**（ ）系（部）工作年月周时刻表**

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| **月份** | **周次** | **党务工作（责任人）** | **教学工作（责任人）** | **学生工作（责任人）** | **行政工作（责任人）** | **备注** |
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注：能细化到责任岗位的工作事项，要在（）内标注责任岗位名称。