



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 **24th September, 2025 (Wednesday) at 2:00PM** 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 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 different academic issues

(i) Updating of OBE Curriculum Cover Page

Discussion:

The cover page of the OBE Curriculum was updated and circulated among faculty members for remarks. Correction was suggested to add a (.) after "LLB (Honours)".

Resolution:

The correction shall be incorporated and the revised version will be finalized accordingly.

(ii) Supplementary Exam Applications and Question Submission

Discussion:

It was informed that **28th September 2025** will be the last date for submitting applications for the midterm supplementary examination. Faculty members must submit their questions to **Falguni Mozammel (FM), Assistant Professor**, by **30th September 2025 at 4:00 PM**.

Resolution:

Faculty members are requested to adhere to the deadline.

(iii) Dean's Leave and Acting Dean

Discussion:

It was notified that the Honorable Dean will be on leave on **29th and 30th September 2025**, and **Professor Dr. Milan Hossain (DMMH)** will act as Dean in charge during that period.

Resolution:

Faculty members are requested to cooperate with the Acting Dean in all official matters during the said time.

(iv) Court Visit

Discussion:

A court visit will be organized under the supervision of **Khaledur Rahman (KRA), Assistant Professor**, with 30 students from the Department of Law & Justice, BUBT.

Resolution:

The court visit shall be scheduled and conducted as resolved.

(v) Moot Court Society Moderator

Discussion:

The moderator of the BUBT Moot Court Society has been changed.

Resolution:

Fabliha Mahzabin Rohman (FMR), Lecturer, has been appointed as the new Moderator of the Moot Court Society, effective from **5th September 2025**.

(vi) Uniform Question for BBA in Business Law

Discussion:

For BBA in Business Law courses, it was discussed that uniformity must be maintained in question papers.

Resolution:

All concerned course teachers will collectively prepare and finalize one uniform question paper for the course.

(vii) Formation of Law Club Wings

Discussion:

The Honorable Chairman suggested forming specialized wings under the Law Club to enhance departmental activities.

Resolution:

Three wings were proposed and shall be formed:

- **Debate Team**
- **Digital Team** (for photography and promotion purposes)
- **Decoration Team**

(viii) Commencement of Masters Classes

Discussion:

It was informed that classes for the Master's program will commence on **26th September 2025**.

Resolution:

Faculty members are requested to make necessary preparations accordingly.

(ix) Reshuffling of Committees

Discussion:

The committees of the Department of Law and Justice were reviewed and reshuffled. It was also decided that the name of the "Course & Curriculum Committee" shall be changed to "Curriculum Committee."

Resolution:

The reshuffled committee lists shall be circulated, and the Curriculum Committee shall continue with its revised name.



(x) Submission of Documents to IQAC

Discussion:

It was discussed that departmental reports and records must be preserved in compliance with IQAC requirements.

Resolution:

From now on, **meeting minutes, committee lists, program details, and other relevant documents shall be submitted to IQAC.**

(xi) Collection of Exam Copies

Discussion:

The Controller of Examinations has instructed all faculty members to collect exam copies.

Resolution:

Faculty members are requested to collect exam copies from the Controller of Examinations without delay.

(xii) Course Offering for Spring 2026

Discussion:

The course offering for Spring 2026 was discussed and finalized.

Resolution:

The finalized course offering list shall be submitted to the Dean's office.

Agenda 2: Miscellaneous

Discussion:

The respected Head of PSAC highlighted that as per BAC requirements, **tutorial classes are mandatory**. A policy on tutorial classes should be introduced for weak students. Faculty members must conduct **at least two tutorial classes per course** and maintain proper attendance records. The schedule of tutorial classes must be submitted to the Department. Course teachers will be responsible for conducting these classes. Further, discussion was made on placing **looking arrows** to identify the different rooms of Department of Law & Justice, BUBT, as per requirement of **BAC**.


Resolution:

- At least **two tutorial classes per course** will be conducted for weak students. It was decided that the attendance of tutorial classes shall be recorded and a **policy** for tutorial classes will be formulated and followed.
- The Honorable Chairman, Ariful Islam notified that under the leadership of Head of PSAC, **seven looking arrows** have been made to identify the different rooms of Department of Law & Justice, BUBT.



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


29.09.2025
(Fatima Zahra Ahasan Raisa)

Lecturer

Department of Law and Justice, BUBT

Approved by


29.09.25
(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

