**附件1**

**东北石油大学基层教学组织备案表**

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| **基层教学组织名称** | | | | |  | | | | | | | | | | |
| **负责人情况** | | | | | | | | | | | | | | | |
| 姓名 | |  | | | | 性别 | | |  | | | 出生年月 | |  | |
| 职称/职务 | |  | | | | 政治面貌 | | |  | | | 联系方式 | |  | |
| **成员情况（不含负责人）** | | | | | | | | | | | | | | | |
| 成员人数 | | |  | | | | 其中 | | | | 校内人员 | | | |  |
| 校外人员 | | | |  |
| 序号 | 姓名 | | | 工号 | | | | 出生年月 | | 职称/职务 | | | 所在部门 | | |
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| **主要工作职责** | | | | | | | | | | | | | | | |
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| 部门意见 | 负责人： 学院（部、中心）盖章  年 月 日 | | | | | | | | | | | | | | |
| 教务处意见 | 教务处（盖章）  年 月 日 | | | | | | | | | | | | | | |

（备注：本表一式一份）