

Mohammad Reza Rezaei

Head of the Office of the President

The activities of the head of the office of the President are as follows:

- ❖ Following up and performing administrative and office affairs issued by the Office of the President in relation to internal and external communications
- ❖ Following up and implementing all orders, regulations and minutes issued by the Office of the President
- ❖ Cooperation with educational, research, cultural, public relations, financial and administrative departments
- ❖ Arranging and recording the time of holding the meetings of the office of the President
- ❖ Issuance of notification of all correspondence, orders and opinions of the Head of the Institute¹ to other departments of the Institute
- ❖ Preparation of drafts for confidential letters² and correspondence and letters of the head of the Institute in cooperation with the Secretariat
- ❖ Submitting reports of daily events and important issues to the headquarters
- ❖ Performing professors evaluation affairs

¹ Head of the institution means the Principal of a College / Institution who is responsible for all academic activities of that College / Institution and for implementation of relevant Rules and Regulations.

² The contents of a letter marked "confidential" should not be disclosed by its recipient. A confidential letter is one in which the letter writer wants the contents to remain private and the recipient is expected to keep the disclosures and information in the letter a secret.