

# **Rules and Regulations for Undergraduate Programs**



**Department of Computer Science and Engineering  
Faculty of Electrical and Electronic Engineering  
Dhaka University of Engineering & Technology, Gazipur**

**2021**

## About the University

### Location

The University is located at Gazipur District, 40 km north of Dhaka, the capital city of Bangladesh (about 20 km from Hazrat Shahjalal International Airport, Dhaka). This district town Gazipur is well connected by roads and railway with Dhaka and other cities of Bangladesh.

### Campus

DUET, Gazipur has a compact campus with library, auditorium, halls of residence and residential buildings for teachers and employees within walking distance of the academic building. Bank and post office are also located in the premises.

### Climate

Bangladesh generally enjoys a sub-tropical climate. The three prominent seasons are winter, summer and monsoon. The warmest days in Dhaka region are between April and June with temperature ranging from 25°C to 37°C. Winter temperatures usually vary between 10°C to 20°C.

### Accommodation

The University believes that campus life is an important aspect in the development process of students. In addition to providing services in assisting students for solving their problems that are affecting their studies, the University aims at creating an environment conducive to the promotion of interaction between faculty and student. Accommodation is available on campus for about 40% of the student. The University has six halls of residence for accommodation of the students. The total capacity of these halls is around 900. The halls are named after the national heroes, poets and eminent personalities of the world. The names of halls are listed below.

1. Kazi Nazrul Islam Hall
2. Shahid Muktijoddha Hall
3. Dr. Qudrat-E-Khuda Hall
4. Dr. Fazlur Rahman Khan Hall
5. Madam Curie Hall
6. Shahid Tajuddin Ahmed Hall

Non-residential students are also to be attached with a hall, so that administrative control on students becomes hall based. Two to four students has to share a room depending upon the size of the room with common shower and toilet. All rooms are furnished and well-ventilated. All residential halls are equipped with modern recreational facilities like cable TV, common room, prayer room, reading room and library.

### **Food and Stationeries**

Each residential hall has its own cafeteria, which serves two meals per day. Each cafeteria is maintained by each hall authority. Students are also involved for their daily menu. Special menu are provided for different occasions in the hall cafeteria. One annual colorful dinner is also arranged in each hall in honor of outgoing students. Head of the Institute, all Departmental Heads, Provosts, Assistant Provosts and many other faculty members are invited to enjoy dinner. Besides, this residential hall cafeteria, a big central canteen offers breakfast meals and snacks. Moreover, in Gazipur town, there are number of nice restaurants which serve a wide variety of food including oriental and western flavor. A departmental store is also housed in the campus for the benefit of all.

### **Sports and Entertainment**

The physical education center provides different sports facilities to the students to acquire physical fitness indispensable for healthy mind and body. University has a beautiful playground for football, cricket, badminton, volley ball etc. Central indoor and outdoor sports competitions are arranged annually by physical education section. The University also organizes annual cultural competitions and occasional cultural programs on some special events like celebration of different national days. Besides, a number of cultural and social groups are also active in the campus.

### **Library**

The university devotes considerable effort and resources to the development of outstanding library collections to meet the expanding need of teaching and research and to serve as a resource reference center. The library has over 30,000 books, significant number of journals, thesis, dissertation, magazines, newspapers and reports. Besides these, with the membership of a consortium it has on-line access to many international research journals. Library service includes reading, lending, reference, and photocopying and document delivery service. The library is computerized and most of the information available on the internet. It is open from 8:00 A.M to 8:00 P.M except for certain official holidays. Besides the general library system, each academic discipline maintains rental library from which students can borrow textbooks at a nominal rate for the whole semester. In order to meet the demand of the day, the library has opened up Muktijoddha corner (collection about liberation war) in it.

## **Computer Centre**

The Computer Centre of Dhaka University of Engineering & Technology, Gazipur develops and manages the computing and networking infrastructure of the university. It provides computing support to undergraduate and postgraduate teaching, learning and research works for all departments. In addition, the Compute Centre also looks after the central internet facilities for the students and teachers.

In the Dhaka University of Engineering & Technology, Gazipur; the computing environment is based on distributed client server architecture. The basis is an advanced high speed and fault tolerant switched Ethernet network backbone. A switched fiber optic gigabit Ethernet backbone is under development. 24 hours Internet connection is provided by 10 Mbps line from BTCL. Most of the laboratories and offices are provided with switched Ethernet of fast Ethernet connections.

The Computer Centre operates three dual processor Intel based enterprise servers (one IBM and two HP servers) and two small range servers (one mail server and one proxy server) to provide campus wide network services such as internet, E-mail, network printing, file sharing etc. Total file system capacity of these servers exceeds 100 Gigabytes. At present 600 state of the art workstations are connected to the network.

The Computer Centre provides excellent Internet facilities to the students, teachers and staffs. All teachers, students and staffs have their own E-mail address. Software training programs are also organized to assist students to be professional. Multimedia projectors are used in those programs to provide audio visual facilities.

## **Medical Centre**

The university has a well-equipped four bedded medical centre with a number of medical officers and supporting staffs within prescribed limits. Medical centre is situated at ground floor of the central library building. Director (Students' Welfare) and chief medical officer give the valuable advice for the development and improvement of medical centre as well as healthcare services in this university.

The university medical centre provides different healthcare facilities to the residential and nonresidential students and staffs to meet physical and mental fitness. Students are given free outpatient prescription with necessary medicines at the expense of the university. Teachers, Officers, Employees are given only free prescription and disease related valuable advice about various kinds of diseases in the medical centre. All kinds of minor operations are performed under local anesthesia in the medical centre. Medical centre also arranges annual blood donation and vaccination programs. Students are given general knowledge about primary health-care system, preventive and social medicine. Only complicated surgical and medical

emergency patients are referred urgently to the district Sadar Hospital, Gazipur and Dhaka Medical College Hospital for investigations and better treatment. The university medical centre does not however bear the cost of treating injuries occurred outside the university.

## **Transportation**

For the convenience of the students, faculties, officers and staffs DUET, Gazipur operates its own shuttle Bus Service between Dhaka city and the campus. In weekends, special services are also provided for meeting the weekend recreational and other needs.

## **Students' Welfare**

The Director of Students' Welfare is responsible for the various activities related to the physical, social, cultural and other aspects of welfare of the students. These include arrangement of supervision for halls of residence, programmes for physical education, games and sports, cultural weeks and other activities of the students through the central students union and the students unions of the various halls of residence.

## **Central Students' Union**

The purpose of the Central Students' Union is to promote the interests and welfare of the student body and to promote awareness of the healthy atmosphere on the university campus. The students' union also helps to provide an opportunity for everyone to mix with fellow students from different parts of the country and appreciate their cultures. All full-time students are members of the Central Students' Union, and are entitled to vote in the election of the unions governing body. The Students' Unions of the various hall of residence also arrange their individual socio-cultural activities, literary competitions etc. and help the hall management to run the halls smoothly.

## **Administration**

University Administration is mostly defined and determined by the University Act (Dhaka University of Engineering & Technology, Gazipur Act, 2003). According to the University Act, Syndicate is the supreme authority in supervising and controlling all the activities of the University and major policy making, approving recommendations of all subordinate bodies. It also exercises its common controlling power through the Vice-Chancellor by formulating and implementing Act, Statutes, Rules and Regulations of the University.

The Finance committee, Planning & development committee, Selection committee and other statutory bodies and committees assist the Syndicate by recommending rules and regulations and other decisions as per need of the University.

The Academic Council is the supreme authority for matters relating to Education and Research. It exercises its common controlling power by formulating Academic Rules & Regulations and controlling all Academic activities and Research through Faculties, Departments, Academic committees, CASR (Committee for Advanced Studies and Research), committee relating to discipline etc. It also recommends necessary Rules and Regulations (Proposed) before the Syndicate for final approval.

Vice-Chancellor is the Chief Executive Officer (CEO) for both Academic and Administrative purposes. He is responsible for all of his activities to the Chancellor (Honorable President, People's Republic of Bangladesh). According to University Act, Vice-Chancellor is the Chairman of Syndicate, Academic Council, Finance Committee, Planning and Development Committee and all Selection Boards. He exercises his common controlling power over all the Faculties, Departments, Directorates, Offices, Halls and different Sections through Deans, Head of Departments, Directors, Head of Offices (Registrar, Controller of Examinations, Comptroller, Chief Medical Officer, Chief Engineer, and Librarian etc.), Hall provosts and other Heads of different Sections.

Registrar is the residential Officer of the University. He is the custodian of all records, common seal and assets or property as the Syndicate may commit to his charge. He is the Secretary of the Syndicate & Member Secretary of the Academic Council. He is also the member of the Finance committee. He is mainly responsible for implementing the decisions, made by the Syndicate, Academic Council and Vice-chancellor himself and decision taken from the recommendation of different bodies and committees. Major Human Resource Management (HRM) functions (Manpower acquisition, Training & Development, Placement, Motivation etc.) are performed by the Establishment Section. Student's Enrolment, Registration, all Academic activities, Programme and Schedules are prepared and published by the Academic Section of the Registrar Office. Registrar is also responsible for the security matters of the University. Generally, Vice-Chancellor practices his common controlling power over all the Departments, Offices and Sections through Registrar Office.

## Academic Ordinance for Undergraduate Studies

(Approved by the Syndicate on the recommendation of the Academic Council)

### 1. Definitions

- 1.1 'University' means the Dhaka University of Engineering & Technology, Gazipur abbreviated as DUET, Gazipur
- 1.2 'Syndicate' means the Syndicate of the University.
- 1.3 'Academic Council' means the Academic Council of the University.
- 1.4 'Chancellor' means the Chancellor of the University.
- 1.5 'Vice-Chancellor' means the Vice-Chancellor of the University.
- 1.6 'Dean' means the Dean of the faculty of the University.
- 1.7 'Head of the Department' means the Head of a department of the University.
- 1.8 'Registrar' means the Registrar of the University.
- 1.9 'Academic Committee' means the Academic Committee for Undergraduate Studies (ACUG) of the degree awarding department of the University.
- 1.10 'Degree' means the degree of Bachelor of Science in a particular discipline of Engineering offered by the University.
- 1.11 'Departmental Monitoring Committee' means the Committee for upgrading/changing the Undergraduate Curriculum and the Course system and monitoring the teacher-student activities.
- 1.12 'Degree Equivalence Committee' means the committee for equivalencing different degree obtained from home and/or abroad.
- 1.13 'Teacher' means Professor, Associate Professor, Assistant Professor, Lecturer and any other person approved as a teacher by the University.
- 1.14 'Student' means Student who has been admitted into the regular academic curriculum of the University.

### 2. Faculties

The University shall have the following Faculties:

- i. Faculty of Civil Engineering is comprised of
  - a. Department of Civil Engineering
  - b. Department of Architecture
- ii. Faculty of Electrical and Electronic Engineering is comprised of
  - a. Department of Electrical and Electronic Engineering
  - b. Department of Computer Science and Engineering
- iii. Faculty of Mechanical Engineering is comprised of
  - a. Department of Mechanical Engineering
  - b. Department of Textile Engineering
  - c. Department of Industrial & Production Engineering
  - d. Department of Chemical & Food Engineering
  - e. Department of Materials and Metallurgical Engineering

- iv. Faculty of Engineering is comprised of
  - a. Department of Mathematics
  - b. Department of Physics
  - c. Department of Chemistry
  - d. Department of Humanities & Social Sciences

### **3. Department**

The University shall have the following Departments:

#### **3.1 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 Textile Engineering
- vi. Department of Industrial & Production Engineering
- vii. Department of Architecture
- viii. Department of Chemical & Food Engineering
- ix. Department of Materials and Metallurgical Engineering
- x. Any other department to be instituted by the Syndicate on the recommendation of the Academic Council from time to time.

#### **3.2 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 Textile Engineering
- vi. Department of Industrial & Production Engineering
- vii. Department of Architecture
- viii. Department of Chemical & Food Engineering
- ix. Department of Materials and Metallurgical Engineering
- x. Department of Mathematics
- xi. Department of Physics
- xii. Department of Chemistry
- xiii. Department of Humanities & Social Science
- xiv. Any other department that may be instituted by the Syndicate on the recommendation of the Academic Council from time to time.



## 4. Degrees Offered

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

- i. Bachelor of Science in Civil Engineering abbreviated as B.Sc. Engineering (Civil)
- ii. Bachelor of Architecture abbreviated as B. Arch
- iii. Bachelor of Science in Computer Science and Engineering abbreviated as B.Sc. Engineering (Computer Science and Engineering)
- iv. Bachelor of Science in Electrical and Electronic Engineering abbreviated as B.Sc. Engineering (Electrical and Electronic)
- v. Bachelor of Science in Mechanical Engineering abbreviated as B.Sc. Engineering (Mechanical)
- vi. Bachelor of Science in Textile Engineering abbreviated as B.Sc. Engineering (Textile)
- vii. Bachelor of Science in Industrial & Production Engineering abbreviated as B.Sc. Engineering (IPE)
- viii. Bachelor of Science in Chemical & Food Engineering abbreviated as B. Sc. Engineering (CFE)
- ix. Bachelor of Science in Materials and Metallurgical Engineering abbreviated as B. Sc. Engineering (MME)
- x. Any other degree that may be awarded by a department with the approval of the syndicate on recommendation of the Academic Council from time to time.

## 5. Student Admission

- 5.1** The four academic years of study for the degree of B.Sc. Engineering shall be designated as first year class, second year class, third year class and fourth your class in succeeding higher levels of study. Each academic year comprises two semesters, i.e., 1st and 2nd semester. Students shall generally be admitted into the 1st year 2nd semester class. The 1st semester of 1st year class is exempted because of the candidates' completion of minimum 3 or 4 years Diploma in Engineering backgrounds after 10 years of schooling.
- 5.2** An admission Committee shall be formed in each academic session by the Academic Council for admission into 1st year B.Sc. Engg. program.
- 5.3** A candidate for admission into the 1st year class must have passed the minimum 3 or 4 years Diploma in Engineering examination from Bangladesh Technical Education Board (after 10 years of schooling) or any examination recognized as equivalent there to and must also fulfill all other requirements as may be prescribed by the admission committee. In case of confusion regarding the equivalence the case may be referred to the Degree Equivalence Committee. However, a candidate must fulfill the requirements mentioned below:

Sl. No.	Name of the Department	Entry Requirements
1	Civil Engineering	Diploma in Engineering (Civil/ Civil with wood specialization/ Architecture with special optional subjects/Environmental with special optional subjects, Surveying and Construction Technology.)
2	Electrical and Electronic Engineering	Diploma in Engineering (Electrical/ Electronics/ Telecommunication/ Electro medical/Instrumentation & Process control)
3	Mechanical Engineering	Diploma in Engineering (Mechanical/ Power/Chemical/ Automobile/ Refrigeration and Air Conditioning/Food/ Mechatronics/ Marine Technology)

Sl. No.	Name of the Department	Entry Requirements
4	Computer Science and Engineering	Diploma in Engineering (Computer/ Computer Science & Technology/ Electronics/ Data Telecommunication and Networking/ Graphics/Printing Technology)
5	Textile Engineering	Diploma in Engineering (Textile/Jute/ Garments & Pattern Making Technology)
6	Industrial & Production Engineering	Diploma in Engineering (Mechanical/ Power/ Chemical/ Automobile/ Refrigeration and Air Conditioning/ Food/ Marine/ Mechatronics/ Ship Building/Instrumentation & Process Control Technology)
7	Architecture	Diploma in Engineering (Architecture/ Architecture & Interior Design)
8	Chemical & Food Engineering	Diploma in Engineering (Food/ Chemical/ Mechanical/ Power/ Refrigeration and Air Conditioning/ Instrumentation & Process Control)
9	Materials and Metallurgical Engineering	Diploma in Engineering (Mechanical/ Power/ Automobile/ Refrigeration and Air Conditioning/ Chemical/ Mining & Mine Survey/Ceramic/ Glass/ Ship Building Technology).

- 5.4** The rules and conditions for admission into various departments shall be framed by the Academic Council on the recommendation of the Admission Committee in each year.
- 5.5** All candidates for admission into B.Sc. Engineering programmes 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.
- 5.6** No student shall ordinarily be admitted into 1st year after the start of the corresponding classes. The date of commencement of classes for the newly admitted students will be announced in advance.
- Prior to admission to the University every student shall be examined by a competent medical officer as prescribed in the admission rules.
- 5.7** Admission of a newly admitted student in the 1st year class will be cancelled if he/she remains absent without prior permission from University authority for ten working days after the start of class. If any student fails to report due to unavoidable circumstances within the stipulated period, he/she may appeal within the next twenty working days to the Academic Council through the concerned Head of the Department. The decision of the Academic Council will be final.

## 6. Method of Course Offering and Instruction

The undergraduate curricula at DUET, Gazipur are based on course system. The salient features of the course system are as follows:

- i. Generally number of regular theoretical courses taken by a student will not exceed five in each semester,
- ii. Continuous evaluation of student's performance,
- iii. Evaluation by using Letter Grades and Grade Points,

- iv. Introduction of some additional optional courses and thus enable students to select courses according to his/her interest as far as possible,
- v. Opportunity for students to choose fewer or more courses than the normal course load depending on his/her capabilities and needs,
- vi. The flexibility to allow the student to progress at his/her own pace depending on his/her ability or convenience, subject to the regulations on credit and minimum grade point average (GPA) requirements, and
- vii. Promotion of teacher-student contact.

In the curriculum for the undergraduate programs, besides the professional courses pertaining to each discipline, there is a strong emphasis on acquiring a thorough knowledge in basic sciences of mathematics, physics and chemistry and subjects in humanities and social sciences. Emphasis has been given to introduce courses dealing with professional practices, project planning and management, socio-economic and environmental aspects of development projects, communication skills etc. This will help the students to interact more positively with the society.

## 7. Academic Calendar

- 7.1 The academic year shall ordinarily be divided into two regular semesters each having duration of ordinarily not less than 13 teaching weeks (65 working days) of classes.
- 7.2 There shall be final examinations at the end of each semester and the examination will be conducted as per academic regulations.
- 7.3 The registrar officer will announce the academic schedule for each semester ordinarily before the start of the class on the approval of the Academic Council.
- 7.4 Academic Council may be prepared according to the following guidelines:

Two alternatives are provided: (i) based on two regular Semesters with a provision of a review examination in each semester and (ii) based on two regular Semesters and with a provision of about 8-weeks duration during one academic year whenever possible.

### ALTERNATIVE: I

<b>Semester-I</b>	<b>No. of Weeks 23</b>
Classes	13
Mid Semester Break	1
Regular & Review examination including preparatory leave*	6.4**
Publication of result	2.3**
<b>Inter-semester Recess and Preparation for next semester</b>	1
<b>Semester-II</b>	<b>No. of Weeks 23</b>
Classes	13
Mid Semester Break	1
Regular & Review examination including preparatory leave*	6.4**
Publication of results	2.3**
<b>Inter-session break, Vacations throughout the session</b>	05
<b>Total =</b>	<b>52</b>

\* There shall be at least one examination dates in a week.

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

**ALTERNATIVE: II**

<b>Semester-I</b>	<b>No. of Weeks 21</b>
Classes	13
Regular examination including preparation leave*	5.4**
Publication of result	2.3**
<b>Inter-semester Recess and Preparation for next semester</b>	1
<b>Semester-II</b>	<b>No. of Weeks 21</b>
Classes	13
Regular examination including preparation leave*	5.4**
Publication of result	2.3**
<b>Inter-session break and Vacations throughout the session, including one 8-week Short Semester.</b>	09
<b>Total =</b>	<b>52</b>

\* There shall be at least one examination date in a week.

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

## 8. Duration of Course and Course Structure

- 8.1** The B.Sc. Engineering programmes shall extend over a period of four academic years, each of a normal duration of one calendar year. Each academic year is divided into two semester (except the 1st year) for the purpose of academic programme and conduct of examination.
- 8.2** The curricula of the B. Sc. Engineering degree in the different departments shall be as proposed by the respective ACUG and approved by the Academic Council on the recommendation of the Executive Committee of the concerned Faculty.
- 8.3** 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 respective Faculty.
- 8.4** The courses are reckoned in credits and the credits allocated to various courses will be determined by the ACUG with the following guidelines:

	<b>Nature of Course</b>	<b>Contact Hour*</b>	<b>Credit</b>
(i)	Theory Lecture	1.0 hour/week	1.0
(ii)	Tutorial	1.0 hour/week	1.0
(iii)	Independent Lab/Sessional/Design	1.5 hour/week	0.75
(iv)	Combined Theory and Lab/Sessional	3.0 hour/week	1.5
(v)	Project/Thesis	2 week	1.5
(vi)	Field Work	3/2 hour/week	0.75

\* 1.0 Contact hour means a class with a minimum period of 50 minutes.

- 8.5** The minimum credit hours for the award of bachelor's degree in engineering will be decided by the respective ACUG and approved by the Academic Council on the recommendation of the Executive Committee of the Faculty. However, at least **140** credits including the specified core courses must be earned to be eligible for graduation.
- 8.6** The total number of credit for which a student should register shall be from 15 to 24 credits in a semester except the review course. However, a student may be allowed to register for less than 15 credits in a semester if
- he/she is considered academically weak,

- ii. number of credits required for graduation is less than 15 in that semester,
- iii. student cannot find appropriate courses for registration subject to the approval of the adviser.

- 8.7** The total contact hours for students including lecture, tutorial and lab/sessional should be around 30 periods per week, each period being of 50 minute's duration.
- 8.8** In each degree-awarding department, one of the Assistant Professor or above nominated by the Head of the Department for one Academic year will act as Course Coordinator as well as Member Secretary of ACUG.
- 8.9** A course plan showing details of lectures for each course, approved by the Head of the department is to be announced at the start of each semester.
- 8.10** Project and thesis should be of 1.5 credits in each semester. Credit in any theory subject should not exceed 4 and that in sessional subject should not exceed 1.5.

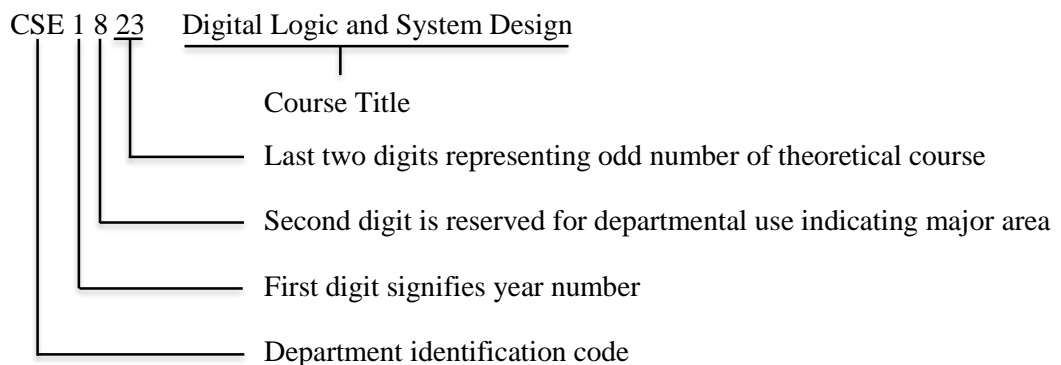
## 9. Course Designation and Numbering System

Each course is designated by a two to four letter word identifying course offering department followed by a three-digit number with the following criteria:

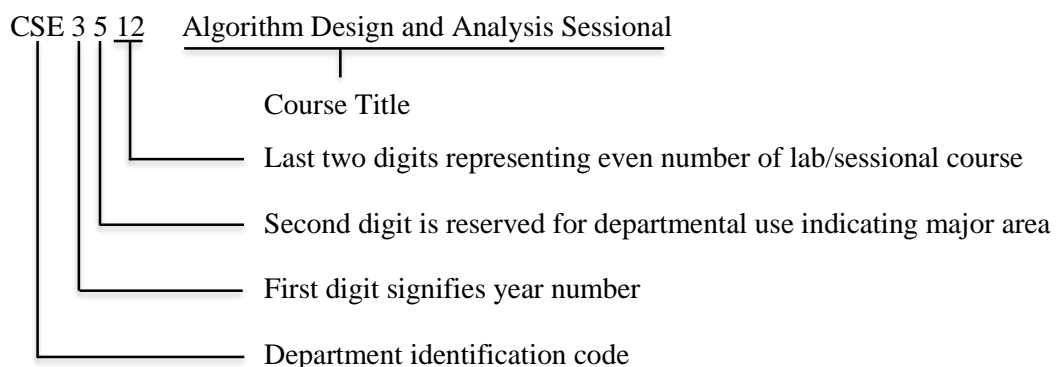
- a. The first digit will correspond to the year in which the course is normally taken by the students.
- b. The second digit will be reserved for departmental use.\
- c. The last digit will usually be odd for theoretical and even for laboratory or sessional courses.

The course designation system is illustrated by two examples as shown below:

### Example 1:



### Example 2:



**Major Areas:**

1-	Application Programming /Software	6-	Computer Vision & Intelligence
2-	System Programming	7-	System Analysis
3-	Database System	8-	Hardware / Architecture / Electrical
4-	Networking / Data Communication	0-	Special / Other Subject
5-	Computer Algorithms		

**10. Types of Courses**

The courses included in undergraduate curricula are divided into several groups as follows:

**10.1 Core Courses**

In each discipline 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 of the designated core courses for his discipline.

**10.2 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 before some other course(s) can be taken. Any such course, on which one or more subsequent courses build up, may be offered in each of the two regular semesters.

**10.3 Optional Courses**

Apart from the core courses, students will have to complete a number of courses which are optional in nature in that students will have some choice to choose the required number of courses from a specified group/number of courses.

**10.4 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 towards GPA and Cumulative GPA 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 other department for its students, he can recommended 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.

**11. Departmental Monitoring Committee and Student Adviser****11.1 Departmental Monitoring Committee**

Consistent with its resilient policy to keep pace with new development in the field of Engineering and Technology, the university will update its course curricula at frequent intervals. Such updating aims not only to include the expanding frontiers of knowledge in the various fields but also to accommodate the changing social, industrial and professional needs of the country. This can be done through deletion and modification of some of the current courses and also through the introduction of new ones.

ACUG of each department will constitute a Departmental monitoring Committee with three senior teachers of the department as members and Head of the department as chairman. This committee will monitor and evaluate the effectiveness of the Course System within the

department. In addition to other teachers of the department, the committee may also propose from time to time to the ACUG any changes and modifications needed for upgrading the Undergraduate Curricula and the Course System.

### **11.2 Students' Adviser**

One adviser will be assigned for a batch of students by the Head of the Department who will advise each student on the courses to be taken by the student. The adviser will discuss with the student his academic programme and then decide the number and nature of courses for which he/she can register. However, it is the student's responsibility to keep contact with his/her adviser who will review and eventually approve the student's specific plan of study and check on subsequent progress. The adviser should generally be of the rank of an Assistant Professor or above from the concerned department. However, in case of shortage of teachers, lecturer may also act as adviser.

For a student of second and subsequent semesters, the number and nature of courses for which he/she can register will be decided on the basis of his/her academic performance during the previous semester. The adviser will advise the students to register for the courses during the next semester within the framework of the guidelines in respect of minimum/maximum credit hour limits. The Adviser is also authorized to permit the student to drop one or more courses based on his academic performance. Special provisions exist for academically weak students with regard to make-up courses.

### **11.3 Teacher Student Contact**

The proposed system encourages students to come in close contact with teachers. For promotion of teacher-student contact, each student is assigned to an Advisor and the student is free to discuss with his/her advisor all academic matters, especially those related to courses taken and classes being attended by him/her. Students are also encouraged to meet other teachers any time for help on academic matters.

## **12. Course Registration and its Procedure**

Any student who wants to study a course is required to register formally. The following steps will be maintained during registration:

- i. Student (both resident/attached) will collect registration form from respective office of hall of residence and take the signature of provost to ensure that he has no dues related to the hall.
- ii. After collecting registration form, each student will fill up his/her course registration form in consultation with his/her adviser. The adviser will write the number of courses and sign it.
- iii. Students will collect the fee deposit form from account section of the university.
- iv. After filling up the fee deposit form, students will deposit registration fee in the bank prescribed by the university.
- v. Students will submit registration form and the fee deposit form to his/her adviser.
- vi. Adviser will submit duly signed registration form along with fee deposit form (copy for accounts section) to the head of the department.
- vii. Head of department will send the duly signed course registration form to the academic section.
- viii. The requisite number of copies of the course registration form will be made by the academic section for distribution among the adviser, the head and controller of examination.
- ix. For Online Course Registration, students have to go at this site:  
<http://www.duetbd.com/eregistration/>  
An online course registration manual is available there for the benefit of students.

### **12.1 Credit Limit in a Semester**

A student must be enrolled for the requisite number of credits as mentioned in article 8.6. A student must enroll for the prescribed sessional/laboratory courses in the respective semester within the allowed credit limits.

### **12.2 Pre-condition for Registration**

A student will be allowed to register those courses subject to the capacity constraints and satisfactory completion of pre-requisite courses. If a student fails in a pre-requisite course in any semester, the concerned department monitoring committee may allow him/her to register for a course which builds on the pre-requisite course provided his/her attendance and grades in continuous assessment in the said pre-requisite course are found to be satisfactory.

Registration will be done within the first ten working days of each semester. Late registration is, however, permitted under special circumstances within next five working days on payment of late registration fee as decided by the authority. Students having outstanding dues to the University or a hall of residence shall not be permitted to register. All students have, therefore, to clear their dues prior to complete the course registration procedure.

### **12.3 Course Adjustment Procedure**

A student would have some limited options to add or replace courses from his/her registration list, within the first ten working days from the beginning of the semester. Dropping of a course is allowed within twenty working days from the beginning of the semester. Adjustment of initially registered courses in any semester can be done by duly completing the Course Adjustment Form. These forms will normally be available in the academic section.

Any student willing to add, replace 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 academic section, and then the requisite number of copies will be made by the academic section for distribution among the concerned adviser, Head, student and controller of examination.

Any changes in courses must be approved by the Adviser and the concerned Head of the department. The Course Adjustment Form will have to be submitted to the academic section after duly filled in and signed by the persons concerned.

### **12.4 Withdrawal from a Semester**

If a student is unable to complete the semester Final Examination due to illness, accident or any other valid reason etc., he/she may apply to the Registrar through the Head of the department for total withdrawal from the semester within five working days after the end of the semester final examination. However, he/she may choose not to withdraw any laboratory/sessional course if the grade obtained in such a course is 'D' or higher and he/she has to indicate that clearly in the withdrawal application. The withdrawal application must be supported by a medical certificate from the University Medical Officer. The Academic Council will take the final decision about such application.



### **13. Striking off the Names and Readmission**

- 13.1** The names of the students shall be struck off and removed from the student list 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 University on grounds acceptable to the Vice-Chancellor of the University after having cleared all dues.
  - iv. Failure to earn the required credits for graduation as outlined in the respective curriculum and/or fulfill the Cumulative GPA requirements within the maximum allowed time of 7 academic years including any period of punishment. On valid medical grounds, the period may be extended by the approval of Academic Council.
- 13.2** In case a student whose name has been struck off the student list under clause (i) of Article 13.1 seeks re-admission within the session in which his/her name was struck off, he/she shall be re-admitted on payment of all the arrear fees and dues. But if he/she seeks re-admission in any subsequent session, the procedure for his/her re-admission will be the same as described under Article 13.3.
- 13.3** Every student whose name has been struck off the student list by exercise of the clause (ii) of Article 13.1 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 re-admission. The Head of the department shall forward the application to the Vice-Chancellor of the University with his remarks. In case the re-admission is allowed, the student will be required of payment of all dues to get him/herself admitted not later than one week from the date of permission given by the Vice-Chancellor. All re-admissions should preferably be completed before the session starts. The percentage of attendance of the readmitted students shall be counted from the date of re-admission.
- 13.4** The application of a student for readmission will only be considered if he/she applies within two academic sessions from the semester of discontinuity in his/her studies in the University. Other than debarment as punishment under ordinance of the University relating to discipline, a student of any kind failing for any other reason whatsoever to become a candidate for a semester final examination in which he/she ought to have had in the usual process of his/her progressive academic activities, shall be considered to have discontinued his/her studies for the relevant semester together with striking the name off from current student list and two such discontinuous periods will be considered equivalent to that for one academic session. The maximum period of discontinuity under no circumstances is to exceed two academic sessions during a student's period of studies for the degree.
- 13.5** No student who has withdrawn his/her name under clauses (iii) and (iv) of Article 13.1 shall be given re-admission.
- 13.6** In case any application for re-admission is rejected, the student may appeal to the Academic Council for re-consideration. The decision of the Academic Council shall be final.

## 14. Grading System, Calculation of GPA and Cumulative GPA, and Conversion of Marks

### 14.1 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 Regular)	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 Regular)	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 Regular)	2.25
40% to less than 45%	D	2.00
Less than 40%	F	0.00

A grade 'X' shall be awarded for courses (like project & thesis, design, etc.) in the odd semester, which continue through to the even semester.

### 14.2 Calculation of GPA and Cumulative GPA

Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses passed/completed by a student in a semester. 'F' grades will not be counted towards GPA calculation. GPA of a semester 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.

The overall or Cumulative GPA gives the cumulative performance of the student from first semester up to any other semester to which it refers and is computed by dividing the total grade points  $\sum C_i G_i$  accumulated up to the date by the total credit hours ( $\sum C_i$ ).

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

Suppose a student has completed five courses in a semester and obtained the following grades:

Course	Credits	Grade	Grade points
CSE 1121	4.00	A Plus	4.00
CSE 1122	1.50	B Regular	3.00
CSE 1823	3.00	A Regular	3.75
CSE 1824	0.75	B Plus	3.25
Math 1421	4.00	A Minus	3.50

Then his/her GPA for the semester will be computed as follows:

$$GPA = \frac{(4.00)(4.00) + (1.50)(3.00) + (3.00)(3.75) + (0.75)(3.25) + (4.00)(3.50)}{4.00 + 1.50 + 3.00 + 0.75 + 4.00} = 3.64$$

### 14.3 Conversion of Grade into Marks

- a) Marks =  $79 + 84(X - 3.75)$ ;  $3.75 \leq X \leq 4$   
 b) Marks =  $44 + 20(X - 2)$ ;  $2.2 \leq X \leq 3.75$

Where X = Grade (Cumulative GPA) obtained by a student

## 15. Distribution of Marks

### 15.1 The distribution of marks for a given course will be as follows

#### a. Theory Courses:

i) Continuous Assessment

Class participation and attendance 10%

Class Tests/spot tests 20%

ii) Semester Final Examination (3 hours duration) 70%

**Total = 100%**

#### b. Courses on Laboratory/Sessional/Field Work:

Class participation and attendance 10%

Quizzes/Viva Voce 40%

Performance/Report 50%

**Total = 100%**

#### c. Project and Thesis:

Viva Voce (Conducted by a Viva Voce

Committee of minimum 3 members to be constituted by the Examination Committee) 30%

Supervisor (Internal Examiner) 50%

External Examiner (any other teacher of the Department/Examination Committee) 20%

**Total = 100%**

**15.2** It is desirable that weightage on continuous assessment as described in Article 15.1 such as class tests, class participation and attendance and spot test should be increased up to 50% and weightage on semester final examination should be reduced to about 50% gradually.

**15.3 Basis for distribution of marks in class participation and attendance will be as follows:**

<u>Attendance</u>	<u>Percentage of Marks</u>
90% or 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%

15.4 The students whose average percentage of attendance will fall short of 75% in any of the theory, lab/sessional/field work courses for which he/she has registered in one academic year shall not be eligible for the award of any type of scholarship/stipend/grant for the following academic session.

## 16. Class Tests, Quizzes and Spot Tests

- (i) For 2, 3, and 4 credit courses 3 best out of 4 class tests may be taken for awarding marks. These may be considered as the minimum recommended number of class tests for any course. If the number of class tests administered in a course exceeds these suggested minimum numbers, then two-thirds best of all may be considered.
- (ii) Duration of a class test should not exceed **15-20 minutes** and materials covered should be what were taught in 2 to 4 immediate previous classes or most recent classes.
- (iii) For convenience of conducting the class tests one class period time slot should be kept at the first period of each working day.
- (iv) The dates for the class tests shall be fixed by the Course Coordinator in consultation with the Head of the Department shall be announced accordingly.
- (v) Spot test will be considered as class test and duration of which should not exceed ten minutes. The materials covered should be what were taught in previous immediate class. The maximum number of spot test should not exceed more than four. Maximum 50% spot test will be considered.
- (vi) 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.
- (vii) Quizzes will be held on the basis of sessional/lab/field work classes. Duration of a quiz should not exceed one hour.

## **17. Earned Credits**

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 credit calculation. A student who obtains 'F' grade in any core course in any semester, he/she will have to repeat the course. If a student obtains 'F' in an optional course he/she may choose to repeat the course or take a substitute course, if available. No 'F' grade will be counted for GPA calculation but will stay permanently on the grade sheet and transcript. When a student will repeat a review course in which he/she previously obtained 'F' grade, he/she will not be eligible to get a grade higher than B 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 cumulative GPA of the student falls below 2.20. In such case he/she will be awarded the new grade that 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 cumulative GPA of the student falls below 2.20. Absence in semester final examination will result in 'F' grade unless he/she had withdrawn from the semester as per Article 12.5.

## **18. Measures for Helping Academically Weak Students**

The minimum cumulative GPA requirements for obtaining a B.Sc. Engineering degree is 2.20. The performance of a student will be evaluated in terms of two indices, viz. semester grade point average (GPA), and cumulative grade point average (cumulative GPA).

Students will be considered to be making normal progress toward a degree if their Cumulative GPA for all courses attended is 2.20 or higher. Students who regularly maintain semester GPA of 2.20 or higher are making good progress toward their degrees and are in good standing with the University. Students who fail to maintain this minimum rate of progress will not be in good standing rather considered to be academically weak. This can happen when one or more of the following conditions exist:

- i. Semester GPA falls below 2.20 or
- ii. Cumulative GPA falls below 2.20 or
- iii. Earned credits fall below 15 times the number of semesters attended/studied

All such students can make up deficiencies in GPA and credit requirements by completing 'F' graded course(s) and repeating 'D' graded course(s) in the next semester(s). When GPA and credit requirements are fulfilled, the student is considered to be returned to good standing.

## **19. Honours Dean's List and University Gold Medal**

### **19.1 Honours**

Candidates for Bachelor's degree in Engineering will be awarded the degree with Honours if their cumulative GPA is 3.75 or above.

### **19.2 Dean's List**

In recognition of excellent performance, the names of students who maintain a GPA of 3.75 or above in regular semester(s) of an academic year may be published in the Dean's List in each Faculty. In this regard Dean will give a certificate to the student confirming his name in the Dean's List. The student will be honoured Tk. 2000 for his name in the Dean's List by the approval of academic council. Students who have earned 'F' grade in any course during any semesters will not be considered for Dean's List in that year.

### **19.3 University Gold Medal**

University Gold Medal for outstanding graduates will be awarded to the students who secure the 1st position with cumulative GPA not below 3.75 in each Department. The student must have completed his/her undergraduate course work within four consecutive academic years.

Students who have earned 'F' grade in any course during any semesters will not be considered for University Gold Medal.

## 20. Student Classification

For a number of reasons it is necessary to have a definite system by which students can be classified as First, Second, Third and Fourth Year. The students are classified according to the number of credit hours earned towards a degree. The following classification applies to the students.

<u>Year</u>	<u>Earned Credits</u>
First Year	From 0 to $< (T_1 - 8)$
Second Year	From $(T_1 - 8)$ to $< (T_2 - 12)$
Third Year	From $(T_2 - 12)$ to $< (T_3 - 16)$
Fourth Year	$\Rightarrow (T_3 - 16)$

Where

$T_1$  = total credits prescribed in the 1st Year 2nd Semester

$T_2$  = total credits prescribed upto 2nd Year 2nd Semester

$T_3$  = total credits prescribed upto 3rd Year 2nd Semester

## 21. Probation and Suspension

Students who regularly maintain semester GPA of 2.20 or above satisfying the minimum credit requirements are making good progress toward their degrees and are in good standing with the University. Students who fail to maintain this minimum rate of progress 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 exist:

- (i) The semester GPA falls below 2.20, or
- (ii) The cumulative GPA falls below 2.20
- (iii) Earned Credits fall below 15 times the number of Semester attended/studied.

Students on probation are subject 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 semester, but the usual period is for one academic year. This allows the academically weak student an opportunity to improve the GPA through the completing 'F' graded course(s) and repeating 'D' graded course(s) during the period. The probation may be extended for additional semesters until the student achieves an overall GPA of 2.20 or above. Once that condition is improved, the student is considered to be returned to good standing.

Academic probation is not to be taken lightly rather to be considered very seriously. 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 Dean of the faculty, but this application will not be considered until the student remains suspended at least for one full semester.

Petitions for reinstatement must set forth clearly the reasons for the previous unsatisfactory academic record and it must delineate the new conditions that have been created to prevent the recurrence of such work. Each such petition is to be considered individually on its own merits.

After consideration of the petition in consultation with the student, adviser and the respective Head of the department, Dean in some cases, may reinstate the student if this is the first suspension. However, a second suspension will be regarded as final and absolute.

## **22. Minimum Earned Credits and GPA Requirements for Obtaining Degree**

Minimum credit requirements for the award of Bachelor of Science in Engineering degree will be proposed by the Academic Committee for Undergraduate Studies (ACUG) on the recommendation of the respective faculty and approved by Academic Council. The minimum cumulative GPA requirements for obtaining a Bachelor of Engineering degree is 2.20.

A student may take additional courses with the consent of his/her adviser in order to raise cumulative GPA, but he/she may take a maximum of 15 such additional credits beyond respective credit requirements for B. Sc. Engineering degree during his/her entire period of study.

## **23. Time Limits for Completion of B. Sc. Engineering Degree**

A student must complete his/her studies within a maximum period of seven academic years for engineering degree. On valid medical ground, the period may be extended by the approval of Academic Council.

## **24. Industrial/Professional Training Requirements**

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

## **25. Application for Graduation and Award of Degree**

A student who has fulfilled all the academic requirements for Bachelor's degree will have to apply to the Controller of examination through his/her Adviser by the approval of Head of the Department for graduation. Provisional degree will be awarded on completion of Credit and GPA requirements. Such Provisional degrees will be confirmed by the Academic Council.

## **26. Absence during Semester**

A student should not be absent from lab/sessional, quizzes, class tests, class participation, attendance, etc. during the semester. Such absence will naturally lead to reduction in grade points/marks, which count towards the final grade. Absence in semester final examination will result in 'F' grade.

## **27. Review Courses**

- i. Students obtained 'F' Grade in theory course having registered previously will get opportunity for registration of one course in each semester as review. One will be allowed to sit for the review course examination without making any change of previously obtained class test and class performance and attendance marks.
- ii. Review course examination will be conducted separately at the end of the regular semester.
- iii. Any student who has failed in any sessional course(s) he may be allowed to complete the course(s) by attending the sessional classes with the students of next regular semester(s).

## **28. Special Examination**

A special examination on 'F' graded course(s) may be conducted for the outgoing students who have a maximum of 2 (two) 'F' graded theory courses for completion of degree may be allowed to register for the special examination. The special examination will be arranged at a convenient time by the Controller of Examination within 8 weeks after the publication of results of the 4th year 2nd semester regular examination. If a student repeats 'F' graded theory course(s) in special examination he/she will not be eligible to get a grade higher than B in such course(s). A student who has failed in the special examination may register the course(s) in the regular semester.

## Ordinance Relating to Discipline

(Approved by the Syndicate on the recommendation of the Academic Council)

### General Discipline

1. There shall be a Board of Discipline (শৃঙ্খলা কমিটি) to supervise and control the discipline of the students of the University.
2. The Board shall consist of the following members:
 

i.	Vice Chancellor	Chairman
ii.	Two Deans (To be nominated by the Academic Council)	Member
iii.	Three Heads (Two from Engineering and One from Non Engineering Departments (To be nominated by the Academic Council)	Member
iv.	Two Provosts of Halls of Residence (To be nominated by the Academic Council)	Member
v.	Director (Students' Welfare)	Member Secretary
3. At least 50% of the total members of the board shall form a quorum. The term of office of the nominated member shall be two years.
4. All incidents which appear to be acts of indiscipline and misconduct committed by any student, including immediate action taken, if any, shall be reported to the Vice-Chancellor by the respective Provost in respect of indiscipline and misconduct in the Halls of Residence and their premises, and by the Head of Department in respect of indiscipline and misconduct in the class rooms, laboratories, work-shops, all parts of the academic premises and any other place in the campus, and by the invigilator through the chief invigilator in respect of indiscipline and misconduct in the examination Halls, and by the person concerned (through respective Head/Section Chief) from among the students and employees of the University in respect of misconduct committed outside the University campus.
5. A student, who neglects his studies, disobeys and/or denounces orders, rules and regulations, ordinances, statutes of the University, shows misbehaviour towards the employees of the University or commits any other offence which will be deemed by the Vice-Chancellor or Director of Students Welfare or teachers of the University as misconduct and breach of discipline, will be liable to disciplinary action which may range from warning, imposition of fines, suspension to expulsion for good from the University depending on the magnitude of the offence as will be deemed fit by the authorities competent to take disciplinary action as defined in Section 6.
6. Authorities to take disciplinary action with their respective powers to the extent to which they can impose punishment on any student or group of students are:

Authorities for taking disciplinary action	*Power	Appellate Authority
(1)	(2)	(3)
Board of Discipline	i) Warning ii) Imposing fine, iii) Suspension from Halls/University for any length of time and iv) Expulsion from Halls/University for good.	Academic Council



<b>Authorities for taking disciplinary action</b>	<b>*Power</b>	<b>Appellate Authority</b>
Vice-Chancellor	i) Warning ii) Imposing fine and iii) Suspension up to 2 (two) years from Halls/University iv) Expulsion from the Hall for good.	Board of Discipline
Head of Department (On students of his Department)	i) Warning and ii) Imposing fine up to Tk. 1000/-	Director
Director of Students' Welfare	i) Warning ii) Imposing fine up to Tk. 1000/- iii) Suspension from the Halls up to 2 (two) years and iv) Expulsion from the Hall for good.	Vice-Chancellor

\*Respective authority may impose one or more punishment(s) at a time. Any of the above authority will inform the Director of Students' Welfare for any type of punishment imposed on any student for record.

7. If the Vice-Chancellor feels that the action taken against a student or a group of students (by any of the above authorities other than Board of Discipline) on an offence brought to him is not appropriate or that no action has been taken on any offence observed by him, he will take appropriate disciplinary action against a student or a group of students. If however, in any case of breach of discipline the Vice-Chancellor is of the opinion that a punishment more than a suspension of two years is required he shall refer the matter to the Board of Discipline for a decision.
8. A student or a group of students against whom an action has been taken by appropriate authority mentioned in column (1) of Section 6 may prefer an appeal to the appropriate appellate authority mentioned in column (3) of Section 6.
9. The Adviser of Students' Welfare will be responsible for enforcement of the disciplinary action taken against a student or a group of students. He shall maintain a register and shall record therein all actions taken against a student for indiscipline and misconduct and also shall record in all character certificates/Testimonials issued by the Director of Students' Welfare to offenders, those actions taken against them if so indicated by the Vice-Chancellor and the Board of Discipline, unless allowed to be expunged/condoned by the Vice-Chancellor on written prayer from the offenders.
10. Character certificates/Testimonials issued by the Director of Students' Welfare shall be produced by the students when the requested for that certificate.

### **Discipline of Examinations**

11. The Chief invigilator shall be responsible for maintenance of discipline in the examination Halls.
12. An Invigilator on duty in Examination Hall shall report to the Chief Invigilator in case of breach of discipline in the examination hall. The Chief invigilator may expel the examinee concerned from the hall debarring him from appearing in that particular examination.
13. Breach of discipline in the examination halls shall be reported by the invigilator through the Chief Invigilator to the Vice-Chancellor.
14. The candidates shall strictly follow the following instructions.

- i) Candidates are forbidden to write their names on the cover or any part of the answer script. If any candidate does so, his answer script will not be assessed.
- ii) Each candidate must write legibly his Examination Roll Number on the cover of scripts. If any candidate omits to write his Examination Student Number and Registration Number on the cover of his answer script, the paper may not be assessed.
- iii) When more than one answer script is used, each additional script should be stitched to the first script immediately after it is supplied, and the Examination Student Number and Registration Number should also be written by the candidate on the cover of the additional script or scripts immediately.
- iv) No loose paper will be provided for scribbling, and no paper is to be brought in for this purpose. Any candidate found with loose paper in his possession will be expelled from the examination hall. All works must be done in the scripts provided and pages must not be torn out. The scripts provided must be submitted; it cannot be replaced by another, but, if necessary, additional scripts will be given.

All works intended for assessment by the examiner should be written on both sides of the paper.

- v) Candidates are forbidden to write anything whatsoever on the equation paper.
  - vi) In any matter not specifically mentioned in these rules, candidates are required to abide by the decision of the invigilator in the examination room.
  - vii) No candidate will be allowed to leave the examination room until one hour has elapsed from the time when the question papers are given out.
  - viii) Candidates are forbidden to carry Mobile Phone with them in the examination room.
15. Disciplinary action will be taken against candidates reported to have violated the instructions under Section 14 or resorted to unfair means and/or acts of indiscipline at the different examinations as follows:
- i. Attempts to communicate with other examinee or examinees in the examination hall: first time - warning which may be accompanied by a change of seats; second time - deduction of 5% of the total marks of paper; third time - expulsion from the examination hall for that paper.
  - ii. Possession of related to the particular subject of examination or copying from any other source: expulsion from examination hall and cancellation of the examination and expulsion from the university for one to two years. Writings in the person of the examinee or in his apparels, in papers, drawing instruments and scales etc. found with him or off or near the desk, bench or chair will be considered as writings in possession of the examinee.
  - iii. Possession of mobile phones, media players etc. Deduction of 5% of the total marks of the paper.
  - iv. Use of violent language and holding out threats to examiners and invigilators: expulsion from the whole examination and/or expulsion from the University for good.
  - v. Attempts to get possession of the question paper or examination scripts before the examination: expulsion from the whole examination and expulsion from the University for one to two years.
  - vi. Writings on loose papers not related to the examination (viz. blotting paper, question paper etc.); seizure of the writings and cancellation of the answer script and expulsion from the examination hall.

- vii. Attempts to influence the examiner: cancellation of the paper.
  - viii. Impersonating or causing to impersonate in the examination hall: cancellation of the whole examination and expulsion from the University for good.
  - ix. Insertion in the examination script, answer to any question or questions written outside the examination hall: cancellation of the whole examination and expulsion for one to two years.
  - x. Having a question answered by someone else: cancellation of the whole examination and expulsion for two years.
  - xi. If a student or outsider appears at the examination for any student: cancellation of the whole examination for both students, expulsion for two years for the student who appears at the examination for any student and one year for other student.
16. The invigilator is empowered to warn a student and deduct his mark up to 5% as mentioned in section 15 (i) above. The Chief Invigilator is empowered to expel students from the examination room/hall if he is satisfied after an on the spot enquiry that the student is guilty of misconduct mentioned in section 15, above. In all such cases the matter has to be reported to the Vice-Chancellor with incriminating documents, if any. Decisions for cancellation of the examination and expulsion from the University for a period of not exceeding 2 (two) years will be taken by the Vice-Chancellor. For expulsion for a period more than 2 (Two) years, the Vice-Chancellor shall refer the matter to the Board of Discipline provided in Section 6.
17. As the Class Test Quiz is the part of whole examination, therefore, disciplinary action for any misconduct in this examination will also be applicable as mentioned in section 11 through 16.