<table>
<thead>
<tr>
<th>Name of the committees (Alphabetical order)</th>
<th>Name of the Convener and Member</th>
<th>Activities of the committee</th>
</tr>
</thead>
</table>
| 1. Career Development Committee          | Convener: Md. Saleh Akram  
Members: Dr. Chowdhury Ishrak  
Md. Abdur Rahim  
Nusrat Jahan  
Nadia Rahaman | ➢ Assist the students to get employments and/or place them in jobs.  
➢ Provide necessary guidance to the current students about career paths.  
➢ Arrange programs on career skills so that the students can sharpen their qualifications necessary for employment.  
➢ Organize career fair in campus.  
➢ Any other duties assigned by the Head of the department. |
| 2. Co-Curriculum Activities Committee    | Convener: Md. Abdur Rahim  
Members: Alida Binte Saqi  
Md. Sazzad Hossain | ➢ Organize cultural events.  
➢ Selection of teams for inter-department co-curricular competitions and so on.  
➢ Encourage students to participate in co-curricular activities.  
➢ Any other duties assigned by the Head of the department. |
| 3. Curriculum Committee                  | Convener: Salahuddin Ahmad  
Members: Dr. Chowdhury Ishrak  
Md. Abdur Rahim  
Nazia Wahab  
Md. Rezaur Rahman  
Md. Saleh Akram  
Md. Lokman Hussain  
Nusrat Jahan  
Nadia Rahaman  
Alida Binte Saqi  
➢ Introducing and designing Courses.  
➢ Checking course outlines.  
➢ Any other duties assigned by the Head of the department. |
| 4. Debating Committee                    | Convener/Moderator: Alida Binte Saqi  
Co-Moderators: Nazia Wahab | ➢ Organize inter-semester debate programs.  
➢ Encourage the students to get involved with debate.  
➢ Arrange workshop and training program with a view to enhance debating skill of the students.  
➢ Facilitate to send participants in the debate competitions  
Any other duties assigned by the Head of the department |
| 5. Disciplinary Committee                | Convener: Md. Abdur Rahim  
Members: Nazia Wahab  
Md. Saleh Akram  
Md. Lokman Hussain | ➢ Ensure the wearing of ID Card of both students and teachers in the University premises  
➢ Conducting all disciplinary offences.  
➢ Maintenance of smooth and decent environment during different programs.  
➢ Maintenance of friendly relations among the faculties, students and staffs.  
➢ Maintenance of the formal dress in the University premises.  
➢ Any other duties assigned by the Head of the department. |
### 6. Examination Committee

**Convener:** Salahuddin Ahmad  
**Members:**  
Md. Abdur Rahim  
Nazia Wahab  
Muhammad Rezaur Rahman  
Md. Lokman Hussain  
Nusrat Jahan  
Md. Sazzad Hossain

- All activities involved in from calling for question papers for examination to publication of result (Including the Repeat Examination).  
- Moderation of questions and scrutiny of answer sheets.  
- Conducting examination related offences.  
- Conducting all class test and viva-voce during the semesters.  
- Preservation of all examination related documents.  
- Any other duties assigned by the Head of the department.

### 7. Sports Committee

**Convener:** Md. Sazzad Hossain  
**Members:**  
Md. Saleh Akram  
Nadia Rahaman

- Organize the inter-semester sports events,  
- Finding out the students for different sports events,  
- Selection of teams for inter-department competition and so on.  
- Encourage students to participate in sports.  
- Any other duties assigned by the Head of the department.

### 8. Library Committee

**Convener:** M. Rezaur Rahman  
**Members:**  
Md. Lokman Hussain  
Alida Binte Saqi  
Nadia Rahaman  
Md. Sazzad Hossain

- Collection of new books and maintaining the library.  
- Inauguration of online library system.  
- Any other duties assigned by the Head of the department.

### 9. Moot Court Committee

**Moderator:** M. Rezaur Rahman  
**Members:**  
Nusrat Jahan  
Nadia Rahaman  
Alida Binte Saqi

**Convener:** Nazia Wahab  
**Members:**  
Md. Abdur Rahim  
Md. Saleh Akram  
Md. Lokman Hussain

- Organize moot court programs.  
- Arrange moot court training programs  
- Facilitate to send participants in the moot court competitions.  
- Any other duties assigned by the Head of the department.

### 10. Quality Assurance Committee

**Convener:** Nazia Wahab  
**Members:**  
Md. Abdur Rahim  
Md. Saleh Akram  
Md. Lokman Hussain

- Ensure smooth operation of academic activities of the department.  
- Observe the class hours to be followed by the faculty members and students.  
- Check the course outlines.  
- Arrange training sessions to enhance the quality of teaching-learning strategy.  
- Provide necessary instructions to the question moderation committee.  
- Any other duties assigned by the Head of the department.

### 11. Research Committee

**Convener:** Dr. Chowdhury Ishrak Ahmed Siddiky  
**Members:**  
Md. Abdur Rahim  
Nazia Wahab  
M. Rezaur Rahman  
Nusrat Jahan  
Nadia Rahaman  
Alida Binte Saqi  
Md. Sazzad Hossain

- Disseminate knowledge of legal research among students.  
- Help the students choose the area of research and collect necessary information.  
- Supervise the dissertation of the students.  
- Examine the dissertations of the students.  
- Arrange programs to encourage the faculty members to embrace research works.  
- Any other duties assigned by the Head of the department.

### 12. Computer and Lab Management Committee

**Convener:** Md. Lokman Hussain  
**Members:**  
Md. Sazzad Hossain