

MINUTES OF MEETING OF THE 17th ACADEMIC COUNCIL

HELD ON 06 October 2017 at 3.00 PM

The 17th meeting of the Academic Council was held on 06 October 2017 at 03:00 PM at Leading University (LU), Permanent Campus Ragib Nagar, Kamal Bazar, Sylhet. Prof. Dr. Md. Qumruzzaman Chowdhury, Hon'ble Vice Chancellor, LU and Chairman of the Academic Council, LU presided over the meeting.

The following members attended the meeting:

1. Prof. Dr. Md. Qumruzzaman Chowdhury, Hon'ble Vice Chancellor, LU	Chairman
2. Mr. Syed Abdul Hannan, Chairman (Acting), Board of Trustees, LU (Nominee, Board of Trustees)	Member
3. Prof. Dr. M. R. Kabir, Pro-Vice Chancellor, UAP, Dhaka (Syndicate Nominee)	Member
4. Prof. Dr. A.N.M. Meshquat Uddin, Vice Chancellor, Presidency University (Syndicate Nominee)	Member
5. Prof. Md. Nazrul Islam Dean, School of Business & Head, Dept. of BuA, LU	Member
6. Prof. Dr. Gazi Abdulla-Hel-Baqui Dean, Faculty of Arts and Modern Language, LU	Member
7. Prof. Md. Abul Kalam Chowdhury, Head, Dept. of Islamic Studies, LU	Member
8. Prof. Ar. Chowdhury Mushtaq Ahmed Advisor, Dept. of Architecture, LU	Member
9. Prof. Dr. Zahurul Alam, Dept. of BuA, LU	Member
10. Dr. Wahiduzzaman Khan Associate Prof & Head (Acting), Dept. of Hotel Management, LU	Member
11. Mr. Muhammad Nazrul Islam, Asst. Prof. & Head (Acting), Dept. of English, LU	Member
12. Mr. Md. Asaduzzaman Khan, Asst. Prof. & Head (Acting), Dept. of CSE, LU	Member
13. Mr. Md. Shawkat Jahan Chowdhury Asst. Prof. & Head (Acting), Dept. of Architecture, LU	Member
14. Mr. Abul Abrar Masrur Ahmed Asst. Prof & Head (Acting), Dept. of Civil Engineering, LU	Member
15. Mr. Md. Abdul Musabbir Chowdhury, Asst. Prof & Head (Acting), Dept. of law, LU	Member
16. Mr. KMA Shafique, Head (Acting), Dept. of Public Health, LU	Member
17. Mr. Mrinal Kanti Dhar, Head (In-Charge), Dept. of EEE, LU	Member
18. Mr. Md. Rezaul Karim, Director, IQAC and Asst. Prof. Dept. of English, LU	Invitee
19. Engr. Md. Lutfor Rahaman, In Charge, Controller of Examinations, LU	Invitee
20. Prof. Dr. S. M. Ali Akkas Registrar (Acting), LU	Member Secretary

Welcome Address:

At the outset the Chairman of the Academic Council thanked and gave heartfelt felicitation to all the members present in the meeting.

Agenda 17 (1): Confirmation of the minutes of 16th Academic Council meeting held on 21 July 2017

Decision: The minutes of the 16th Academic Council was read out in the meeting and confirmed accordingly with the following minor correction:

Agenda 16 (6): The text "Inclusion of CGPA, Semester and Year in the Provisional and Original Certificates" would be replaced by "Inclusion of CGPA, Semester and Year of passing in the Provisional and Original Certificates". The concerned committee was tasked to incorporate its report in line with decision of the 16th Academic Council and submit the same to the next Academic Council.

Agenda 17 (2): Placement of the prayer of student for extension of period of Registration

The following students applied after 16th Academic Council held on 21 July 2017 for extension of period of their registration:

Sl. No.	Name & ID	Program/ Department	Valid Tenure of Registration	Credits	
				Completed	Remaining
1	Mr. Md. Rezuan Chowdhury ID: 1103010728	MBA	04 years (Fall 11-Summer 15)	48 (out of 63)	15
2	Mr. Md. Ruhul Amin Chowdhury ID: 1102010711	MBA	04 years (Summer 11-Spring 15)	60 (out of 63)	03 (Internship)

Decisions:

1. Mr. Md. Rezuan Chowdhury, student of MBA program bearing ID: 1103010728 of the Dept. of Business Administration was permitted to complete all requirements for the MBA degree within Summer Semester 2018.
2. Mr. Md. Ruhul Amin Chowdhury, student of MBA program bearing ID: 1102010711 of the Dept. of Business Administration was permitted to complete all requirements for the MBA degree within Fall Semester 2017.

Agenda 17 (3): Placement of the proposal for assigning supervisor for the students of LL.M Program having the course namely Research Monograph to maintain the general practice of Viva-Voce**Discussion:**

Mr. Md. Abdul Musabbir Chowdhury, Assistant Professor & Head (Acting), Department of Law, Leading University applied on 14 September 2017 mentioning that the students of LL.M Program have a course namely Research Monograph and at the end of the said course there is Viva-Voce which generally consists of only 03 (three) members for all of the students and only the course teacher is assigned as the supervisor for all of the said students. He has also mentioned that the practice of other Private Universities including Leading University is the different department follows the rule of forming different Viva Board for such kind of course when there are more than five to ten students in that particular course regarding assigning of supervisor for the to maintain the general practice of Viva-Voce. Mr. Chowdhury recommended that a general practice regarding Viva-Voce and assigning Supervisor is needed for consistency and betterment of the student having the above mentioned course.

Decisions:

The Academic council suggested the Department of Law to collect and study the curriculum of the different universities and discuss in the Departmental Curriculum Committee and submit its report to the next Academic Council.

Agenda 17 (4): Placement of Reports of the Committees formed to analyze and find out the facts behind constant dropping out of students of the different departments of LU**Decision:**

The Reports of the Committees formed to analyze and find out the facts behind constant dropping out of students of the different departments of LU were presented by the concerned Head of the Departments. After a threadbare discussion the Academic Council recommended the following observations and suggestions and instructed the committees to submit their modified reports to the next Academic Council meeting.

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- i) The concerned department has to communicate with the different groups of students, their parents or guardians and find out the real facts behind constant dropping out of students of their department.
- ii) The concerned committees have to change the methodology of their research to capture the real causes of dropouts.
- iii) The authority has to take initiative for conducting internal quality assessment at department level in line with the IQAC guidelines.
- iv) The Committees have to submit their reports in the next AC meeting based on real ground level data collection and analysis of the dropout students with appropriate sample size and stakeholders mentioning the exact number, percentage and reason.
- v) The faculty members must have to work both inside and outside of class rooms for development of weak students and make them able to understand class lectures as well as capable to obtain the degree with a standard CGPA that makes them competitive for job markets, nationally and globally.

Agenda 17 (5): Placement of revised Draft Proposal and Ordinance of Centre for Modern and Indigenous Languages at LU

Decision:

The Academic Council approved the revised Draft Proposal and Rules & Regulations of the Centre for Modern and Indigenous Languages at LU with some observations and suggestions and instructed the concerned committee to submit the same to the next Academic Council meeting with the following modifications:

- a. Clause-1: The text "The Centre shall act as an Institution" will be replaced by "The Centre shall act like an Institute".
- b. Clause 2 b: The text "Short term" and "Long term" will be deleted.
- c. Clause 6: The text "No candidate shall be allowed to appear at the final examination unless he/she has attended 60% (sixty) percent of the lectures delivered" will be replaced by "No candidate shall be allowed to appear at the final examination unless he/she has attended at least 60% (sixty) percent of the classes".
- d. Clause 7. a) (iv): The text "test" will be deleted.
- e. Clause 7. a) (v): The text "a passage" will be deleted.
- f. Clause 7. b) (i): The text "200 (two hundred)" will be replaced by "150 (one hundred fifty)".
- g. Clause 7. b) (ii): The text "40 (forty)" will be replaced by "50 (fifty)".
- h. Clause 7. b) (iii): The text "20 (twenty)" will be replaced by "50 (fifty)".
- i. Clause 7. b) (iv): The text "10 (ten)" will be replaced by "20 (twenty)".
- j. Clause 7. b) (vi): The text "a passage" will be deleted.
- k. Clause 7. d) : The text "paper" will be replaced by "course".
- l. Clause 9. : The text "If any examinee adopts unfair means in the Examination hall, he/she shall be declared unsuccessful for that paper only" will be replaced by "Examinations to be conducted as per LU rules and regulations".
- m. Clause 7. d) : The text "paper" will be replaced by "course".
- n. Clause 8. The text "B- (b minus)" will be replaced by "B- (B minus)".
- o. Clause 10 (f). : The text "After publishing the results, the Director shall issue the Certificates and marks certificates/transcripts to the passed-out candidates" will be replaced by "Certificates and marks certificates/transcripts to the passed-out candidates will be issued as per university rules".
- p. The text "Center" will be replaced by "Centre" throughout the text of the Rules and Regulations.
- q. The assessment of each course will be made on 04 (four) modules i.e. i) Reading, ii) Writing, iii) Speaking and iv) Listening with the equal distribution of marks.

End

Agenda 17 (6): Placement of revised Curriculum of the Department of Hotel Management, LU for the session of Fall 2017

Decisions:

The revised Curriculum of the Department of Hotel Management, LU for the session of Fall 2017 was presented by the Head (Acting) of the said department. After a threadbare discussion the Academic Council approved it with the following observations and suggestions and instructed the Head of the said Department to submit the modified Curriculum to the next Academic Council meeting.

- i). The name of the degree will be Bachelor of Tourism and Hospitality Management;
- ii) The name of the Department will be Department of Tourism and Hospitality Management which will run under the Faculty of Business Administration;

Agenda 17 (7): Placement of the prayer of student for transfer from MBA (Regular) to MBA (Executive) Program

Discussion:

Syeda Arjuna Begum, bearing student Id: 0401010623 took admission in EMBA program of Leading University, Dhaka Campus in Spring 2004 and completed 51 credit hours. Later, she applied to transfer her program from EMBA to MBA (Regular), but she did not complete the additional courses. The minimum required credit hours for Master of Business Administration (Regular) degree are 63 credit hours and for Master of Business Administration (Executive) degree are 51 credit hours. In these circumstances, she applied to change her program from MBA (Regular) to MBA (Executive).

Decisions:

The Academic council approved her prayer for getting Master of Business Administration (Executive) degree.

Agenda 17 (8): Miscellaneous:

Discussion:

Changing the Department's Name


An application dated on 24 September 2017 was submitted by the Head of the Department of Islamic Studies, Leading University. He proposed the following 02 (two) names for changing the existing name of the said department:


- I. Islamic Studies and Islamic Economics
- II. Islamic Financial Studies

Decisions:

The Academic Council did not approve the application.

As there was no other agenda to be discussed the chairman concluded the meeting with a vote of thank to and from the chair.


Prof. Dr. Md. Qumruzzaman Chowdhury
Hon'ble Vice Chancellor, LU
&
Chairman of the Academic Council


Prof. Dr. S. M. Ali Akkas
Registrar (Acting)
&
Member Secretary of the Academic Council