pm<br>To: 2.50 pm                 | <b>17.65 hrs.</b>                                             |

| Faculty Name & Designation                                                                                                                                                             | Saturday<br>(9 AM – 4 PM)                                                                                                                             | Sunday<br>(9 AM – 4 PM)                                                                                                                              | Monday (9 AM – 4 PM)                                                                                                                                          | Tuesday<br>(9 AM – 4 PM)                                                                                                                            | Wednesday<br>(9 AM – 4 PM)                                                                                                                         | Total<br>Counselling<br>Hours / Week<br>(Target: 17.5 hrs) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                                                                                                                                                                                        | Counselling Time<br>(From — To)                                                                                                                       | Counselling Time<br>(From — To)                                                                                                                      | Counselling Time<br>(From — To)                                                                                                                               | Counselling Time<br>(From — To)                                                                                                                     | Counselling Time<br>(From — To)                                                                                                                    |                                                            |
| <b>19.</b><br>Name: Kanon Datta<br><br>Designation: Lecturer<br><br>Batch/Course:                                                                                                      | From: _____<br>9.00am _____<br>To: _____<br>10.00am _____<br>From: _____<br>02.00 PM _____<br>To: _____<br>04.00 PM _____<br>From: _____<br>To: _____ | From: _____<br>10.00am _____<br>To: _____<br>12.00pm _____<br>From: _____<br>03.00pm _____<br>To: _____<br>04.00pm _____<br>From: _____<br>To: _____ | From: _____<br>10.00am _____<br>To: _____<br>11.00am _____<br>From: _____<br>12.00pm _____<br>To: _____<br>2.00pm _____<br>From: 03.00-4.00pm _____ To: _____ | From: _____<br>11.00am _____<br>To: _____<br>12.00pm _____<br>From: _____<br>02.00pm _____<br>To: _____<br>4.00pm _____<br>From: _____<br>To: _____ | From: _____<br>10.00am _____<br>To: _____<br>1.30pm _____<br>From: _____<br>02.00pm _____<br>To: _____<br>4.00p, _____<br>From: _____<br>To: _____ | <b>17.50 hrs.</b>                                          |
| <b>20.</b><br>Name: Bebak More<br>Designation: Lecturer<br>Batch/Course: 6 (A, B);<br>7(FIN), 7 (MKT), EEE 3 <sup>rd</sup> (A, B)                                                      | From: 10:10 AM<br>To: 12:15 PM<br><br>From: 2:20 PM<br>To: 4 PM                                                                                       | From: 9 AM<br>To: 10 AM<br><br>From: 11:10 AM<br>To: 12:55 PM<br><br>From: 3 PM<br>To: 4 PM                                                          | From: 9 AM<br>To: 10 AM<br><br>From: 12:15 PM<br>To: 1:00 PM<br><br>From: 3 PM<br>To: 4 PM                                                                    | From: 9 AM<br>To: 10 AM<br><br>From: 2:30 PM<br>To: 4 PM                                                                                            | From: 9 AM<br>To: 11 AM<br><br>From: 12:15 PM<br>To: 1:00 PM<br><br>From: 3 PM<br>To: 4 PM                                                         | <b>17.50 hrs.</b>                                          |
| <b>21.</b><br>Name: Md. Moniruzzaman Kiron<br><br>Designation: Lecturer<br><br>Batch/Course:                                                                                           | From: 9:00 PM<br>To: 10:00 PM<br><br>From: 11:10 AM<br>To: 12:15 PM                                                                                   | From: 9:00 PM<br>To: 10:00 PM<br>From: 1:50 PM<br>To: 4:00 PM                                                                                        | From: 9:00 PM<br>To: 11:10 PM<br>rom: 12:15 PM<br>To: 1:15PM                                                                                                  | From: 9:00 PM<br>To: 11:10 PM<br>From: 1:50 PM<br>To: 4:00 PM                                                                                       | From: 9:00 PM<br>To: 10:00 PM<br>From: 12:15 PM<br>To: 4:00PM                                                                                      | <b>17.50 hrs</b>                                           |
| <b>22.</b><br>Name: Saiful Islam<br>Designation: Lecturer<br>Batch/Course: (4A, 4B, 6B, 3F & CSE 7A + 7B)                                                                              | From: 9.00<br>To: 12:00<br>From: 2.00<br>To: 4.00                                                                                                     | From: 9.00<br>To: 11.00<br>From: 2.00<br>To: 2:50                                                                                                    | From: 9.00<br>To: 12.00<br>From: 2.00<br>To: 4.00                                                                                                             | From: 9.00<br>To:11.00                                                                                                                              | From: 9.00<br>To: 11.00<br>From: 2.00<br>To:4.00                                                                                                   | <b>18.83 hours</b>                                         |
| <b>23.</b><br>Name: Dhanno Saha<br><br>Designation: Lecturer<br>Batch/Course: 5 <sup>th</sup> (A,B,C,D), 6 <sup>th</sup> (A,B)                                                         | From: 9.00<br>To: 10.00<br>From: 11.15<br>To: 12.10<br>From: 2.30<br>To: 4.00                                                                         | From: 9.00<br>To: 11.00<br>From: 2.00<br>To: 4.00                                                                                                    | From: 9.00<br>To: 11.00<br>From: 2.00<br>To: 4.00                                                                                                             | From: 9.00<br>To:11.00<br>From: 12.20<br>To: 1.20                                                                                                   | From: 9.00<br>To:10.00<br>From: 11.30<br>To:1.15<br>From: 1.50<br>To: 2.50                                                                         | <b>18.17 hours</b>                                         |
| <b>24.</b><br>Name: Md. Rafiqul Islam<br><br>Designation: Lecturer<br><br>Batch/Course: BBA 3 <sup>rd</sup> (F), 4 <sup>th</sup> (A,B), 7 <sup>th</sup> (C), CSE 7 <sup>th</sup> (E,F) | From: 9.00 am<br>To: 11.00 am<br>From: 12.20 pm<br>To: 1.20 pm<br>From: 1.55 pm<br>To: 2.55 pm<br><b>Saturday: 4 hours</b>                            | From: 9.00 am<br>To: 10.00 am<br>From: 12.20 pm<br>To:1.20 pm<br>From: 2.00 pm<br>To: 4.00 pm<br><b>Sunday: 4 hours</b>                              | From: 9.00 am<br>To: 10.00 am<br>From: 11.10 am<br>To: 12.10 pm<br>From: 2.00 pm<br>To: 4.00 pm<br><b>Monday: 4 hours</b>                                     | From: 9.00 am<br>To: 10.00 am<br>From: 11.20 am<br>To: 1.20 pm<br>From: 1.55 pm<br>To: 2.55 pm<br><b>Tuesday: 4 hours</b>                           | From: 9.00 am<br>To: 11.00 am<br><b>Wednesday: 2 hours</b>                                                                                         | <b>18.00 hrs.</b>                                          |

| Faculty Name & Designation                                                                                                                                                          | Saturday<br>(9 AM – 4 PM)                                                       | Sunday<br>(9 AM – 4 PM)         | Monday (9 AM<br>– 4 PM)                           | Tuesday<br>(9 AM – 4 PM)                           | Wednesday<br>(9 AM – 4 PM)                                                   | Total<br>Counselling<br>Hours / Week<br>(Target: 17.5<br>hrs) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------|
|                                                                                                                                                                                     | Counselling Time<br>(From — To)                                                 | Counselling Time<br>(From — To) | Counselling Time<br>(From — To)                   | Counselling Time<br>(From — To)                    | Counselling Time<br>(From — To)                                              |                                                               |
| <b>25.</b><br>Name: Afsara Mahazabin<br>Designation: Lecturer<br>Batch/Course: _____<br>_____                                                                                       | From: 9.00<br>To: 1.00<br>From: 1.50<br>To: 2.50                                | From: 9.00<br>To: 12.00         | From: 9.00<br>To: 11.00<br>From: 1.50<br>To: 2.50 | From: 9.00<br>To: 11.00<br>From: 1.50<br>To: 2.50  | From: 9.00<br>To: 11.00<br>From: 12.30<br>To: 1.20<br>From: 1.50<br>To: 2.50 | 17.83 hours                                                   |
| <b>26.</b><br>Name: Mst. Nousin Tasnim Easa<br>Designation: Lecturer<br>Batch/Course: 2 <sup>nd</sup> (C), 3 <sup>rd</sup> (F), 4 <sup>th</sup> (A+B), EEE (A), 1 <sup>st</sup> (F) | From: 10:05<br>To: 11:10<br>From: 12:15<br>To: 01:20<br>From: 1.50<br>To: 04:00 | From: 10:05<br>To: 11.20        | From: 2.55<br>To: 4.00                            | From: 09:00<br>To: 12:15<br>From: 2:55<br>To: 4:00 | From: 9:00<br>To: 01:20<br>From: 01:50<br>To: 04:00                          | 17.50 hrs                                                     |

Prepared by: PSAC, BA, VU

Verified by: Head of Department: