

## **Minutes of the 1<sup>st</sup> meeting of the Academic Council of Leading University**

The 1<sup>st</sup> meeting of the Academic Council of Leading University was held on 7<sup>th</sup> January, 2003 at 10.00 a.m. in the Conference Room of the University. The meeting was presided over by, Mr. M. Nurunnabi Chowdhury Vice-Chancellor of the Leading University and Chairman of the Academic Council. The following members of the Council attended the meeting:

1. Professor Mohammad Mohabbat Khan
2. Major General (Retd.) Professor Md. Nazmul Islam
3. Professor Dr. A.N.M. Meshquat Uddin
4. Professor Salahuddin Ahmad
5. Professor Dr. Sadarddin Ahmad
6. Professor Dr. Dipak Kanti Dutta
7. Dr. Md. Haider Ali
8. Professor Dr. M. Habibul Ahsan
9. Professor Md. Rais Uddin

Dr. Munim Kumar Barai, Asstt. Professor and former Acting Registrar, L.U. attended the meeting by invitation.

### **Review of Grading System (Agenda- 1)**

#### **Discussion**

2. The following points were made during discussion:
  - a. The Grading System should be compatible to grading system of American universities so that credits earned in this University are acceptable in American and other Western Universities. If the grading system is too lenient it would pose a problem for students in transferring credits, should they wish to pursue further higher studies abroad.
  - b. A revised grading system may be adopted by L.U. (Annex. I).
  - c. The grading system as proposed is one element in higher education of international standard. The quality of staff, teaching quality, quality of students, laboratory facilities would have to be brought to excellent standard for that.
  - d. In view of weakness of students in English language, emphasis on Remedial English should be given, too.
  - e. Close attention is paid to all elements of higher education for excellence in it.

#### **Decision**

3. A revised grading system is proposed (annexure- I).

### **Review of 1<sup>st</sup> Semester Examination (Agenda 2).**

#### **Discussion**

4. The following points were made during discussion:
  - a. Distribution of Grades showed that the results were of standard pattern.
  - b. Grades showed the major concentration in B grades, as is usual.
  - c. The results of the CSE Department were not up to the mark.
  - d. Students in the 1<sup>st</sup> Semester were taken in a hurry without any admission test, so CSE results were not good. Besides, the quality of students reflected on the quality of results in the CSE Department.

- e. The quality of students should be the primary consideration in admitting students in science subjects.
- f. Admission test should invariably be taken to judge the aptitude and quality of students for any subject.
- g. The tables given in the working paper did not show number of students and percentage distribution of grades for each course. It would be better to prepare a table to show that.

#### Decision

The observations made by the Council in this connection may be taken note of for future evaluation of results.

### **Academic Calendar for 2003 (Agenda 3)**

#### Discussion

6. The following points were made during discussion:
  - a. Instead of Mid-Semester and the Final Examination, three examinations might be held for a semester. One examination after one month, second examination after the second and final examination at the end should be better than holding two examinations.
  - b. In a three examinations system marks could be equally assigned in three examinations but preferably more marks in the Final Examination than in the two terminal examinations.
  - c. The Academic Calendars showed Academic Recess of 4 weeks after Spring Semester. It would be advisable not to follow long summer vacation in the manner of American universities. Academic Recess may be distributed over the entire year.
  - d. Academic Recess of 3 weeks after the Spring Semester and 3 weeks distributed at the end of Summer and Fall Semesters should balance the distribution and meet academic needs.

#### Decision

7. Academic Calendar given in the agenda was recommended for adoption but three examinations might be held instead of two in a semester and academic recess may be distributed at 3, 1 and 2 weeks approximately at the end of Spring, Summer and Fall Semesters respectively.

### **Prospectus (Agenda 4).**

#### Discussion

8. The following points were made during discussion
  - a. The inconsistency in respect of commencing months of semesters shown in the Prospectus and in the Calendar needs to be reconciled. The Prospectus shows for commencement of summer semester in April but the Calendar shows it in May.
  - b. The inconsistency is due to printing of the Prospectus before the Calendar was prepared. It may be corrected in the next print of the Prospectus.
  - c. A Curriculum Committee may be formed to review programs and syllabi of the University.
  - d. Heads of respective Departments might be made its members and the Vice-Chancellor its Chairman. External experts might also be invited to attend for the relevant syllabus.

#### Decisions



9. Following decisions were taken:

- a. The future revision of the Prospectus should remove the inconsistency between it and Academic Calendars.
- b. A Curriculum Committee may be formed to periodically review the curriculum of each program.
- c. The Curriculum Committee shall be headed by the Vice Chancellor and Department Heads shall be its Members.
- d. Outside Expert members after obtaining their consent may be included in the Curriculum Committee as Expert members.
- e. The Committee shall meet with the external expert member concerned.
- f. Each Department shall have a Curriculum Review Committee to review curriculum from time to time and send its recommendations to the central Curriculum Committee.
- g. The Curriculum Committee shall submit its proposals to the Academic Council for approval.

#### Miscellaneous (Agenda 5)

##### M.BA (Regular) Program

10. Following decision was taken:

The MBA (Regular) program should be referred to the Curriculum Committee for advice.

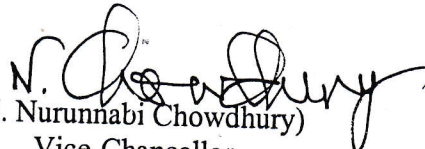
##### Distribution of Marks in a Semester.

11. The following points were made during discussion:

- a. 10% marks for class attendance would have a big impact on Grades. It would be advisable to either reduce it to 2 - 3% or to eliminate it altogether.
- b. It is proposed to eliminate marks completely because a student is liable to be excluded from the program if he/she absents from three consecutive classes without intimation to the teacher concerned.
- c. Exclusion would be a punishment but an incentive on attendance could be useful.
- d. Higher education should be outcome-based. Skills with regard to presentation, writing and other skills should be developed among students.
- e. Assignment, projects, presentation and case-analysis, wherever applicable, should be carried on and 25% marks should be assigned to this group.
- f. Decision

12. The distribution of marks should be as follows:

Presentation, Assignments, Projects, Case Analysis (where applicable) including class attendance of 3% }	25
1 <sup>st</sup> terminal examination	20
2 <sup>nd</sup> terminal examination	20
Final Examination	35
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(M. Nurunnabi Chowdhury)  
Vice-Chancellor

Distribution