

## Departmental Committees, Fall-2019

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

<p><b>4. Co-Curricular Activities Committee</b></p>	<p><b>Convener:</b> Md. Abdur Rahim</p> <p><b>Member Secretary</b> Md. Sazzad Hossain-</p> <p><b>Members:</b> Md. Saleh Akram Farzana Akther Alida Binte Saqi Azizun Nahar</p>	<ul style="list-style-type: none"> <li>➤ Organize cultural events.</li> <li>➤ Selection of teams for inters department co-curricular competitions and so on.</li> <li>➤ Encourage students to participate in co-curricular activities.</li> <li>➤ Any other duties assigned by the Head, Law &amp; HR.</li> </ul>
<p><b>5. Moot Court Committee</b></p>	<p><b>Convener:</b> Md. Rezaur Rahman</p> <p><b>Member Secretary</b> Alida Binte Saqi</p> <p><b>Members:</b> Md. Lokman Hussain Md. Sazzad Hossain Farzana Akther</p>	<ul style="list-style-type: none"> <li>➤ Organize moot court programs.</li> <li>➤ Arrange moot court training programs</li> <li>➤ Facilitate to send participants in the moot court competitions.</li> <li>➤ Any other duties assigned by the Head, Law &amp; HR.</li> </ul>
<p><b>6. Debating Committee</b></p>	<p><b>Convener/Moderator:</b> Alida Binte Saqi</p> <p><b>Co-Moderator/ Member Secretary:</b></p> <p><b>Members:</b> Nazia Wahab Farzana Ather</p>	<ul style="list-style-type: none"> <li>➤ Organize inter-semester debate programs.</li> <li>➤ Encourage the students to get involved with debate.</li> <li>➤ Arrange workshop and training program with a view to enhance debating skill of the students.</li> <li>➤ Facilitate to send participants in the debate competitions</li> <li>➤ Any other duties assigned by the Head, Law &amp; HR.</li> </ul>
<p><b>7. Legal Aid Committee</b></p>	<p><b>Convener:</b> Md. Lokman Hussain</p> <p><b>Member Secretary</b></p> <p><b>Members:</b></p>	
<p><b>8. Disciplinary Committee</b></p>	<p><b>Convener:</b> Md. Abdur Rahim</p> <p><b>Member Secretary:</b> Ms. Nazia Wahab</p> <p><b>Members:</b> Md. Lokman Hussain Md. Saleh Akram</p>	<ul style="list-style-type: none"> <li>➤ Ensure the wearing of ID Card of both students and teachers in the University premises</li> <li>➤ Conducting all disciplinary offences.</li> <li>➤ Maintenance of smooth and decent environment during different programs.</li> <li>➤ Maintenance of friendly relations among the faculties, students and staffs.</li> <li>➤ Maintenance of the formal dress in the University premises.</li> <li>➤ Any other duties assigned by the Head, Law &amp; HR.</li> </ul>
<p><b>9. Research Committee</b></p>	<p><b>Convener:</b> Dr. Chowdhury Ishrak Ahmed Siddiky</p> <p><b>Member Secretary:</b> Ms. Nazia Wahab</p> <p><b>Members:</b> Md. Asaduzzaman Md. Abdur Rahim Md. Rezaur Rahman-</p>	<ul style="list-style-type: none"> <li>➤ Disseminate knowledge of legal research among students.</li> <li>➤ Help the students choose the area of research and collect necessary information.</li> <li>➤ Supervise the dissertation of the students.</li> <li>➤ Examine the dissertations of the students.</li> <li>➤ Arrange programs to encourage the faculty members to embrace research works.</li> <li>➤ Any other duties assigned by the Head, Law &amp; HR.</li> </ul>

	<p>Md. Lokman Hussain Alida Binte Saqi Md. Sazzad Hossain Azizun Nahar</p>	
<b>10. Sports Committee</b>	<p><b>Convener:</b> Md. Sazzad Hossain</p> <p><b>Members:</b> Md. Saleh Akram Farzana Ather Azizun Nahar Md. Riazul Hoque</p>	<ul style="list-style-type: none"> <li>➤ Organize the inter- semester sports events,</li> <li>➤ Finding out the students for different sports events,</li> <li>➤ Selection of teams for inter-department competition and so on.</li> <li>➤ Encourage students to participate in sports.</li> <li>➤ Any other duties assigned by the Head of the department.</li> </ul>
<b>11. Library Committee</b>	<p><b>Convener:</b> M. Rezaur Rahman</p> <p><b>Member Secretary:</b> Alida Binte Saqi</p> <p><b>Members:</b> Md. Lokman Hussain Md. Sazzad Hossain Azizun Nahar</p>	<ul style="list-style-type: none"> <li>➤ Collection of new books and maintaining the library.</li> <li>➤ Inauguration of online library system.</li> <li>➤ Any other duties assigned by the Head, Law &amp; HR.</li> </ul>
<b>12. Quality Assurance Committee</b>	<p><b>Convener:</b> Md. Asaduzzaman</p> <p><b>Member Secretary:</b> Ms. Nazia Wahab</p> <p><b>Members:</b> Md. Abdur Rahim Md. Lokman Hussain Md. Saleh Akram</p>	<ul style="list-style-type: none"> <li>➤ Ensure smooth operation of academic activities of the department.</li> <li>➤ Observe the class hours to be followed by the faculty members and students.</li> <li>➤ Check the course outlines.</li> <li>➤ Arrange training sessions to enhance the quality of teaching-learning strategy.</li> <li>➤ Provide necessary instructions to the question moderation committee.</li> <li>➤ Any other duties assigned by the Head, Law &amp; HR.</li> </ul>
<b>13. Career Development Committee</b>	<p><b>Convener :</b> Dr. Chowdhury Ishrak Ahmed Siddiky</p> <p><b>Member Secretary:</b> Ms. Nazia Wahab</p> <p><b>Members:</b> Md. Abdur Rahim Md. Saleh Akram- Azizun Nahar</p>	<ul style="list-style-type: none"> <li>➤ Assist the students to get employments and/or place them in jobs.</li> <li>➤ Provide necessary guidance to the current students about career paths.</li> <li>➤ Arrange programs on career skills so that the students can sharpen their qualifications necessary for employment.</li> <li>➤ Organize career fair in campus.</li> <li>➤ Any other duties assigned by the Head, Law &amp; HR.</li> </ul>
<b>14. Computer and Lab Management Committee</b>	<p><b>Convener:</b> Md. Lokman Hussain</p> <p><b>Member Secretary:</b> Azizun Nahar</p> <p><b>Members:</b> Md. Sazzad Hossain</p>	<ul style="list-style-type: none"> <li>➤ To monitor the physical condition of the Computer Lab</li> <li>➤ To recommend purchase/replacement of the computer/ electronic devices or the other parts thereof.</li> </ul>

**15. Routine  
Committee**

**Convener:**

Md. Saleh Akram

**Member Secretary:**

Md. Sazzad Hossain

**Members:**

Azizun Nahar

- 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, UAP**