



RTM Al-Kabir

Technical University (RTM-AKTU)

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Ref: RTM-University/ Academic/2024/357

Date: 08 May 2024

NOTICE

The 4th meeting of the Academic council of RTM Al-Kabir Technical University is going to be held on **18 May 2024 (Saturday)** at 11.00 am at University Campus. Professor Dr. Abu Naser Zafar Ullah, Vice Chancellor and Chairman of the Academic Council will preside over the meeting.

(The agenda are enclosed with the letter, and the working paper will be sent before the meeting)

All the members of the committee Academic council of RTM Al-Kabir Technical University are requested to kindly make it convenient to attend the meeting. TA/DA and honorarium will be admissible as per rules for attending the meeting.

Those who are unable to attend the meeting physically may join Via Virtual platform, Zoom Meeting Information: **Meeting ID: 532 482 1894, Password: 234654**

(Syed Jaglul Pasha)

Registrar,

E-mail: registrar@rtm-aktu.edu.bd

Mobile: 01819-219479

Distribution:

1. Professor Dr Abu Naser Zafar Ullah, Vice Chancellor & President. Academic council.
2. Dr Md Nazrul Islam, Head, Department of Applied Health & Nutrition, Member, Academic council.
3. Mr. Md Abdul Awal Ansari, Head, Department of Computer Science, Engineering, Member, Academic council.
4. Mr. Md Mahamudul Alam Mia, Head, Department of Electrical and Electronic Engineering (EEE), Member, Academic council.
5. Mr. Abu Syeed Muhammed Abdullah, Head, Department of Business Administration, Member Academic council
6. Mrs. Nusrat Rikza, Acting Head, Department of English, Member Academic council
7. Ms. Shanta Yesmin, Acting Head, Department of Fashion Design, Member Academic council
8. Engineer Ehsanul Haque, Member, Academic council.
9. Dr. Ubaidur Rab, Member, Academic council.
10. Mr. Shamim Ahmed, Member, Academic council.
11. Ms. Mayisha Kabir, Member, Academic council.
12. Professor Dr Nahid Elora, Member, Academic council.
13. Dr Zakaria Habib, Associate Professor, Department of English, Member Academic council
14. Ms. Unmilita Das Moon, Lecturer, Department of Applied Health & Nutrition, Member, Academic council.
15. Dr. Rezwana Sultana, Lecturer, Department of Applied Health & Nutrition, Member, Academic council.

Copy to (with request to kindly attend the meeting :

1. Chairman, RTM Al-Kabir Technical University
2. Treasurer, RTM Al-Kabir Technical University
3. Managing Trustee, RTM Al-Kabir Technical University
4. Office Copy



RTM Al-Kabir Technical University (RTM-AKTU)

4th Academic Council Meeting Agenda (18 May 2024)

SL no	Agenda Item
Agenda-1	Approval of the minutes of the 3 rd Academic Council Meeting
Agenda-2	Matters Arising from the Minutes of the 3 rd AC Meeting and follow-up reporting of the discussions made in the 3 rd Academic Council Meeting.
Agenda-3	Progress report and highlights of the Academic Activities of the University.
Agenda-4	Approval of the Results of summer 2023 Semester
Agenda-5	Review of the waiver/scholarship policy of the University.
Agenda-6:	Review the Academic calendar, Semester planning and approval of the part-time teachers
Agenda-7	Format of Academic Transcript, Grade Sheet and Provisional Certificate for the Automation.
Agenda-8	Comments/Suggestions on the Curriculum Revisions and/or new Curricula.
Agenda -9	Review the Course materials under BIISD as per Curriculum Committee recommendations
Agenda-10	Review progress of University Automation
Agenda-11	Review the marketing steps under departments.
Agenda-12	Review progress of CRTM activities
Agenda-13	Review progress of IQAC and Next plan
Agenda-14	Review progress of Publication of Journal
Agenda-15	Miscellaneous.