

University of Asia Pacific

Law and Human Rights

Departmental Committees

Spring-2018

Name of the committees (Alphabetical order)	Name of the Convener and Member	Activities of the committee
1.Career Development Committee	Convener : Md. Saleh Akram Members: Dr. Chowdhury Ishrak Ahmed Siddiky Md. Abdur Rahim Nusrat Jahan Nadia Rahaman	<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 of the department
2. Co-Curriculum Activities Committee	Convener: Md. Abdur Rahim Members: Alida Binte Saqi Md. Sazzad Hossain	<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 of the department.
3. Curriculum Committee	Convener: Salahuddin Ahmad Members: Dr. Chowdhury Ishrak Ahmed Siddiky Md. Abdur Rahim Nazia Wahab M. Rezaur Rahman Md. Saleh Akram Md. Lokman Hussain Nusrat Jahan Nadia Rahaman Alida Binte Saqi Md. Sazzad Hossain	<ul style="list-style-type: none"> ➤ Curriculum update. ➤ Introducing and designing Courses. ➤ Checking course outlines. ➤ Any other duties assigned by the Head of the department
4. Debating Committee	Convener/Moderator: Alida Binte Saqi Co-Moderators: Nazia Wahab	<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 of the department
5. Disciplinary Committee	Convener: Md. Abdur Rahim Members: Nazia Wahab Md. Saleh Akram Md. Lokman Hussain	<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 of the department.

<p>6. Examination Committee</p>	<p>Convener: Salahuddin Ahmad Members: Md. Abdur Rahim Nazia Wahab Muhammad Rezaur Rahman Md. Lokman Hussain Nusrat Jahan Md. Sazzad Hossain</p>	<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 of the department.
<p>7. Sports Committee</p>	<p>Convener: Md. Sazzad Hossain Members: Md. Saleh Akram Nadia Rahaman</p>	<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.
<p>8. Library Committee</p>	<p>Convener: M. Rezaur Rahman Members: Md. Lokman Hussain, Alida Binte Saqi, Nadia Rahaman Md. Sazzad Hossain</p>	<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 of the department.
<p>9. Moot Court Committee</p>	<p>Moderator: M. Rezaur Rahman Members: Nusrat Jahan Nadia Rahaman Alida Binte Saqi</p>	<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 of the department
<p>10. Quality Assurance Committee</p>	<p>Convener: Nazia Wahab Members: Md. Abdur Rahim Md. Saleh Akram Md. Lokman Hussain</p>	<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 of the department
<p>11. Research Committee</p>	<p>Convener: Dr. Chowdhury Ishrak Ahmed Siddiky Members: Md. Abdur Rahim Nazia Wahab M. Rezaur Rahman Nusrat Jahan Nadia Rahaman Alida Binte Saqi Md. Sazzad Hossain</p>	<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 of the department
<p>12. Computer and Lab Management Committee</p>	<p>Convener: Md. Lokman Hussain Members: Md. Sazzad Hossain</p>	