MINUTES OF MEETING OF THE 29th ACADEMIC COUNCIL
HELD ON 03 MAY 2021 at 11:00 AM at Online

The 29th meeting of the Academic Council of Leading University was held on 03 May 2021 at 11:00 AM at Online. Professor Dr. Qazi Azizul Mowla, Hon'ble Vice Chancellor, LU and Chairman of the Academic Council, LU presided over the meeting.

The following members attended the meeting:

1.	Professor Dr. Qazi Azizul Mowla, Hon'ble Vice Chancellor, LU	Chairman
2.	Prof. Dr. M. Rakib Uddin, Dean, Faculty of Modern Science, LU	Member
3.	Prof. Dr. Bashir Ahmed Bhuiyan, Dean, Faculty of Business Administration, LU	Member
4.	Dr. Md. Rezaul Karim, Head, Dept. of English & Dean (Incharge), FArts&ML and FoSSc.	Member
5.	Dr. Mohammad Mostak Ahmed, Head, Dept of Bangla, LU	Member
6.	Mr. Rumel M. S. Rahman Pir, Head, Dept. of EEE, LU	Member
7.	Ar. Rajon Das, Head, Dept. of Architecture, LU	Member
8.	Mr. Md. Rashedul Islam, Head, Dept. of Law, LU	Member
9.	Dr. Mohammad Shahansha Molla, Head, Dept. of BuA, LU	Member
10.	Mr. Md. Mahbubur Rahaman, Head (Acting), Dept. of THM, LU	Member
11.	Ms. Syeda Zehan Farzana, Head (Acting), Dept. of Civil Engineering, LU	Member
12.	Mr. KMA Shafique, Head (Acting), Dept. of Public Health, LU	Member
13.	Mr. Shafkat Kibria, Head (Acting), Dept. of CSE, LU	Member
14.	Mr. Fazly Ealahi Mamun, Head (Acting), Dept. of Islamic Studies, LU	Member
15.	Prof. Dr. M. R. Kabir, Nominee, Board of Trustees, LU	Member
16.	Prof. Dr. A.N.M. Meshquat Uddin, Nominee, Board of Trustees, LU	Member
17.	Mr. Shaikul Haque Chowdhury, Nominee, Board of Trustees, LU	Member
18.	Prof. Dr. Md. Jahir Bin Alam, Dept. of Civil Engineering, SUST (Syndicate Nominee)	Member
19.	Prof. Dr. A. Z. M Manzoor Rashid, Department of FES, SUST (Syndicate Nominee)	Member
20.	Maj (Retd) Md Shah Alam, Psc, Registrar, LU	Member Secretary

Welcome Address:

1. At the outset the Chairman of the Academic Council welcomed the respected members of the Academic Council and gave heartfelt felicitation to the members present in the meeting.

2. Being his first meeting, the Chairman introduced himself to the council and the requested the nominated honourable members Prof. Dr. M. R. Kabir, Prof. Dr. Md. Jahir Bin Alam, and Prof. Dr. A. Z. M Manzoor Rashid, Prof. Dr. A.N.M. Meshquat Uddin and Mr. Shaikul Haque Chowdhury to introduce themselves and say a few word before the council enters in to the business. They congratulated the new leadership, expressed their solidarity with him. They wished that his directions based on his prudence will take the institution to a new height. The members of the Academic Council expressed their good wishes for the new leadership. Then the Chairman requested the Member Secretary to proceed with the agenda of the meeting.

Agenda 29 (1): Confirmation of the Minutes of 28th Academic Council Meeting held on 22 July 2020

Decision:

The Minutes of the 28th Academic Council was read out in the meeting and confirmed with following observations and corrections:

a. Decisions on the Agenda 2 of the 28th Academic Council meeting will have following corrections:

2 a(2) and 2b(4) would be expunged as it is beyond the purview of AC

   (1) Serial a. of the Decision will be reframed as Department and program wise students' final exam result will be presented in summary range of GPA scale.
   (2) Decisions on the Agenda 2 of sub para a (2) and b(4) are expunged due to its non-relevance to the Academic Council.

b. Decision on Agenda 3 at serial a. about reviewed draft policy of Improvement Examination Policy will not applicable during pandemic situation.

Agenda 29 (2): Approval of the students' Result of Spring-2020 and Summer-2020

Discussion:

The "**Students' Result of Spring-2020 and Summer-2020**" was placed before the Academic Council. A threadbare discussion took place on the issue.

Decision:

The Academic Council approved the "**Students' Result of Spring-2020 and Summer-2020**". However, the Academic Council gave following observations in this respect:

a. Henceforth, only the graduating students' passing out result will be discussed in the Academic Council for approval.
b. This result will be presented in summary form with GPA range scale along with letter grade for approval.

Agenda 29 (3): Approval of Academic Calendar 2021

Decision:

After a threadbare discussion, the Academic Council approved the following Academic Calendars of LU for the year 2021 with a recommendation to provide number of days for each item in a separate column also that the academic Calendar year would be January to December:

a. **Trimester System Academic Calendar 2021:** For the Department of Business Administration, Law, English, CSE, EEE, Islamic Studies, Public Health and Bangla (The departments were advised to switch over to semester system as soon as possible as recommended by UGC) :

Academic Calendar
Spring-2021

Event	Duration / Date	Day
Registration	17 February – 28 February 2021	Wednesday-Sunday
Classes Start	17 February 2021	Wednesday
Registration with late fine taka 1000/	1 March -12 March 2021	Monday- Friday
Course(s) withdrawal with 100% refund	13 -16 March 2021	Saturday- Tuesday
Mid-Term Exams of Spring-2021	8 April –18 April 2021	Thursday- Sunday

Admission of Summer-2021 Starts	11 April 2021	Sunday
Classes End	10 June 2021	Thursday
Final Exams of Spring-2021	11 June – 21 June 2021	Friday- Monday
Last Date of Grade Submission of Spring-2021	1 July 2021	Thursday
Classes Start of Summer-2021	24 June 2021	Thursday

Academic Calendar
Summer-2021

Event	Duration / Date	Day
Registration	24 June – 4 July 2021	Thursday- Sunday
Classes Start	24 June 2021	Thursday
Registration with late fine taka 1000/	5 July -14 July 2021	Monday- Wednesday
Course(s) withdrawal with 100% refund	15 -18 July 2021	Thursday- Sunday
Mid-Term Exams of Summer-2021	13 August –25 August 2021	Friday- Wednesay
Admission of Summer-2021 Starts	13 August 2021	Friday
Classes End	7 October 2021	Thursday
Final Exams of Summer -2021	8 October – 22 October 2021	Friday- Friday
Last Date of Grade Submission of Summer-2021	1 November 2021	Monday
Classes Start of Fall-2021	25 October 2021	Monday

Academic Calendar
Fall-2021

Event	Duration / Date	Day
Registration	25 October – 3 November 2021	Monday- Wednesday
Classes Start	25 October 2021	Monday
Registration with late fine taka 1000/	4 November -13 November 2021	Thursday- Saturday
Course(s) withdrawal with 100% refund	14 November -16 November	Sunday- Tuesday
Mid-Term Exams of Fall-20201	03 – 13 December 2021	Friday- Monday
Admission of Spring-2022 Starts	03 December 2021	Friday
Classes End	26 January 2022	Wednesday
Final Exams of Fall-2021	27 January – 6 February 2022	Thursday- Sunday
Last Date of Grade Submission of Fall-2021	16 February 2022	Wednesday
Classes Start of Spring-2022	10 February 2022	Thursday

b. **Semester System Academic Calendar 2021:** For the Department of Architecture, Civil Engineering and Tourism & Hospitality Management:

Academic Calendar
Spring-2021

Event	Duration/Date	Day
Registration	28 January 11February 2021	Thursday-Thursday
Starting of Classes	28 January, 2021	Thursday
Registration with late fine of Tk. 1000/-	14 – 24 February, 2021	Sunday-Wednesday
Course(s) withdrawal with 100% refund	25–28February, 2021	Thursday-Sunday
Mid-Term Exams of Spring-2021	14 31 March, 2021	Sunday-Wednesday
Admission of Summer-2021 Semester	Admission will be continued	
End of Classes	06 June, 2021	Sunday
Final Exams of Spring-2021	13 June 30 June, 2021	Sunday-Wednesday
Last Date of Grade Submission of Spring-2021	11 July, 2021	Sunday
Classes Start of Summer-2021	11 July, 2021	Sunday

Academic Calendar
Summer-2021

Event	Duration/Date	Day
Registration	11 July 29July, 2021	Sunday- Thursday
Starting of Classes	11 July, 2021	Sunday
Registration with late fine of Tk. 1000/-	31 July 2021 – 5 August 2021	Saturday -Thursday
Course(s) withdrawal with 100% refund	7–12February, 2021	Saturday- Thursday
Mid-Term Exams of Summer-2021	19 September- 7 October, 2021	Sunday- Thursday
Admission of Spring-2022 Semester	Admission will be continued	
End of Classes	5 December, 2021	Sunday
Final Exams of Summer-2021	13 30 December, 2021	Monday- Thursday
Last Date of Grade Submission of Summer-2021	9 January, 2022	Sunday
Classes Start of Spring-2022	9January, 2022	Sunday

c. Faculty Deans are responsible for making the Academic Calendar as it is a policy matter.

d. A standard format should be followed, where separate column may be used showing the block duration of academic activity.

Agenda 29 (4): In Course Evaluation Procedure during Pandemic

Discussion: There was a summary discussion on the proposed "**In Course Evaluation Procedures**" during the pandemics.

Decision:

The Academic Council approved the following "**In Course Evaluation Procedure during Pandemic**", which will be effective immediately, however, events that have already taken place would be adjusted with the approved procedures:

1. Teachers will be creative in formulating questions. Analytical and real life examples may be included.
2. Teachers will prepare sample questions, to circulate to the class and these will be discussed during the review sessions.
3. All exam schedules will be announced at least ONE week ahead of scheduled exam date.
4. The announcement will be made through well circulated group ONLINE platforms (emails, WhatsApp, MSN).
5. The marks distribution of Midterm in-course evaluation will be 30% marks for written assignment (No oral or presentation)
6. The marks distribution of Final in-course evaluation will be 30% marks for written assignment (No oral or presentation)
7. Class Performance will be 40% i.e. Attendance 10%; Class Test + Assignment-20%; Presentation with or without viva-10%. The freedom of the assessment will remain with course teacher.
8. Each exam will be taken either in the morning or afternoon shift (No oral or presentation). Written evaluation will be held in two daily slots (Slots: 9:30 am – 12:00 noon and 2:30 pm – 5:00 pm). In the Pandemic context in-course evaluation should not be more then 2hr duration plus 15 minutes for uploading and another 15 minutes may be at the discretion of the invigilator for meeting unforeseen situation at online examination room i.e. total maximum 2 hr 30 min. Respective Examination Committee Chairman will have the authority to address to the immediate unforeseen situation if and when reported by the invigilators.
9. The password protected Question (for theory courses) will be sent by the respective course teacher to the Examination Committee in standard format through institutional Email or classified WhatsApp group, at least one week before the scheduled evaluation date. Password would be sent by separate mail/media.
10. Examination committee will moderate the questionnaire and send the moderated questions in pdf format to the invigilators (at least two invigilators at a time per course) about 30 minutes before the start of the examination.
11. Respective Invigilators (one of whom may be subject teacher) will set a zoom meeting on the date of their exam and the registered students will be allowed to participate. The students will be allowed to enter platform 15 minutes before the evaluation starts. Invigilator will Screen share the question 5 minutes before the evaluation begins (students may take screen shots). Invigilators will receive inquiry from the students. Invigilators will take online attendance of the examinees.

12. Students will write their answers in A4 size blank papers with their student ID (**Please see the attached Annexure-A**). They will number each page, then scan/take photographs of each page, converting them into PDF format and attach that PDF file in the LU official email ID of the respective invigilators, who after script count and comparing with the attendee student list will forward it to the Examination Committee and examiner.

After grading/evaluating the script, the Examiners will send the .pdf scripts and the grades to the examination committee. After the scrutiny, the grades would be sent to the Controller of Examination for its publication.

Agenda 29 (5): Approval of Examination Committees 2021, recommended by the Departments

Decision: All Departments of LU recommended their Examination Committees of 2021, as per given guidelines. After threadbare discussion, the following department wise examination committees for 2021 got approval of the Academic Council:

1. **Faculty of Business Administration:**

   a. Department of Business Administration:

   i) Examination Committee, for Undergraduate, BBA Program:

   1. Dr. Mohammad Shahansha Molla, Associate Prof & Head, Dept. of BuA, LU — Convener
   2. Prof. Dr. Bashir Ahmed Bhuiyan, Dean, Faculty of Business Administration, LU — Member
   3. Md. Jahangir Alam, Associate Prof, Dept. of BuA, LU — Member
   4. Mr. Md. Mahbubur Rahaman, Asst. Prof & Head (Acting), Dept. of THM, LU — Member
   5. Dr. Md. Rashedul Azim FCS, Asst. Prof, Dept. of BuA, LU — Member
   6. Mr. Anwar Ahmad Arif, Asst. Prof and Coordinator, MBA/EMBA Program, Dept. of BuA, LU — Member
   7. Prof. Dr. Md. Nazrul Islam, Dept. of BuA, SUST, Sylhet — External Member
   8. Prof. Dr. Mohammad Mizanur Rahman, Dept. of BuA, SUST, Sylhet — External Member

   ii) Examination Committee, MBA/EMBA Program:

   1. Dr. Mohammad Shahansha Molla, Associate Prof & Head, Dept. of BuA, LU — Convener
   2. Dr. Bashir Ahmed Bhuiyan, Prof & Dean, Faculty of Business Administration, LU — Member
   3. Md. Jahangir Alam, Associate Prof, Dept. of BuA, LU — Member
   4. Mr. Md. Mahbubur Rahaman, Asst. Prof & Head (Acting), Dept. of THM, LU — Member
   5. Dr. Md. Rashedul Azim FCS, Asst. Prof, Dept. of BuA, LU — Member
   6. Mr. Anwar Ahmad Arif, Asst. Prof and Coordinator, MBA/EMBA Program, Dept. of BuA, LU — Member
   7. Prof. Dr. Md. Nazrul Islam, Dept. of BuA, SUST, Sylhet — External Member
   8. Prof. Dr. Mohammad Mizanur Rahman, Dept. of BuA, SUST, Sylhet — External Member

   b. Department of Tourism and Hospitality Management:

   i) Examination Committee, BTHM Program (Undergraduate):

   1. Mr. Md. Mahbubur Rahaman, Asst. Prof & Head (Acting), Dept. of THM, LU — Convener
   2. Ms. Juhora Jamin Juha, Lecturer, Dept. of THM, LU — Member
   3. Mr. Md. Abdul Halim, Lecturer, Dept. of THM, LU — Member
   4. Prof. Md. Abdul Hamid, Dept. of BuA, SUST, Sylhet — External Member
   5. Prof. Dr. Mohammad Mizenur Rahaman, Dept. of BuA, SUST, Sylhet — External Member

2. Faculty of Social Science:

a. Department of Law:

i) Examination Committee, LLB Program (Undergraduate)

1. Mr. Md. Rashedul Islam, Associate Prof & Head, Dept. of Law, LU — Convener
2. Mr. Md. Abdul Musabbir Chowdhury, Asst Prof., Dept. of Law, LU — Member
3. Mr. Abdullah Al Mamun, Asst Prof, Dept. of Law, LU — Member
4. Prof. Dr. Abdullah Al Faruque, Dept. of Law, University of Chittagong — External Member
5. Prof. Dr. Shima Zaman, Dept. of Law, University of Dhaka — External Member

ii) Examination Committee, LLM Program (Post Graduate):

1. Mr. Md. Rashedul Islam, Associate Prof & Head, Dept. of Law, LU — Convener
2. Mr. Md. Abdul Musabbir Chowdhury, Asst Prof., Dept. of Law, LU — Member
3. Prof. Dr. Abdullah Al Faruque, Dept. of Law, University of Chittagong — External Member
4. Prof. Dr. Shima Zaman, Dept. of Law, University of Dhaka — External Member

b. Department of Islamic Studies:

i) Examination Committee: (Undergraduate and Post Graduate Programs)

1. Mr. Fazly Ealahi Mamun, Asst Prof & Head (Acting), Dept. of Islamic Studies, LU — Convener
2. Mr. Md. Ziaur Rahman, Lecturer, Dept. of Islamic Studies, LU — Member
3. Ms. Marina Akter, Lecturer, Dept. of Islamic Studies, LU — Member
4. Dr. Mohammad Mostak Ahmed, Assoc Prof & Head, Dept. of Bangla, LU — External Member

3. Faculty of Arts and Modern Language:

a. Department of English:

i) Examination Committee for BA (Hons) and MA Programs: **BA (Hons) in English Program**

1. Dr. Md. Rezaul Karim, Associate Prof & Head, Dept. of English, LU — Convener
2. Mr. Muhammad Nazrul Islam, Asst Prof., Dept. of English, LU — Member
3. Ms. Rumpa Sharmin, Asst Prof, Dept. of English, LU — Member
4. Professor Dr. Hossain Al Mamun, Department of English, SUST, Sylhet — External Member
5. Professor Dr. Momin Uddin Department of English, Jagannath University — External Member

ii) Examination Committee for BA (Hons) and MA Programs: MA In English program

1. Dr. Md. Rezaul Karim, Associate Prof & Head, Dept. of English, LU — Convener
2. Mr. Muhammad Nazrul Islam, Asst Prof., Dept. of English, LU — Member
3. Ms. Rumpa Sharmin, Asst Prof, Dept. of English, LU — Member
4. Professor Dr. Hossain Al Mamun, Department of English, SUST, Sylhet — External Member
5. Prof Dr.Mohammad Emdadul Huda, Head, Dept of English Language and Literature, Jatiya Kabi Kazi Nazrul Islam University, Mymensingh — External Member

4. Faculty of Modern Science:

a. Department of CSE:

i) Examination Committee:

1. Mr. Shafkat Kibria, Asst Prof & Head (Acting), Dept. of CSE, LU	Convener
2. Dr. Abu Sayed Sikder, Prof, Dept. of CSE, LU	Member
3. Mr. Rumel M.S. Rahman Pir, Assoc Prof, Dept. of CSE, LU	Member
4. Ms. Sabia Akter Bhuiyan, Asst Prof, Dept. of CSE, LU	Member
5. Mr. Md. Ebrahim Hossain, Asst Prof, Dept. of CSE, LU	Member
6. Mr. Rana M Lutfur Rahman Pir, Asst Prof, Dept. of CSE, LU	Member
7. Mr. Rafiqul Islam, Asst Prof, Dept. of EEE, LU	External Member

b. Department of EEE:

i) Examination Committee: Undergraduate Program

1. Mr. Rumel M.S. Rahman Pir, Assoc Prof, Dept. of CSE, LU	Convener
2. Mr. Rafiqul Islam, Asst Prof, Dept. of EEE, LU	Member
3. Mr. Md. Kamruzzaman, Asst Prof, Dept. of EEE, LU	Member
4. Mr. Shafkat Kibria, Asst Prof & Head (Acting), Dept. of CSE, LU	External Member

c. Department of Civil Engineering:

i) Examination Committee: Undergraduate program

1. Ms. Syeda Zehan Farzana, Asst Prof & Head (Acting), Dept. of CE, LU	Convener
2. Mr. Md. Aminul Haque, Assoc Prof, Dept. of CE, LU	Member
3. Mr. Sheikh Hefzul Bari, Asst Prof, Dept. of CE, LU	Member
4. Prof. Dr. Md. Jahir Bin Alam, Dept. of Civil Engineering, SUST	External Member

d. Department of Architecture:

i) Examination Committee: Undergraduate Program

1. Ar. Rajon Das, Assoc Prof & Head, Dept. of Architecture, LU	Convener
2. Ar. Syeda Zarina Hossain, Prof, Dept. of Architecture, LU	Member
3. Ar. Md. Shawkat Jahan Chowdhury, Assoc Prof, Dept. of Architecture, LU	Member
4. Ar. Tanjima Siddika Chandni, Asst Prof, Dept. of Architecture, LU	Member
5. Ar. Dr. Md Mustafizur Rahman, Prof & Head, Dept, of Architecture, SUST	External Member

e. Department of Public Health:

i) Examination Committee: Post Graduate Program

1. Mr. KMA Shafique, Asst Prof & Head (Acting), Dept. of Public Health, LU	Convener
2. Dr. Ziauddin Ahmed, Assoc Prof, Dept. of Public Health, LU	Member
3. Dr. Muhammad Shibli Khan, Asst Prof, Dept. of Public Health, LU	Member
4. Dr. Md. Hafiz Ehsanul Haque, Asst Prof & Head, Dept. of Community Med, SOMC	External Member

Agenda 29 (6): Approval of Degree Equivalence Committee

Discussion:

A discussion on the formation of LU Degree Equivalence Committee as well as another adhoc committee specifically formed for Professor Dr. Abu Syed Sikder, Dept, of CSE, LU for his degree equivalence took place.

Decision:

a. **Degree Equivalence Committee of LU:** This committee will perform degree equivalence of the faculty members as and when required. The committee will be formed with four Faculty Deans and concerned Head of the Department as under:

(1) Senior most Dean of the Faculties - Convener
(2) Faculty Dean as per seniority - Member
(3) Faculty Dean as per seniority - Member
(4) Faculty Dean as per seniority - Member
(5) Concerned Head of the Dept. - Member

b. **Degree Equivalence Committee of LU in a special Case:** Due to the of absence of Degree Equivalence Committee of LU, Academic Council approved following committee for the degree equivalence of Professor Dr. Abu Syed Sikder, CSE Dept as a special case:

1. Prof. Dr. Bashir Ahmed Bhuiyan — Convener
   Dean, Faculty of Business Administration, LU
2. Dr. Md. Rezaul Karim — Member
   Associate Prof & Head, Dept. of English and Director, IQAC, LU
3. Mr. Rumel M. S. Rahman Pir — Member Secretary
   Associate Prof., Dept. of CSE & Head, Dept. of EEE, LU

Agenda 29 (7): Approval of Course Curriculums

Discussion:

A threadbare discussion on the revised OBE Curriculum on Dual Semester basis of the Department of English, Business Administration and Law took place upon presentation by the relevant Head of the departments. Curricula preparation following the Bangladesh National Curriculum Framework (BNQF) and formal process of preparation was emphasized.

Decision:

Academic Council requested to follow the formal process as mentioned below and resubmit the curricula:

1. Curricula will be prepared as per BNQF guideline and Semester System.
2. It should come through Board of Studies of the Department and Faculty Committee.
3. Comparative statement of existing and proposed curricula is to be submitted. Statistical data on various academic requirements of Curricula, relevant professional body requirements, UGC requirement and Proposed Curricula should be presented for the approval of Academic Council.

Agenda 29 (8): Placement of the prayer of students for extension of registration period

Discussion: The following students applied for extension of Registration period:

Sl.	Name & ID	Program/ Dept.	Valid Tenure of Registration	Last Course Registration	Credits		Date of Application
					Completed	Remaining	
1	Shamimur Samad Shourav	BBA	08 years (Spring-11-Fall 18)	Fall-2020	120 (out of 124)	4	02/09/2020

	ID: 1101010126						
2	S M Mahfuzur Rahman ID: 1411016003	EMAB	04 years (Spring-14-Fall 17)	Fall-2020	45 (out of 51)	6	04/10/2020
3	Md. Nasir Uddin Akanda ID: 1201070009	EEE	08 years (Spring-12-Fall 19)	Summer-2018	145 (out of 157)	12	01/12/2020
4	Md. Mahbub Khan ID: 1101010229	BBA	08 years (Spring-11-Fall 18)	Fall-2020	117 (out of 124)	07	21/09/2020
5	Mufti Abdul Kabi ID: 1103010602	EMAB	04 years (Fall-11-Summer-15)	Summer-2015	36 (out of 51)	15	22/10/2020
6	Mufti Abdul Khalil Al Zami ID: 1102010602	MAB	04 years (Summer-11-Sring-15)	Summer-2013	57 (out of 63)	06	22/10/2020
7	Saifur Rahman ID: 1101010511	MAB	04 years (Spring-11-Fall-14)	Spring-20212	36 (out of 63)	27	03/11/2020
8	Zakia Ferdous - Jaigirder ID: 1101030039	English	08 years (Spring-11-Fall 18)	Fall-2020	69 (out of 124)	55	11/11/2020
9	Shaheda Begum ID: 1101030045	English	08 years (Spring-11-Fall 18)	Fall-2020	87 (out of 124)	37	11/11/2020
10	Farzana Mustafa Chowdhury ID: 1431017016	MBA	04 years (Fall-14-Summer-18)	Summer-2015	36 (out of 39)	03	01/03/2021
11	Kazi Anowarul Islam ID: 0702010607	EMBA	04 years (Summer-o7-Sring-11)	Spring-07	(21+24) = 45 (out of 51)	06	29/11/2020

Decision:

The registration period of all the students mentioned above were extended for the whole academic year of 2021 due to pandemic situation.

Agenda 29 (9): Miscellaneous.

a. Board of Studies at the Department Level:

Discussion: After detailed discussion on the Curriculum Committee as mentioned in the Non-Government University Act – 2010 (Art.24). As per statutory requirement of the Curriculum Committee by definition is to manage all the academic activities, it was felt confusing. It was mentioned that Curricula is a specific task, whereas, this committee is responsible for all academic activities of the Department. As such, to avoid the conflict in the area of responsibility due to the nomenclature, like other universities of Bangladesh (Academic Committee or Board of Studies), the curriculum committee is proposed to be named as 'Board of Studies' and this Board will form all other sub-committees required for a specific task including Curriculum Committee, Student's Credit Transfer Assessment, Student Counselling and Advisory etc.

Decision:

Curricula Committee as per Non-Government University Act – 2010 (Art.24) would be renamed as the 'Board of Studies' and sent to UGC through Syndicate and BoT for approval. Until the permission is received the committee would be called 'Board of Studies/Curricula Committee' eventually shading 'Curriculum Committee' terminology. The Board of Studies will be

responsible for all the academic activities at the Department level. They will be empowered to form other sub committees for the accomplishment of various academic task. This will have two part as mentioned below:

(1) Board of Undergraduate Studies
(2) Board of Post Graduate Studies

b. Faculty Committee:

Decision: As the Faculty Committees submitted online could not be opened, the Academic Council empowered the Chairman of the Academic Council to verify and give necessary approval of the Faculty Committees. Subsequently, the faculty committees were found and approved as follows:

i) Faculty Committee, Faculty of Business Administration, LU:

1. Prof. Dr. Bashir Ahmed Bhuiyan, Dean, Faculty of Business Administration, LU Convener
2. Dr. Mohammad Shahansha Molla, Associate Prof & Head, Dept. of BuA, LU — Member
3. Mr. Md. Jahangir Alam, Associate Prof, Dept. of BuA, LU — Member
4. Mr. Md. Mahbubur Rahaman, Asst. Prof & Head (Acting), Dept. of THM, LU — Member
5. Ms. Musa. Halima Begum, Asst. Prof, Dept. of BuA, LU — Member
6. Mr. Anwar Ahmad Arif, Asst. Prof and Coordinator, MBA/EMBA Program, Dept. of BuA, LU — Member
7. Ms. Wahida Akther, Asst. Prof, Dept. of BuA, LU — Member
8. Mr. Md. Shamimul Islam, Asst. Prof, Dept. of BuA, LU — Member
9. Professor Dr. Qazi Azizul Mowla, Vice Chancellor, LU — Ex-officio Member
10. Prof. Dr. ANM Meshquat Uddin, Adviser to BoT, Southeast University — External Member
11. Prof Md. Abdul Hamid, Dept. of BuA, SUST, Sylhet — External Member

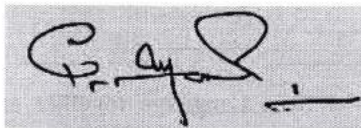### ii) Faculty Committee, Faculty of Social Science and Faculty of Arts & Modern Language, LU:

(**Note:** The Faculty of Social Science and the Faculty of Arts & Modern Language together are composed of three depts., as such the Committee is small. As the two Faculty are headed by same Dean and the Ex-officio Member is also same, a single faculty committee is formed to enable the departments to share their experience)

1. Dr. Md. Rezaul Karim, Associate Prof & Head, Dept. of English, LU — Convener
2. Dr. Mohammad Mostak Ahmed, Assoc Prof & Head, Dept. of Bangla, LU — Member
3. Mr. Md. Rashedul Islam, Associate Prof & Head, Dept. of Law, LU — Member
4. Mr. Muhammad Nazrul Islam, Asst Prof., Dept. of English, LU — Member
5. Ms. Rumpa Sharmin, Asst Prof, Dept. of English, LU — Member
6. Mr. Md. Abdul Musabbir Chowdhury, Asst Prof., Dept. of Law, LU — Member
7. Mr. Abdullah Al Mamun, Asst Prof, Dept. of Law, LU — Member
8. Ms. Manfath Jabin Haque, Asst Prof, Dept. of English, LU — Member
9. Ms. Nusrat Hasina, Asst Prof, Dept. of Law, LU — Member
10. Mr. Fazly Ealahi Mamun, Asst Prof & Head (Acting), Dept. of Is. Studies, LU — Member
11. Mr. Md. Zaiur Rahman, Lecture, Dept. of Islamic Studies, LU — Member
12. Professor Dr. Qazi Azizul Mowla, Hon'ble Vice Chancellor. LU — Ex-officio Member
13. Professor Dr. Hossain Al Mamun, Department of English, SUST, Sylhet — External Member
14. Dr. Abdullah Al Faruque, Prof Dept. of Law, University of Chittagong — External Member
15. Dr. Md. Zafir Uddin. Assoc Prof, Dept. of Bangla, SUST, Sylhet — External Member
16. Mr. Mahmudul Hasan, Assoc Prof & Head, Dept. of IST, MC College, Sylhet — External Member
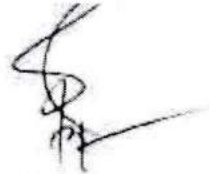
iii) Faculty Committee, Faculty of Modern Science, LU:

1. Prof. Dr. M. Rakib Uddin, Dean, Faculty of Modern Science, LU — Convener
2. Ar. Syeda Zarina Hossain, Prof, Dept. of Architecture, LU — Member
3. Mr. Rumel M.S. Rahman Pir, Assoc Prof, Dept. of CSE & Head, Dept. of EEE, LU — Member
4. Ar. Rajon Das, Assoc Prof & Head, Dept. of Architecture, LU — Member
5. Ar. Md. Shawkat Jahan Chowdhury, Assoc Prof, Dept. of Architecture, LU — Member
6. Mr. Md. Aminul Haque, Assoc Prof, Dept. of CE, LU — Member
7. Mr. Sheikh Hefzul Bari, Asst Prof, Dept. of CE, LU — Member
8. Mr. KMA Shafique, Asst Prof & Head (Acting), Dept. of Public Health, LU — Member
9. Mr. Shafkat Kibria, Asst Prof & Head (Acting), Dept. of CSE, LU — Member
10. Ms. Sabia Akter Bhuiyan, Asst Prof, Dept. of CSE, LU — Member
11. Mr. Rafiqul Islam, Asst Prof, Dept. of EEE, LU — Member
12. Mr. Md. Ebrahim Hossain, Asst Prof, Dept. of CSE, LU — Member
13. Mr. Rana M Lutfur Rahman Pir, Asst Prof, Dept. of CSE, LU — Member
14. Mr. Md. Kamruzzaman, Asst Prof, Dept. of EEE, LU — Member
15. Professor Dr. Qazi Azizul Mowla, Vice Chancellor, LU — Ex-officio Member
16. Prof. Dr. Md. Abdul Mojid Miah, Head, Dept. of Community Medicine, JRRMC — External Member
17. Ar. Dr. Md Mustafizur Rahman, Prof & Head, Dept. of Arch, SUST — External Member
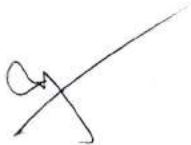
As there was no other agenda to be discussed the Chairman concluded the meeting with a vote of thanks.

Professor Dr. Qazi Azizul Mowla
Vice Chancellor, LU
&
Chairman of the Academic Council

Maj (Retd) Md Shah Alam, Psc
Registrar
&
Member Secretary of the Academic Council

LEADING UNIVERSITY

Standard 'Students Evaluation Procedure' for in-course evaluation 2021 during pandemics

Time-line for All Exams:

- As per given Calendar
- Results Announced

Date: from … To…,2021

7 days after last exam, 2021

Distribution of Marks of Students Evaluation Process in Summer-2021:

| Mid Term Evaluation =30% | + | Final Evaluation= 30% | + | Class Performances= 40% (Attendance- 10% Class Test+ Assignment-20%+10% presentation) | = | Total=100% |

Mid Term and FINAL Evaluation Spring/Summer/fall 2021:

Sample Distribution, sequence and sample time for each in-course evaluation

Exam	8:30 a.m.	9:00 am	9.15 a.m - 9.30 a.m.	9:30 a.m -12:00 noon	12:00 noon-12.30 p.m.	12:30am – 1:30pm
Written Exam 30	The invigilator will create a zoom link for examination and share that with the relevant students. Session will start 9: 15 am	Examination Committee will send the .pdf Question Papers through official e-mail / Whats App to the invigillators.	Invigilators will screen share the questions for the students in the zoom link created by the invigilator. (through a Zoom session)	Students will answer the questions during this time. **Student will keep their zoom camera on.** Invigilator will take attendance through chat **box and Screen shot of zoom screen.**	Students will upload/submit their scanned answer Scripts to the invigilator through his/her official e-mail in PDF format.	The Invigilator will send the answer Scripts to the examination committee with cc to the examiners.

Attachment_01:   Proposed sample of an Answer Script

Student ID   :
Subject Code :   :
Session   : Summer-2020
Date   :
Student Signature:

(01)

(02)

Attachment_02:   How to Name the PDF file (Example)

Student ID_SM20_ Final Course code

PDF

Example: 1912040025_SM20_FINAL_ARCH233

Note:

Each Examination Committee will have its institutional e-mail ID to be operated by the convener of the Examination Committee.

All teachers, officers and students will use institutional e-mail ID in the exam/in course evaluation related activities.