

Meeting Minutes

Date: 01/01/2026

Time: 12.30 pm

Venue: Room no: 507, Dean's Office; Faculty of Law, BUBT

Type of Meeting: Faculty Coordination Meeting

Agenda Topics:

As per the previous notice dated 28.12.25, a Faculty Coordination Meeting was held on 01.01.2026, Thursday at 12.30 PM to share some important academic issues with the faculty members. The meeting was chaired by Prof. Dr. Syed Sarfaraj Hamid, Dean, Faculty of Law. Ariful Islam, the Chairman of the Department and all the faculty members were present in the meeting.

Meeting Agenda:

1. Discussion on different academic issues;
2. Miscellaneous.

Discussion and Decisions:

Agenda 1: Discussion on different academic issues; Resolution

1. Classes for the Spring 2026 semester commenced on 1 January 2026. The orientation program for newly admitted students will be held on 15 January 2026. Admissions may be granted up to 17 January 2026 with the prior approval of the concerned Dean of the Faculty.
2. Faculty members are advised to arrange make-up classes at their convenience for newly admitted students to cover the period from 1 January to 15 January.
3. It is shared with great pleasure that BUBT will launch a new B.Sc. in Data Science and M.Sc. in Computer Science and Engineering (CSE) under the Faculty of Science, as well as the Sociology Department under the Faculty of Arts and Humanities.
4. The Dean, Faculty of Law has proposed the establishment of a new department titled the Department of Law and Land Administration. All faculty members have expressed their agreement with the proposal. Accordingly, a team comprising seven faculty members has been formed to work on curriculum development, to be completed by 30 March, 2016.

Dr. Md. Milan Hossain (DMMH) Professor and PSAC Head	Convener
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Prof. Dr. Syed Sarfaraj Hamid (DSH) Dean, Faculty of Law	Member
Ariful Islam (MAI) Assistant professor and Chairman, Dept. of Law	Member
Falguni Mozammel Assistant Professor	Member
Farzana Akter Kanta (FRZK) Lecturer	Member
Md. Mosharraf Hosain (MMSH) Lecturer	Member
Keya Das (KD) Lecturer	Member Secretary

5. The next convocation of BUBT will be held in December 2026 at the BUBT Sports Complex, Beribadh, Dhaka.
6. The Dean, Faculty of Law informed all faculty members that the new BUBT website was launched on 1 January 2026.
7. As per decision of the chairman of the Department two faculty members namely Md. Mosharraf Hosain (MMSH) and Fatima Zahra Ahsan Raisa (FZAR) were assigned to oversee the registration issue of the students.
8. All the faculty members are advised not to conduct any online classes.
9. No advance classes will be taken by the faculty members before applying to leave application but exception may be happened with the permission of the dean considering the gravity of the fact and circumstances.
10. Research oriented teacher will not be allowed to take any extra courses.
11. It was decided that each student will submit three research topics to the course teacher in the prescribed format by 18 January. The Department will review and shortlist two topics from the submitted three, and from the shortlisted topics, one will be finalized by the student.
12. Faculty members are requested to submit their counselling Hours and course outlines by 15th January.

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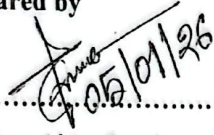
Agenda 2: Miscellaneous;

Resolution

1. Income generated from the sale of organic vegetable will be transferred to the research fund.
2. It is expected that Building Five of BUBT will be inaugurated in approximately four months.

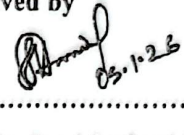
The meeting was ended with cordial thanks to and from the Chair of meeting, Prof. Dr. Syed Sarfaraj Hamid, Dean, Faculty of Law.

Prepared by


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Tanzima Akter Sumi,
Assistant Professor, Dept. of Law and Justice, BUBT

Approved by


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Prof. Dr. Syed Sarfaraj Hamid,
Dean, Faculty of Law

Prof. Dr. Syed Sarfaraj Hamid
Dean, Faculty of Law
Bangladesh University of
Business and Technology, BUBT

Copy to:

1. P.S. to the Vice Chancellor;
2. P.S. to the Advisor,
3. Registrar, BUBT;
4. Chairman, Dept. of Law and Justice;
5. PSAC, Head, Dept. of Law and Justice;
6. Office Copy.