

Green University of Bangladesh

Minutes of 106th (22nd of 2022) GUB Central Weekly Morning Meeting

Held on 26 July 2022, Time: 10.00 am in the IQAC Auditorium

Agenda:

1. Review of the Minutes of the 105th (21st of 2022) GUB Central Weekly Morning Meeting
2. Discussion on Preparation for Conducting ITD Conference 2022
3. Discussion on Revisiting the Exam Code of Conduct and Disciplinary Rules
4. Discussion on Course Registration of 1st Semester Students During Admission
5. Miscellaneous

Prof. Dr. Md. Golam Samdani Fakir, the honorable Vice-Chancellor of GUB, welcomed all the members who attended the meeting. At the very outset, he shared about the 1st National Conference on Environmental Law and Policy organized by the Faculty of Law which was held during 22-23 July 2022. He mentioned that it was an eye-opening event for the faculty of Law to minimize the current environmental challenges and their resolution. Later on, **Prof. Dr. Md. Abdur Razzaque, the honorable Advisor**, highlighted the significance of organizing such conference regularly and requested the organizer to take appropriate measures to keep the presented papers in a digital repository so that the interested faculty members and researchers of the different corners of the globe can easily access it and get benefits to enrich their knowledge. Afterward, the registrar initiated discussions as per the agenda.

Agenda 1 of 21st GCWMM 2022: Review of the minutes of the 105th (21st of 2022) GUB Central Weekly Morning Meeting

Discussion(s) & Decision(s): The minutes of the previous weekly morning meeting were reviewed and the following decisions and recommendations have been taken place:

In agenda 11(a) of 27/2021 GCWMM (Status of Decade of Transformation): The honorable Treasurer informed that he had collected most of the information from the concerned departments except from GBS, Law, Exam Office, Registrar Office, and Library. He requested the concerned chairs/heads to provide updated documents

within this week. He also requested the registrar to take the necessary steps for collecting the signature in the message of the Honorable Chair, Board of Trustees.

In agenda 7 of 02/2022 GCWMM (Progress on the preparation of Permanent Campus for Spring Semester 2022): The Project Director shared the following updates to the meeting:

- As per the expert opinion, the vertical extension of the administrative building is not feasible so the pending works for installing the artificial membrane for waterproofing will be completed soon.
- The vertical extension of another two floors of the academic building could be possible as per the opinion of the structural engineer
- The architect will submit the drawing of the academic building within the next two days.
- The installation of the 13 air conditioners has already been completed and the rest of the installation will be completed within this week
- The work order for the lift will be issued after the final approval of the management authority.
- The Deputy Director of IT already shared a draft user protocol for using the IP phones with the honorable Advisor (Academic & Admin)
- The vendor had completed the structure preparation work of the digital signboard “GREEN UNIVERSITY OF BANGLADESH” the installation of the alphabet work is pending and it will be finished by this week
- The application for making a foot over bridge and a speed breaker on the Asian Highway (in front of GUB Permanent Campus) will submit by today (26 July 2022) to the competent authorities of roads and highways. The registrar will contract the honorable Chairperson of BoT for pursuing the file.
- The Project Director of GUBPC and Deputy Registrar (Logistics) will work on revisiting the existing procurement policy and will give their recommendations on it ASAP.

In agenda 5(c) of 13/2022 GCWMM (Ensuring Branding of the University): Prof. Dr. Mohammed Tareque Aziz, Dean of the Faculty of Business Studies (FBS) informed that a meeting was held with the committee members for preparing a road map for the Branding of GUB. He was requested to submit a plan as soon as possible.

In agenda 3 of 18th GCWMM 2022(Discussion on access control of various users in the new software system): The Deputy Director of IT is working on preparing a draft form for access control of various users in the new software system. He will present the draft at the meeting in the middle of August. As per the decision of the previous



meeting, he will communicate with the software house to include the cross-verification process for access control authorization.

In agenda 4 of 18th GCWMM 2022(Discussion on strengthening the fire evacuation system of all buildings of GUB): The Deputy Registrar (Logistics) informed that he deposited BDT 55,000/- as a fee to the fire service and civil defense authority for fire drilling of both the campuses. The fire service and civil defense office will confirm the date within one month.

In agenda 4 of 20th GCWMM 2022 (Discussion on the seating plan of Midterm Examinations of Summer Semester 2022): The controller of examinations informed the meeting that the Midterm Examinations of Summer Semester 2022 are going to be started on 27 July 2022. The office of the controller of examinations already shared necessary information with the exam invigilators. The controller of examinations was requested to arrange a general meeting with all the faculty members today (26 July 2022) at 7:30 pm through zoom online to brief the exam-related rules and procedures so that the faculty members can update themselves to conduct the examinations smoothly. Where Honorable Vice Chancellor will share some issues with all the faculties about Midterm Exam Summer Semester 2022.

In agenda 6(a) of 20th GCWMM 2022 (10 years: Academic Master Plan): The Registrar informed that his office communicated with UGC to get a structure of the ten years Academic Master Plan but has no prescribed format yet. They advised incorporating the all-academic related activities such as planning to launch new programs, departments, faculties, and institutes, installing new lab equipment, establishing new laboratories, academic collaborations with academia and industries at home and abroad, etc. After a thorough discussion a committee was formed to prepare a draft of the said plan:

Convener:

Advisor (Aca. & Admin)

Members:

- a. Treasurer
- b. All Deans
- c. All Chairpersons
- d. Registrar
- e. Director of Finance & Accounts
- f. Project Director of Permanent Campus

Member Secretary:

Deputy Registrar (Admission)

In agenda 3 of 21st GCWMM 2022 (Discussion on nominating department-wise focal persons for strengthening the CCD activities): The Registrar informed most of the departments already nominated the focal persons from their departments. The list of department-wise focal persons for strengthening the CCD activities will be shared with the Honorable Vice-Chancellor and Advisor very soon.

In agenda 5 of 21st GCWMM 2022(Discussion on the IQAC planning 2022-23): Dr. Jagannath Biswas, Director of IQAC shared different proposed committees, budgets, planning of yearly activities, etc. for strengthening the IQAC at GUB in the previous meeting. After a thorough discussion, the meeting requested him to arrange a meeting on 3 August 2022 at 11:00 am. All members of QAC were requested to present at the meeting. The Director of IQAC was requested to take necessary preparations for organizing the meeting including circulation of meeting notice, arrangement of snacks, lunch, etc.

In agenda 6 of 21st GCWMM 2022 (Preventing all sorts of obscenity in the name of the RAG day celebration): The Registrar informed as per the guideline of the High Court Division of the Supreme Court of Bangladesh a notice has been circulated to all concerned of the university to stop all sorts of obscenity, nudity, DJ party, indecent behavior, cruel & prohibited activities, and bullying in the name of celebration of RAG Day. The members of the meeting requested the proctorial team be more vigilant to prevent such unworthy activities. Also, the meeting requested all department chairs to organize regular motivational workshops for students like the CSE department.

Agenda 2 of 22nd GCWMM 2022: Discussion on Preparation for Conducting ITD Conference 2022.

Discussion(s) & Decision(s): Prof. Dr. Golam Ahmed Faruqui, Green Business School shared the update on the preparation for conducting the ITD conference 2022. He informed that the ITD Conference 2022 will be held in both physical and online mode and the conference venue will be at the Permanent Campus of GUB. After a thorough discussion, the following recommendations were made to make the ITD Conference 2022 successful.

- All papers should be peer-reviewed with a necessary arrangement to keep those in a digital repository
- The focusing points of the conference should be innovation and development through technology and it must have to be shared on the university website to get sponsorship easily
- The conference committee will communicate with the ICT Ministry for government sponsorship
- The committee will give updates about the ITD Conference 2022 on regular basis in the central weekly morning meeting

Agenda 3 of 22nd GCWMM 2022: Discussion on Revisiting the Exam Code of Conduct and Disciplinary Rules

Discussion(s) & Decision(s): The Registrar shared the observation of the 44th Syndicate Meeting regarding the Exam Code of Conduct and Disciplinary Rules. After a thorough discussion a committee was formed for revisiting the Exam Code of Conduct and Disciplinary Rules as below:

Convener:

Prof. Dr. Nitai Chandra Sutradhar, Distinguished Prof. & Chair, Dept. of TE

Members:

- a. Prof. KM Wazed Kabir, Proctor
- b. Mr. Md. Saiful Islam, Registrar (Acting)
- c. Dr. Md. Mostafijur Rahman, Controller of Exams

Member Secretary:

Dr. Parvez Ahmed, Chair, Dept. of Law

Agenda 4 of 22nd GCWMM 2022: Discussion on Course Registration of 1st Semester Students During Admission

Discussion(s) & Decision(s): The Deputy Registrar (Admission) shared the existing process of Course Registration of 1st Semester students during admission. After a thorough discussion, the meeting unanimously decided to complete the registration during the admission period. The Deputy Registrar (Admission) and Deputy Director of IT were requested to contact the software house to make necessary changes accordingly to complete the said process without any hassle.

Agenda 5 of 22nd GCWMM 2022: Miscellaneous

Discussion(s) & Decision(s):

- a) **Fuel and electricity saving:** The Registrar shared a letter of UGC regarding fuel and electricity savings. The meeting requested the honorable Treasurer prepare a plan for a way to reduce electricity by up to 25 %. The meetings request all to save electricity.
- b) **Degree awards of final year students of EEE departments:** The honorable Treasurer shared the problem of marked entry of defense of EEE department students. Meeting requested the controller of the exams to communicate with the software house to solve the issue immediately.

- c) **Results entry and approval processes of PLSD courses:** The meeting decided that the results entry and the approval processes of PLSD courses will be done through the chair of GBS and the Dean of FBS respectively.
- d) **Green University Clubs Leader Forum:** The honorable Vice-Chancellor shared his plan to speed up the activities of all club leaders of GUB. The plan was highly appreciated by the meeting. After a thorough discussion, it was decided that a forum would be created under the auspices of CETL, where all club leaders from GUB would join a Google classroom. A minimum of one meeting of this forum will be held every month.

As there was no other point for discussion, the meeting ended with a vote of thanks to and from the Chair.

Minutes prepared by:


Md. Saiful Islam
Registrar (Acting)

Approved by:


Prof. Dr. Md. Golam Samdani Takir
Vice-Chancellor

Attendance of the Meeting:

| SL | Name | Designation | Status |
|-----------|------------------------------------|--|---------------|
| 1. | Prof. Dr. Md. Golam Samdani Fakir | Vice-Chancellor | Present |
| 2. | Prof. Dr. Md. Abdur Razzaque | Advisor (Academic & Admin) | Present |
| 3. | Prof. Dr. Md. Fayzur Rahman | Treasurer | Present |
| 4. | Prof. Dr. Md. Saiful Azad | Dean (Acting), FSE and Chair, Dept. of CSE | Present |
| 5. | Prof. Dr. Farhana Helal Mehtab | Dean, Faculty of Law | Present |
| 6. | Prof. Dr. Mohammed Tareque Aziz | Dean, FBS | Present |
| 7. | Prof. Dr. Nitai Chandra Sutradhar | Distinguished Prof. & Chair, Dept. of TE | Present |
| 8. | Prof. Dr. Md. Shahidullah | Chair, Dept. of English | On Leave |
| 9. | Prof. Dr. Sheikh Md. Shafiul Islam | Chair, Dept. of JMC | Present |
| 10. | Prof. KM Wazed Kabir | Proctor, GUB | Present |
| 11. | Dr. Parvez Ahmed | Chair, Dept. of Law | Present |
| 12. | Dr. Molla Shahadat Hossain Lipu | Chair, Dept. of EEE | Present |
| 13. | Dr. Abul Hossain | Chair, Dept. of Sociology | Present |
| 14. | Mr. Mahmud Wahid | Chair (Acting), GBS | Present |
| 15. | Dr. Jagannath Biswas | Director of IQAC | Present |
| 16. | Dr. Md. Mostafijur Rahman | Controller of Exams | Present |
| 17. | Dr. Ratil H. Ashique | Director, CRIT | Present |
| 18. | Dr. Muhammad Aminur Rahaman | Director, Permanent Campus | Present |
| 19. | Ms. Serajum Munira | Director of GULC | Present |
| 20. | Dr. Md. Afzal Hossain Khan | Assistant Director, SA | Present |
| 21. | Mr. Mohammed Ashraful Anowar | Director, F&A | Present |
| 22. | Mr. Ashutosh Mondal | Project Director, Permanent Campus | Present |
| 23. | Mr. Md. Mazharul Islam | Dy. Registrar | Present |
| 24. | Mr. Mahmudur Rahman | Dy. Registrar | Present |
| 25. | Mr. Mohammad Khorshed Alam | Dy. Director (F & A) | Present |
| 26. | Mr. Md. Ashiqur Rahman | Dy. Librarian | Present |
| 27. | Mr. Md. Mahmudul Islam Shawon | Deputy Director, IT | Present |
| 28. | Mr. Motiur Rahman | Assistant PRO | Present |
| 29. | Mr. Md. Asif Hossain | Assistant Registrar, RO | Present |
| 30. | Mr. Md. Saiful Islam | Registrar (Acting) | Present |