

Khulna University of Engineering & Technology

Academic Ordinance for Undergraduate Studies

(Effective from 2nd Term of Session 2011-2012)

(Approved by 38th meeting of Academic Council on 08/07/12 & 15/07/12 and confirmed by 39th meeting of Academic Council on 13/11/12 & 15/11/12)

1. Definitions

- 1.1. 'University' means the Khulna University of Engineering & Technology.
- 1.2. 'Syndicate' means the Syndicate of the University.
- 1.3. 'Academic Council' means the Academic Council of the University.
- 1.4. 'Vice-Chancellor' means the Vice-Chancellor of the University.
- 1.5. 'Dean' means the Dean of a Faculty of the University.
- 1.6. 'Head of the Department' means the Head of a Department of the University.
- 1.7. 'Central Equivalence Committee' means the Central Equivalence Committee of the University.
- 1.8. 'Academic Committee' means the Academic Committee for Undergraduate Studies (ACUG) of a degree awarding department of the University.
- 1.9. 'Degree' means the degree of Bachelor of Science in Engineering or Bachelor of Urban & Regional Planning offered by the University.
- 1.10. 'Senior most Head/Dean' means the most senior teacher among Heads/Deans.

2. Departments

2.1. Degree Awarding Departments:

The University shall have the following degree awarding departments:

- i) Department of Civil Engineering
- ii) Department of Electrical and Electronic Engineering
- iii) Department of Mechanical Engineering
- iv) Department of Computer Science and Engineering
- v) Department of Electronics and Communication Engineering
- vi) Department of Industrial Engineering and Management
- vii) Department of Urban and Regional Planning
- viii) Department of Leather Engineering
- ix) Department of Textile Engineering

Any other department to be instituted by the Syndicate on the recommendation of the Academic Council from time to time.

2.2. Teaching Departments:

The University shall have the following teaching departments:

- i) Department of Civil Engineering
- ii) Department of Electrical and Electronic Engineering
- iii) Department of Mechanical Engineering
- iv) Department of Computer Science and Engineering
- v) Department of Electronics and Communication Engineering
- vi) Department of Industrial Engineering and Management
- vii) Department of Energy Technology
- viii) Department of Bio-Medical Engineering
- ix) Department of Urban and Regional Planning
- x) Department of Leather Engineering
- xi) Department of Textile Engineering
- xii) Department of Mathematics
- xiii) Department of Chemistry
- xiv) Department of Physics
- xv) Department of Humanities

Any other department that may be instituted by the Syndicate on the recommendation of the Academic Council from time to time.

3. Degrees Offered

The University shall offer courses leading to the award of the following degrees:

- i) Bachelor of Science in Civil Engineering, abbreviated as B. Sc. Eng. (CE)
- ii) Bachelor of Science in Electrical & Electronic Engineering, abbreviated as B. Sc. Eng. (EEE)
- iii) Bachelor of Science in Mechanical Engineering, abbreviated as B. Sc. Eng. (ME)
- iv) Bachelor of Science in Computer Science & Engineering, abbreviated as B. Sc. Eng. (CSE)
- v) Bachelor of Science in Electronics & Communication Engineering, abbreviated as B. Sc. Eng. (ECE)
- vi) Bachelor of Science in Industrial & Production Engineering, abbreviated as B. Sc. Eng. (IPE)
- vii) Bachelor of Urban & Regional Planning, abbreviated as BURP
- viii) Bachelor of Science in Leather Engineering, abbreviated as B. Sc. Eng. (LE)
- ix) Bachelor of Science in Textile Engineering, abbreviated as B. Sc. Eng. (TE)

Any other degree that may be awarded by a department on the recommendation of the Academic Council and approval of the Syndicate from time to time.

4. Students Admission

- 4.1 The four academic years of study for the degree of Bachelor of Science in Engineering (B. Sc. Eng.)/ Bachelor of Urban & Regional Planning (BURP) shall be designated as first year, second year, third year and fourth year class in succeeding higher levels of study. Students shall generally be admitted into the first year class.
- 4.2 An Admission Committee shall be formed in each academic year/session by the Academic Council for admission into first year B. Sc. Eng./ BURP class consisting of the following members:
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|--|-----------|
| i) One of the Deans in order of seniority (as Professor) for each year by rotation | Chairman |
| ii) All other Deans | Member |
| iii) Five senior most Heads of the Departments | Member |
| iv) Registrar | Secretary |
- The Committee is empowered to co-opt member/members (if required) not below the rank of a professor.
- 4.3 A candidate for admission into the first year class must have passed the H.S.C. Examination from an Education Board in Bangladesh (after 12 years of schooling) with Physics, Chemistry and Mathematics as his/her subjects of examination in Higher Secondary level or examination recognized as equivalent thereto, and must also fulfill all other requirements as may be prescribed by the Academic Council on the recommendation of the Admission Committee. In case of confusion regarding the equivalence the case may be referred to Central Equivalence Committee.
- 4.4 The rules and conditions for admission into different departments shall be framed by the Academic Council on the recommendation of the Admission Committee in each year.
- 4.5 All candidates for admission into the courses of B. Sc. Eng./BURP must be citizens of Bangladesh unless the candidature is against the seats those are reserved for foreign students. Candidates for all seats except the reserved ones, if any, shall be selected on the basis of merit. The rules for admission into the reserved seats shall be framed by the Academic Council on the recommendation of the Admission Committee.
- 4.6 No student shall ordinarily be admitted in the first year class after the start of the corresponding classes or after the call goes out for the admission which ever is later. The date of commencement of classes for the newly admitted students will be announced in advance.
- 4.7 Admission of a newly admitted student in the first year class will be cancelled if he/she remains absent without prior permission of the Registrar through the Head of the Department for first 2 (two) consecutive weeks after the start of class. If any student fails to report due to unavoidable circumstances within the stipulated first two weeks, he/she may appeal within the next 2 (two) weeks to the Academic Council through the Head of the Department. The decision of the Academic Council will be final.
- 4.8 Prior to admission to the University every student shall be examined by a competent medical officer as prescribed in the admission rules.

5. Admission on Transfer

- 5.1 There shall be no admission on transfer in the first year class. In special cases, students may be admitted into a higher class.
- 5.2 A student may be allowed to transfer a maximum of 50% of the required theory courses of this University completed by the student at other public universities/institutions. The candidate must have a minimum CGPA of 3.0 without any F grade in any course and there should not be any discontinuity of study.
- 5.3 A candidate seeking admission on transfer from other public university should apply to the Registrar of this University. The Registrar will refer the case to the Head of the Department concerned and also to the Central Equivalence Committee. On receiving the opinions of the Departmental Monitoring Committee, the Central Equivalence Committee will consider the matter and it will be placed before the Academic Council. The decision of the Academic Council will be final and it will be communicated to the Head of the Department and the candidate.

5.4 Central Equivalence Committee

The Central Equivalence Committee will be formed as follows:

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|---|-----------|
| i) One of the Deans (by rotation CE, EEE and ME) of this University | Chairman |
| ii) All other Deans | Member |
| iii) All Heads of the Undergraduate Departments | Member |
| iv) Deputy Registrar (Academic) of this University | Secretary |

Duration of Chairman of this committee will be 2 (two) years.

6. Academic Calendar

- 6.1 The academic year shall ordinarily be divided into two regular Terms, each ordinarily having duration of not less than 13 (thirteen) weeks of classes.

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- 6.2 There shall be a final examination at the end of each Term and the examination will be conducted as per Academic regulations.
- 6.3 The Head of the Department will announce the academic schedule for each Term ordinarily before the start of the class subject to the approval of the Academic Council.
- 6.4 Academic schedule may be prepared according to the following guidelines based on two regular Terms:

Term I	No. of weeks
Classes	13
Recess before examination/Preparatory leave	1.3*
Term Final Examination	3.1*
Publication of results including Term break	2.3*
Sub-Total:	20
Term II	
Classes	13
Recess before examination/Preparatory leave	1.3*
Term Final Examination	3.1*
Publication of result including Term break	2.3*
Sub-Total:	20
Recess	
Vacations throughout the session	1**
	11
Total:	52 Weeks

* The digit after the decimal point indicates number of days.

** This recess may be utilized near the mid position of a Term when no vacation of minimum 7 (seven) days will be available during 13 (thirteen) week classes in that Term.

7. Duration and Credit of Courses

- 7.1 The B. Sc. Eng./BURP courses shall be extended over a period of four academic years, each with a normal duration of one calendar year. Each academic year will be divided into two Terms for the purpose of academic programs and conducting of examinations.
- 7.2 The curricula of the B. Sc. Eng./BURP degree in the different departments shall be as proposed by the concerned ACUG through the Executive Committee of the concerned Faculty and approved by the Academic Council.
- 7.3 The ACUG may review the curricula once in every academic year and put forward suggestions to the Academic Council through the Executive Committee of the concerned Faculty.
- 7.4 Teaching for the courses is reckoned in credits and the credits allotted to various courses will be determined by the ACUG with the following guidelines:

Type of Course	Contact Hour (in a Term)	No. of Credit
i) Theory/Lecture	: 1 hour/week	1.00
ii) Tutorial	: 1 hour/week	1.00
iii) Independent Lab/Sessional/Design/ Seminar/Special Study/Project/Thesis	: 3/2 hours/week	0.75
iv) Field work	: 2 weeks of field work	1.00

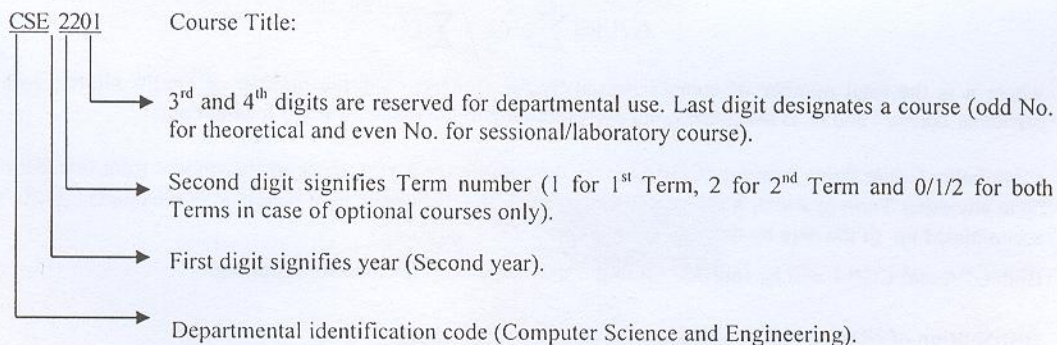
- 7.5 The minimum number of credits that a student has to complete successfully for the award of B. Sc. Eng./BURP degree will be 160 of which a maximum of 150 credits to be assigned as core courses.
- 7.6 The total contact hours for students including lecture, tutorial and laboratory/sessional should be around 30 periods per week, each period being of 50 minutes duration.
- 7.7 A course plan for each course proposed by the course teacher with the consultation of the Head of the Department showing details of lectures is to be announced at the start of each Term.
- 7.8 Project/Thesis should preferably be of 1.5 to 3.0 credits in each Term. Credit in any theory course should not exceed 4.0 and that in sessional/laboratory course should not exceed 3.0.

8. Course Designation and Numbering System

Each course is designated by a two to four letter code (e.g. CE, EE, ME, Hum, Math, Ch, Ph, etc) identifying the course offering department followed by a four digit number with the following criteria:

- 8.1 The first digit will correspond to the year in which the students normally take the course.
- 8.2 The second digit will correspond the Term (1 for 1st Term, 2 for 2nd Term and 0/1/2 for both Terms in case of optional courses only) in which the course is normally taken by the students.

- 8.3 The third and fourth digits will be reserved for departmental use, of which the last digit will be odd for theoretical and even for sessional/laboratory course.
- 8.4 The course designation system is illustrated by the following example:



N.B.: There will be one blank space after departmental identification code.

- 8.5 Project/thesis courses shall be designated by the departmental identification code followed by 4000 (Example: CE 4000) applicable for both the Terms.

9. Classification of Courses

The courses included in undergraduate curricula are classified as follows:

9.1 Core Courses

In each department a number of courses will be identified as core courses which form the nucleus of the respective Bachelor's degree program. A student has to complete all the designated core courses for his/her degree.

9.2 Pre-requisite Courses

Some of the core courses are identified as pre-requisite courses. A pre-requisite course is one which is required to be completed/appeared at the examination before some other course(s) can be taken. Any such course, on which one or more subsequent courses built up, may be offered in each of the two regular Terms (if possible).

9.3 Optional Courses

Apart from the core courses, a student will have to take a number of courses which he/she can choose from a specified group/number of courses to complete the credit requirements.

9.4 Non Credit Courses

Non credit course(s) may be offered to a student to improve his/her knowledge in some specific fields. The credits in these courses will not be counted for GPA and CGPA calculation but will be reflected in the transcript as satisfactory (S)/unsatisfactory (U). Non-credit course(s) may be offered under the following circumstances:

If a student's Thesis/Project supervisor feels that the study/design is highly related to course(s) offered by any department for their students, he can recommend to the concerned Head of the Department for participation of the student(s) in the course(s). Such registration of course(s) will not affect the normal course registration of the student.

9.5 Backlog Courses

The course(s) which a student registered in a Term but after Term final examination he/she obtained 'F' grade in that course(s) and also the withdrawal courses as defined by Article 23.1(ii).

9.6 Withdrawal Courses

The courses which were withdrawn by a student due to some reasons as mentioned in Article 11.8

9.7 Incomplete Courses

The unregistered course(s) and the course(s) that a student has registered but cancelled according to Article 11.3 will be defined as incomplete course(s).

10. Departmental Functional Bodies

10.1 Departmental Monitoring Committee

Each degree-awarding department will form a Departmental Monitoring Committee with Head of the Department as Chairman and 4 (four) senior most teachers of the department as members. The Committee may propose any change and modifications time to time needed for upgrading/changing the Undergraduate Course Curriculum to ACUG. The Committee will also nominate Course Coordinator and Advisers for the student.

10.2 Student Adviser

An Adviser (normally not below the rank of Assistant Professor) will be nominated for one or more students for the entire period of study by the Departmental Monitoring Committee. He/She will advise each student on the courses to be taken in a Term. However, it is the student's responsibility to keep contact with the Adviser who will review and eventually approve the student's specific plan of study and monitor on subsequent progress of the student.

For a student of second and subsequent Terms, the type of courses for which he/she can register will be decided on the basis of his/her academic performance during the previous Term. The Adviser will advise the students to register the courses during the next Term within the framework of the guidelines in respect of minimum/maximum credit hours limit. He/She may advise the student to change one or more courses among the offered courses based on student's academic performance.

10.3 Course Coordinator

In each degree-awarding department, one of the Teachers (normally not below the rank of Assistant Professor) nominated by the Departmental Monitoring Committee, will act normally for 2 (two) Terms as Course Coordinator and Member Secretary to the ACUG.

11. Course Registration for Regular/Incomplete/Withdrawal Course(s)

11.1 Pre-condition for Registration

A student will be allowed to register courses, depending upon his/her performance. If a student fails in a pre-requisite course in any term, he can register for a course which builds on the pre-requisite course provided his attendance does not fall below 60%. A student having outstanding dues to the University or a Hall of Residence shall not be permitted to register.

11.2 A regular student can register a maximum of 5 (five) theoretical courses in addition to sessional/project/thesis/field work/seminar/sessional related courses in a Term those offered in that Term in any Year. No student will be allowed to register courses from different Terms in any Term (For example: In case of registration for 1st Year 1st Term, a student can register maximum five theoretical courses in addition to sessional courses/ sessional related courses among the offered courses for 1st Year 1st Term only). No student can register any backlog course along with the regular courses in a Term. The total number of credit hours shall generally be between 15 to 24 credits in a Term. However, a student may be allowed to register less than 15 (fifteen) credits in a Term if—

- i) the number of credits required for graduation is less than 15 (fifteen) in that Term and
- ii) he/she cannot find appropriate courses for registration.

11.3 If a student fails to attend 60% of the classes of any registered course in a Term whatever be the reasons, then the registration will be cancelled for that course and the course be treated as Incomplete course.

11.4 Registration Procedure

The date and time for registration will be announced in advance by the Registrar's office. Students will register his/her courses in a Term according to following guidelines:

- i) A student must pay Hall dues before the course registration of a Term.
- ii) The student must pay the course registration fees as per rule.
- iii) The student will finalize courses to be taken in consultation with his/her Adviser from the courses offered by the respective Department
- iv) The student will complete the registration and respective Adviser and Head of the Department will confirm it.

The Registrar's office will distribute course-wise list of registered students to the concerned department and Controller of examinations.

11.5 Registration Deadline

A student must register for the courses to be taken within first 8 (eight) working days of class of each Term. However, late registration will be permitted within next 7 (seven) working days of class on payment of late registration fee. No registration will be accepted after first 15 (fifteen) working days of class of each Term.

For the newly admitted first year students, relaxation up to a maximum of 10 (ten) working days of class from the beginning of the Term may be allowed. Late registration of first year student will not be accepted after these days unless the student submits a written appeal to the Registrar through the concerned Head of the Department and can document extenuating circumstances such as medical problems (Physically incapacitated and not able to be present) or some other academic commitments which precluded enrolling prior to the last date of registration. Proper certificates from concerned authorities must be submitted along with the application.

11.6 Penalty for Late Registration

Students who fail to register within the specified dates for registration will be charged a late registration fee (an amount as may be decided by the authority). This extra fee will not be waived whatever be the reason for late registration.

11.7 Course Adjustment Procedure

A student would have some limited options to add or delete courses from his/her registration list. Addition of course is allowed within the 10 (ten) working days of class from the beginning of the Term. Dropping of a course is allowed within 15 (fifteen) working days of class from the beginning of the Term. Adjustment of initially registered courses in any Term can be done only by duly completing the Course Adjustment Form.

Any student willing to add or drop courses will have to fill up a Course Adjustment Form in consultation with his/her Adviser. The original copy of the Course Adjustment Form will be submitted to the Registrar's office through the Adviser and Head of the Department.

11.8 **Withdrawal from a Term**
 If a student is unable to complete the Term Final Examination due to illness, accident or any other valid reason, etc. he/she may apply in prescribed form to the Registrar through his/her Adviser and Head of the Department for total withdrawal from the Term within 7 (seven) working days after the end of the Term final examination. However, he/she may choose not to withdraw any laboratory/sessional/design course if the grade obtained in such a course is 'D' or better and that he/she has to indicate clearly in his/her withdrawal application. In case of illness the withdrawal application must be supported by a medical certificate from University Medical Officer. The Academic Council will take final decision about such an application.

12. Striking off the Names and Readmission

12.1 The names of the students shall be struck off and removed from the rolls on the following grounds:
 i) Non-payment of University fees and dues within the prescribed period.
 ii) Forced to discontinue his/her studies under disciplinary rules.
 iii) Withdrawal of names from the rolls of the University on grounds acceptable to the Vice-Chancellor of the University after having cleared all dues.
 iv) A student failing to earn a minimum of 36 (thirty six) credits in the first 4 (four) consecutive Terms or 54 credits in the first 6 (six) consecutive Terms will cease to be student of this University. However, any student forced to discontinue his/her studies under Article 12.6(iii), the period of discontinuance should be excluded in calculating the time (4 consecutive Terms or 6 consecutive Terms).
 v) Could not earn required credits for graduation as outlined in the respective curriculum and/or fulfill CGPA requirement within the maximum allowed time of 7 (seven) consecutive academic years.

12.2 Every student whose name has been struck off from the rolls by exercise of the clause (ii) of Article 12.1 seeking readmission after expiry of the period for which he/she was forced to discontinue his/her studies, shall submit an application to the Head of the Department in the prescribed form before the commencement of the session to which he/she seeks readmission. The Head of the Department shall forward the application to the Vice-Chancellor of the University with his remarks. In case the readmission is allowed, the student will be required to get him/her-self admitted on payment of all dues not later than one week from the date of permission given by the Vice-Chancellor. All re-admission should preferably be completed before the Term starts.

12.3 No student who has withdrawn his/her name under clause (iii) of Article 12.1 shall be given readmission.

12.4 A student, whose name has been struck off from the rolls by exercise of clause (v) of Article 12.1, is not eligible to seek readmission.

12.5 In case a student whose name has been struck off from the rolls under clause (i) of Article 12.1 seeks readmission before the start of the next Term he/she shall be readmitted on payment of all arrear fees and dues (excluding course registration fees). But if he/she seeks readmission in any subsequent year the procedure for his/her readmission will be the same as described in Article 12.2.

12.6 **Readmission for discontinuance of studies**
 A student will be considered to discontinue his studies under the following conditions:

- i) Non-payment of University fees and other dues for Terms concerned.
- ii) Withdrawal from a Term/absent in the Term final examination.
- iii) Forced to discontinue under disciplinary rules.

The maximum allowable period of discontinuance is 4 (four) regular Terms during his/her whole studentship whatever may be the reason as specified above and at the same time s/he will have to fulfill the conditions of Article 12.1 (iv). A student seeking readmission within the allowable period of discontinuance may be readmitted after payment of all arrear fees and dues.

12.7 In case any application for readmission is rejected, the student may appeal to the Academic Council for re-consideration. The decision of the Academic Council shall be final.

13. Grading System and Calculation of GPA and CGPA

13.1 Grading System

The letter grade system shall be used to assess the performance of the student and shall be as follows:

Numerical grade	Letter	Grade	Grade point
80% or above	A+	A plus	4.00
75% to less than 80%	A	A	3.75
70% to less than 75%	A-	A minus	3.50
65% to less than 70%	B+	B plus	3.25
60% to less than 65%	B	B	3.00
55% to less than 60%	B-	B minus	2.75
50% to less than 55%	C+	C plus	2.50
45% to less than 50%	C	C	2.25
40% to less than 45 %	D		2.00
Less than 40%	F		0.00
Continuous assessment	X		
(For courses extended over two regular Terms, such as project/thesis/design, etc.)			
Withdrawal	W		
Incomplete	I		
Non Credit Course	S/U	(Satisfactory/Unsatisfactory)	

13.2 Calculation of GPA and CGPA

Grade point average (GPA) is the weighted average of the grade points obtained in all the courses passed/completed by a student in a Term. 'F' grades will not be counted for GPA calculation. GPA of a Term will be calculated as follows:

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

where n is the total number of courses passed by the student, C_i is the number of credits allotted to a particular course i and G_i is the grade point corresponding to the grade awarded for i-th course.

Cumulative Grade Point Average (CGPA) gives the cumulative performance of the student from first Term up to any other Term to which it refers and is computed by dividing the total weighted grade points (∑C_iG_i) accumulated up to the date by the total credit hours (∑C_i)

Both GPA and CGPA will be rounded off to the second place of decimal for reporting.

14. Distribution of Marks

14.1 The distribution of marks for a given course will be as follows:

i) Theory courses:		
Class participation, attendance and assignments		10%
Class tests, Quizzes, Spot test, etc.		20%
Term Final Examination (3 hours duration)		70%
	Total:	100%
ii) Independent laboratory/design/field work courses:		
Class participation and attendance		10%
Quizzes, Viva-Voce conducted in lab class		20%
Viva-Voce conducted centrally		20%
Performance and reports		50%
	Total:	100%
iii) Project/thesis: (Continued for two Terms)		
a) At the end of 4 th year 1 st Term: 30% of total marks to be evaluated as follows:		
Presentation and viva-voce (conducted by a viva voce committee)		10%
Supervisor		20%
b) At the end of 4 th year 2 nd Term 70% of the total marks to be evaluated as follows:		
Presentation and viva-voce (conducted by a viva voce committee)		20%
Supervisor		40%
External examiner (any other teacher of the Department/a member of examination committee)		10%
	Total (in two Terms)	100%

14.2 Attendance

- i) Eligibility for Scholarship/stipend/grant
The students whose percentage of attendance will fall short of 75% in any of the theory, lab/sessional courses for which he/she has registered in any Term of an academic year shall not be eligible for the award of any type of scholarship/stipend/grant for the following academic year.
- ii) Basis for awarding marks for attendance will be as follows:

Attendance	Marks (%)
90% and above	100%
85% to less than 90%	90%
80% to less than 85%	80%
75% to less than 80%	70%
70% to less than 75%	60%
65% to less than 70%	50%
60% to less than 65%	40%

15. Class Tests, Quiz and Spot Test

- 15.1 For theory courses 3 class tests will be taken. Normally no more class tests will be taken on any course.
- 15.2 The class teacher will assign problems to the students and take spot test and quiz examination for assessment.
- 15.3 The date of class tests/quiz shall be fixed by the course teacher in consultation with the Head of the Department.
- 15.4 Duration of class tests should be 20-30 minutes and quizzes and spot tests should be 10-20 minutes.
- 15.5 All class tests shall ordinarily be of equal value. The result of each individual class test shall be posted for information of the students preferably before the next class test is held.

16. Earned Credits, Backlog and CGPA Improvement

The courses in which a student has obtained 'D' or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained 'F' grade will not be counted towards his/her earned credits calculation. A student who obtains an 'F' grade in any core course in any Term, he/she will have to repeat the course. If a student obtains an 'F' in an optional course he/she may choose to repeat the course or take a substitute course, if available. F grades will not be counted for GPA calculation but will stay permanently on the grade sheet and transcript. When a student will repeat a Backlog course in which he/she previously obtained 'F' grade, he/she will not be eligible to get a grade better than B+ (B plus) in such a course.

A student obtaining D grade in a course, will be allowed to repeat the course for the purpose of grade improvement if CGPA of the student falls below 2.20 In such case he/she will be awarded the new grade thus he/she obtains or retains his/her previous grade if he/she fails. A student obtaining 'C' or a better grade in a course will not be allowed to repeat the course for the purpose of grade improvement if CGPA of the student falls below 2.20. Absence in Term final examination will result 'F' grade unless he/she has withdrawn from the Term as per Article 11.8.

17. Performance Evaluation

The minimum CGPA requirement for obtaining a B. Sc. Eng. or BURP degree is 2.20. The performance of a student will be evaluated in terms of two indices, viz. GPA and CGPA.

Students will be considered to be making normal progress toward a degree if their CGPA for all courses passed is 2.20 or more. Students whose GPA will fall below 2.20 will have to appeal to the Head of the Department through his Adviser for the course registration so that the necessary remedial measures can be taken.

18. Honors, Dean's List and University Gold Medal

18.1 Honors

Candidates for Bachelor's degree will be awarded the degree with Honors if their CGPA is 3.75 or better.

18.2 Dean's List

In recognition of excellent performance, the names of students who maintains an average GPA of 3.75 or above in two regular Terms of an academic year may be published in the Dean's List in each Faculty and he/she will be given a certificate from respective Dean as recognition. Students who have received an 'F' grade in any course during any of the two consecutive regular Terms will not be considered for Dean's List in that year.

18.3 University Gold Medal

University Gold Medal for outstanding graduates will be presented to the students who secure the 1st position in each Department and whose CGPA is above or equal to 3.75. The student must have completed his/her undergraduate course work within four consecutive academic years with no 'F' grades and have a satisfactory attendance to his credit.

19. Student Classification

Regular students of the University are normally classified according to the number of credit hours earned from first admission in the University. The following year wise classification applies to the students.

Year	Earned Credits
First Year	>0 to 30
Second Year	> 30 to 60
Third Year	> 60 to 90
Fourth Year	> 90

20. Probation and Suspension

Students who fail to maintain minimum GPA of 2.20 and could not complete the minimum credit requirements may be placed on academic probation.

The status of academic probation is a reminder/warning to the student that satisfactory progress towards graduation is not being made. A student may be placed on academic probation when either of the following conditions exists:

- i) The GPA falls below 2.20, or
- ii) The CGPA falls below 2.20

Students on probation are subjected to such restrictions with respect to courses and extracurricular activities as may be imposed by the respective Head of the Department. The minimum period of probation is one Term, but the usual period is one academic year. A student must improve himself during this period and will be required to pass the backlog courses. Any student who doesn't improve himself/herself during probation period may be suspended on receiving report from the Head of the Department.

A student on academic probation who fails to maintain a GPA of at least 2.20 during two consecutive academic years may be suspended from the University. A student who has been suspended may apply for consideration to the Vice-Chancellor.

Petitions for reinstatement must indicate clearly the reasons for the previous unsatisfactory academic record. It must describe the improved conditions that have been created to prevent the recurrence of such work. Each such petition will be considered individually on its own merits.

After consideration of the petition and after consultation with the student Adviser and the respective Head of the Department, the Vice-Chancellor in some cases may reinstate the student if this is the first suspension. However, a second suspension case will be placed before the Academic Council for final decision.

21. Measures to complete Backlog courses

The following provisions will be made as far as possible to help the students to enable them to complete their studies within the maximum period of seven consecutive years (fourteen Terms). In this context, the students may be allowed to take backlog courses subject to the approval of his/her Adviser and Head of the Department based on the following rules:

- i) The Backlog examination will be held once in an academic year.
- ii) A student can register backlog courses normally during 6th to 8th weeks of classes of each even Term from 1st Year 2nd Term to 4th Year 1st Term as self study (i.e., retaining the already obtained marks of class tests and class attendance with class performance & assignments).
- iii) A student can register maximum 12 (twelve) credits among the backlog courses of previous all Terms and the name of backlog examination is Backlog Examination with the year of examination same as regular examination.
- iv) The backlog examination will be started after 10 (ten) days from the last examination of the regular even Term courses of the concerned department and the interval between the backlog courses will be same as regular examination.
- v) The date and time for registration will be announced in advance by the Registrar's office.

22. Special Backlog Examination

The Special Backlog Examination on only backlog courses may be conducted for the students who have participated in their 4 year degree course (up to 4th Year 2nd Term) 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 Head of the Department after 30 (thirty) days of publication of results of the 4th Year 2nd Term regular examination. The evaluation system will be the same as backlog with self study. The students willing to appear at the special backlog examination have to apply to the Head of the Department and with his permission must register within 7 (seven) working days of publication of 4th Year 2nd Term and Backlog examination results (which ever is later). A student who has failed in the special backlog examination will register the course(s) in the regular Terms.

23. Rules for Backlog/Withdrawal/Incomplete Courses

In addition to that mentioned in Article 21 students having Backlog/Withdrawal/Incomplete courses may register the courses according to the following rules. Any Backlog course (theory) will be registered as self-study or backlog; but in sessional/sessional related Backlog/Withdrawal/Incomplete course(s) he/she must attend the classes and secure minimum 60% attendance.

23.1 Students having Withdrawal/Incomplete Courses

- i) If any student withdraws all the courses or only theoretical courses in any Term, he/she may be allowed to register all the withdrawal courses or theoretical courses in any subsequent Term when those courses are offered for regular students.
- ii) If any student fulfilled the attendance requirement of 60% in any withdrawal course, in that particular case, he/she may be allowed to register those courses as backlog courses with the evaluation system same as backlog courses.
- iii) If any student has Incomplete courses and the number of courses is more than 2 (two), he/she may be allowed to register the courses in any Term as mentioned in 23.1(i).

23.2 Students having Backlog/Withdrawal/Incomplete Courses after participating 4th year 2nd Term

- i) A student can register maximum 5 (five) theory courses from the backlog courses in addition to sessional/other sessional related backlog courses of all previous 1st Terms in any 1st Term or of all previous 2nd Terms in any 2nd Term with a total maximum credit hour limit of 24.0. In no situation, courses of both (1st & 2nd) Terms can be registered in any Term.
- ii) A student will not be allowed to register any withdrawal or incomplete course as self-study in any Term. He/She can register one or more withdrawal or incomplete courses from the courses as mentioned in 23.2(i).
- iii) He/She will follow the rules for registration of regular students as mentioned in Article 11.4.

23.3 Final Examination for the Backlog/Withdrawal/Incomplete courses

Final examination for the backlog/withdrawal/incomplete courses should be conducted with the regular students in the same question paper and on the same date and time, if possible. Otherwise, final examination for the backlog/withdrawal/incomplete courses will be arranged by the respective Head of the Department as soon as possible at an interval not more than the interval given for regular examination.



24. Minimum Earned Credits and GPA Requirements for Obtaining Degree

The credit requirements for the award of Bachelor degree will be decided by the respective ACUG following Article No.7.5. The minimum CGPA requirement for obtaining a Bachelor degree is 2.20.

A student may take additional courses with the consent of his/her Adviser in order to improve CGPA, but he/she may take a maximum of 15 (fifteen) such additional credits beyond respective credit requirements for the degree during his/her entire period of study.

25. Time Limit for Completion of the Degree

A student must complete his studies within a maximum period of 7 (seven) consecutive academic years (fourteen regular Terms) for completion of the degree.

26. Industrial/Professional Training Requirements

Depending on each Department's requirement a student may have to complete a prescribed number of days of industrial/professional training in addition to minimum credit and other requirements, to the satisfaction of the concerned Department.

27. Absence during Term

A student should not be absent from quizzes, class tests, and spot tests etc. during the Term. Such absence will naturally lead to reduction in points/marks that count towards the final grade. Absence in Term final examination will result in 'F' grades.

A student who has been absent for short periods, up to a maximum of 3 (three) weeks due to illness or participating in extra-curricular activities outside of the University (sent by the University authority) should approach to the course teacher(s) on the recommendation of his Adviser and Head of the Department for a make-up class tests, quizzes, spot tests, sessional classes or assignments immediately on returning to the classes. Such request should be supported by medical certificate from University Medical Officer or the relevant office order. The medical certificate issued by a registered medical practitioner and endorsed by University Medical Officer will also be acceptable only in those cases where the student has valid reason for his/her absence from the University. The course teacher will take necessary measures.

28. Application for Graduation and Award of Degree.

A student who has fulfilled all the academic requirements for the degree will have to apply to the Controller of Examinations through his/her Adviser and Head of the Department for graduation. Degree will be awarded on completion of the minimum Credit and CGPA requirements subject to the approval of the Academic Council.

29. Grade Conversion

CGPA of any student may be converted into percentage of marks using following rules:

$$\begin{array}{ll} \% \text{ of Marks} = 79 + 80 \times (\text{CGPA} - 3.75) & \text{for } 3.75 \leq \text{CGPA} \leq 4.00 \\ \text{and } \% \text{ of Marks} = 44 + 20 \times (\text{CGPA} - 2.00) & \text{for } 2.20 \leq \text{CGPA} < 3.75 \end{array}$$

