

University of Asia Pacific

Department of Law and Human Rights

UAP City Campus 9th Floor, House # 74/A

E-mail: headlhr@uap-bd.edu; www.uap.bd-edu/lhr Contact: 01849953945, 01711112618

Departmental Committees, Spring-2020

| Name of the committees | Name of the Convener and Members | Activities of the committee |
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| 1. Curriculum Committee | Convener: Md. Asaduzzaman Member Secretary Md. Abdur Rahim Members: 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 | <ul style="list-style-type: none"> ➤ Curriculum update. ➤ Introducing and designing new courses. ➤ Checking course outlines. |
| 2. Admission Test Committee | Convener: Md. Asaduzzaman Member Secretary Farzana Akther Members: Md. Abdur Rahim Ms. Nazia Wahab Md. Lokman Hussain | <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 LL.B. (Honours) | Convener: Md. Abdur Rahim Member Secretary Muhammad Rezaur Rahman Members: Md. Lokman Hussain Azizun Nahar | <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. Examination Committee LL.M. (Regular & Joint) | Convener: Md. Saleh Akram Member Secretary Ms. Azizun Nahar Members: Ms. 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. |

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| 5. Moderation Committee LL.B. (Honours) | Convener: Ms. Nazia Wahab Member Secretary Md. Saleh Akram Members: Ms. Alida Binte Saqi Md. Sazzad Hossain Farzana Ather | |
| 6. Moderation Committee LL.M. (Regular & Joint) | Convener: Dr. Chowdhury Ishrak Ahmed Siddiky Member Secretary Md. Saleh Akram Members: Md. Sazzad Hossain | |
| 7. Co-Curricular Activities Committee | Convener: Md. Abdur Rahim Member Secretary Md. Sazzad Hossain Members: Md. Saleh Akram Farzana Akther Alida Binte Saqi 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. |
| 8. Moot Court Committee | Convener: Md. Rezaur Rahman Member Secretary Alida Binte Saqi Members: Md. Lokman Hussain 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. |
| 9. Debating Committee | Convener/Moderator: Alida Binte Saqi Co-Moderator/ Member Secretary: Members: Nazia Wahab 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. |
| 10. Legal Aid Committee | Convener: Md. Lokman Hussain Member Secretary Members: | |

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| 11. Disciplinary Committee | <p>Convener: Md. Abdur Rahim</p> <p>Member Secretary: Ms. Nazia Wahab</p> <p>Members: Md. Lokman Hussain Md. Saleh Akram</p> | <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. |
| 12. Research Committee | <p>Convener: Dr. Chowdhury Ishrak Ahmed Siddiky</p> <p>Member Secretary: Ms. Nazia Wahab</p> <p>Members: Md. Asaduzzaman Md. Abdur Rahim Md. Rezaur Rahman- Md. Lokman Hussain Alida Binte Saqi Md. Sazzad Hossain Azizun Nahar</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, Law & HR. |
| 13. Sports Committee | <p>Convener: Md. Sazzad Hossain</p> <p>Members: Md. Saleh Akram Farzana Ather Azizun Nahar Md. Riazul Hoque</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. |
| 14. Library Committee | <p>Convener: M. Rezaur Rahman</p> <p>Member Secretary: Alida Binte Saqi</p> <p>Members: Md. Lokman Hussain Md. Sazzad Hossain Azizun Nahar</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, Law & HR. |
| 15. Quality Assurance Committee | <p>Convener: Md. Asaduzzaman</p> <p>Member Secretary: Ms. Nazia Wahab</p> <p>Members: Md. Abdur Rahim Md. Lokman Hussain Md. Saleh Akram</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, Law & HR. |

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| 16. Career Development Committee | <p>Convener : Dr. Chowdhury Ishrak Ahmed Siddiky</p> <p>Member Secretary: Ms. Nazia Wahab</p> <p>Members: Md. Abdur Rahim Md. Saleh Akram- Azizun Nahar</p> | <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. |
| 17. Computer and Lab Management Committee | <p>Convener: Md. Lokman Hussain</p> <p>Member Secretary: Azizun Nahar</p> <p>Members: Md. Sazzad Hossain</p> | <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. |
| 18. Routine Committee | <p>Convener: Md. Saleh Akram</p> <p>Member Secretary: Md. Sazzad Hossain</p> <p>Members: Azizun Nahar</p> | <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 roster |
| 19. Social Awareness Committee | <p>Convener: Azizun Nahar</p> <p>Member Secretary</p> <p>Members:</p> | |
| 20. Departmental Ranking Committee | <p>Convener: M. Rezaur Rahman</p> <p>Member Secretary Md. Sazzad Hossain</p> <p>Members: Md. Lokman Hussain Alida Binte Saqi</p> | |
| 21. UMSAILS Scholarship Awarding Committee | <p>Md. Asaduzzaman, Head, Department of Law & Human Rights (Ex-Officio)</p> <p>Dr. Chowdhury Ishrak Ahmed Siddique Coordinator, LL.M. & UMSAILS LL.M. Program, Department of Law & Human Rights (Ex-Officio)</p> | |