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## Minutes of the Second Academic Council Meeting held on June 13, 2004.

The Second meeting of the Academic Council was held on 13 June, 2004 at 10 am in the Conference Room of Leading University. The meeting was presided over by Mr. M. Nurunnabi Chowdhury, Vice Chancellor of the University.

### 2. The following Members attended the meeting:

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|--|-----------|
| 1. Professor Mohammad Mohabbat Khan,<br>Department of Public Administration<br>Dhaka University, Dhaka           | Member    |
| 2. Dr. A. N. M. Meshquat Uddin,<br>Dean, School of Business Administration,<br>North South University, Dhaka     | Member    |
| 3. Professor Haruner Rashid<br>Professor of Geography and Environment<br>Independent University, Dhaka           | Member    |
| 4. Professor Dr. M. Habibul Ahsan<br>Head of the Department of Physics, SUST.                                    | Member    |
| 5. Professor Sadruddin Ahmed<br>Professor of English<br>Northern University, Dhaka                               | Member    |
| 6. Major General (Rtd.) Professor Md. Nazmul Islam<br>Principal, Jalalabad Ragib-Rabeya-Medical College, Sylhet. | Member    |
| 7. Professor Md. Rais Uddin<br>Principal, Ragib-Rabeya Degree College, Sylhet.                                   | Member    |
| 8. Dr. Dipak Kanti Dutta<br>Professor of Business Administration, Leading University.                            | Member    |
| 9. Dr. S. M. Abdul Khaleque<br>Associate Professor, Department of English, Leading University                    | Member    |
| 10. Dr. Dulal Barua<br>Associate Professor, Department of Computer Science & Engineering<br>Leading University.  | Member    |
| 11. Professor Md. Nurul Goni<br>Registrar, Leading University  | Secretary |

### Revised Curriculum of English Undergraduate Program (Agenda - 1)

#### 3. Discussions

- Dr. S. M. Abdul Khaleque explained the rationale behind modifications of the existing curriculum of English Undergraduate Program. The revised curriculum was then taken up for further discussion.
- The syllabus is comprehensive and ambitious. It may be difficult for students to cope with.
- The syllabus must conform to international standards. Lowering the standard is not desirable.
- Some courses mention only names of books and names of their authors. Short descriptions are needed for each course.
- Prerequisite for higher courses is not particularly needed because the Course Plan places courses in chronological order for the program.

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- f. In North American education system, which is followed in private universities, reference of books is not given in the syllabus. Usually one text book is followed. Teacher gives reference in classrooms and explains the context of reference.
  - g. In English, that course is difficult to follow. A number of books in literature have to be studied as text books and given beforehand.
  - h. Eng LIT-303 should be split into two separate courses of: a. English Literature of Romantic Period and b. English Literature of Victorian Period.
  - i. Separate Viva Voce is not needed. Dissertation and presentation that may include viva voce (4 credits) should suffice. A new course may be included instead.
  - j. The structure of curricula should be uniform for all programs in the University. It should conform to standard structure of: a. G. Ed, b. Core, c. Concentration and Elective Courses.
  - k. G. Ed. courses should be concurred by the concerned teaching Department. These courses should cover Social Sciences, Humanities and Science

#### Decision

- a. The syllabus should be modified in the light of the above discussions.
- b. The English Undergraduate Program syllabus as modified in the light of the discussions is placed at Annexure - A

### **Revised Curriculum of CSE Undergraduate Program (Agenda - 2)**

#### Discussions

- a. Dr. Dulal Barua presented the Revised Curriculum before the Academic Council. Further discussions then followed.
- b. The curriculum of CSE Undergraduate Program should contain maximum 130 credit hours, not 133 as proposed.
- c. Elementary courses with 7.0 credit hours for non-science background students are not sufficient to meet entry requirements to the Undergraduate Program in Computer Science and Engineering. It should be dropped.
- d. The course: 'Introduction to Business' should be included in the list of compulsory G. Ed course. 'Principles of Marketing' may be dropped from the list of G. Ed courses.

#### Decision

- a. The Department of Computer Science & Engineering should revise the curriculum in the light of discussion in the meeting of the Academic Council.
- b. The modified curriculum is given at Annexure - B.

### **Revised Curriculum of BBA Program (Agenda - 3)**

#### Discussions

- a. Professor D. K. Dutta presented BBA Curriculum before the Council for its consideration. The Council then took up the matter for further discussion.
- b. ENG-121, ENG-122 and CSE-102 should fulfill requirements of Core Courses for BBA.
- c. G. Ed. courses proposed by the Department should be acceptable to the concerned teaching Department. All G. Ed. courses proposed by different Departments should therefore be coordinated with all teaching Departments.
- d. STA-118 should be split into two courses in view of its importance to Business Administration.
- e. MGT-112 and MGT-213 should be combined into one course.
- f. MKT-114 and MKT-214 should similarly be combined into one course.
- g. Three courses namely, Introduction to Financial Accounting, Introduction to Management Accounting and Cost Accounting should be adequate for accounting.
- h. BUA-218 and BUA-217 should be transferred concentration and elective courses.
- i. Development Economics should be dropped.
- j. MGT-320: Organisation & Production Management should be renamed 'Production & Organisational Management.'



- BUA-320 is not needed and should be dropped.
- A separate course of Business Ethics is not needed. Ethics should be included in all relevant courses and taught there.
- m. Core courses are compulsory. All courses in the core are required to be taken by all students. No option is given here.
- n. Concentration and Elective Courses of 18 credit hours may be given in several groups.
- o. Students should be required to take up a number of courses compulsorily in the G. Ed. and the rest as they choose from a list of courses.

#### Decisions

- a. The Curriculum should be modified in the light of discussions in the Council.
- b. The modified curriculum of BBA is enclosed at Annexure – C.

#### **Conversion of EMBA to MBA (Agenda – 3)**

##### Discussions

- a. Professor D. K. Dutta introduced the proposal for permitting those students who wish to complete regular MBA program for degree in MBA by taking up additional courses.
- b. Executive MBA is designed for the business executives and others who have experience of working on the job. Standard exemption to certain courses is given for experience. It is not an inferior program to MBA.
- c. Many students of EMBA have been persistent in their desire to obtain regular MBA degree by taking up additional courses at par with regular MBA.
- d. It is proposed to add 4 courses – Management Accounting, Marketing Management, Strategic Management and International Business and 3 credits for dissertation. That will make a total of 66 credits at par with regular MBA.
- e. No further condition should be added for taking up the remaining portion of MBA program. All those who have successfully finished EMBA program should be allowed to take up the proposed 4 courses and dissertation for MBA degree.

#### 10. Decision

- a. On successful completion of EMBA program, any student may take up the four courses of ACC – 3002, MKT – 3003, MGT – 4003, BUS – 4005 and a Thesis to fulfill MBA degree requirements of 63 credits.
- b. In future, admission to MBA may be given in two streams. The first stream will consist of graduates with work experience and the second stream will be composed of students, fulfilling eligibility conditions of admission for MBA program.

#### **Leading University Academic Regulations (Agenda – 4)**

##### 11. Discussions

- a. The Academic Regulations are primarily a compilation of policies and procedures governing academic affairs that are scattered over various places. Attempt has been made in its preparation to make it a systematic body of regulations.
- b. Preparation of the Academic Regulations that bring them at one place is an admirable piece of work. No other private University is known to have done it yet.
- c. At 1.02 "Candidates in MBA programs ..... " should read "Candidates in graduate programs ..... " so as to cover all future graduate programs.
- d. Regulation 1.22 deals with readmission of students after lapse of 4 years. It does not indicate total length of time to complete the study. The total length of study should not exceed 8 years for undergraduate students and 6 years for graduate students. These may be written into the regulations.
- e. Regulation 1.31 (c.) may be changed into "A minimum CGPA of 2.00 including a minimum of 2.5 for core courses" to replace "A minimum CGPA of 2.00".

- f. Regulation 1.32 may be revised in the light of discussions as follows: "Course requirements of undergraduate degree programs generally are:
- |                                     |            |
|-------------------------------------|------------|
| a. G. Ed Courses                    | 30 credits |
| b. Core Courses                     | 72 credits |
| c. Concentration/Electives          | 18 credits |
| d. Internship/ Project/Dissertation | 04 credits |
| <u>Total 124 credits</u>            |            |

Some programs may require more credits."

- g. Regulation 1.33 may be amended so as to read "a. A minimum of 51 credits for EMBA and a minimum of 60 credits for all other graduate programs."
- h. Regulation 2.02 should delete the term, "Comprehensive " from the "Final Comprehensive Examination" to read "Final Examination".
- i. At regulation 2.06, requirement of time may be changed to 72 hours in place of 48 hours to read, "..... 72 hours from the end of the Final Examination" in place of "..... 48 hours from ....."
- j. In regulation 2.11, the following sentence may be added "Questions shall be set in MCQ, Structured and Essay types as laid down in the Handbook on Question Setting and Assessment."
- k. The first sentence of regulation 2.16 may be changed to read, "The answer scripts of weekly/biweekly tests, except those on MCQ tests and assignment papers, shall be returned to the students after marking. MCQ answer scripts may be shown to students in presence of the Course Teacher and taken back".
- l. Regulation 3.01 shows A+ as the top grade. This is not done in the North American Universities Highest grade A, not A+ is followed by all private universities in Bangladesh. Grading may therefore be brought in line with common practice. The said regulation may be modified.
- m. 3.02 may be reconstructed in the light of changes proposed in 3.01. "X Abandoned" occurring at the end of regulation 3.02 may be deleted as it is not useful addition to record.

12. Decision

- a. The Leading University Academic Regulations may be revised in the light of discussions above.
- b. The Regulations shall come into effect from Fall 2004 Semester.
- c. The new grading system shall be given effect to from Fall 2004 in cases of students admitted from Fall 2004.
- d. The revised and approved Leading University Academic Regulations is placed at Annexure - D

**Results on Semester Examinations of Fall 2002 to Fall 2003 (Agenda - 5)**

13. Discussion

- a. A marked tendency to top scores is noticed in a large number of courses. Largest concentration of students in A scores is extremely unusual. It indicates that marking system has to improve.
- b. The statistical probability is concentration in the middle and a few at either end. Heads of Departments have to ensure that marking is properly done.
- c. A workshop on assessment of answer scripts may be held for improving system of marking.

14. Decision

- a. Heads of Departments should assess marking by each teacher and advise him/her on proper marking. It shall be his responsibility to ensure proper assessment.
- b. A workshop with a resource person may soon be held to improve the assessment system.

*N. Chowdhury*  
(M. Nurunnabi Chowdhury)

Vice Chancellor

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Chairman, Academic Council, LU