

Departmental Committees, Fall-2024

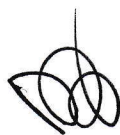
Name of the committees	Name of the Convener and Members	Tasks
1. Academic Committee	Convener: Head of Department (Ex-Officio) Member Secretary: Mr. Md. Saleh Akram Members: All Departmental Faculty Members	<ul style="list-style-type: none"> ➤ To discuss overall academic activities of the department ➤ To approve the proposals of different committees ➤ To revise the tuition fees of different programs <p>To take necessary steps for smooth operation and improvement of academic environment of the department.</p>
2. Executive Committee	Chairman: Dean, School of Law (Ex-officio) Professor/s of School of Law: Prof. Dr. Chowdhury Ishrak Ahmed Siddiky (Ex-officio) Head of the Department: Head of Department, Law & HR (Ex-officio) Three Teachers of School of Law: <ol style="list-style-type: none"> Ms. Nazia Wahab, Assistant Professor Mr. Md. Saleh Akram, Assistant Professor Dr. Noor E Medina Suraiya Jesmin, Assistant Professor Three Teachers related to School of Law: <ol style="list-style-type: none"> Dr. Alope Kumar Saha, Professor, Dept. CSE Dr. Sanjit kumar Paul, Professor, Dept. BS&H Dr. Mahbubul Haque, Associate Prof. Dept. DBA Three Persons outside of University of Asia Pacific <ol style="list-style-type: none"> Dr. Nakib Muhammad Nasrullah. Prof. Dept. of Law, DU Dr. Asma Siddiqua, Prof. Dept. of Law, RU Barrister Sara Hossain, Senior Advocate, Supreme Court of Bangladesh 	<ol style="list-style-type: none"> To consider all academic and research proposals, To update curriculum, To consider Ph.D research proposal, To introduce new academic degree program.
3. Planning and Development Committee	Convener: Head of Department (Ex-Officio) Members: <ol style="list-style-type: none"> Ms. Nazia Wahab Md. Saleh Akram Ms. Azizun Nahar Dr. Noor-E-Medina Suraiya Jesmin 	<ul style="list-style-type: none"> ➤ To give requisition of new faculty members ➤ To make short list of candidates for new faculty members ➤ To decide the issues of faculty study leave ➤ To make plans for development of the department.
4. Curriculum Committee	Convener: Head of Department (Ex-Officio) Member Secretary: Mr. Md. Saleh Akram Members: All Departmental Faculty Members	<ul style="list-style-type: none"> ➤ To update Curriculum. ➤ To Introduce and design new courses. ➤ To check course outlines.



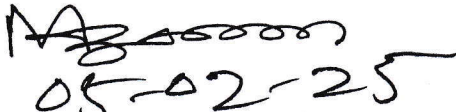
5. Admission Committee	Convener: Prof. Dr. Chowdhury Ishrak Ahmed Siddiky Member Secretary Ms. Farzana Akther Members: All Departmental Faculty Members	<ul style="list-style-type: none"> ➤ To formulate strategy and be responsible for overall admission in both undergraduate and graduate Programs ➤ To conduct the admission test ➤ To take necessary preparation for admission test including setting question, taking viva and facilitate student registration.
6. Examination Committee-LLB (Honours) Program	Convener: Mr. Md. Saleh Akram Members: <ol style="list-style-type: none"> 1. Ms. Nazia Wahab 2. Ms. Farzana Akther 3. Mr. Mahmudul Hasan Sabuz 4. Ms. Tania Mustari 	<ul style="list-style-type: none"> ➤ To perform all activities involved in from calling for question papers for examination to publication of result (Including the Repeat Examination). ➤ To arrange moderation of questions and scrutiny of answer sheets. ➤ To take decision on examination related offences. ➤ To preserve all examination related documents. ➤ Any other duties assigned by the Head, Law & HR.
7. Question Moderation Committee LLB (Honours) Program	Convener: Mr. Md. Saleh Akram Members: <ol style="list-style-type: none"> 1. Ms. Nazia Wahab 2. Ms. Farzana Akther 3. Mr. Mahmudul Hasan Sabuz 4. Ms. Tania Mustari 	
8. Examination Committee (LLM General, UMSAILS LLM and MHR Programs)	Convener: Dr. Noor E Medina Suraiya Jesmin Members: <ol style="list-style-type: none"> 1. Ms. Azizun Nahar 2. Mr. Forhad Hosaaain 	<ul style="list-style-type: none"> ➤ To manage all activities involved in from calling for question papers for examination to publication of result (Including the Repeat Examination). ➤ To moderate the questions and scrutiny of answer sheets. ➤ To decide the issues of examination related offences. ➤ To preserve of all examination related documents. ➤ Any other duties assigned by the Head, Law & HR.
9. Question Moderation Committee (LLM General, UMSAILS LLM and MHR Programs)	Convener: Dr. Noor E Medina Suraiya Jesmin Members: <ol style="list-style-type: none"> 1. Ms. Azizun Nahar 2. Mr. Forhad Hosaaain 	

10. Cultural Committee	Convener: Dr. Noor E Medina Suraiya Jesmin Member Secretary: Ms. Farzana Akther Members: <ol style="list-style-type: none"> 1. Ms. Nazia Wahab 2. Mr. Forhad Hosain 3. Mr. Mahmudul Hasan Sabuz 4. Ms. Tania Mustari 5. Mr. Md. Nazmul Hossain Sefat 	<ul style="list-style-type: none"> ➤ To organize cultural events. ➤ To select teams for inter department co-curricular competitions and so on. ➤ To encourage students to participate in co-curricular activities. <p>Any other duties assigned by the Head, Law & HR.</p>
11. Moot Court Committee	Convener: Md. Saleh Akram Member Secretary: Mr. Forhad Hosain Members: <ol style="list-style-type: none"> 1. Dr. Noor E Medina Suraiya Jesmin 2. Mr. Mahmudul Hasan Sabuz 3. Ms. Tania Mustari 4. Mr. Md. Noyon Islam 	<ul style="list-style-type: none"> ➤ To organize moot court programs. ➤ To encourage the students to get involved with mootings. ➤ To arrange workshop and training program. ➤ To facilitate to send participants in the moot competitions <p>Any other duties assigned by the Head, Law & HR.</p>
12. Debating Committee	Convener/Moderator: 1. Ms. Farzana Akther Member Secretary: Mr. Mahmudul Hasan Sabuz Members: <ol style="list-style-type: none"> 2. Ms. Tania Mustari 3. Mr. Md. Zobayer Akon 4. Mr. Md. Nazmul Hossain Sefat 	<ul style="list-style-type: none"> ➤ To organize inter-semester debate programs. ➤ To encourage the students to get involved with debate. ➤ To arrange workshop and training program with a view to enhance debating skill of the students. ➤ To facilitate to send participants in the debate competitions <p>Any other duties assigned by the Head, Law & HR.</p>
13. Disciplinary Committee	Convener: Ms. Nazia Wahab Member Secretary: Mr. Md. Saleh Akram Members: <ol style="list-style-type: none"> 1. Ms. Azizun Nahar 2. Dr. Noor-E-Medina Suraiya Jesmin 3. Ms. Farzana Akther 	<ul style="list-style-type: none"> ➤ To ensure the wearing of ID Card of both students and teachers in the University premises ➤ To conduct all disciplinary offences. ➤ To maintain smooth and decent environment during different programs. ➤ To maintain friendly relations among the faculties, students and staffs. ➤ To maintain the formal dress in the University premises. <p>Any other duties assigned by the Head, Law & HR.</p>
14. Research Committee	Convener: Ms. Azizun Nahar Member Secretary: Dr. Noor-E-Medina Suraiya Jesmin Members: <ol style="list-style-type: none"> 1. Mr. Md. Saleh Akram 2. Ms. Farzana Akther 3. Mr. Forhad Hossain 	<ul style="list-style-type: none"> ➤ To disseminate knowledge of legal research among students. ➤ To help the students choose the area of research and collect necessary information. ➤ To supervise the dissertation of the students. ➤ To examine the dissertations of the students. ➤ To arrange programs to encourage the faculty members to embrace research works. <p>Any other duties assigned by the Head, Law & HR.</p>

15. Sports Committee	Convener: Mr. Forhad Hossain Member Secretary: Mr. Mahmudul Hasan Sabuz Members: <ol style="list-style-type: none"> 1. Mr. Md. Saleh Akram 2. Ms. Azizun Nahar 3. Ms. Tania Mustari 4. Mr. Md. Zobayer Akon 5. Mr. Md. Nazmul Hossain Sefat 	<ul style="list-style-type: none"> ➤ To organize General knowledge Competition ➤ To organize the inter- semester sports events, ➤ To find out the students for different sports events, ➤ To select of teams for inter-department competition and so on. ➤ To encourage students to participate in sports. <p>Any other duties assigned by the Head of the Department.</p>
16. Library Committee	Convener: Dr. Noor-E-Medina Suraiya Jesmin Member Secretary: Mr. Mahmudul Hasan Sabuz Members: <ol style="list-style-type: none"> 1. Mr. Forhad Hossain 2. Ms. Tania Mustari 3. Mr. Md. Noyon Islam 	<ul style="list-style-type: none"> ➤ To collect of new books and maintaining the library. ➤ To Inaugurate of online library system. ➤ Any other duties assigned by the Head, Law & HR. ➤ Workshop. <p>Any other duties assigned by the Head of the Department.</p>
17. Quality Assurance Committee	Convener: Mr. Md. Saleh Akram Members: <ol style="list-style-type: none"> 1. Ms. Azizun Nahar 2. Dr. Noor- E- Medina Suraiya Jesmin 	<ul style="list-style-type: none"> ➤ To ensure smooth operation of academic activities of the department. ➤ To observe the class hours to be followed by the faculty members and students. ➤ To check the course outlines. ➤ To arrange training sessions to enhance the quality of teaching-learning strategy. ➤ To provide necessary instructions to the question moderation committee. <p>Any other duties assigned by the Head, Law & HR.</p>
18. Career Development and Placement Committee	Convener: Prof. Dr. Chowdhury Ishrak Ahmed Siddiky Member Secretary: Mr. Md. Saleh Akram Members: <ol style="list-style-type: none"> 1. Ms. Nazia Wahab 2. Ms. Azizun Nahar 3. Mr. Mahmudul Hasan Sabuz 	<ul style="list-style-type: none"> ➤ To assist the students to get employments and/or place them in jobs. ➤ To provide necessary guidance to the current students about career paths. ➤ To arrange programs on career skills so that the students can sharpen their qualifications necessary for employment. ➤ To organize career fair in campus. <p>Any other duties assigned by the Head, Law & HR.</p>
19. Routine Committee	Mr. Md. Saleh Akram (Honours & UMSAILS LLM) Dr. Noor-E-Medina Suraiya Jesmin (LLM Program) Ms. Azizun Nahar (MHR Program)	<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 of examinations.
20. Social Awareness Committee	Convener: Ms. Azizun Nahar Member Secretary: Ms. Farzana Akther Members: <ol style="list-style-type: none"> 1. Mr. Forhad Hossain 2. Ms. Tania Mustari 3. Mr. Md. Noyon Islam 	<ul style="list-style-type: none"> ➤ To create awareness among students about social issues and motivates them to undertake voluntary work.



21. Exhibition and Publicity Committee	Convener: Mr. Mahmudul Hasan Sabuz Member Secretary: Ms. Tania Mustari Members: 1. Ms. Farzana Akther 2. Mr. Forhad Hossain	➤ To develop photography and videography skills of the students ➤ To take photos and maintain a repository ➤ To exhibit photos of different events of the department and university ➤ To arrange photo exhibition and photo competition with a view to develop students' skill and spread publicity
22. Department Equivalence Committee	Convener: Prof. Dr. Chowdhury Ishrak Ahmed Siddiky Member Secretary: Mr. Md. Saleh Akram Member: Dr. Noor-E-Medina Suraiya Jesmin	➤ To check the relevant papers of foreign students in order to recommend them for equivalence certificates to the Central Equivalence Committee.
23. IT and Website Management Committee	Convener: Ms. Azizun Nahar Member Secretary: Mr. Forhad Hossain Members: 1. Mr. Mahmudul Hasan Sabuz 2. Ms. Tania Mustari 3. Mr. Md. Zobayer Akon	➤ To update the website continuously and to ensure that the Department website is functioning properly.
24. Scholarship Awarding Committee	1. Head of the Department (Ex-Officio) 2. Coordinator, UMSAILS LLM Program (Ex-Officio) 3. Coordinator, LLM Program (Ex-Officio) 4. Coordinator, Master of Human Rights Program (Ex-Officio) 5. Co-Coordinator, UMSAILS LLM Program (Ex-Officio)	➤ To select the scholarship recipients for different programs of the department.
25. Alumni management Committee	Convener: Mr. Md. Saleh Akram Members: 1. Mr. Forhad Hossain 2. Mr. Mahmudul Hasan Sabuz	➤ To hold regular elections/selections of the executive Committee of the UAP Law Alumni ➤ To update the database of UAP Law Alumni in the Department website ➤ To create a directory for UAP Law Alumni ➤ To liaise with the UAP Law Alumni


05-02-25
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