

University of Asia Pacific

Department of Law and Human Rights

Departmental Committees, Spring-2019

| Name of the committees | Name of the Convener and Members | Activities of the committee |
|---------------------------------------|---|---|
| 1. Curriculum Committee | Convener: Salahuddin Ahmad Members: Md. Asaduzzaman Dr. Chowdhury Ishrak Ahmed Siddique Md. Abdur Rahim Nazia Wahab Md. Rezaur Rahman Md. Lokman Hussain Md. Saleh Akram Alida Binte Saqi Md. Sazzad Hossain Farzana Ather Azizun Nahar | <ul style="list-style-type: none"> ➤ Curriculum update. ➤ Introducing and designing new courses. ➤ Checking course outlines. |
| 2. Admission Test Committee | Convener: Md. Asaduzzaman Members: Md. Abdur Rahim Ms. Nazia Wahab Md. Lokman Hussain Farzana Akther | <ul style="list-style-type: none"> ➤ To conduct the admission test ➤ To take necessary preparation for admission test including setting question, taking viva and facilitate student registration. |
| 3. Examination Committee | Convener: Md. Asaduzzaman Members: Md. Abdur Rahim Muhammad Rezaur Rahman Md. Lokman Hussain Farzana Ather | <ul style="list-style-type: none"> ➤ All activities involved in from calling for question papers for examination to publication of result (Including the Repeat Examination). ➤ Moderation of questions and scrutiny of answer sheets. ➤ Conducting examination related offences. ➤ Conducting all class test and viva-voce during the semesters. ➤ Preservation of all examination related documents. ➤ Any other duties assigned by the Head, Law & HR. |
| 4. Co-Curricular Activities Committee | Convener: Alida Binte Saqi Members: Md. Saleh Akram Farzana Akther Azizun Nahar | <ul style="list-style-type: none"> ➤ Organize cultural events. ➤ Selection of teams for inters department co-curricular competitions and so on. ➤ Encourage students to participate in co-curricular activities. ➤ Any other duties assigned by the Head, Law & HR. |

| | | |
|---------------------------|--|--|
| 5. Moot Court Committee | Convener: Md. Rezaur Rahman Members: Alida Binte Saqi Md. Sazzad Hossain Farzana Akther | <ul style="list-style-type: none"> ➤ Organize moot court programs. ➤ Arrange moot court training programs ➤ Facilitate to send participants in the moot court competitions. ➤ Any other duties assigned by the Head, Law & HR. |
| 6. Debating Committee | Convener/Moderator: Md. Lokman Hussain Co-Moderator: Alida Binte Saqi Farzana Ather | <ul style="list-style-type: none"> ➤ Organize inter-semester debate programs. ➤ Encourage the students to get involved with debate. ➤ Arrange workshop and training program with a view to enhance debating skill of the students. ➤ Facilitate to send participants in the debate competitions ➤ Any other duties assigned by the Head, Law & HR. |
| 7. Disciplinary Committee | Convener: Md. Abdur Rahim Members: Ms. Nazia Wahab Md. Lokman Hussain Md. Saleh Akram | <ul style="list-style-type: none"> ➤ Ensure the wearing of ID Card of both students and teachers in the University premises ➤ Conducting all disciplinary offences. ➤ Maintenance of smooth and decent environment during different programs. ➤ Maintenance of friendly relations among the faculties, students and staffs. ➤ Maintenance of the formal dress in the University premises. ➤ Any other duties assigned by the Head, Law & HR. |
| 8. Research Committee | Convener: Dr. Chowdhury Ishrak Ahmed Siddiky Members: Md. Asaduzzaman Md. Abdur Rahim Ms. Nazia Wahab Md. Rezaur Rahman Md. Lokman Hussain Alida Binte Saqi Md. Sazzad Hossain Azizun Nahar | <ul style="list-style-type: none"> ➤ Disseminate knowledge of legal research among students. ➤ Help the students choose the area of research and collect necessary information. ➤ Supervise the dissertation of the students. ➤ Examine the dissertations of the students. ➤ Arrange programs to encourage the faculty members to embrace research works. ➤ Any other duties assigned by the Head, Law & HR. |
| 9. Sports Committee | Convener: Md. Sazzad Hossain Members: Md. Saleh Akram Farzana Ather Azizun Nahar | <ul style="list-style-type: none"> ➤ Organize the inter- semester sports events, ➤ Finding out the students for different sports events, ➤ Selection of teams for inter-department competition and so on. ➤ Encourage students to participate in sports. ➤ Any other duties assigned by the Head of the department. |
| 10. Library Committee | Convener: M. Rezaur Rahman Members: Md. Lokman Hussain Md. Sazzad Hossain Azizun Nahar | <ul style="list-style-type: none"> ➤ Collection of new books and maintaining the library. ➤ Inauguration of online library system. ➤ Any other duties assigned by the Head, Law & HR. |

| | | |
|--|---|---|
| 11. Quality Assurance Committee | Convener: Dr. Chowdhury Ishrak Ahmed Siddiky Members: Md. Abdur Rahim Ms. Nazia Wahab Md. Lokman Hussain Md. Saleh Akram | <ul style="list-style-type: none"> ➤ Ensure smooth operation of academic activities of the department. ➤ Observe the class hours to be followed by the faculty members and students. ➤ Check the course outlines. ➤ Arrange training sessions to enhance the quality of teaching-learning strategy. ➤ Provide necessary instructions to the question moderation committee. ➤ Any other duties assigned by the Head, Law & HR. |
| 12. Career Development Committee | Convener : Dr. Chowdhury Ishrak Ahmed Siddiky Members: Md. Abdur Rahim Md. Saleh Akram Azizun Nahar | <ul style="list-style-type: none"> ➤ Assist the students to get employments and/or place them in jobs. ➤ Provide necessary guidance to the current students about career paths. ➤ Arrange programs on career skills so that the students can sharpen their qualifications necessary for employment. ➤ Organize career fair in campus. ➤ Any other duties assigned by the Head, Law & HR. |
| 13. Computer and Lab Management Committee | Convener: Md. Lokman Hussain Members: Md. Sazzad Hossain Azizun Nahar | <ul style="list-style-type: none"> ➤ To monitor the physical condition of the Computer Lab ➤ To recommend purchase/replacement of the computer/ electronic devices or the other parts thereof. |
| 14. Routine Committee | Convener: Md. Saleh Akram Members: Md. Sazzad Hossain Azizun Nahar | <ul style="list-style-type: none"> ➤ To prepare the class routine ➤ To prepare mid and final semester routine with the help of the examination committee. ➤ To prepare duty roaster |

Md. Asaduzzaman
 Associate Professor & Head
 Department of Law and Human Rights
 University of Asia Pacific