

Academic Rules and Regulations

1. Definitions

- 1.1.** ‘University’ means the Bangabandhu Sheikh Mujibur Rahman Science and Technology University abbreviated as BSMRSTU, Gopalganj-8100.
- 1.2.** ‘Vice-Chancellor’ means the Vice-Chancellor of the University.
- 1.3.** ‘Regent Board’ means the Regent Board of the University.
- 1.4.** ‘Academic Council’ means the Academic Council of the University.
- 1.5.** ‘Faculty’ means the Faculty of the University.
- 1.6.** ‘Committee of Courses and Studies’ means the Committee of Courses for Undergraduate and Postgraduate Studies of a Degree Awarding Department of the University formed as per the statute of the University.
- 1.7.** ‘Academic Committee’ means academic committee of the department formed as per the statute of the University.

2. Faculties, Departments and Degrees Offered

Faculty	Departments	Degrees Offered
Engineering	Computer Science and Engineering	B.Sc. Engg. in CSE
	Electrical and Electronic Engineering	B.Sc. Engg. in EEE
	Electronics and Telecommunication Engineering	B.Sc. Engg. in ETE
	Applied Chemistry and Chemical Engineering	B.Sc. Engg. in ACCE
	Civil Engineering	B.Sc. Engg. in CE
	Food and Agroprocess Engineering	B.Sc. Engg. in FAE
	Architecture	B.Sc. Engg. in ARC
Science	Mathematics	B.Sc. (Hons.) in MAT
	Statistics	B.Sc. (Hons.) in STA
	Chemistry	B.Sc. (Hons.) in CHE
	Physics	B.Sc. (Hons.) in PHY
	Environment Science and Disasters Management	B.Sc. (Hons.) in ESD
Business Studies	Management Studies	BBA in MGT
	Accounting and Information Systems	BBA in AIS
	Marketing	BBA in MKT
	Finance and Banking	BBA in FB
	Tourism and Hospitality Management	BBA in THM
Humanities	English	B.A.(Hons.) in ENG

	Bangla	B.A.(Hons.) in BAN
Life Science	Pharmacy	B. Pharm. (Hons.)
	Biotechnology and Genetic Engineering	B.Sc. in BGE
	Biochemistry and Molecular Biology	B.Sc. (Hons.) in BMB
	Physiology	B.Sc. (Hons.) in PSY
	Botany	B.Sc. (Hons.) in BOT
Agriculture	Agriculture	B.Sc. (Hons.) in AGR
	Fisheries and Marine Science	B.Sc. (Hons.) in FMS
	Livestock Science and Veterinary Medicine	B.Sc. (Hons.) in LVM
Social Science	Economics	BSS in ECO
	Sociology	BSS in SOC
	Public Administration	BSS in PAD
	International Relations	BSS in IR
	Political Science	BSS in PS
Law	Law	LLB (Hons.)

3. Admission, Registration and Counseling

3.1. Admission

The Admission Committee as per the rules of the University will conduct the admission process for Bachelor’s Degree. The student will be admitted in the first semester of an academic year in the individual department of different faculties.

3.2. Cancellation of Admission

Admission will be cancelled if a student fails to attend at least 25% of the lectures of the major theory courses within the first 20 lecture days.

3.3. Readmission

A student will be allowed readmission only once in the 1st year 1st semester of the next academic session if he/she attends at least 25% of lectures of the major theory courses of the 1st year 1st semester within the first 20 lecture days. For other years, if a student cannot complete a semester successfully, he/she will be allowed readmission in that semester of the next academic session for two times only by paying requisite semester fees, prescribed by the University.

3.4. Registration

Every selected candidate, unless he/she has already been registered, shall get himself/herself registered with the university and enrolled as a fulltime student.

3.5. Counseling

After admission, a batch of students will be assigned to a student adviser from the teacher of their department to guide them through the semester system. The assigned teacher will advise and counsel the students and maintain a student's card containing complete academic records and other information of the students.

4. Academic Calendar

4.1. Number of Semesters

There will be two semesters in an academic year. The beginning and end of each semester (26 weeks) will be announced in an academic calendar at the beginning of every semester. Friday and Saturday will be the weekly holidays.

4.2. Duration of a Semester

The duration of each semester will be as follows:

Semester	Number of weeks
Classes	16
Preparatory Leave	2
Examination	5
Inter Semester Break	3
Total:	26

4.3. Inter-semester Break

The inter-semester break will be utilized for the publication of results and holding supplementary examination (if required). This break may also be utilized for internship, industrial attachment training, field work, etc.

5. Syllabus, Courses and Credits

5.1. Syllabus

Committee of Courses and Studies of a department will select and approve the major and non-major courses proposed by the Academic Committee of the concerned department to develop the complete syllabus. Every syllabus will have 140-160 credits in 8 semesters. The Committee of Courses and Studies will also approve the panel of question setters and script examiners of the department.

5.2. Courses

Every major and non-major course shall have a course code, course number, course title and credit.

5.2.1 Major and Non-Major Courses:

Every department will develop the courses to be offered by that department. These courses include major subjects for the respective department as well as non-major subjects for other departments. Courses for non-major subjects will be developed with close cooperation of the departments concerned; keeping into consideration the need of the students.

5.2.2 Course Code:

A two/three/four letter symbol will represent the department's abbreviated name as follows:

Faculty of Engineering:	
CSE	Computer Science and Engineering
EEE	Electrical and Electronic Engineering
ETE	Electronics and Telecommunication Engineering
ACCE	Applied Chemistry and Chemical Engineering
CE	Civil Engineering
FAE	Food and Agroprocess Engineering
ARC	Architecture
Faculty of Science:	
MAT	Mathematics
STA	Statistics
CHE	Chemistry
PHY	Physics
ESD	Environment Science and Disasters Management
Faculty of Business Studies:	
MGT	Management Studies
AIS	Accounting and Information Systems
MKT	Marketing
FB	Finance and Banking
THM	Tourism and Hospitality Management
Faculty of Humanities:	
ENG	English
BAN	Bangla
Faculty of Life Science:	
PHR	Pharmacy
BGE	Biotechnology and Genetic Engineering
BMB	Biochemistry and Molecular Biology
PSY	Physiology

	Botany
Faculty of Agriculture:	
AGR	Agriculture
LVM	Fisheries and Marine Science
FMS	Livestock Science and Veterinary Medicine
Faculty of Social Science:	
ECO	Economics
SOC	Sociology
PAD	Public Administration
IR	International Relations
PS	Political Science
Faculty of Law:	
LLB	Law

5.2.3 Course Number: A three-digit number for each course will be used as follows:

The first digit (1-4), second digit (0-4) for first semester & (5-9) for 2nd semester and the third digit (0-9) will represent the academic year, the semester and the courses (theoretical, lab and viva-voce) of a department, respectively. In addition, odd digit for theory and even digit for lab.

5.2.4 Course Title: Every course will have a short representative course title. If any course has theory and practical parts, then it will be split into two courses.

5.3. Course Credits

5.3.1 Theoretical: Number of lectures per week per semester will be considered as the number of credits of the course.

5.3.2 Practical Classes: Number of class-hours of a practical class will be twice the number of credits.

5.3.3 Seminar, Project, Fieldwork, Viva-voce, etc.: Credits will be assigned by the Committee of Courses and Studies of the respective department.

5.4. Course Instruction

The course teacher will supply a copy of the detailed plan of the course instruction with information about the number of lectures per topic, number and types of assignments, number and dates of class and lab tests. A course teacher must take at least 36 lectures for a 3-credit course. Number of lectures for other credit courses shall be proportional. The course teacher will deliver lectures and supply course materials. All presentation, seminar and assignment of the student should be in English. However, a student may

answer in final examination either in English or in Bengali or as directed by the Departmental Academic Committee.

6. Course Registration, Improvement and Promotion

6.1. Course Registration

A student has to register 15-30 credits of courses for every semester. For a student of the 7th and 8th semesters, the condition for maximum credit requirement may be relaxed. If a student has to repeat a course that is not offered any more, he/she may take an equivalent course proposed by the Academic Committee of the Department. A student will register for his/her incomplete courses and courses with "F" grades, if offered, from the preceding semesters along with courses from the current semester. Otherwise, s/he will take the courses when the desired course is offered next time.

6.2. Promotion

To promote in the next year, a student must earn 50% credits of the total credits in his/her each academic year.

7. Examination System

A student will be evaluated on the basis of his/her class attendance, Assignment & presentation, Midterm/ class test or lab test, and semester final examination for theoretical and/or lab courses. The project work/thesis/internship report will be assessed by the internal and external examiners along with its presentation and an oral examination.

7.1. Distribution of Marks

The marks of a given course will be as follows:

(a) Theoretical Course:

Class Attendance	10%
Assignment & Presentation/Class-test	10%
Mid-Semester	20%
Semester Final Examination	60%
Total:	100%

(b) Laboratory Course/Field Work:

Lab Attendance	10%
Assignment & Presentation/Lab-test	10%
Mid-Semester	20%
Practical/Design Work/Report	60%
Total:	100%

(c) Project Work/Thesis/Internship:

Project work/Thesis/Internship Evaluation by Internal Examiner (Supervisor) and External Examiner (outside the University). Average marks of two examiners will be used for grading.	70%
Presentation and Oral Examination	30%
Total:	100%

7.2. Class/Lab Attendance

Attendance	Marks
90% and above	10
85% to less than 90%	9
80% to less than 85%	8
75% to less than 80%	7
70% to less than 75%	6
65% to less than 70%	5
60% to less than 65%	4
less than 60%	0

7.3. Assignment & Presentation and Midterm/Class Test or lab Test

- 7.3.1** For each theoretical course there shall be Assignment & presentation/ Class test/ Lab test and Mid-semester examinations.
- 7.3.2** The Mid-semester examinations shall be of one-hour duration for theoretical and two hours duration for laboratory and shall be held during as the departmental scheduled time.
- 7.3.3** The dates for the Mid-semester, Class test and Lab tests shall be fixed and announced by the respective examination committee.
- 7.3.4** All marks of the assignment & presentation, class test or lab test, mid-semester and semester final examinations of a course shall be submitted to the Chairman of the Examination Committee and the Controller of Examination in a sealed envelope by the concerned course teacher.
- 7.3.5** Mid-semester scripts may be examined by the course teacher or external examiner (outside this university) recommended by the examination committee.

7.4. Project Work/Thesis

- 7.4.1** Project work/research work for a thesis shall be carried out under the supervision of a teacher of the relevant department. A co-supervisor from within or outside the Department/University may be appointed. The Academic Committee will appoint the supervisor and co-supervisor (if any). The tentative Project /research proposal and the title of the Project /thesis, submitted by the student in consultation

with the supervisor, shall be approved by the Academic Committee of the department.

- 7.4.2** The Project Work/Thesis must be carried out in this University. In special circumstances, it may be carried out at a place or places recommended by the supervisor and approved by the Academic Committee.
- 7.4.3** A seminar shall have to be presented by the student on the progress of his/her project work/thesis after the completion of course work.
- 7.4.4** Every student shall submit the required number of written copies of his/her project work /thesis to the Chairman of the department, through his/her supervisor. The project work/thesis should demonstrate an evidence of satisfactory knowledge in the field of research undertaken by the student.
- 7.4.5** Every student submitting a thesis in partial fulfillment of the requirement of a degree shall be required to appear at an oral examination, on a date either in May (for the odd semester) or in November (for the even semester), fixed by the Chairman of the Examination Committee in consultation with the supervisor.

7.5. Final Examination

- 7.5.1 Examination Procedure:** The final examination will be arranged and conducted by separate examination committee for each semester in every teaching department. The questions for the final examination will be prepared by two examiners: internal and or external. The examination committee may recommend two examiners for any course for the final examination. The examination committee will moderate the questions. The two examiners will examine and mark the answer scripts separately. Two marks will be averaged or added (for the two sections) by the examination committee. If the marks of two examiners differ by 20% or more the concerned answer scripts will be examined by a third examiner, recommended by the examination committee and the two close marks among the three will be averaged by the tabulators, giving advantage to the examinees. Class participation and final examination marks will be added together to get the final grade.
- 7.5.2 Duration of Theoretical Examination:** For theoretical courses of all semesters, there should be a 3-hour final examination for every course.
- 7.5.3 Duration and Procedure of Laboratory Examination:** There will be a final practical examination of 3- 6 hours duration for Lab courses at the end of each semester. The examination will be conducted by two or three examiners nominated by the relevant

Examination Committee. One of the examiners will be from outside this university (or department).

7.6. Criteria for Sitting at an Examination

7.6.1 Students having 75% and above percentage of total major and non-major course classes in a semester will be eligible to sit for the examination.

7.6.2 Students having less than 75% but having 60% or more of the total major and non-major course classes in a semester will be eligible to sit for the examination with a fine of Taka. 1000/-(one thousand).

7.6.3 Students having less than 60% of the total major and non-major course classes will not be eligible to sit for the examination.

7.7 Special Backlog Examination

The Special Backlog Examination on only backlog course(s) may be conducted for the students who have participated in their 4-year degree course (up to 4th year 2nd semester) and have a shortage of maximum 12 (twelve) credits to obtain Bachelor Degree. The Special Backlog Examination will be arranged in a convenient time by the Chairman of the department after 30 (thirty) days of publication of result of the 4th year 2nd semester regular examination and exam must be completed within 90 days. A student who has failed in the Special Backlog Examination, s/he will register the course(s) in the regular semesters.

8. Grading System and Merit Position

8.1. Letter Grade (LG) and Grade Point (GP):

Letter Grade and corresponding Grade-Point will be awarded as follows:

Numerical grade	Letter Grade (LG)	Grade Point (GP/unit credit)
80% or above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
less than 40%	F	0.00

8.2. GPA/YGPA/CGPA

8.2.1 GPA: Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses completed by a student in a semester. GPA is computed as follows:

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where, n is the number of courses offered during the semester, C_i is the number of credits allotted to a particular course and G_i is the grade point earned for that course.

8.2.2 YGPA: Yearly Grade Point Average (YGPA) shall be calculated for each academic year as follows:

$$YGPA = \frac{\sum_{j=1}^2 C_j G_j}{\sum_{j=1}^2 C_j}$$

where, j is the number of semesters, C^j is the number of credits allotted in a semester and G^j is the GPA earned for that semester.

8.2.3 CGPA: Cumulative Grade Point Average (CGPA) will be calculated by using the following formula

$$CGPA = \frac{\sum_{k=1}^m C_k G_k}{\sum_{k=1}^m C_k}$$

where, k is the number of years and m is the total number of years being considered, C_k is the total number of credits registered during a year and G_k is the YGPA of that particular year.

8.3. Merit Position:

Merit position of a student for each academic year of each degree-awarding department shall be determined on the basis of his/her YGPA of that particular year. Merit position for the award of the bachelor's degree will be based on CGPA of all the academic years.

8.4. Graduation:

8.4.1. For Incomplete Course(s):

If any student obtains "F" grade on any course(s), s/he can register this course(s) in the upcoming any semesters if this course(s) is offered. In this case, the obtained grade (would not be more than

"B+") will be migrated automatically in his/her corresponding earlier semester.

8.4.2. For Incomplete Semester:

If student do not register to all courses in a particular semester, in this case he/she will get the grade of each courses as s/he can obtain for the first (1st) time registration.

8.4.3. For Re-admission

If a student wants to improve his/her YGPA then s/he can re-admit his/her current academic year. In this case, the sub-section 8.4.1 will not be applicable.

Recommendation:

There will be an option in the result processing software to support this type of automatic migration of the grade form the current semester to the corresponding earlier semester.

9. Graduation Criteria

9.1. Total Credits and CGPA: A student has to earn all the credits as prescribed by the Committee of Courses and Studies for the session he/she is registered, and he/she must also earn a CGPA of 2.00 or higher.

9.2. Total Years: A student must successfully complete the courses of all the semesters within a maximum period of six (6) academic years; otherwise he/she will be dropped out from the University.

9.3. Distinction: Candidates for four-year Bachelor's Degree will be awarded the degree with Distinction if his/her CGPA is 3.75 or above and s/he does not have any 'F' grade in any semester.

10. Examination Committee

10.1. Formation of the Examination Committee:

The Examination Committee shall be nominated by the departmental Academic Committee and will be approved and reported to the Academic Council by the Vice-Chancellor. There will be an examination committee for each semester of an academic year. The examination committee shall consist of 5-7 members: (a) Chairman of the committee, (b) 2-3 other members belonging to the department, (c) 1-2 members from the related teaching departments (if non-major courses are offered) and (d) one expert member (not below the rank of an Associate Professor) from outside the University. A teacher shall be an expert member in one examination committee only of a department.

10.2. Functions of the Examination Committee

10.2.1. Propose the names of the question setters and script/dissertation/project/ in-plant training report examiners (an

external setter and examiner shall not be below the rank of an Assistant Professor) from the previously approved panel of examiners.

10.2.2. Moderate the questions of all courses of the semester final examination.

10.2.3. Prepare the examination schedule to conduct the examinations properly.

10.2.4. Make necessary arrangements for holding the Theoretical, Laboratory and Viva-voce examinations.

10.2.5. Take the Viva-voce examination.

10.2.6. Recommend the names of three tabulators for approval of the Vice-Chancellor.

10.2.7. Finalize the results.

10.3. Major Duties of the Chairman of an Examination Committee

10.3.1. Call meetings of the Examination Committee.

10.3.2. Either to send the moderated question papers to the Controller of Examinations for printing or to take necessary steps for printing the questions in his/her own care.

10.3.3. Issue instructions to the examiners as per approval of the Examination Committee concerned and to see that instructions issued are properly followed.

10.3.4. Hand over the marks received from the examiners to the tabulators.

11. Duties and Responsibilities of Question Setters and Script Examiners

11.1. If a question setter or a script examiner is unable to accept the appointment, he/she should immediately inform the Controller of Examinations. In case an examiner after receiving the scripts becomes unable to examine them, he/she should immediately return the scripts to the Chairman of the Examination Committee.

11.2. The question setters and the script examiners should send their remuneration bills to the Controller of Examination. All postal and other incidental expenses incurred by the setters/examiners in connection with the examination will be paid by the University on presentation of duly signed bill for the same, supported by vouchers.

11.3. If an examiner is unable to accept or intends to relinquish his/her appointment, the Examination Committee concerned shall recommend new question setter and/or script examiner to the Controller of Examinations.

11.4. All manuscripts of question papers shall be sent by the setters in a sealed envelope to the Chairman of the Examination Committee who shall then call

a meeting of the Examination Committee for arranging the moderation of the papers.

- 11.5.** The question papers, scripts and any other documents in connection with the examination would be handed over officially/personally or sent by insured post to the Chairman of the relevant Examination Committee.
- 11.6.** The marks of all examinations shall be submitted to the Chairman of the Examination Committee, either personally in a sealed cover or in a doubly sealed insured cover, if sent by post. A copy should also be submitted separately to the Controller of Examinations of the University.
- 11.7.** Marks and scripts must not be sent in the same packet.
- 11.8.** The question setter should as far as practicable, avoid a marked change of standard questions from the previous year but shall not be required to set the same type of questions every year. The question shall be so framed that there is no ambiguity of meaning and the originality and individuality of the candidates is encouraged.
- 11.9.** The question setter shall be guided by the level of knowledge required and the scope of the courses of examination as mentioned in the syllabus and the textbook, if any, recommended by the University from time to time.
- 11.10.** All corrections and alterations in the manuscripts, question papers, marks placed in the script entered in the mark sheets must invariably be initialed by the person making the correction. Over-writing in the case of marks should be avoided. The wrong figures should be crossed out and the correct figures written in convenient places. Doubtful entries should be indicated by words as well.
- 11.11.** If in the course of examining the answer scripts the examiner has reasons to suspect that unfair means have been adopted by any candidate, he/she should at once submit confidential report to the Chairman of the relevant Examination Committee giving the grounds for his/her suspicion.
- 11.12.** The marks of each course of examination or a section thereof should be entered in the mark sheets in ink and be submitted to the Chairman of the relevant Examination Committee. A copy should also be submitted separately to the Controller of Examinations of the University.
- 11.13.** Immediately on receipt of each packet of answer scripts, the examiner should count the script and verify the information given in the statement regarding the details of the answer scripts sent. If any discrepancy be discovered, it should at once be brought to the notice of the Chairman of the Examination Committee with a report of the statement which should be filled in and returned to the Chairman of the Examination Committee immediately after receiving the answer scripts, so that prompt action may be taken about the matter.

11.14. Special Responsibility of the Question Setters

- 11.14.1.** The manuscripts of the questions are to be written in English/Bengali. The manuscripts of questions should be clear and legible so as to ensure accuracy in printing.
- 11.14.2.** No copy of the manuscript framed by a setter should be retained and all rough draft and memorandum connected therewith should be destroyed immediately after their use.
- 11.14.3.** The setter must put his signature at the bottom of each page of the manuscript.

12. Effect and Review of the Ordinance

This ordinance shall be effective from the Academic Session 2017-2018. The ordinance may be reviewed by the Academic Council on recommendation of a Faculty or the Academic Committee of a department. The decision of the Vice-Chancellor, for any matter that does not cover this Ordinance, will be final.