




নোবিপ্রবি/রেজি/একা/২০২৫/১০৭

২৬ জুন ২০২৫

নোটিশ

২৬ জুন ২০২৪ তারিখে অনুষ্ঠিত নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়ের একাডেমিক কাউন্সিলের ৬৩তম সভার সুপারিশ এবং ০১ ফেব্রুয়ারি ২০২৫ তারিখে অনুষ্ঠিত রিজেন্টে বোর্ডের ৬৪তম সভার অনুমোদনের প্রক্ষিতে সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়ের শিক্ষা অধ্যাদেশ, ও পরীক্ষা অধ্যাদেশ এর অনুমোদিত কপি প্রয়োজনীয় কার্যার্থে এতদসঙ্গে প্রেরণ করা হলো।


রেজিস্ট্রার (ভারপ্রাপ্ত) ২৬/০৬/২৫

নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়।

বিতরণ (জ্যেষ্ঠতার ভিত্তিতে নয়):


- ১) ডিন, সকল অনুষদ, নোবিপ্রবি।
- ২) পরিচালক, আইআইএস ও আইআইটি, নোবিপ্রবি।
- ৩) বিভাগীয় চেয়ারম্যানবৃন্দ, নোবিপ্রবি।
- ৪) প্রক্টর, নোবিপ্রবি।
- ৫) পরিচালক, ছাত্র পরামর্শ ও নির্দেশনা বিভাগ, নোবিপ্রবি।
- ৬) পরীক্ষা নিয়ন্ত্রক, নোবিপ্রবি।
- ৭) পরিচালক, আইকিউএসি, নোবিপ্রবি।

নোবিপ্রবি/রেজি/একা/২০২৫/১০৭

২৬ জুন ২০২৫

অনুলিপি প্রেরিত হলো (জ্যেষ্ঠতার ভিত্তিতে নয়):

- ১। পরিচালক, হিসাব (ভারপ্রাপ্ত), নোবিপ্রবি।
- ২। পরিচালক (ভারপ্রাপ্ত), সাইবার সেন্টার (বিশ্ববিদ্যালয়ের ওয়েব-সাইটে আপলোডের অনুরোধসহ), নোবিপ্রবি।
- ২। উপাচার্য মহোদয়ের একান্ত সচিব, নোবিপ্রবি।
- ৩। উপ-উপাচার্য মহোদয়ের একান্ত সচিব, নোবিপ্রবি।
- ৪। ডেপুটি রেজিস্ট্রার, কাউন্সিল শাখা, রেজিস্ট্রার দফতর, নোবিপ্রবি।
- ৫। সহকারী রেজিস্ট্রার (অ.দা.), কোষাধ্যক্ষ মহোদয়ের দফতর, নোবিপ্রবি।
- ৬। ব্যক্তিগত শাখা, রেজিস্ট্রার দফতর।
- ৭। নথি।
- ৮। মহানথি।


মোহাম্মদ সাইফুদ্দীন ২৬/৬/২৫
ডেপুটি রেজিস্ট্রার

শিক্ষা শাখা, রেজিস্ট্রার দফতর
নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়।

NSTU ORDINANCE FOR UNDERGRADUATE PROGRAM



Noakhali Science and Technology University
Noakhali-3814, Bangladesh

NOAKHALI SCIENCE AND TECHNOLOGY UNIVERSITY
ORDINANCE FOR UNDERGRADUATE PROGRAM

1. Preamble

Bachelor's degrees in various departments/institutes will be offered by Noakhali Science and Technology University to a candidate subject to fulfillment of the rules and regulations as described hereunder and of other relevant rules and regulations to be promulgated by the competent authorities of Noakhali Science and Technology University, i.e., Academic Committees of different departments/institutes, Board of Advanced Studies (BOAS), Academic Council (AC), and Regent Board from time to time.

2. Organizational Framework of the Programs

The undergraduate curriculum of Noakhali Science and Technology University is based on the course credit system. There are four types of courses in the system: General Education (GED) courses (Interdisciplinary courses, beyond the POE/program, that provides a well-rounded learning experience to the students of an academic program), Core courses (Courses that characterize the POE), Elective/Optional courses (Courses for specialization within the POE), and Capstone course/ Thesis/ Project/ Internship/ Portfolio (as applicable for the Department/ academic program). In the curriculum for the undergraduate program, besides the core and optional courses, strong emphasis will be given on acquiring thorough knowledge in the General Education courses. Due importance will also be given to the study of different courses in Science, Technology, Engineering, Social Science, Business, Humanities and other relevant fields, which will help the student to interact more positively with society in which he/she lives.

3. Structure of Academic Program

Students having HSC or equivalent degree will be admitted into the Undergraduate Program in the following departments under the faculties and institutes (Table 1).

Table 1: Undergraduate Degrees offered at Noakhali Science and Technology University

Name of the Faculty	Name of the Department	Degrees Offered
Faculty of Engineering	Computer Science and Telecommunication Engineering (CSTE)	B.Sc (Engineering) in Computer Science and Telecommunication Engineering
	Applied Chemistry and Chemical Engineering (ACCE)	B.Sc (Honours) in Applied Chemistry and Chemical Engineering
	Information and Communication Engineering (ICE)	B.Sc (Engineering) in Information and Communication Engineering
	Electrical and Electronic Engineering (EEE)	B.Sc (Honours) in Electrical and Electronic Engineering
Faculty of Science	Fisheries and Marine Science (FIMS)	B.Sc (Honours) in Fisheries and Marine Science
	Pharmacy	B.Pharm (Professional)
	Microbiology	B.Sc (Honours) in Microbiology
	Applied Mathematics	B.Sc (Honours) in Applied Mathematics

	Food Technology and Nutrition Science (FTNS)	B.Sc (Honours) in Food Technology and Nutrition Science
	Environmental Science and Disaster Management (ESDM)	B.Sc (Honours) in Environmental Science and Disaster Management
	Biotechnology and Genetic Engineering (BGE)	B.Sc (Honours) in Biotechnology and Genetic Engineering
	Agriculture	B.Sc (Honours) in Agriculture
	Statistics	B.Sc (Honours) in Statistics
	Oceanography	B.Sc (Honours) in Oceanography
	Biochemistry and Molecular Biology (BMB)	B.Sc (Honours) in Biochemistry and Molecular Biology
	Zoology	B.Sc (Honours) in Zoology
	Soil, Water and Environment Science	B.Sc (Honours) in Soil, Water and Environment Science
	Chemistry	B.Sc (Honours) in Chemistry
	Physics	B.Sc (Honours) in Physics
Faculty of Social Science and Humanities	English	BA (Honours) in English
	Economics	BSS (Honours) in Economics
	Bangladesh and Muktijuddho Studies (BMS)	BSS (Honours) in Bangladesh and Muktijuddho Studies
	Sociology	BSS (Honours) in Sociology
	Bangla	BA (Honours) in Bangla
Faculty of Business Studies	Social Work	BSS (Honours) in Social Work
	Business Administration	BBA in Accounting and Information Systems, BBA in Management
	Management information Systems (MIS)	BBA in Management information Systems
	Tourism and Hospitality Management (THM)	BBA in Tourism and Hospitality Management
Faculty of Educational Sciences	Education	B.Ed. (Hons.)
	Educational Administration	B.Ed. (Hons.) in Educational Administration
Faculty of Law	Law	LLB
Institutes	Institute of Information Technology (IIT)	B.Sc (Honours) in Software Engineering
	Institute of Information Sciences (IIS)	BSS (Honours) in Information Sciences and Library Management

The department/ institute 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.

4. Credits, Number, and Duration of Term

4.1 Bachelor's degree programs shall run on a course credit system. The calculation of credit is based on notional hours. A notional hour means the estimated learning time taken by an 'average' student to achieve the specified learning outcomes of a program or a course. The general measure of one credit is 40 notional hours. The calculation of notional hours is based on self-learning time of a student in addition to his/her class contact time. However, different academic activities will attract different notional hours by their very nature. These are dependent on the type of teaching-learning activities as described in Table 2.

Table 2: Notional Hour Calculation

S1. No.	Teaching-learning Activities	Notional Hours for 1 Credit
1	Lecture, Tutorial, Seminar	40
2	Lab, Studio or Clinical Work	60
3	Industrial/Workplace Learning	80

For lecture, tutorial, and seminar, 1 hour face-to-face learning per week for 14 weeks; for lab, studio, fieldwork, or clinical work, 1.5 hour face-to-face learning per week for 14 weeks; and for industrial/workplace learning, 2 hours learning per week for 14 weeks is equivalent to 1 credit. In addition to face-to-face and other means of learning, online teaching-learning might be exercised if deemed necessary to the Department/POE.

An academic year shall consist of two terms: Term 1 and Term 2.

4.2 The total credit hours will be minimum 40 as per the revised guideline of BNQF of Bangladesh Accreditation Council, which is as follows:

BNQF Higher Education Level	Qualifications	Minimum Graduating Credits
	Name	
7 (Bachelor's)	Bachelor's (5 years)	150 Credits
	Bachelor's (4 years)	130 Credits
	Bachelor's (3 years)	110 Credits

4.3 Duration of a Term and Breakdown of Activities

An academic year shall consist of two terms. The duration of each Term will be 22 weeks, which will be used as follows:

Classes	14 Weeks
Preparatory leave before final examination	2 Weeks
Final Examination	4 Weeks
Term Break	2 Weeks
Total	22 Weeks

For publication of results, Undergraduate Examination Ordinance must be followed.

4.4

5. Course Pattern and Structure

The undergraduate program will consist of a set of theoretical and sessional (laboratory/

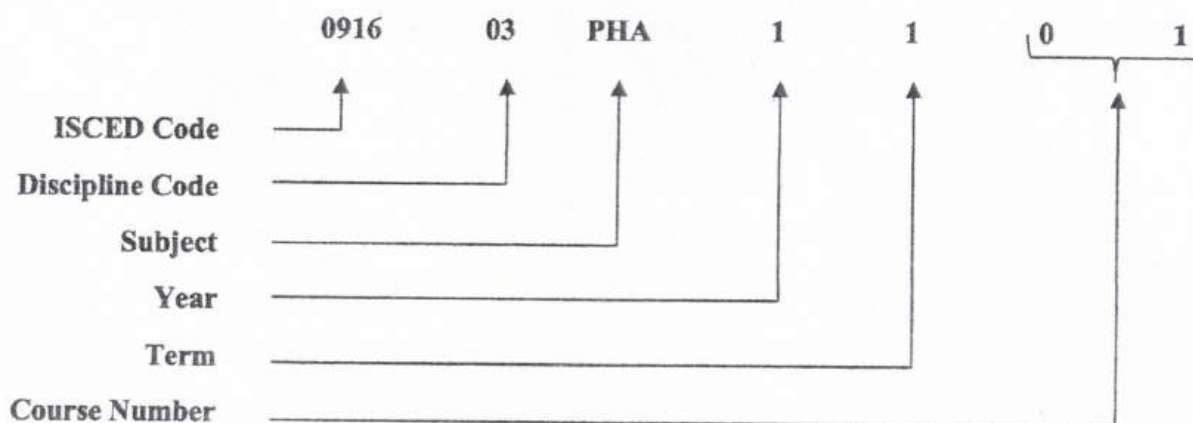
fieldwork/ thesis/ project/ internship etc.) courses and viva voce.

5.1 Course Designation and Numbering System

Each Course is designated by: (a) a four-digit International Standard Classification of Education (ISCED) code, (b) a two-digit Department identity code, (c) a two to four-letters-word identifying the Subject, and (d) a four-digit number referring to the academic year, term and nature of the course with the following criteria:

- (i) The first four digits indicate the International Standard Classification of Education (ISCED) code for each field of study. For example, 0711 for Chemical Engineering, 0611 for Computer Use, 0111 for Education Science, 0311 for Economics, 0421 for Law, 0521 for Environmental Sciences, 0531 for Chemistry, etc.
- (ii) The fifth and sixth digits will correspond to the concerned Department's two-digit identity code (for example, 01 for Architecture, 15 for Economics, etc.).
- (iii) The seventh digit (the first digit after the letters) corresponds to the year the students take the course.
- (iv) The eighth digit (the second digit after the letters) corresponds to the term in which the students take the course.
- (v) The ninth and tenth digits (the third and fourth digits after the letters) will define a course with the odd number indicating a theoretical course and the even number a sessional, dissertation, and viva voce. For ninth and tenth digits, 01-50 will usually denote departmental courses, while 51-99 will usually denote non-departmental courses.
- (vi) An example of the courses designation system is as follows:

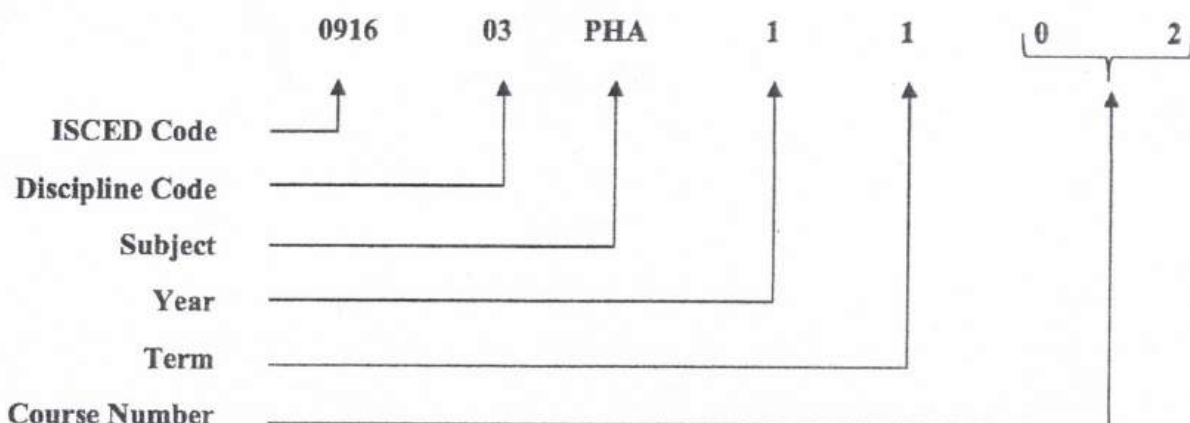
Theoretical Course



ISCED = International Standard Classification of Education Code, 0731 = Architecture and Town Planning, 01 = Department code of Pharmacy, PHA = Pharmacy, 1 = Year, 1 = Term, 01 = Theory

Sessional Course/Thesis/Project/Viva Voce

[Handwritten signature]



ISCED = International Standard Classification of Education, 0731 = Architecture and Town Planning, 01 = Department code of Architecture, Arch = Architecture, 1 = Year, 1 = Term, 02 = Sessional/Thesis/ Project/ Viva Voce

6. Assessment of Credits

a) Theoretical courses

One lecture of 60 minutes a week will be equivalent to one credit.

b) Sessional courses

One sessional class of 90 minutes a week will be equivalent to one credit.

7. Course Types

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

7.1 Core Courses

In each Department, a number of courses will be offered as Core courses which are mandatory for awarding a Degree.

7.2 Elective/Optional Courses

Apart from the Core Courses, students will have to complete a number of courses that will be offered as Optional courses.

7.3 General Education Courses

Interdisciplinary courses, beyond the Department/program, that provides a well-rounded learning experience to the students of an academic program.

7.4 Capstone Courses

Thesis/Project/ Internship/Portfolio/etc. (as applicable for the Department/academic program)

8. Course Offering and Instructions

8.1 Course Offering

The course to be offered in a particular Term will be announced and published along with a tentative Term schedule before the end of the previous Term. Whether a course is to be offered in any term will be decided by the 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.

8.2 Coordinating Courses


The Head of POE will nominate a teacher as Coordinator for each Term in a year. He/she will meet the students regularly and advise them on all academic matters. The coordinator will help the Head of the Department/Institute in matters related to students' course registration, course offering, distribution, making class routine, etc.

9. Curriculum and Syllabus

- a) Each Bachelor's degree program must have an outcome-based curriculum consistent with the Bangladesh National Qualifications Framework (BNQF) for higher education and Bangladesh Accreditation Council (BAC) standards and criteria. It should be comprehensive enough to guide the faculty and students towards systematic attainment of learning outcomes and objectives of the program.
- b) Each Bachelor's degree program curriculum should include a minimum of 25% of total credits for general education courses with clearly defined course learning outcomes and mapped with Programs Learning Outcomes (PLOs) and learning domains of BNQF.
- c) The curriculum must contain a set of comprehensive syllabuses. In addition, the corresponding POE must maintain course outlines and course profiles.
- d) Consistent with its resilient policy to keep pace with new developments in the field of knowledge, the curricula and syllabuses will be updated at frequent intervals, at least once every four years (five for 5-year programs). Such updating aims at including the expanding frontiers of knowledge in various fields of the respective undergraduate program.

10. Admission of Students

10.1 Admission

- a) There will be a central Admission Committee for each session. The Vice-Chancellor will be the Chairman of the committee. All Deans and Directors of the faculties and institutes will be 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/institute constituted by the Academic Council for each academic session. The Committee of concerned faculty/institute 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 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 based on the Coordinator's advice and the consent of the Department Chairman/ Institute Director.
 - d) If any seat remains vacant by tenth working day from the beginning of the classes, that vacant seat may be filled in during eleventh to fifteenth working days from the beginning of the classes.
 - e) First year first Term students must register for the courses within the deadline of course
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registration decided by the concerned faculty/institute, otherwise his/her admission will stand cancelled.

f) No admission will be allowed after fifteen working days from the beginning of the classes.

10.2 Admission Cancellation

- a) A first-year first term student's admission will stand cancelled if he/she fails to complete course registration by ten working days from the beginning of the classes.
- b) A first-year first term student's admission will stand cancelled if he/she fails to attend at least 50 percent of classes during ten working days from the beginning of the classes. However, in case of severe illness/accident this provision may be relaxed subject to submission of a 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.

11. Course Registration

11.1 Registration Procedure for First-year Students

- 11.1.1 Each student will fill in the course registration form in consultation with the coordinator under the guidance of the Department Head. The course registration form will have to be submitted to the Registrar's office. Such submission might be made online, when and where applicable. The Registrar's Office will be responsible for its distribution to relevant authorities (Departments and the Controller of Examinations etc.). The course registration will be completed within the five working days at the beginning of each Term. However, late registration will be permitted up to the next five working days through paying late registration fees. Students having dues to the University or Hall of residence shall not be permitted to register.
- 11.1.2 The course registration will be completed within 8 working days at the beginning of each term. However, late registration will be permitted up to next 7 working days on payment of late registration fee TK 100.00. If in any case the student fails to register within above mentioned 15 days, the student may register for that term by paying extra TK 5,000.00 before 10 days of commencement of the term final examination.
- 11.1.3 Every student must get the schedule for courses, and other prerequisites checked and approved by the Department in advance during course registration for a particular term. The student is expected to consult the coordinator to be appointed by the Department Head on all academic matters related to the program.
- 11.1.4 A Department/POE will not continue an optional course if less than 30 percent students (of total seats of concerned batch) register for that course within ten working days from the beginning of classes. The situation will be solved by dropping that optional course.

11.2 Credit Limit per Term

A student must register for at least 15 credits and may be allowed to register for up to a maximum of 25 credits if recommended by the Head of POE. However, the Department/POE might offer less than, greater than or equal to 25 credits per term as per the approved curriculum.

11.3 Course Adjustment Procedure

A student will have 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

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concerned Coordinator and with the consent of the Department Head. Adjustment of initially registered courses in any Term can be made by duly filling in the Adjustment form. The Registrar's office will do the needful.

11.4 Withdrawal from a Term

If any student cannot complete the Term Final Examination due to severe illness or serious accident, he/she may apply to the Dean through the Head of the concerned Department for total withdrawal from the Term within eight working days after the Term Final Examination. However, he/she may choose not to withdraw from any sessional course if the grade obtained in such a course is C or better. A medical certificate endorsed by the Chief Medical Officer of the University must support the application. The Dean of the concerned faculty or the Director of the institute will decide on such an application and inform the Academic Council. If a student is allowed to withdraw from a Term, he/she will have to register as fresh from the Term he/she has withdrawn. However, he/she may be allowed to register for backlog courses, if offered.

11.5 Registration for the Second and Subsequent Terms

A student has to register for the backlog/retake core courses first followed by the fresh courses offered by the Department for the term s/he is going to enroll subject to the compliance with: (i) completion of prerequisite courses (if any) and (ii) maximum registration limit of 25 credits per term. The student can register the optional backlog/retake maximum of 2 courses in addition with regular courses.

However, such advance course registration option will not be applicable for capstone courses like Thesis/ Project/ Internship/ Research study/ Monograph/ Portfolio, and so on.

11.5.1 When a student is going to register for his/her courses in the 3rd year term 2, his/her earned credits up to 2nd year term 2 must be at least 36. Otherwise, his/her studentship at the University will stand canceled.

11.5.2 Special Term

A Special Term may be offered for the final year students who have retake/re-retake course(s). In this case, the maximum credit limit for a student will be 15 credits. This will be a Non-Taught Term. The Examination of Special Term will start 4 (four) weeks after publishing 4th-year Term 2 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. Final Year Term Thesis/Dissertation/Project or Core Sessional(s) supervisor(s)/course teacher(s) in consultation with the Head may allow the student(s) to re-submit the Thesis/Dissertation/Project or Core Sessional(s) within the Special Term schedule. However, it must be within the allowed limits of the Special Term credits.

11.5.3 Internship program/research study will be conducted according to the course curriculum of the respective Departments.

11.6 Credit Transfer/ Credit Waiver/ Credit Adjustment

This ordinance permits credit transfer to facilitate educational mobility. That transfer of credit(s) may be inward or outward.

In the case of outward credit transfer, a student of Noakhali Science and Technology University has to apply to the Registrar through the Head of the Department/POE for getting a credit transfer certificate. The application must be supported by necessary documents, including a copy of the grade sheet(s). Accordingly, the Registrar will issue a credit transfer

certificate mentioning the number of credits already completed at Noakhali Science and Technology University.

In case of inward credit transfer, students from other Universities/Institutions may apply to the Registrar of Noakhali Science and Technology University for credit transfer. The application must be supported by necessary documents, including a copy of grade sheet(s) and curriculum. The Registrar's office will forward the application to the concerned Department/POE. A three-member committee headed by the Department Head and two senior most teachers will assess the application and recommend for approval to the Registrar. The maximum limit of credit transfer from other Universities/ Institutions will be less than or equal to 50 percent of the total credits required to complete the concerned Degree. The final transcript of such students will show only the number of credits transferred.

12. Attendance

- a) 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.
- b) 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.
- c) Students with attendance below 60% shall not be allowed to appear at the final examination.
- d) 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 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.

13. 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 Department 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.

14. Absence during a Term

A student should not be absent from quizzes/class tests/fieldwork etc., during the Term. Such absence will naturally reduce points/marks, which count 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 Coordinator(s) for 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 when the student has valid reasons for his/her absence from the University.

15. Earned Credit

Only those courses in which a student obtains a 'D', or a higher grade will be counted as credit earned by him/her and this grade will be shown on the transcript. If a student obtains an F grade in any optional courses in any term, he/she may choose to take a substitute course, if available.

15.1 Regular Grading

F grade will not be counted for Grade Point Average (GPA) calculation but will be shown on the tirade Sheet. When a student repeats a course in which he/she previously obtained an F grade, he/she will be given just an immediate lower grade that he/she obtained in the repeated course. However, in case he/she obtains a 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 an F in a course, he/she will not be allowed to repeat the course for grade improvement.

15.2 Repetition of Course(s)

While registering for a retake/re-retake theoretical course, a student must be given an option to decide s/he intends to sit for continuous assessment of the course. If s/he opts to sit for continuous assessments, his/her fresh mark will be counted to prepare the result. However, the class attendance and participation marks will be taken from the previous record. He/she may also register sessional courses as retake/re-retake (if applicable) on the Department Head's written approval. For retake/re-retake sessional courses, no previous records/marks will be counted.

15.3 Retake/Backlog

- a) If a student obtains an 'F' grade in any Core course in any term, this 'F' grade will not be counted for Grade Point Average (GPA) but will be shown on the grade sheet, and in such case, he/she will have to retake the course to complete the Degree.
- b) If a student obtains an 'F' grade in any Core course in any term, this 'F' grade will not be counted for Grade Point Average (GPA) but will be shown on the grade sheet, and in such case, he/she will have to retake the course for grade improvement.
- c) If a student does not register for an offered Theory or Sessional course in his/her applicable term (for example, PHA 2101 course in his/her second-year first term), that will be considered as a 'Backlog' course for that student in the subsequent terms.
- d) If a student gets an 'F' grade in an optional course, he/she may, subject to availability,

choose to take a substitute optional course. In such a case, that substitute course will be deemed as a fresh course.

- e) In the case of registering for a Backlog Theory or Sessional course, a student has to face/appear/attend 100 marks evaluation, like a fresh course.
- f) A student retaking the course will be awarded the immediate lower grade he/she obtains, and this grade will be shown and maintained on the transcript.
- g) No student is allowed for backlog course in final year.

16. Performance Evaluation

A student's performance will be evaluated in terms of two indices- Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA). The TGPA is computed by dividing the total points earned in a Term by the number of credits taken in the Term. The CGPA is computed by dividing the total grade points accumulated till date by the total completed credits.

17. Minimum Earned Credits and GPA Requirements

Students must complete their studies within 06 (six) years in a 4-year program and 7 (seven) years in a 5-year program to obtain their Degree.

Credit requirement for awarding Bachelor/Bachelor (Honours) Degree will be decided by the respective Curriculum Committee of POE. However, credit requirement for awarding Bachelor/Bachelor (Honours) Degree in 4-year and 5-year programs cannot be less than 130 credits and 140 credits respectively as per the guideline of BNQF.

The minimum CGPA requirement for obtaining a Bachelor/Bachelor (Honours) degree is 2.25.

A student may take additional courses with the consent of his/her Head of Department to raise his/her GPA. Nevertheless, he/she may take a maximum of 15 such additional credits in a 4-year and 18 such credits in a 5-year program, beyond individual credit requirements of Bachelor (Honours) Degree during his/her entire period of study.

18. Application for Graduation and Award of Degree


A student who has fulfilled all the academic requirements for Bachelor/Bachelor (Honours) Degree will have to apply to the Controller of Examinations through his/her Head of Department for Graduation. Provisional Degree will be awarded on completion of credits and CGPA requirements. The Regent Board will award such provisional Degrees based on the recommendation of the Academic Council. Original certificates will generally be awarded through convocation or after that.

19. Industrial/ Professional Attachment

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

20. Qualifying GPA for promotion

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.



21. Subsequent Ordinances

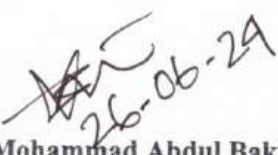
In case there is any conflict of this ordinance with the subsequent ordinances(s) like ordinance for Undergraduate Examination, the provisions of this ordinance shall prevail.

22. This ordinance will replace other ordinances/resolutions etc. on the issues described here; however, it will not affect ordinances/resolutions on issues not mentioned here. Any amendments or modifications to this ordinance made by the Academic Council shall be deemed an integral part of this ordinance.


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6. The members of the committee for revising Undergraduate Education ordinance:

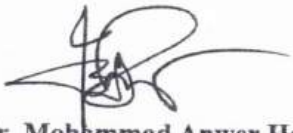

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Professor Dr. Newaz Mohammed Bahadur
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Nargis Akter Helaly

Deputy Registrar (Education Wing) &
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NSTU ORDINANCE FOR UNDERGRADUATE EXAMINATION



Noakhali Science and Technology University
Noakhali-3814, Bangladesh

NOAKHALI SCIENCE AND TECHNOLOGY UNIVERSITY
ORDINANCE FOR UNDERGRADUATE EXAMINATION

1. Preamble

The undergraduate curriculum of Noakhali Science and Technology University (NSTU) is based on the Course Credit System. There are four types of courses in the system: General Education courses, Core courses, Elective/ Optional courses, and Capstone course/ Thesis/ Project/ Internship/ Portfolio etc. However, broadly courses offered by various Disciplines/ Program Offering Entities (POEs) can be categorized into theory courses and sessional courses. To assess the student's performance, both formative and summative assessment practices shall be followed. Moreover, term wise oral examination may be taken as an assessment process.

2. Examination Procedure

2.1 Assessment of Theory Courses

2.1.1 Distribution of Marks

All theory courses will be evaluated out of 100 marks and the distribution will be given below (Table 1):

Table 1: Marks Distribution for Theory Courses

Sl. No.	Items	Weightage
1.	Attendance	5%
2.	Continuous Assessment	25%
3.	Term Final Examination	70%

2.1.2 Continuous Assessment (CA)/ Formative Assessment (FA)

2.1.2.1 The continuous assessments of the theory courses may be conducted in the form of class tests, assignments, homework, presentation, quiz, viva voce, etc. The course teacher(s) will evaluate every continuous assessment and share the result with the students within 2 (two) weeks of conducting that continuous assessment.

2.1.2.2 The total marks (30%) of CA will be constituted of: Class participation of Attendance: 5% and Class test, Quiz, Assignments, Term-papers etc.: 25%.

2.1.2.3 The duration of a class test may be 20-45 minutes, and it will preferably be given during class hours.

2.1.2.4 If a student does not attend the class test for reasons satisfactory enough to the course teacher, the course teacher may allow the student one more chance for such assessment during the term; however, it must be held before the term final examinations.

2.1.2.5 The number of Continuous Assessments (CAs) in each course will be as follows (Table 2):

Table 2: Number of Continuous Assessments

Number of Credit of the Course	Total number of CA Required	Number of best CA to be considered for grading*
1	2	1
2 or more	3	2

*Average marks of best two CA will be counted.

2.1.2.6 Students must attend all the CAs, but best two will be counted.

2.1.2.7 If two teachers teach a course, both the teachers will conduct continuous assessments individually.

2.1.2.8 Answer scripts of the continuous assessment may be shown to the students to identify their strengths and weaknesses, but those would not be returned to them. The concerned teacher would submit the evaluated continuous assessment answer scripts and attendance register to the Head of the Discipline/Program Offering Entity (POE). The final score of attendance and class participation (out of 5) and continuous assessment (out of 25) should be displayed on the Discipline's notice board/ Discipline website/ Course web page before starting the term final examination.

2.1.2.9 The course teachers must submit the continuous assessment mark sheets to the Chair of the Examination Committee before the starting of the term final examination.

2.1.2.10 If a student repeats a course for which s/he obtained F grade (in any previous Term) or registers for a retake theoretical course, s/he will not be allowed to repeat the continuous assessment (i.e. class test/quiz/assignment/Term paper). The marks of class participation will be taken from the previous record.

2.1.3 Term Final Examination/Summative Assessment (SA)

An Examination Committee henceforth mentioned as EC will be formed for conducting all jobs relating to written examination.

2.1.3.1 Formation of Examination Committee (EC)

According to the proposal of Academic Committee and on the recommendation of the Executive Committee (if any) of the faculty, the Academic Council will formulate an EC (examination committee) for each academic Term of each department following the procedure written hereunder:

- i) The Academic Committee of the Department will take decision about the Chairmanship of Examination Committee.
- ii) There will be three internal members not below the rank of Assistant Professor from the concerned department(s). In case teachers of this rank are not available then the lecturer(s) may be nominated as member(s).
- iii) One external member of relevant subject/field from outside the concerned department or outside the University, who will not be below the rank and status of an Associate Professor.
- iv) If there is any General Education (GED) course included in the term, a teacher (apart from the course teacher) from that GED department will be nominated by the Academic Committee

of that department to be included in the moderation committee only for moderating that GED course.

v) If an examinee is related to a teacher as wife/husband, son/daughter, brother/sister, brother/sister of wife/husband, first cousins of self and spouse, and in-laws thereof, that teacher should not be the Chair or a member of the Examination Committee as well as should not be involved in any activity related to the examination. A replacement should be made as follows: the Chair should be replaced by a Professor/Associate Professor of the Discipline, while the Internal Member can be replaced by a teacher of the Discipline (preferably from the relevant field of study) not below the rank of Assistant Professor and the External Member can be replaced by a teacher of the same subject (preferably from the relevant field of study) from another organization not below the rank/status of Associate Professor.

2.1.3.2 Duties of the EC

i) The Executive Committee of the faculty will recommend the proposed panel(s) of examiners (four examiners for each course, one will be selected from outside the University) for each Term received from the Academic Committee of concerned departments to the Academic Council for approval.

ii) The Controller of Examinations will appoint question-paper setters and answer script examiners as recommended by the Academic Committee.

iii) The EC would organize and manage all activities including moderation of questions, scrutinizing of answer-scripts and appointment of Tabulators for completion of the examination process. The EC Chairman will call a meeting of the committee to finalize the results. The committee will recommend the results and the Chairman, EC will send the results to the Controller of Examinations for publication.

iv) The EC of the final year second term will also work for special term.

2.1.3.3 Setting question-paper, Moderation, Evaluating and Scrutinizing answer-script and Preparation of Marks Sheet

i) For a theory course of each Term-Final Examination two examiners will be appointed. Every examiner will set questions and examine the answer-script.

ii) The question-paper setters will submit the sealed manuscripts of questions directly to the EC Chairman or will seal and send both internal and external envelopes containing manuscripts of questions to the EC Chairman through insured-postal service.

iii) After receiving all the question papers the EC will moderate the question papers. Moderation will not be invalid if any member be absent during moderation. The EC will be responsible for the preparation of the necessary editing, printing, and photocopying of the question papers and will send them to the Examination Controller in two separate envelopes (one is for students and another for office of the Exam Controller).

iv) The EC Chairman will appoint answer-script scrutinizers from the members of the EC and they will scrutinize the answer-scripts. Scrutinizers will inform the EC chairman if any answer

is not evaluated or if any mistake is found in summation of marks. The EC Chairman will arrange to evaluate the answer or correct the summation.

v) The course teachers will submit marks of theory courses (marks of class participation and continuous assessment), class-assessment and viva of sessional courses in sealed envelopes, two copies directly to the EC Chairman and one copy to the Controller of Examinations. These marks should be displayed in the notice board before the starting of the preparatory leave.

vi) If the marks awarded by the first and second examiner vary 20% or more as reported by tabulators a third examiner is to be appointed from the panel of examiners. Among these numbers average of the nearest 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.

vii) EC will appoint two tabulators and two scrutinizers from EC members for each Term of each year and will distribute mark-sheets for tabulation. If any tabulator or scrutinizer becomes unable to complete tabulation for the Term, EC Chairman will appoint new tabulator or scrutinizer as replacement. Tabulation will be made in two formats: Student-wise and Course-wise. Two tabulators can work together to prepare tabulation sheets, but they will individually cross-check the correctness of tabulation before making it final.

viii) The question-paper setters, answer-script examiners, scrutinizers, and tabulators will consider all the documents and information related to the examination as very confidential and shall keep them secured.

ix) In case the concerned person(s) makes any change or correction in manuscript of question-paper, marks on answer-script or grades written in grade-sheet he/she must sign there. In case of marks, one should cross the wrong marks and write the correct one beside it and should avoid overwriting.

x) The question paper-setters will not make drastic change in the standard and form of questions from one to another session. Repetition of the same questions in consecutive sessions is also not desirable. No question should create any confusion in meaning or become unintelligible. Questions must be set in such a way that they encourage test of originality and uniqueness of the examinee.

xi) The question-paper setters will be given regulatory advice about the required field of knowledge, syllabus, and chapters of approved textbook (if any) of the concerned course that are included for examination.

xii) For each theory course maximum 25% options can be given in the total number of questions. Question must be set in such a way that one can generally answer within the stipulated time.

xiii) Form of the questions can be subjective, objective, problem solving, etc.

xiv) *Following steps should be maintained by the question-paper setter:*



- a) The question-paper setter shall write question-paper/manuscript in clean and legible handwriting or typed written. Name of any object or person and technical term must be written correctly.
- b) Any part or copy of the question paper cannot be kept in computer and all related rough papers must be incinerated/deleted.
- c) The question-paper setter shall put his/her signature in each page of the manuscript.
- xv) The first answer script examiner shall receive answer scripts within two days of examination of the respective course from the Controller of Examinations. Ten days are stipulated for evaluation after receiving the answer scripts.
- xvi) Tk. 100 per course will be deducted from his/her Remuneration Bill for each day of delay.
- xvii) On receiving the answer-script packet the examiner will compare the number of answer-script/s and other information against the preamble given inside the packet. If any discrepancy is found, that shall be notified in writing to the Controller of Examinations within three days after receiving the answer-scripts. Otherwise, it will be taken as granted that everything mentioned in the preamble was found all right. If mistakenly script of other course is supplied, he/she will instantly return that to the Controller of Examinations.
- xviii) The examiners will give marks to every answer within the mark sheet and add them. If any student answers more number of questions that are asked for, then the examiner will scratch the last redundant answer(s).
- xix) In the end of the total summation by the tabulators, if there is any fraction of 0.5 or more the next integer will be taken, otherwise the fraction is to be truncated.
- xx) During evaluation of answer-script if the examiner finds reason to believe that unfair means was adopted by the examinee, he/she will instantly send confidential report to the EC Chairman on the matter mentioning the basis along with a copy to the Controller of Examination.
- xxi) If the examinee or anybody on behalf of the examinee tries to influence the examiner in evaluating answer-script, the examiner will instantly notify that to the EC Chairman.
- xxii) The course teachers, question-paper setters, answer-script examiners, question-paper moderators, answer-script scrutinizers, tabulators, relevant persons etc., will send Remuneration Bill to the Controller of Examinations through the EC Chairman. Postal charge along with voucher/s other relevant expenses should be included with this bill.
- xxiii) Immediately after scrutiny the EC Chairman will handover answer-scripts to the Controller of Examination of all students. The Controller of Examination will preserve all answer-scripts of each student till five more years after a student's final passing out from the University.

2.1.3.4 Question paper printing, preservation/storage and distribution

- i) The EC Chairman will make arrangements for printing all question papers concerning that examination. Two separate envelopes, one containing adequate number of question papers for using in examination hall and the other one containing 10 copies of question papers for the



controller office must be packed, properly sealed submitted to the Controller of Examinations for preservation. Envelope containing questions for use in the examination hall must be earmarked with the name of the department, year, Term, course code, course title, room number and the examination date. Likewise, envelopes containing number of question papers for controller office must be earmarked with the sentence- "For controller office".

ii) Controller of Examinations will hand over the sealed envelopes containing question papers to the Chief Invigilator at least 30 minutes before of the scheduled time of examination. The Chief Invigilator will hand over the question papers to the concerned invigilators of the examination hall at least 15 minutes before.

2.1.3.5 Procedures to be followed for conducting examination

The Controller of Examination will prepare the duty list of the chief invigilators and invigilators and supporting staffs at least before one week of first day of examination which has to be properly signed by the Vice-Chancellor. Then the Controller of Examination will circulate the lists among the teachers well ahead of first day of examination.

i) A student will be allowed to take part in Term Final examination if she/he fulfills the following conditions:

- a. If the student has been registered for the concerned course in due time.
- b. If the student has paid all dues (Registration/tuition fees/other charges) applicable with university administration/residential hall administration/department administration.
- c. If the student was not instructed by Disciplinary Action Committee to refrain from taking part in the examination.

ii) Student who already has been registered for a particular course, her/his student number/roll number will be treated as the roll number for examination hall for all course and no separate roll number will be assigned later. Inside the examination hall each examinee must bear Admit Card.

iii) The Dean of the faculty in consultation with the chairman of Department will set up the Term Final Examination schedule normally two weeks before the first day of examination. The Controller will officially announce the examination schedule. However, the Academic Council must be informed of the schedule of examinations.

iv) No examinee or her/his assignee/representative will have access to her/his answer script of any course after the examination of that course is over. Under any circumstances no answer script will be shown to the examinee or reexamined. However, re-scrutiny of any answer script may be possible/allowed if the student applies in writing following prescribed procedure and paying appropriate fee within 15 days after publication of the results. In such case, the EC/Controller will make arrangement for re-scrutiny of answer script in question.

2.2 Assessment of Sessional Course (Lab/Practical)

2.2.1 The full marks (100%) of the sessional course will constitute the following (Table 3):

Table 3: Marks Distribution for Sessional Courses

Sl. No.	Items	Marks
1.	Attendance	10%
2.	Sessional Evaluation (Lab Report, Lab Final, Lab Quiz, and others)	70%
3.	Oral test/ Viva Voce/ Final Jury	20%

(i) Class participation or Attendance: It would carry 10% marks.

(ii) Evaluation: The evaluation carrying 70% marks would be done through lab test, class test, quiz, assignment, assigned project performance/behavior of the students etc.

(iii) Oral test carrying 20% marks would be done through asking questions. In this case presence of another teacher of the same department is desirable.

2.2.2 Oral Assessment Course will be conducted by the respective EC.

2.3 Assessment of Capstone Courses/ Thesis/ Monograph/ Project Paper/Term Paper/Internship Report etc.

The distribution of marks for a Capstone (Thesis/ Monograph/ Project paper/ Term Paper/ Internship Report etc.) course will be as follows (Table 4):

Sl. No.	Items	Marks
1.	Evaluation	60%
2.	Presentation	20%
3.	Viva Voce	20%

i) There will be two examiners (including the Supervisor) to examine the Thesis/ Monograph/ Project paper/ Term Paper/ Internship Report etc. Each examiner will evaluate the Thesis/ Monograph/ Project paper/ Term Paper/ Internship Report etc. 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 to be appointed by the concerned Examination Committee from the outside the University will evaluate the Thesis/ Monograph/ Project paper/ Term Paper/ Internship Report etc. Among these numbers, the 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 three marks will be considered for grading.

ii) For the thesis/ Monograph/ Project paper/ Term Paper/ Internship Report/ other projects like the thesis of the final year student, there will be a presentation and defense session before the EC. Every member of the EC will evaluate individually, and the final marks will be calculated by averaging all the marks given by the three members. The EC members will be remunerated individually as per the approved rate of the university.

2.4 Comprehensive Viva Voce

There might be a comprehensive viva voce in each term/year. A student will not usually be allowed to register for more than one course of this type in a term. The concerned Examination Committee of that term/ year will conduct the viva and assess the students. The distribution of marks for viva voce will be 100.

2.5 Attendance Marks Scale

The basis for awarding marks for class attendance will be as follows (Table 5):

Table 5: Class Attendance Marks

Attendance	Marks (Theory Course)	Marks (Sessional/ Capstone Course)
90% or above	5	10
85 to below 90%	4.5	9
80 to below 85%	4	8
75 to below 80%	3.5	7
70 to below 75%	3	6
65 to below 70%	2.5	5
60 to below 65%	2	4
Below 60%	0	0

2.6 Grading System

2.6.1 Letter Grade and Grade Point

Letter Grade and corresponding Grade-Point for a course will be awarded from the roundup marks of individual courses as follows:

Table 6: Letter Grade and corresponding Grade-Point and Marks

Numerical Grade	Letter Grade	Grade Point
80% and above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	C-	2.00
Less than 40%	F*	0.00
Withdrawal	W	
Incomplete	I**	
Continuation (for the project, thesis, dissertation etc.)	X	

*A student who gets F grade in any subject shall not be counted towards credit hour requirements and for the calculation of Grade Point Average (GPA).

** Grade I (incomplete) is awarded only when a student is unable to complete the course because of reasons beyond his/her control. S/he must inform his/her inability to the chairman/director of the respective department/institute prior starting the examination of respective course.

2.6.2 Calculation of Grades

2.6.2.1 GPA: Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses completed by a student in a term.

2.6.2.2 CGPA: Cumulative Grade Point Average (CGPA) of degrees will be calculated by the weighted average of all courses of the previous terms along with that of the current/present term. For the calculation of the final CGPA of clearing graduates, if the third digit after the decimal point is nonzero then its previous, that is, the second digit will be incremented by one. A student, if applicable, will also receive a separate CGPA for her/his Second Major courses.

2.6.2.3 F Grades: A student will be given an "F" grade if s/he fails or remains absent in the final examination of a registered course. If a student obtains an "F" grade, her/his grade will not be counted for GPA, and s/he will have to repeat the course. An "F" grade will be in her/his record, and s/he will not be eligible for distinction, award, and scholarship of the university.

2.7 Course Improvement

i) A student will be allowed only once to improve maximum of 2 (two) theory courses for which s/he has obtained a C grade (GPA 2.25) or less in the previous term by registering for the term final examination of the immediate next term. Improvement examination is allowed only with the immediate next session. If the sessional gap is not suitable for the improvement examinee, he will be allowed to appear at the examination with the examinees in the following session. For Example, students of the session 2012-13 will be allowed to appear at the exam with the examinees of the session 2013-14, but if the sessional gap between 2012-13 and 2013-14 is not suitable for the improvement examinee due to the absence of the required courses, s/he will be allowed to appear at the exam with the examinees of the session 2014-15.

ii) Course registration of the courses for improvement examination is not necessary. But it is mandatory that these courses be cited in the exam application form with fees of TK 100/= for each.

iii) Course coordinator of respective term will make sure of the eligibility of the examinee after necessary examination of transcript.

iv) If the course grade does not improve then the previous course grade will sustain in grade count. In the case of the course grade improvement, this will be cited/noted in the concerned transcripts beside the grade count as "Improvement."

v) Retake examination is allowed for maximum two courses if the mark is below 40. If any student fails to pass three or more courses, s/he shall be obliged to register him/herself in the immediate next session.

vi) In case of practical course(s) with 'F' Grade in any term, a student may improve the grade with the immediate next session.

2.8 Publication of Results

The results of a Term should be prepared by the EC Chairman within 40 days (from last date of written examinations) and sent to the Controller of Examinations for publication. The Controller of Examination will arrange to publish the results following official procedure.

2.9 Compliance

A student (clearing graduate) may appeal to the Controller of Examinations for the reexamine of his/her answer scripts for a maximum of 2 (two) theory courses within 2 (two) weeks after publishing the result. In this case s/he must pay a fee determined by the AC filling the

prescribed form supplied by the office of the Controller of Examinations. Then, based on the appeal, third and fourth examiners (except the previous examiners) will be appointed soon by the Grievance Cell, and the Controller of Examinations will take the approval from the Vice-Chancellor. In the case of the double examiner system, third and fourth examiners will evaluate the single answer script (of the appealed course) separately, and then the two Marks will be averaged. If the present total/average mark is at least 10% less or higher than the previous total/average mark, only then, the Grievance Cell will ask the concerned Examination Committee and the Controller of Examinations to revise the grade of the applicant. Otherwise, her/his previous grade shall stand.

3. Rules and Regulations regarding Administering the Examination

3.1 General Instruction


- i) Dean of each faculty, Professor and Chairman of the Department will be the CI respectively.
- ii) Examinations will be conducted in classrooms until separate examination halls are established. Only one CI will be responsible for all the rooms in which the examination will be held at the same time in a building.
- iii) The office room or conference room (if any) of the Dean of any faculty will be used as the control room of the examination. The room of the Chairman of a department (whichever is most convenient) will be used as the control room until the Dean or his office or conference room is available.
- iv) At least 10 (ten) days before the examination, the Chairman of the department will send the list of teachers (according to seniority) to the office of the Controller of Examinations.
- v) It is compulsory for all teachers to perform the duty of invigilator in the examination hall. If anyone is unable to perform the duties of CI or Invigilator on the appointed day due to physical illness or any other emergency, s/he shall inform the Office of the Controller of Examinations in advance so that another CI/Invigilator may be appointed in due course with the consent of the Vice-Chancellor. No one can be absent from the examination without permission.
- vi) The Controller of Examinations shall prepare the list of CI and invigilators for the approval of the Vice-Chancellor and inform the CI and invigilators at least 4 (four) working days before the first day of the examination.
- vii) On every day of examination, the Controller of Examinations shall go to the control room and hand over the sealed packet to the chief invigilator.
- viii) Toilets adjacent to the examination room will be considered part of the examination hall.
- ix) The senior among the invigilators will be in charge of the examination of that room.
- x) At least one invigilator of the concerned subject will be selected from the course teachers.
- x) CCTV Camera shall be installed in every examination hall, which will be stored in respective dean offices.
- xi) If a student comes down with a contagious disease during the Final Examination, then s/he may apply to the Controller of Examination through the Chairman of the department/ Director

of the institute to write the examinations in sickbed/sickbay. The Controller of Examinations will arrange the Examination under the guidance of the physician of the medical center.

3.2 Responsibilities of the CI

- i) The CI will perform all the duties related to the examination.
- ii) The CI will attend the control room 45 minutes before the start of the examination and receive the question papers, answer sheets, additional answer sheets according to the room kept under the supervision of the examination controller.
- iii) If the invigilators appear on time, the CI will provide them with the question papers, answer sheets, additional answer sheets and other documents used in the examination room as per the predetermined schedule.
- iv) To assist the invigilators at all times so that they can take the examination properly. For this the CI will always visit the examination rooms.
- v) The CI will monitor whether the invigilators are always performing their duties properly in the examination room.
- vi) The CI shall take immediate disciplinary action as per the provisions of the Student Disciplinary Code according to the degree of offense provided by the Invigilators regarding misconduct of any examinee and inform all concerned in the examination room/rooms through notification.
- vii) The report regarding the misconduct of the candidate submitted by the invigilator will be forwarded by the CI to the Disciplinary Committee of the University.
- viii) The CI will accept the answer sheets from the invigilators at the end of the examination.
- ix) No invigilator can be absent without permission. In case of unauthorized absence, the CI shall report the authority.
- x) The CI shall arrange for the removal of unnecessary papers from the examination venue before the commencement of the examination.
- xi) The CI will fill up and sign 3 (three) copies of the top sheets duly. One copy will be inside the answer sheet packet, and one copy should be affixed on top of the packet and the remaining copy should be submitted to the office of the Controller of Examination.

3.3 Responsibilities of the Invigilator


- i) Each invigilator should be present in the control room 30 minutes prior to the commencement of the examination.
 - ii) The invigilators will distribute answer sheets, question papers, supplementary answer sheets and all other documents to the candidates in the examination room.
 - iii) The invigilators should keep a watchful eye so that the candidates do not resort to any mischief in the examination room during the examination.
 - iv) The invigilator shall remain in the examination hall from the commencement of the examination till the end. Invigilators shall refrain from performing all other duties during the performance of observer duties.
- 

- v) Half an hour after the commencement of the examination the invigilator shall sign the answer sheet of the candidates at the designated place on the cover. The invigilator should verify that the candidates write the examination roll number as per admit card on their answer sheet. At that time, the signature of the candidates will be accepted on the attendance sheet.
- vi) While issuing each additional answer sheet the invigilator shall sign it and ensure that the roll number is written on the answer sheet. A record of providing additional answer sheets should be kept on a separate prescribed paper supplied by the Controller of Examinations.
- vii) The invigilators will keep a watchful eye so that the candidates can take the exam smoothly in the examination room.
- viii) The invigilator will instruct the candidates to write on both pages of the answer sheet.
- ix) The invigilators will collect the answer sheets of the candidates and convey them to the chief invigilator according to the roll number. The invigilators are not allowed to leave the control room until the chief invigilator understands the answer sheet of the candidates correctly. The chief invigilator will collect the answer sheets and convey them to the controller of the examination in the control room.
- x) The use of mobile phones is prohibited in the examination room unless there is a valid reason for their use.
- xi) 15 minutes before the start of the examination, the invigilator will enter the examination room with the answer sheet and question paper and the key to the examination room and the Clark will open the room in front of the invigilator. The invigilator will take measures to close the exam room after the exam. However, this rule is flexible until the designated examination halls are established.

3.4 Accessibility issues

- i) Disabled (only handicapped) students or students with special needs will be allowed 5 (five) minutes extra per hour during the examination.
- ii) Disabled (blind/without hand only) students will be allowed to take support in writing during the examination. But the writer should be junior and unfamiliar with the course for which the examinee is hiring her/him.

4. Exam Hall structure

- i) For final examination of theory courses the number of invigilators will be as in the following.
- For 1 – 25 examinees, 2 (two) invigilators will be assigned.
 - After 25 examinees, 1 (one) invigilator will be increased for each 20 examinees.
 - For each exam center, one chief invigilator (CI) will be assigned to conduct the examination.
- ii) For Sessional/laboratory Test of theory courses, the number of invigilators will be as in the following.
- One shift/batch will be formed for every 10-15 students for each session.
 - For each group, 3 (three) invigilators will be assigned.
- 

iii) For continuous assessment, course teacher will do the needful and no other invigilators are required.

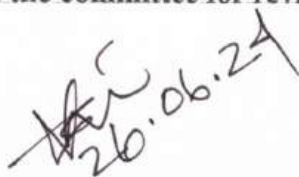
5. Payment of Bills

- The regent board, according to the recommendation of the Academic Council, will decide all the remunerations related to the examination process.
 - The Controller of Examinations will process the bills as per the work-schedule submitted by the chairman of the examination committee, check the authenticity, and submit to the office of the Director of Accounts, which will take the necessary action for payment of the bills.
6. This ordinance will replace other ordinances/resolutions etc. on the issues described here; however, it will not affect ordinances/resolutions on issues not mentioned here. Any amendments or modifications to this ordinance made by the Academic Council shall be deemed an integral part of this ordinance.

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24. The members of the committee for revising Undergraduate Examination ordinance:


26.06.24

Professor Dr. Mohammad Abdul Baki
Pro-Vice Chancellor &
Convenor, Education and Exam Ordinance
Review Committee
Noakhali Science and Technology University

Professor Dr. Newaz Mohammed Bahadur
Treasurer &
Member, Education and Exam Ordinance Review
Committee
Noakhali Science and Technology University



Professor Dr. Ashadun Nobil
Dean
Faculty of Engineering & Technology &
Member, Education and Exam Ordinance Review
Committee
Noakhali Science and Technology University



Professor Dr. Md. Atiqur Rahman Bhuiyan
Dean
Faculty of Science &
Member, Education and Exam Ordinance Review
Committee
Noakhali Science and Technology University



Professor Dr. Md. Ziaul Haque
Dean
Faculty of Business Administration &
Member, Education and Exam Ordinance Review
Committee
Noakhali Science and Technology University



Professor Dr. Mohammad Anwer Hossain
Dean
Faculty of Social Science and Humanities &
Member, Education and Exam Ordinance Review
Committee
Noakhali Science and Technology University



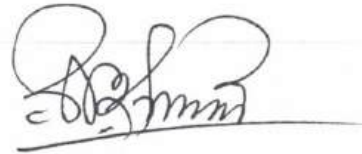
Professor Dr. Biplob Mallick
Dean
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Noakhali Science and Technology University



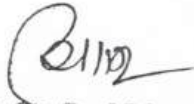
Professor Dr. Mohammad Salim Hossain
Director
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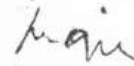
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G M Rakibul Islam
Chairman
Department of Educational Administration &
Member, Education and Exam Ordinance Review
Committee
Noakhali Science and Technology University



Md. Shafiqul Islam
Deputy Controller of Examination &
Member, Education and Exam Ordinance Review
Committee
Noakhali Science and Technology University



Nargis Akter Helaly
Deputy Registrar (Education Wing) &
Member Secretary, Education and Exam
Ordinance Review Committee
Noakhali Science and Technology University

NSTU ORDINANCE FOR GRADUATE PROGRAM



Noakhali Science and Technology University
Noakhali-3814, Bangladesh

NOAKHALI SCIENCE AND TECHNOLOGY UNIVERSITY
ORDINANCE FOR GRADUATE PROGRAM

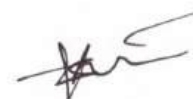
The Graduate Admission Committee (GAC) shall consist of four members. One member is the Chairman of the department and other two members will be selected from among the teachers of the department not below the rank of Associate Professor. In case teachers of the rank are not available then Assistant Professor(s)/Lecturer(s) may be nominated as members. The BOAS will nominate the fourth member from outside the department. The Chairman of the department will act as the Chairman of the Admission Committee.

1. Degree offered

- 1.1 The graduate program consists of Masters (Non-Thesis), Masters (Thesis), Master of Science (MSc/MS), MSc (Engineering), Master of Pharmacy (MPharm), Master of Arts (MA), Master of Social Science (MSS), Master of Business Administration (MBA), Master of Laws (LLM), Master of Education (MEd), and Master of Philosophy (MPhil). The departments and institutes of NSTU will offer Master's degree in specialized subject areas.
- 1.2 Masters' degree shall be offered by different departments/ institutes of NSTU to a candidate subject to the fulfillment of the rules and regulations as described hereunder and also of other relevant rules and regulations to be promulgated by the competent authorities of the university from time to time.
- 1.3 Notification for the admission process will be published and well-circulated.

2. Admission requirement

- 2.1 Any students with (i) 4-year bachelor's degree, (ii) 3-year Bachelor and 1-year Master's degree or (iii) 5-year Bachelor degree from a recognized university is eligible to get admitted into the graduate program at NSTU. Specific requirements will be set by the specific POEs.
- 2.2 Candidates seeking admission to graduate program must possess bachelor's degree from NSTU or equivalent degree from other recognized university or institutions (concerned department or institute will decide the status of the university) relevant to the desired subjects of specialization.
- 2.3 Application for admission shall be invited through regular means of advertisement and shall be received by the registrar of the university.
- 2.4 On the recommendation of the Graduate Admission Committee (GAC) of the respective department, admission into the university for postgraduate studies shall be framed from time to time by the Academic Council.
- 2.5 The eligibility of the candidates having degrees from other universities shall be assessed by the GAC of the respective department.
- 2.6 An in-service candidate if selected for admission as a full-time student must obtain necessary clearance from his/her employer.



- 2.7 The candidates for admission to graduate degree program shall be selected by the Board of Advanced Studies (BOAS) on the recommendation of the GAC of the respective POE. The concerned department/institute will decide the minimum CGPA of graduate admission, but a candidate must possess no less than CGPA 2.25 in the required degree examination.
- 2.8 Every selected candidate unless s/he has already been registered, shall get himself or herself registered with the university.
- 2.9 After admission, a course coordinator among the teachers of the department not below the rank of Assistant Professor shall be assigned for each batch/ session by the Academic Committee of the department/institute. In advance of each enrollment and course registration of any term, the course coordinator shall check and approve the students' schedule for subjects and other prerequisites. The student is expected to consult his or her course coordinator on all academic matter. But it is responsibility of the individual student to see that his schedule conforms to the course requirements.
- 2.10 The maximum number of students to be admitted to the department in a particular academic year shall be decided by the concerned department/institute and approved by the BOAS, on the basis of availability of teaching and research facilities in the department. The minimum number of students will be 5 in a particular academic session.

3. Duration of Program

- 3.1 An academic year shall consist of two terms. The duration of each Term will be 22 weeks, which will be used as follows:

Classes	14 Weeks
Preparatory leave before final examination	2 Weeks
Final Examination	4 Weeks
Term Break	2 Weeks
Total	22 Weeks

- 3.2 The minimum duration for Masters' Program shall be two terms.
- 3.3 A candidate for Master's Degree must complete all the requirements for the degree within three academic years from his/her first admission.

4. Course requirements

- 4.1 Master's degree program shall run on course credit system. One lecture/contact hour per week shall be considered one credit hour; for practical/sessional classes three class hours a week shall be considered one credit hour. Each course shall carry 100 marks.
- 4.2 The total credit hours will be minimum 40 as per the revised guideline of BNQF of Bangladesh Accreditation Council, which is as follows:

BNQF Higher Education Level	Qualifications	Minimum Graduating Credits
	Name	
9 (Master's)	Master's by mixed method (Thesis Group)	18 Credits + Dissertation
	Master's by course work (Non-thesis Group)	40 Credits
8	Postgraduate Diploma	35 Credits
	Postgraduate Certificate	25 Credits

A minimum of 6 and a maximum of 12 credit hours will be for thesis/dissertation work and department/ institute may arrange a seminar worth 1 credit hour for students. A student may be assigned a minimum of 15 credit hours and a maximum of 21 credit hours of courses per term. The course coordinator/supervisor for thesis student however may assign a student more courses (a non-credit/audit course) without altering the credit hours in thesis if such assignment is needed for carrying out the thesis research.

- 4.3 The course coordinator/supervisor shall recommend a program of courses for a student to the Chairman, BOAS, through the Chairman of the department and Executive Committee of the Faculty.
- 4.4 No student shall change the group (Thesis to Non-thesis or Non-thesis to Thesis) after the admission.
- 4.5 The students shall be registered with the University each term on payment of necessary fees as per university rules.

5. Examination procedures

5.1 Theory courses: In any theory course the distribution of total marks (100%) will be as follows: a) Continuous assessment 30% and b) Written examination 70%.

5.2 The total marks (30%) of continuous assessment will be constituted of: Class participation of attendance: 5% and class test, assignments, term-papers etc.: 25%.

5.3 The class test, assignments, term-papers etc. carrying 25% will be arranged according to the following table:

No. of credit of the course	Total no. of assessments required	No. of best assessments to be considered for grading
1	2	1
2 or More	3	2

5.4 Duration of a class test will be 30-45 minutes and it will preferably be taken during class hour.

5.5 Each of the continuous assessment will finally carry equal marks or weightage. Answer script of the assessment will be shown to the student. Students will get timely feedback on the performance in all formative/continuous assessments for better learning and preparation for the summative test/ semester final examination. The concerned teacher would submit three

evaluated answer-script (highest, middle and lowest score) and attendance register to the Chairman of the Department.

5.6 If a student repeats a course for which the obtained F grade (in any previous Term), he will not be allowed to repeat the continuous assessment (i.e., class test/quiz/assignment/term paper). The marks of class participation will be taken from the previous record.

5.7 The duration of the term final examination shall be a minimum of 3 hours and maximum of 4 hours for all courses.

5.8 In order to attend the final examination, a student must attend 70% of the classes taken. If any obtains 60-69% attendance s/he may be allowed to appear at the examination on payment of Tk. 1000 (BDT one thousand) as fine. Students with attendance of below 60% shall not be allowed to appear at the final examination.

5.9 The controller of Examinations, in consultation with the Dean of the Faculty shall prepare and circulate the schedule for final examinations of the courses offered by the department in a particular term at least 1 (one) week before the commencement of the examinations.

5.10 The examination committee shall be formed with the following members:

a.	The Chairman of the department	Chairman
b.	Three teachers, not below the rank of Assistant Professor*	Member
c.	One external member, not below the rank of Associate Professor	Member

*If required number of teachers are not available in the department/ institute, Lecturer of the department with at least Master's degree shall be in the examination committee.

5.11 The Examination Committee shall prepare a panel of question-setters and examiners. The Chairman of Examination Committee shall send the panel of question setter and examiners to the Chairman, BOAS, who shall get it approved by the Academic Council.

5.12 The Controller of Examinations will appoint question paper setters and answer script examiners as recommended by the Academic Committee. In case any examiner is unable to prepare question paper or evaluate answer script he will inform the Controller of Examinations within 2 days after receiving the appointment letter, in that case the EC will recommend another examiner from the panel to the Controller of Examinations.

5.13 If a relative of a person (such as wife/husband, son/daughter, brother/sister, brother/sister of wife/husband, first cousins of self and spouse and in laws thereof) is an examinee, he/she cannot be the Chairman, examiner or member of the EC.

5.14 The EC would organize and manage all activities including moderation of questions, scrutinizing of answer scripts and appointment of tabulators for completion of the examination process. The EC Chairman will call a meeting of the committee to finalize the results. The committee will recommend the results and the Chairman, EC will send the results to the Controller of Examinations for publication.

5.15 Setting question-paper, Moderation, Evaluating and Scrutinizing answer-script and Preparation of Marks Sheet:

- i) For a theory course of each Term-Final Examination two examiners will be appointed. Every examiner will set questions and examine the answer-scripts.
- ii) The question paper setters will submit the sealed manuscripts of questions directly to the EC Chairman or will seal and send both internal and external envelopes containing manuscripts of questions to the EC Chairman through insured-postal service. After receiving the question papers the EC Chairman will make arrangement for moderation of question papers.
- iii) The EC Chairman will appoint answer-script scrutinizers from the EC members and they will scrutinize the answer-scripts. Scrutinizers will inform the EC chairman if any answer is not evaluated or if any mistake is found in summation of marks. The EC Chairman will arrange to evaluate the answer or correct the summation.
- iv) The course teachers will submit marks of theory courses (marks of class participation and continuous assessment), class-assessment and viva of sessional courses in sealed envelopes, two copies directly to the EC Chairman and one copy to the Controller of Examinations. These marks should be displayed in the notice board before the starting of the preparatory leave.
- v) The script examiners will prepare two copies of mark sheets and submit to the EC Chairman in sealed envelope by hand or insured postal service. The scrutinized copies of mark sheets will be submitted to the Controller of Examinations by the EC Chairman before the publication of results.
- vi) If the marks awarded by the first and second examiner vary **20% or more** as reported by tabulators a third examiner is to be appointed from the panel of examiners. Among these numbers average of the nearest 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.
- vii) EC Chairman will appoint two tabulators for each Term of each year from EC members and will distribute mark sheets for tabulation. If any tabulator becomes unable to complete tabulation for the Term, EC Chairman will appoint new tabulator as replacement. Tabulation will be made in two formats: Student-wise and Course-wise. Two tabulators can work together to prepare tabulation sheets, but they will individually cross-check the correctness of tabulation before making it final.
- viii) The question paper setters, answer-script examiners, scrutinizers, and tabulators will consider all the documents and information related to the examination as very confidential and shall keep them secured.
- ix) In case the concerned person(s) makes any change or correction in manuscript of question paper, marks on answer-script or grades written in grade sheet he/she must sign there. In case of marks, one should cross the wrong marks and write the correct one beside it and should avoid overwriting.
- x) The question paper-setters will not make drastic change in the standard and Form of questions from one to another session. Repetition of the same questions in consecutive sessions is also not desirable. No question should create any confusion in meaning or become



unintelligible. Questions must be set in such a way that they encourage test of originality and uniqueness of the examinee.

xi) The question-paper setters will be given regulatory advice about the required field of knowledge, syllabus, and chapters of approved textbook (if any) of the Concerned course that are included for examination.

xii) For each theory course maximum 25% options can be given in the total number of questions. Question must be set in such a way that one can generally answer within the stipulated time.

xiii) Following steps should be maintained by the question-paper setter:

a) The question-paper setter shall write question-paper/manuscript in clean and legible handwriting or typed written. Name of any object or person and technical term must be written correctly.

b) Any part or copy of the question paper cannot be kept within computer and all related rough papers must be incinerated/deleted.

c) The question-paper setter shall put his/her signature in each page of the manuscript.

xiv) If any question-paper setter or answer-script examiner is unable to accept his/her appointment before starting of the examination or during examination, he/she should notify that to the Controller of Examinations within two working days.

xv) Ten days are stipulated for evaluation after receiving the answer scripts. Otherwise, Tk.100 per course will be deducted from his remuneration bill for each day of delay.

xvi) The first examiner will submit the evaluated answer script to the controller within stipulated time. The second examiner will receive the answers scripts from the controller of examinations in due time and also submit to the controller of examinations within stipulated time. The controller of examination will hand over the examined answer scripts to the EC chairman immediately for scrutiny and preparation of results.

xvii) On receiving the answer-script packet the examiner will compare the number of answer-script/s and other information against the preamble given inside the packet. If any discrepancy is found, that shall be notified in writing to the Controller of Examinations within three days after receiving the answer-scripts. Otherwise, it will be taken as granted that everything mentioned in the preamble was found all right. If mistakenly script of other course is supplied, he/she will instantly return that to the Controller of Examinations.

xviii) The examiners will give marks to every answer within the mark sheet and add them. If any student answers more number of questions that are asked for, then "the examiner will scratch the last redundant answer(s).

xix) In the end of the total summation by the tabulators, if there is any fraction of 0.5 or more the next integer will be taken, otherwise the fraction is to be truncated.

xx) During evaluation of answer-script if the examiner finds reason to believe that unfair means was adopted by the examinee, he/she will instantly send confidential report to the EC Chairman on the matter mentioning the basis along with a copy to the Controller of Examinations.



xxi) If the examinee or anybody on behalf of the examinee tries to influence the examiner in evaluating answer-script, the examiner will instantly notify that to the EC Chairman.

xxii) The course teachers, question-paper setters, answer-script examiners, question-paper moderators, answer-script scrutinizers, tabulators, relevant persons etc., will send Remuneration Bill to the Controller of Examinations through the EC Chairman. Postal charge along with voucher/s other relevant expenses should be included with this bill.

xxiii) Immediately after scrutiny the EC Chairman will handover answer-scripts to the Controller of Examination of all students. The Controller of Examination will preserve all answer-scripts of each student till five more years after a student's final passing out from the University.

5.16 Numerical grading shall be made after evaluating all examination scripts, attendances, sessional reports, homework, assignments, and thesis research. The final grading to be reported to the Controller of Examinations shall be in the letter grade system as detailed below:

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

Numerical grade	Letter grade	Grade point
80% or above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
Less than 40%	F*	0.00
Withdrawal	W	-
Incomplete	I**	-
Continuation (For Thesis)	X	-

*A student who gets F grade in any subject shall not be counted towards credit hour requirements and for the calculation of Grade Point Average (GPA).

** Grade I (incomplete) is awarded only when a student is unable to complete the course because of reasons beyond his/her control. S/he must inform his/her inability to the chairman/director of the respective department/institute prior starting the examination of respective course.

5.17 If a student fails to obtain grade point 2.0 in thesis, the Chairman of the BOAS may allow the student another chance to repeat the thesis preparation, on recommendation of the advisor/supervisor and chairman of the department, provided that the student passes the course within the tenure of the study period (1st, 2nd and special term).

6. Thesis/ Research requirements:

6.1. A student for Master's degree program specializing in any subjects under NSTU shall undertake a research under the guidance of a teacher of the department. Supervision shall also be allowed from professionals from any recognized Research Institutes/Organizations. A teacher or a professional, to be eligible for providing supervision of thesis research must have prior approval from the BOAS.

6.2. The Chairman of the Department shall submit the names of thesis supervisors together with the titles of the thesis of the students to the BOAS ordinarily within first term of the students' enrolment.

6.3. The research work must be carried out in this University, or at a place (s), approved by the supervisor, in consultation with the Chairman of the Department

6.4. The students must submit through the supervisors to the Chairman of the Department, the required number of types written copies of thesis in the approved format on or before a date to be fixed by the Chairman of the Department, in consultation with the supervisor concerned.

6.5. Each student must comply with the NSTU Anti Plagiarism Policy in all academic activities.

6.6. The thesis should demonstrate evidence of generation of satisfactory knowledge in the field of research undertaken by the student.

6.7. The marks, assigned to thesis shall be distributed as follows for the purpose of grading:

- | | |
|-----------------|------------|
| (i) Thesis | : 60 marks |
| (ii) Defense | : 20 marks |
| (iii) Viva-Voce | : 20 marks |

7. Thesis evaluation:

7.1 The Head of the Department, in consultation with the supervisor, shall suggest to the Chairman, BOAS, name of examiners for thesis and oral examination for approval. Thesis will be examined by two examiners; one is the supervisor and another examiner (external) from other departments of NSTU or outside NSTU. The examination committee shall conduct oral examination.

The final term examination committee of Master's program will conduct the oral examination/defense of thesis.

7.2 If any examiner is unable to accept the appointment or has to relinquish his/her appointment before/during the examination, the Chairman of the Department in consultation with the examination committee shall select another examiner, get that approved by the Chairman, BOAS and communicate the decision to the Controller of Examination who shall issue necessary appointment letter.

7.3 Every student, submitting a thesis in partial fulfillment of the requirements of a degree, shall be required to appear at an oral examination, on a date, or dates, fixed by the Chairman of the Department and must satisfy the examiners that he/ she is capable of intelligently applying the results of his/her research to the solution of problems, undertaking independent



work, and also of affording evidence of satisfactory knowledge, related to the theory and technique used in his/her research work.

7.4 Course Improvement

- i) A student will be allowed only once to improve maximum of 2 (two) theory courses for which s/he has obtained a C grade (GPA 2.25) or less in the previous term by registering for the term final examination of the immediate next term. Improvement examination is allowed only with the immediate next session. If the sessional gap is not suitable for the improvement examinee, he will be allowed to appear at the examination with the examinees in the following session. For Example, students of the session 2012-13 will be allowed to appear at the exam with the examinees of the session 2013-14, but if the sessional gap between 2012-13 and 2013-14 is not suitable for the improvement examinee due to the absence of the required courses, s/he will be allowed to appear at the exam with the examinees of the session 2014-15.
- ii) Course registration of the courses for improvement examination is not necessary. But it is mandatory that these courses be cited in the exam application form with fees of TK 100/= for each.
- iii) Course coordinator of respective term will make sure of the eligibility of the examinee after necessary examination of transcript.
- iv) If the course grade does not improve then the previous course grade will sustain in grade count. In the case of the course grade improvement, this will be cited/noted in the concerned transcripts beside the grade count as "Improvement."
- v) Retake examination is allowed for maximum two courses if the mark is below 40. If any student fails to pass three or more courses, s/he shall be obliged to register him/herself in the immediate next session.
- vi) In case of practical course(s) with 'F' Grade in any term, a student may improve the grade with the immediate next session.

8. Special Term

A special term will be conducted for MS students with F and I grade of up to 6 credits only. This will be a non-taught term to clear any failed/I of theory courses of any term. The examination of special term will start 4 (four) weeks after the publication of 2nd term results will spread over a period of not more than 10 days. Students will be allowed to register for a maximum of up to 6 credits in this term. The continuous assessment marks 30% (class test 25% and attendance 5%) will be carried over from previously registered theory course (s) to the concerned theory courses(s) of special term. Special term final examination will carry the remaining 70% marks. However, it must be within the allowed limits of the special term credits. The Chairman may allow a student to register for the special term as well as the regular first term of the MS.

9. Publication of Results:

The results of a term should be prepared by the EC Chairman within 40 days and sent to the Controller of examinations for publication. The EC Chairman would send one copy of the



tabulation sheets to the Controller of Examinations. The Controller of Examinations will arrange to publish the results following official procedure. Another copy of all tabulation sheets will be kept in the office of the respective department.

10. Compliance

A student (clearing graduate) may appeal to the Controller of Examinations for the reexamine of his/her answer scripts for a maximum of 2 (two) theory courses within 2 (two) weeks after publishing the result. In this case s/he must pay a fee determined by the AC filling the prescribed form supplied by the office of the Controller of Examinations. Then, based on the appeal, third and fourth examiners (except the previous examiners) will be appointed soon by the Grievance Cell, and the Controller of Examinations will take the approval from the Vice-Chancellor. In the case of the double examiner system, third and fourth examiners will evaluate the single answer script (of the appealed course) separately, and then the two Marks will be averaged. If the present total/average mark is at least 10% less or higher than the previous total/average mark, only then, the Grievance Cell will ask the concerned Examination Committee and the Controller of Examinations to revise the grade of the applicant. Otherwise, her/his previous grade shall stand.

11. If any POE offers postgraduate diploma/ certificate courses, should follow the BNQF guideline along with the approval and resolutions from BOAS and Academic Council.

12. Rules and Regulations regarding Administering the Examination

12.1 General Instruction

- i) Dean of each faculty, Professor and Chairman of the Department will be the CI respectively.
- ii) Examinations will be conducted in classrooms until separate examination halls are established. Only one CI will be responsible for all the rooms in which the examination will be held at the same time in a building.
- iii) The office room or conference room (if any) of the Dean of any faculty will be used as the control room of the examination. The room of the Chairman of a department (whichever is most convenient) will be used as the control room until the Dean or his office or conference room is available.
- iv) At least 10 (ten) days before the examination, the Chairman of the department will send the list of teachers (according to seniority) to the office of the Controller of Examinations.
- v) It is compulsory for all teachers to perform the duty of invigilator in the examination hall. If anyone is unable to perform the duties of CI or Invigilator on the appointed day due to physical illness or any other emergency, s/he shall inform the Office of the Controller of Examinations in advance so that another CI/Invigilator may be appointed in due course with the consent of the Vice-Chancellor. No one can be absent from the examination without permission.
- vi) The Controller of Examinations shall prepare the list of CI and invigilators for the approval of the Vice-Chancellor and inform the CI and invigilators at least 4 (four) working days before the first day of the examination.



vii) On every day of examination, the Controller of Examinations shall go to the control room and hand over the sealed packet to the chief invigilator.

viii) Toilets adjacent to the examination room will be considered part of the examination hall.

ix) The senior among the invigilators will be in charge of the examination of that room.

x) At least one invigilator of the concerned subject will be selected from the course teachers.

x) CCTV Camera shall be installed in every examination hall, which will be stored in respective dean offices.

xi) If a student comes down with a contagious disease during the Final Examination, then s/he may apply to the Controller of Examination through the Chairman of the department/ Director of the institute to write the examinations in sickbed/sickbay. The Controller of Examinations will arrange the Examination under the guidance of the physician of the medical center.

12.2 Responsibilities of the CI

i) The CI will perform all the duties related to the examination.

ii) The CI will attend the control room 45 minutes before the start of the examination and receive the question papers, answer sheets, additional answer sheets according to the room kept under the supervision of the examination controller.

iii) If the invigilators appear on time, the CI will provide them with the question papers, answer sheets, additional answer sheets and other documents used in the examination room as per the predetermined schedule.

iv) To assist the invigilators at all times so that they can take the examination properly. For this the CI will always visit the examination rooms.

v) The CI will monitor whether the invigilators are always performing their duties properly in the examination room.

vi) The CI shall take immediate disciplinary action as per the provisions of the Student Disciplinary Code according to the degree of offense provided by the Invigilators regarding misconduct of any examinee and inform all concerned in the examination room/rooms through notification.

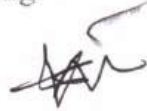
vii) The report regarding the misconduct of the candidate submitted by the invigilator will be forwarded by the CI to the Disciplinary Committee of the University.

viii) The CI will accept the answer sheets from the invigilators at the end of the examination.

ix) No invigilator can be absent without permission. In case of unauthorized absence, the CI shall report the authority.

x) The CI shall arrange for the removal of unnecessary papers from the examination venue before the commencement of the examination.


xi) The CI will fill up and sign 3 (three) copies of the top sheets duly. One copy will be inside the answer sheet packet, and one copy should be affixed on top of the packet and the remaining copy should be submitted to the office of the Controller of Examination.



12.3 Responsibilities of the Invigilator

- i) Each invigilator should be present in the control room 30 minutes prior to the commencement of the examination.
- ii) The invigilators will distribute answer sheets, question papers, supplementary answer sheets and all other documents to the candidates in the examination room.
- iii) The invigilators should keep a watchful eye so that the candidates do not resort to any mischief in the examination room during the examination.
- iv) The invigilator shall remain in the examination hall from the commencement of the examination till the end. Invigilators shall refrain from performing all other duties during the performance of observer duties.
- v) Half an hour after the commencement of the examination the invigilator shall sign the answer sheet of the candidates at the designated place on the cover. The invigilator should verify that the candidates write the examination roll number as per admit card on their answer sheet. At that time, the signature of the candidates will be accepted on the attendance sheet.
- vi) While issuing each additional answer sheet the invigilator shall sign it and ensure that the roll number is written on the answer sheet. A record of providing additional answer sheets should be kept on a separate prescribed paper supplied by the Controller of Examinations.
- vii) The invigilators will keep a watchful eye so that the candidates can take the exam smoothly in the examination room.
- viii) The invigilator will instruct the candidates to write on both pages of the answer sheet.
- ix) The invigilators will collect the answer sheets of the candidates and convey them to the chief invigilator according to the roll number. The invigilators are not allowed to leave the control room until the chief invigilator understands the answer sheet of the candidates correctly. The chief invigilator will collect the answer sheets and convey them to the controller of the examination in the control room.
- x) The use of mobile phones is prohibited in the examination room unless there is a valid reason for their use.
- xi) 15 minutes before the start of the examination, the invigilator will enter the examination room with the answer sheet and question paper and the key to the examination room and the Clark will open the room in front of the invigilator. The invigilator will take measures to close the exam room after the exam. However, this rule is flexible until the designated examination halls are established.

12.4 Accessibility issues

- i) Disabled (only handicapped) students or students with special needs will be allowed 5 (five) minutes extra per hour during the examination.
 - ii) Disabled (blind/without hand only) students will be allowed to take support in writing during the examination. But the writer should be junior and unfamiliar with the course for which the examinee is hiring her/him.
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13. Exam Hall structure

i) For final examination of theory courses the number of invigilators will be as in the following.

- For 1 – 25 examinees, 2 (two) invigilators will be assigned.
- After 25 examinees, 1 (one) invigilator will be increased for each 20 examinees.
- For each exam center, one chief invigilator (CI) will be assigned to conduct the examination.

ii) For Sessional/laboratory Test of theory courses, the number of invigilators will be as in the following.

- One shift/batch will be formed for every 10-15 students for each session.
- For each group, 3 (three) invigilators will be assigned.

iii) For continuous assessment, course teacher will do the needful and no other invigilators are required.

14. Payment of Bills

- The regent board, according to the recommendation of the Academic Council, will decide all the remunerations related to the examination process.
- The Controller of Examinations will process the bills as per the work-schedule submitted by the chairman of the examination committee, check the authenticity, and submit to the office of the Director of Accounts, which will take the necessary action for payment of the bills.

15. Academic fees:

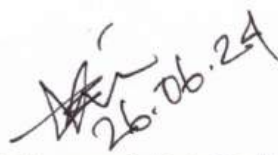
Admission/re-admission and other fees for Master's degree program shall be decided by the authority.

16. This ordinance will replace other ordinances/resolutions etc. on the issues described here; however, it will not affect ordinances/resolutions on issues not mentioned here. Any amendments or modifications to this ordinance made by the Academic Council shall be deemed an integral part of this ordinance.

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14. The members of the committee for revising Master's Program and Examination ordinance:

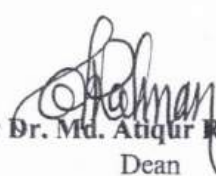

26.06.24

Professor Dr. Mohammad Abdul Baki
Pro-Vice Chancellor & **Dean, Faculty of Law**
Convenor, Education and Exam Ordinance
Review Committee
Noakhali Science and Technology University

Professor Dr. Newaz Mohammed Bahadur
Treasurer &
Member, Education and Exam Ordinance Review
Committee
Noakhali Science and Technology University



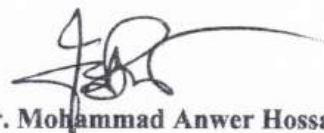
Professor Dr. Ashadun Nobi
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Dean
Law



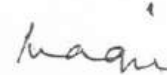
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Md. Shafiqul Islam
Deputy Controller of Examination &
Member, Education and Exam Ordinance Review
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Nargis Akter Helaly
Deputy Registrar (Education Wing) &
Member Secretary, Education and Exam
Ordinance Review Committee
Noakhali Science and Technology University