

১৫ নভেম্বর ২০০৮ অনুষ্ঠিত রিজেন্ট বোর্ডের ৬ষ্ঠ সভায় অনুমোদিত 'নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়ের শিক্ষা অধ্যাদেশ' (Ordinance for Undergraduate Programme of Noakhali Science and Technology University as Approved in the Meeting of Regent Board on 15 November 2008)

### **1. Organizational framework of the Bachelor's/Bachelor's (Hons.) Degree**

The undergraduate curriculum of Noakhali Science and Technology University is based on the Term system. There are two types of courses in the system: **Core/Major** courses and **Optional/Minor** courses. In the curriculum for the undergraduate program, besides the core courses, strong emphasis will be given on acquiring thorough knowledge in the relevant basic courses. Due importance will also be given to the study of different courses in social sciences, business, humanities and other fields which will help the student to interact more positively with the society in which he/she lives.

### **2. Structure of academic program**

Students will be admitted into the undergraduate program in the following department:

<b>Name of the Department</b>	<b>Degree offered</b>
Computer Science and Telecommunication Engineering	B.Sc Engg. in CSTE
Fisheries and Marine Science	B.Sc (Hons) in Fisheries
Pharmacy	B. Pharm (Hons)
Applied Chemistry and Chemical Technology	B.Sc (Hons) in ACCT

The department to be opened by the authority will also follow this ordinance. Type and name of the degree will be determined by the Regent Board according to the recommendation of the Curriculum Committee of the Department/Institute, Executive Committee of the Faculty (if any) and Academic Council.

### **3. Number and duration of Term**

There will be two Terms (I and II) in an academic year. The duration of each Term will be 21 weeks, which will be used as follows:

Classes	13 weeks (There will be 5 days per week and will be designated as A B C D E letter day. If there is any vacation (one day or more) within the week then next class will be designated as next letter day. For example, suppose vacation will start after 'C' day, in that case opening day will be started from 'D' day).
Preparatory leave before final	2 weeks

examination	
Final examination	4 weeks
Term Break	2 weeks
Total	21 weeks

For publication of results Article No. 3 of Ordinance for undergraduate examination has to be followed.

#### 4. Course pattern and Structure

The undergraduate program will consist of a set of theoretical and sessional (laboratory/field work/thesis/project/internship etc) courses.

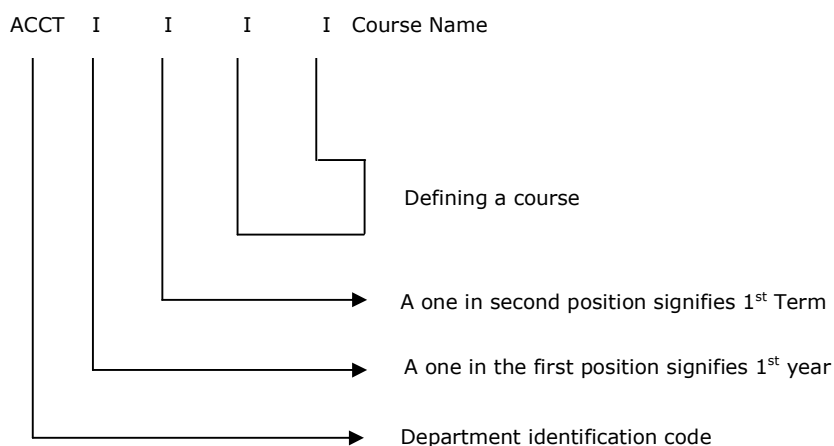
##### 4.1 Designation and Numbering System

Each course is designed by two to four letter-words identifying the department that offers it, followed by a three/four-digit number with the following criteria.

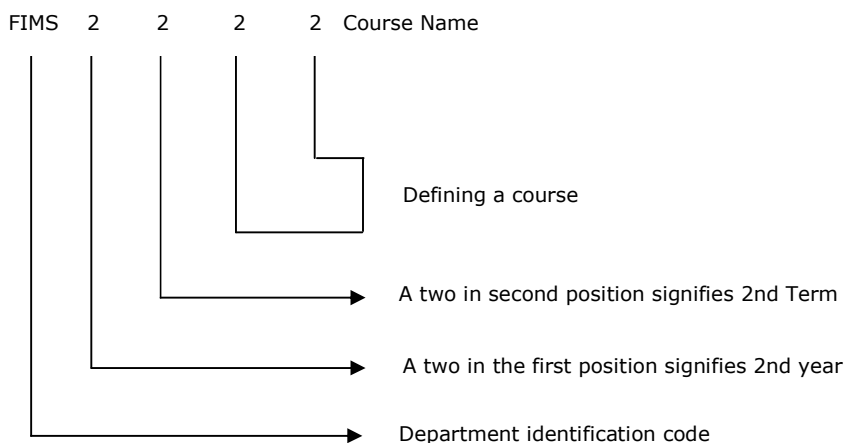
- (a) The first digit corresponds to the year in which the course is taken by the students.
- (b) The second digit corresponds to the Term in which the course is taken by the students.
- (c) The third and fourth digits will define a course with the odd number indicating a theoretical course and the even number a sessional/lab course.

The course designation is illustrated by two examples:

##### Theoretical Course



## **Sessional/lab Course**



### **4.2 Assignment of Credit hours**

#### **(a) Theoretical course**

One lecture of one hour a week will be equivalent to one credit hour. 13 lectures of one hour each in 13 weeks will be equivalent to one credit.

#### **(b) Sessional/lab Course**

One lab class of three hours a week will be equivalent to one credit hour.

## **5. Course Types**

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

### **5.1 Major course**

In each department a number of courses will be offered as Core/Major courses which are mandatory for awarding degree.

### **5.2 Minor course**

Apart from the Core/Major courses, students will have to complete a number of courses which will be offered as Optional/Minor courses.

## **6. Course offering and instructions**

The courses to be offered in a particular Term will be announced and published in the course curriculum along with a tentative Term schedule before the end of the previous Term. Courses to be offered in any Term will be decided by the Academic Committee of respective department.

Each course will be usually conducted by one or two teachers. The course teacher(s) will be responsible for maintaining the expected standard of the course and for the assessment of the student's performance.

### **6.1 Coordinating courses**

The Chairman of the Deptt. will nominate a teacher as Course Coordinator for each batch. He/She will meet the students on a regular basis and advise them on all academic matters.

### **7. Updating curriculum and syllabus**

Consistent with its resilient policy to keep pace with new development in the field of knowledge, the department will update its curriculum at frequent intervals (at least every three years) to include the expanding frontiers of knowledge.

### **8. Admission of students**

**(a)** There will be a central Admission Committee for each session. The Vice-chancellor will be the chairman of the committee. All Deans of the faculty will be the members of the committee. The Registrar of the University will act as Secretary of the committee.

**(b)** There will be separate Admission Committees for each faculty constituted by the Academic Council for each academic session. The committee of concerned faculty will send the list of selected candidates to the Registrar's office for admission.

**(c)** The Registrar's office will serve as admission office and will deal with the students' admission and registration. The admission office will report the students' admission to the academic council. For the first year students, department-wise course registration is mandatory. The course registration will be carried out on the basis of the advice of the course coordinator and on the consent of the departmental Chairman.

**(d)** First year first Term students **must register** for the courses within the deadline of course registration decided by the concerned faculty, otherwise his/her admission will stand cancelled. **No admission** will be allowed after fifteen working days from the beginning of the classes.

## **9. Registration procedure**

Each student will fill up the Course Registration Form (Annexure-1) in consultation with the Course Coordinator under the guidance of the departmental Chairman. The original copy of the Course Registration Form will have to be submitted to the Registrar's office. The Registrar's office will be responsible for its distribution to relevant authorities (Department and Controller of Examinations etc.). The course **registration** will be completed within the eight working days at the beginning of each Term. However, **late registration** will be permitted up-to next seven working days on payment of late registration fees (Tk. 100). Students having dues to the **respective department/library/hall** of residence shall not be permitted to register.

### **9.1 Limits on the credit hours to be taken in a Term**

A student must register for at least 15 credit hours and may be allowed to register for up-to a maximum of 25 credit hours if recommended by his/her departmental chairman. **If any student fails to register, in any way, for minimum credit hours (15 credit hours), his/her studentship at the University will stand cancelled.** The minimum limit may be relaxed beyond the regular eight Term for the students having fewer than 15 credit hours required to obtain his/her graduation.

### **9.2 Course adjustment procedure**

A student will have some limited options to add or drop courses from his/her registration list, within fifteen working days from the beginning of classes. This can be done with the advice of the concerned Course Coordinator and with the consent of the departmental Chairman. Adjustment of initially registered courses in any Term can be done by duly filling in the adjustment form (Annexure-2). The Registrar's office will do the needful.

### **9.3 Withdrawal from a Term**

If any student is unable to complete the Term Final Examination due to serious illness or serious accident, he/she may apply to the Chairman of the concerned department for total withdrawal from the Term within eight working days after the end of the Term Final Examination. A medical certificate endorsed by the Chief Medical Officer of the University must support the application. The Dean of the

concerned faculty will take the decision on such an application and inform the Registrar. However, he/she may be allowed to register for backlog courses, if offered.

#### **9.4 Registration for the second and subsequent Term**

**(a)** Students who pass all the courses prescribed for the Term and have no backlog of courses will be eligible to register for all courses prescribed for the next Term. Other students have to register for the backlog courses plus the courses prescribed for the next Term, subject to the limits set in Article 9.1. Backlog course of odd term must be registered in subsequent odd term(s) and of even term in subsequent even term(s).

**(b) When a student is going to register for his/her courses in 3<sup>rd</sup> year 2<sup>nd</sup> Term, his/her earned credit hours up-to 2<sup>nd</sup> year 2<sup>nd</sup> Term must be at least 36. Otherwise, his/her studentship at the University will stand cancelled.**

#### **(c) Special Term**

A special Term will be conducted for final year students only with backlog of upto three courses but it will not exceed 15 credits hours. This will be Non-taught Term to clear backlog courses, if any. The examination of Special Term will start 4 (four) weeks after the publication of 4<sup>th</sup> year 2<sup>nd</sup> Term results and will continue not more than 2 (two) weeks. The continuous assessment marks (30%) will be carried over from previously registered theory course(s) and Special Term final examination will carry the remaining (70%) marks (ref. Art 11.2). Final year Term thesis/dissertation/design or core sessional(s) supervisor(s) in consultation with the chairman may allow the student(s) to re-submit the thesis/dissertation/design or core/major sessional(s) within the Special Term schedule. However, it must be within the allowed limits of the special Term credits.

(d) Internship program/research study will be conducted according to the course curriculum of the respective department.

#### **10. Attendance:**

1. To be eligible for appearing at the final examination each student must be present at least in the 70% classes of each theoretical and sessional course.
2. If any student obtains 60-69% attendance he/she may be allowed to appear at the examination on payment of Tk. 1,000.00 (One thousand) as fine.

3. Students with attendance below 60% shall not be allowed to appear at the final examination.
4. Course teacher will record the attendance for each course and he/she will inform the condition of the attendance in the middle of the Term to make alert the students about their attendance. Course teacher will finalize the attendance **on/before the last day** of completion of the Term and submit it to the Chairman of the department and inform the students. Chairman will submit all the attendance records from the teachers to the academic section of the Registrar Office.

### **11. Deletion of name and Re-admission:**

The name of the student(s) will be deleted from the University register due to following reasons and if any student does not get re admission (only for the case which is applicable) he/she will not be considered as the University student.

**(a)** If anybody fails to join classes within 15 working days of his/her first year admission.

**(b)** If anybody cancels his admission by himself/herself through proper application to the respective authority.

**(c)** If admission is cancelled (temporarily/permanently) by the authority due to breach of discipline of the University.

**(d)** Due to non-payment of University dues within stipulated time.

Deletion of name of a student due to clause (a) and (b) will not be considered for readmission.

Student who was expelled from the University for a period of time will be considered for readmission after expulsion time is over. In that case he must apply within six months in prescribed form through Departmental Chairman/Institute Director. Departmental Chairman will send it to the Registrar through Dean (if any). If he/she is allowed for readmission he/she must pay all dues of the university within seven days for readmission. If he/she is allowed for readmission after commencement of classes his/her attendance will be calculated just after readmission.

If the name of a student is deleted due to clause (d) he/she will be allowed to readmit in that session when his/her name was deleted. If he/she wants otherwise he/she must apply for readmission within one year.

## **12. Absence during a Term**

A student should not be absent from quizzes/class tests/field work etc. during the Term. Such absence will naturally lead to reduction in points/marks, which counts toward the final grade. Absence in Term Final Examination will result in F grades.

A student who has been absent for a short period, up to a maximum of three weeks due to illness, should approach the course teacher(s) or course coordinator(s) for a make-up of quizzes/class tests or assignments etc. immediately on returning to the classes. Such request should be supported by a medical certificate endorsed by the Chief Medical Officer of the University. The medical certificate issued by a registered medical practitioner (with the registration number shown explicitly on the certificate) and endorsed by the Chief Medical Officer of the University will also be acceptable only in those cases where the student has valid reasons for his absence from the University.

## **13. The grading system**

The total performance of a student in a given theoretical course is based on a scheme of continuous assessment made through a set of quizzes/class tests, class attendance and participation, homework assignments, and a Term Final Examination. The assessment in sessional courses is made through observation of the student at work in class/field work, viva-voce during laboratory hours and quizzes. A letter grade with a specified number of grade points is awarded in each course for which a student has been registered. A student's performance is measured by the number of credits that he/she has completed satisfactorily and the weighted average of the grade point is required to be maintained for satisfactory progress. Similarly, a minimum number of earned credits should be acquired in order to qualify for the degree, as prescribed in Article 16.

### **13.1 Grading Scale**

Letter grades and corresponding grade points will be awarded in accordance with provisions shown below:



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 45%	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
Incomplete	I	
Withdrawn	W	
Continuation (For project and thesis/design course)	X	

### 13.2 Distribution of Marks

Thirty percent (30%) of marks shall be allotted to continuous assessment, i.e. quizzes and homework assignment, class attendance and class participation. The remaining marks will be allotted to Term final examination, which will be conducted centrally by the University. There will be two examiners for each theoretical course in the Term final examination, which will be of 2/3/4 hour's duration for credit hours 1.2.3 respectively.

The distribution of marks for given theory courses will be as follows:

No	Description	Marks
1	Class participation	05
2	Homework assignment(s), Term and quizzes, class tests	25
3	Final examination	70
Total		100

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

No	Description	Marks
1	Class participation/contact with teacher	10
2	Internal criticism/evaluation/observation	70
3	Final Jury/Viva-voce	20
Total		100

In a similar manner, the distribution of marks for a given thesis/Monograph/Project paper course will be as follows:

No	Description	Marks
1	Evaluation	60
2	Viva-Voce	20
3	Presentation	20
Total		100

There will be two examiners (one is Supervisor) to examine the thesis. Each examiner will evaluate the thesis separately and the average marks will be considered for grading. However, if the marks given by the first and second examiners vary 20% or more, a third examiner is to be appointed by the concerned Examination Committee from outside the University who will evaluate the thesis/Monograph/Project paper. Among these numbers, average of the closest two numbers will be considered for grading. However, if the marks given by the third examiner happen to stand at the middle of the marks given by the first two examiners, the average of the higher two marks will be considered for grading.

Basis for awarding marks for class attendance and participation will be as follows:

Attendance & participation	Marks
90% and above	5.0
80% to less than 90%	4.5
70% to less than 80%	4.0
65% to less than 70%	3.0
60% to less than 65%	2.0
Less than 60%	0.0

#### **14. Earned Credits**

The courses in which a student obtains D or a higher grade will only be counted as credits earned by him/her.

If a student obtains F grade in any course in any Term, he/she will have to repeat the course.

##### **14.1 Regular Grading**

F Grade will not be counted for grade point average (GPA) calculation. When a student will repeat a course in which he/she previously obtained F grade, he/she will be given just immediate lower grade that he/she obtained in the repeated course. But in case he/she obtains D grade, that will be maintained and this grade will be shown in the transcript. If a student has to repeat a course due to punishment on him/her, the grade obtained will be maintained.

If a student obtains a grade other than F in a course, he/she will not be allowed to repeat the course for the purpose of grade improvement.

## 14.2 Repetition of course(s)

If a student repeats a course for which he obtained F grade (in any previous Term), the marks of his continuous assessment will remain the same as the previous term.

## 15. Calculation of GPA

Grade point Average (GPA is the weighted average of grade points obtained in all the courses passed/completed by a student. For example, if a student has passed/completed five courses in a term having credits of C1, C2, C3, C4 and C5 and his/her points in these courses are G1, G2, G3, G4 and G5 respectively then.

$$GPA = \frac{\sum C_i G_i}{\sum C_i}$$

### A numerical example:

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

Course	Credit	Grade	Grade Point
ACCT-2103	3	A+	4.00
ACCT-2105	3	C+	3.00
ACCT-2107	3	A	3.75
Math-2105	2	B	3.25
ENG-2103	1	B+	3.50

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

$$GPA = \frac{3(4.0) + 3(3.0) + 3(3.75) + 2(3.25) + 1(3.5)}{(3 + 3 + 3 + 2 + 1)} = 3.52$$

Course	Credit	Grade	Grade Point
ACCT-2103	3	A+	4.0
ACCT-2105	3	F	0
ACCT-2107	3	A	3.75
Math-2105	2	B	3.25
ENG-2103	1	B+	3.50

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

$$GPA = \frac{3(4.0) + 3(0) + 3(3.75) + 2(3.25) + 1(3.50)}{(3 + 0 + 3 + 2 + 1)} = 3.69$$

## 16. Performance evaluation

The performance of a student will be evaluated in Terms of three indices, viz. Term grade point average (TGPA), Yearly grade point average (YGPA) and cumulative grade point average (CGPA). The SGPA is computed by dividing the total grade points earned in a Term by the number of credit hours taken in the Term. The YGPA is computed by dividing the total grade points earned in two Terms in a year by the number of credit hours taken in that year. The CGPA is computed by dividing the total grade points accumulated up to date by the total completed credits. Thus a student who has earned 2.75 grade points in attempting 100 credit hours of courses would have an overall CGPA of 2.75.

## 17. Degree with distinctions

The students will be awarded the degree with distinction, if their CGPA is 3.75 or above.

## 18. Minimum earned credits and GPA requirements for obtaining degree

Students must complete their studies within maximum 12 Term for 4-year program to obtain their degree. Credit hour requirement for awarding of Bachelor/Bachelor's (Hons) degree in 4-year programs will be decided by the respective curriculum committee.

Minimum earned credit hours required for awarding degree will be as follows:

No	Name of the department	Required minimum credit hours
1	Computer Science and Telecommunication Engineering	160
2	Fisheries and Marine Science	160
3	Pharmacy	160
4	Applied Chemistry and Chemical Technology	160

The minimum CGPA requirement for obtaining a Bachelor/Bachelor's (Hons) degree is 2.20

A student may take additional courses with the consent of his/her chairman of department in order to raise GPA. But he/she may take a maximum of 15 such

additional credits in 4-year program; beyond respective credit hour requirements for Bachelor/Bachelor's (Hons) degree during his/her entire period of study.

### **19. Application for graduation and award of degree**

A student, who has fulfilled all the academic requirements for Bachelor/Bachelor's (Hons) degree, will have to apply to the Controller of Examinations through his/her Chairman of department for graduation. Provisional degree will be awarded on completion of credit hours and CGPA requirements. The Regent Board will award such provisional degree on the basis of recommendation of the Academic Council. Original certificates will normally be awarded through convocation or thereafter.

### **20. Industrial/Professional attachment**

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

### **21. Subsequent ordinance**

In case, there is any conflict of this ordinance with the subsequent ordinance(s) like ordinance for undergraduate examination, the provisions of **this ordinance shall prevail unless changed.**

### **22. Qualifying GPA for promotion:**

a. A student securing GPA below 2.00 in a particular Term Examination will not be promoted to the higher Term. Such a student will repeat the courses of the whole year by re-admission with the students of the next session. In that case, marks obtained in the previous Continuous Assessment, Fieldwork examination etc. will be retained if he/she cannot repeat them. It is worth noting that a student must finish all the courses for graduation in successive six years (12 terms) starting from the date of first admission. Otherwise he/she will be dropped out of the program

**23. The above-mentioned rules will come into force with immediate effect.**

**NSTU Education and Exam Ordinance Committee:**

***Signed***

**(Dr. Mohammad Humayun Kabir)**

Chairman (Acting), Deptt. of CSTE. NSTU

***Signed***

**(Mr. Mohammad Safiqul Islam)**

Chairman (Acting), Deptt. of Pharmacy. NSTU

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**(Miss Gawsia Wahidunnessa Chowdhury)**

Assistant Professor, Deptt. of FIMS. NSTU

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**(Mr. Mohammad Ali Rezwon Talukdar)**

Chairman (Acting), Deptt. of FENG. NSTU

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**(Mr. Mohammad Saiful Alam)**

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**(Mr. Mohammed Nizam Uddin)**

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**(Mr. Md. Bellal Hossain)**

Lecturer, Deptt. of Basic Engineering. NSTU

***Signed***

**(Prof. Mainuddin Ahmed Chowdhury)**

Deputy Controller of Examinations and  
Member-Secretary of this Committee, NSTU

***Signed***

**(Prof. Dr. Sanjoy Kumar Adhikary)**

Vice-Chancellor and Convenor of this committee, NSTU