



# Bangladesh University of Business and Technology (BUBT)

## Department of Law & Justice

### Faculty Meeting

An academic committee meeting of the Department of Law and Justice was held on **31 March, 2026 (Tuesday) at 10:00 AM** in Room No: 507, Dean Office, Faculty of Law, BUBT. The meeting was presided over by **Ariful Islam, Assistant Professor & Honorable Chairman, Department of Law and Justice, BUBT**. A total of seventeen (17) faculty members of the Department of Law and Justice were present. The committee deliberated on the following agenda items, and the subsequent resolutions were unanimously adopted:

### **Agenda 1: Discussion on Academic and Administrative Issues**

#### **Discussion:**

The meeting discussed matters relating to digital engagement, website documentation, online teaching readiness, faculty recognition initiatives, and co-curricular activities.

#### **Resolutions:**

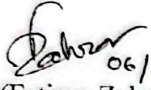
- A **Digital Marketing Team** will be formed comprising **two (2) faculty members and two (2) students**.
- From the faculty members, **Khaledur Rahman (KRA), Assistant Professor**, and **Jannatun Nayem Shuvra (JNSS), Lecturer**, are selected as members of the team.
- The student members will be provided with **honorarium and certificates** for their contributions.
- The **website-related documents** will be submitted by **Fabliha Mahzabin Rohman (FMR)** within **5th April 2026**.
- Faculty members who are new to **online classes** are requested to **familiarize themselves with the relevant platforms and procedures**.
- It was decided that the **Best Teacher Award** will be finalized within **10th April 2026**.
- **Professor Dr. Milan Hossain** will act as the **Convener** of the award committee, while the **Honourable Dean and the Chairman** will serve as members of the committee.
- The **Ad hoc Committee of the BUBT Moot Court Society** has been formed. The **election will be held on 12th April 2026**.
- **Falguni Mozammel (FM)** and **Khaledur Rahman (KRA)** will act as **observers of the election**.
- The **moderated question scripts** will be returned on **2nd April 2026**.

### **Agenda 2: Miscellaneous**

No additional matters were raised under this agenda.

At the end of the meeting, the Honorable Chairman, **Ariful Islam**, extended his sincere thanks to the faculty members for their active participation and cooperation.

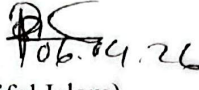
**Prepared by**

  
06/04/25  
(Fatima Zahra Ahasan Raisa)

Lecturer

Department of Law and Justice, BUBT

**Approved by**

  
10.6.24.26  
(Ariful Islam)

Assistant Professor & Chairman

Department of Law and Justice, BUBT

**Ariful Islam**  
Assistant Professor & Chairman  
Department of Law and Justice, BUBT  
Bangladesh University of Business and Technology

**Copy to**

1. P.S. to the Vice Chancellor;
2. P.A. to the Advisor, Academic Affairs, BUBT;
3. P.S. to the Registrar, BUBT;
4. Honorable Dean, Faculty of Law
5. Office Copy
6. Respected Head of PSAC, Dept. of Law and Justice