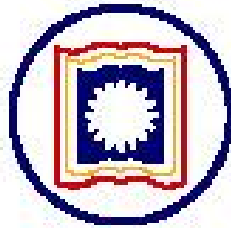




# **Academic Ordinance 2013 B.Sc. in Engineering Curriculum of the Affiliated Colleges/Institutes**



**Faculty of Engineering  
University of Rajshahi**

**June 22, 2013**

**Amendment: 29<sup>th</sup> faculty meeting on 08 December 2015,  
239<sup>th</sup> Academic Council: Agenda 62 on 19 December 2015 and  
463<sup>rd</sup> Syndicate meeting: Agenda 02 on 26 December 2015**

A small, handwritten signature in black ink, located at the bottom left of the page.



## Contents:

1.	Definitions	3
2.	Departments	3
3.	Degree Offered	3
4.	Duration of Course and Course Structure	4
5.	Distribution of Courses	5
6.	Mark and Credit Distribution	5
7.	Academic Calendar	6
8.	Admission	7
9.	Admission on Transfer	8
10.	Medical Examination at the time of Admission	8
11.	Registration	8
12.	Change of Department	8
13.	Attendance	8
14.	Grading System	9
15.	Conducting of Examination and Rules for Promotion	10
16.	Class Test	10
17.	Publication of Results	10
18.	Examination Committee	11
19.	Theoretical Examination and Board Viva voce	11
20.	Laboratory Examination/field work/professional training	12
21.	Medium of Answers	12
22.	Duties and Responsibilities of Question Setters and Examiners	13
23.	Eligibility for Examination	14
24.	Amendment	14
25.	Mark sheet	15
26.	Summary of amendments at 29 <sup>th</sup> faculty meeting on 08 December 2015, 239 <sup>th</sup> Academic Council: Agenda 62 on 19 December 2015 and 463 <sup>rd</sup> Syndicate meeting: Agenda 02 on 26 December 2015	16



## **Faculty of Engineering University of Rajshahi**

### **Academic Ordinance for Undergraduate Program for the award of Bachelor of Science in Engineering Degree affiliated with RU**

#### **1. Definitions**

- 1.1 'University' means the University of Rajshahi, Bangladesh, abbreviated as RU, Rajshahi.
- 1.2 'Syndicate' means the Syndicate of the University.
- 1.3 'Academic Council' means the Academic Council of the University.
- 1.4 'Committee of Courses and Studies' means the Committee of Courses for Undergraduate and Postgraduate Studies of a Degree Awarding Department of the University formed as per rules of the University.
- 1.5 'Faculty' means the Faculty of Engineering of the University.
- 1.6 'Academic Committee' means academic committee of the department formed as per statute of the University.
- 1.7 'Department' means each course offering entity in Rajshahi University campus and in affiliated colleges' campus.
- 1.8 'Discipline' means same/relevant course offering entities.

#### **2. Departments**

##### **2.1 Degree Awarding Departments**

The Faculty shall consist of the following Degree Awarding Departments:

- 2.1.1 Department of Textile Engineering (abbreviated as **TE**)
- 2.1.2 Department of Civil Engineering (abbreviated as **CE**)
- 2.1.3 Department of Mechanical Engineering (abbreviated as **ME**)
- 2.1.4 Department of Electrical & Electronics Engineering (abbreviated as **EEE**)
- 2.1.5 Department of Computer Science and Engineering (abbreviated as **CSE**)
- 2.1.6 Department of Chemical Engineering (abbreviated as **CHE**)
- 2.1.7 Department of Industrial and Production Engineering (abbreviated as **IPE**)
- 2.1.8 Any other department to be instituted by the Syndicate on the recommendation of the Academic Council.

#### **3. Degree Offered**

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

- 3.1 Bachelor of Science in Textile Engineering abbreviated as B. Sc. Engg. (Textile)
- 3.2 Bachelor of Science in Civil Engineering abbreviated as B. Sc. Engg. (Civil)
- 3.3 Bachelor of Science in Mechanical Engineering abbreviated as B. Sc. Engg. (Mechanical)
- 3.4 Bachelor of Science in Electrical and Electronic Engineering abbreviated as B. Sc. Engg. (EE)
- 3.5 Bachelor of Science in Computer Science and Engineering abbreviated as B. Sc. Engg. (CS)
- 3.6 Bachelor of Science in Chemical Engineering abbreviated as B. Sc. Engg. (Chemical)
- 3.7 Bachelor of Science in Electronics and Telecommunication Engineering abbreviated as B.Sc.Engg. (ET)
- 3.8 Bachelor of Science in Industrial and Production Engineering abbreviated as B. Sc. Engg. (IP)
- 3.9 Any other degree that may be awarded by a department on the approval of the Syndicate on the recommendation of the Faculty and the Academic Council.

#### **4. Duration of Course and Course Structure**

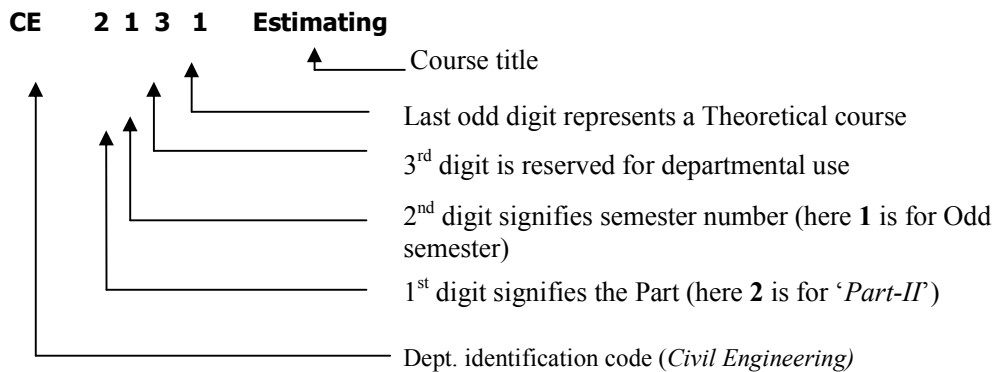
- 4.1 The B. Sc. Engg. programs shall extend over a period of four academic years, each of a normal duration of one calendar year, divided into 2 Semesters; (details are given in Section 7 of the ordinance).
- 4.2 The curricula of the B. Sc. Engg. Degree in the different departments shall be as proposed by the Committee of Courses and approved by the Syndicate on the recommendation of the Engineering Faculty and of the Academic Council. The formation of the committee of courses will be as follows:
  - (i) All the teachers of the department



- (ii) Three expert members from any recognized university outside the institute
- (iii) Two members nominated by the Faculty of Engineering, RU.
- 4.3 The Committee of Courses shall review the curricula at least once in every **Academic Year** and recommend changes and revision, if any, to the Faculty, and then the Faculty will recommend to the Academic Council.
- 4.4 Teaching of the courses is reckoned in terms of credits and the credits allotted to various courses will be determined by the Committee of Courses under the following guidelines;

Nature of course	Contact hour/credit (in a semester)
Theoretical Lecture	: 1 hour/week
Laboratory/Project	: 2 - 3 hours/week
Field work	: 2 weeks of field work

- 4.5 **Contact Hours/week:** The total contact hours for the regular students including lecture, tutorial and laboratory shall be between **24 - 42** periods per week, each period being **40 to 60** minutes in duration.
- 4.6 **Course Adviser:** In each degree-awarding department, one of the teachers nominated by the Academic Committee shall act as **Course Advisor** for each academic year.
- 4.7 With the approval of Academic Committee, Course Advisor will prepare and announce the class routine, showing details of the lectures, course plan, class test, etc. at the start of each semester.
- 4.8 **Course Designation:** Each course is designated by a **two to four letter** word usually identifying the course offering department followed by a **four-digit** number with the following criteria without any space between letters and numerical.
  - (a) The first digit will correspond to the Part (year) in which the course is normally taken by the students,
  - (b) The second digit will correspond the semester (**1 for odd and 2 for even**) in which the course is normally taken by the students,
  - (c) The third digit will be reserved for departmental use for such things as to identify different areas within a department,
  - (d) The last digit will be **odd for theoretical, even for laboratory courses and '0' for Board Viva voce** and
  - (e) The course designation system is illustrated by the following example.





## 5. Distribution of Courses

The program of study for the B. Sc. Engg. shall carry a total of **160** credits (**4000** marks).

Suggested distribution of courses is as follows:

Course type		Marks	% of Marks	Credits
<sup>a</sup> Humanities		100 – 300	2.5 – 7.5	4 – 12
<sup>b</sup> Basic Sciences (with Lab)		600 – 900	15 – 22.5	24 – 36
Engineering		2800 – 3200	70 – 80	112 – 128
Distribution	(a) Theoretical	1500 – 2600	37.5 – 65	60 – 104
	(b) Board Viva-voce	50 – 200	1.25 – 5	2 – 8
	(c) Laboratory	700 – 1300	17.5 – 32.5	28 – 52
<b>Total</b>		<b>4000</b>	<b>100%</b>	<b>160</b>

<sup>a</sup>Each department must include a course on English.

<sup>b</sup>Each department must include courses on Physics, Chemistry and Mathematics.

## 6. Marks and Credits Distribution

### 6.1 Limits of Marks, Credits and Contact Hours Distribution

(as per Semester):

6.1.1	<b>Part I (Odd /Even semester)</b>				
	Nature of course		Marks	Credits	Contact hours/week
	Humanities		0 - 100	0 - 4	0 - 4
	Basic Sciences		50 - 250	2- 10	2- 10
	Basic and Major Engineering	Theoretical	50- 200	2 - 8	2 - 8
		Laboratory	50 - 150	2 - 6	4 -12
	Board Viva voce		0 - 100	0 - 4	-
<b>Total</b>		<b>500</b>	<b>20</b>	<b>20 - 26</b>	
6.1.2	<b>Part II (Odd /Even semester)</b>				
	Nature of course		Marks	Credits	Contact hours/week
	Humanities		0 - 100	0 - 4	0 - 4
	Basic Sciences		50 - 250	2 - 10	2 - 10
	Basic and Major Engineering	Theoretical	50 - 300	2 - 12	2 - 12
		Laboratory	50 - 150	2 - 6	4 -12
	Board Viva voce		0 - 100	0 - 4	-
<b>Total</b>		<b>500</b>	<b>20</b>	<b>20 - 26</b>	
6.1.3	<b>Part III &amp; IV (Odd /Even semester)</b>				
	Nature of course		Marks	Credits	Contact hours/week
	Humanities		0 - 100	0 - 4	0 - 4
	Basic and Major Engineering	Theoretical	200 - 400	8 - 16	8 - 16
		Laboratory	50 - 200	2 - 8	4 -16
	Board Viva voce		0 - 100	0 - 4	-
	<b>Total</b>		<b>500</b>	<b>20</b>	<b>20 - 26</b>
*Laboratory (Experiments/Project/Field Work/ In-Plant Training/Workshop/Similar courses). Board Viva-voce (marks 50 – 100) can be taken in one or more Even Semesters. Ordinarily five theoretical courses may be offered in a semester. If necessary in a semester a department can offer credits between 18 and 22.					



## 6.2 Distribution of Marks (as per course types)

6.2.1	<b>Theoretical Courses:</b>	Class Attendance	10%
		Quizzes/Class Test	20%
		Semester Final Examination	70%
		Total	100%
6.2.2	<b>Laboratory/Field Work*:</b>	Class Attendance	10%
		Quizzes and Viva-Voce	30%
		Practical/Design Work/Report	60%
		Total	100%
6.2.3	<b>Project Work</b>	<b>Internal Examiner</b> (Supervisor) (Based on performance, regularity, quality of analysis, design, organization, writing style)	<b>35%</b>
		<b>External Examiner</b> (Any teacher from the panel of examiners) (Based on quality of analysis, design, organization, writing style)	<b>35%</b>
		Presentation and oral Examination	30%
		Total	100%
6.2.4	<b>Basis for awarding marks for class participation and attendance:</b>	Attendance	Marks (%)
		90% and above	100
		85% to less than 90%	90
		80% to less than 85%	80
		75% to less than 80%	70
		70% to less than 75%	60
		65% to less than 70%	50
		60% to less than 65%	40
		less than 60%	0

## 6.3 Duration of Examination

Duration of Theoretical **examination of different courses** at the end of semester shall be as follows :

Courses less than or equal to 2 Credits	2 Hours
Courses more than 2 credits but less than or equal to 4 Credits	3 Hours

## 7. Academic Calendar

- 7.1 The academic year shall be divided into two semesters each having duration of **not less than 11 teaching weeks**.
- 7.2 There shall be final examinations at the end of each semester conducted by the respective Examination Committee of the Departments.



- 7.3 **An academic schedule** for the academic year shall be announced for general notification before the start of the academic year, on the approval of the Academic Committee. The schedule may be prepared according to the following guidelines:

Semester-Odd (19 weeks)	Number of weeks
Teaching	11 (66 working days)
Preparatory Leave	2
Examination Period	2 - 3 <input type="checkbox"/> - 6
Result Publication	3 - 4 <input type="checkbox"/> - 6
	19

Inter Semester Recess	1
<b>Semester-Even (19 weeks)</b>	
Teaching	11 (66 working days)
Preparatory Leave	2
Examination Period	2 - 3 <input type="checkbox"/> - 6
Result Publication	3 - 4 <input type="checkbox"/> - 6
	19
Vacation (Summer, Ramadan, and Others)	13
<b>Total:</b>	<b>52</b>

## 8. Admission

- 8.1 The four academic years of study for the degree of B. Sc. Engg. shall be designated as Part-I, Part-II, Part-III and Part-IV in succeeding higher levels of study. Students shall generally be admitted into the Part-I class. In special cases students may be admitted into a higher class on the recommendation of the appropriate Equivalence Committee and Department concerned, only in case of transferred students.
- 8.2 A candidate for admission into the Part-I class must have passed the HSC / Diploma in Engineering Examination (with a minimum **GPA** as decided by the Dean, Faculty of Engineering, RU) from any Education Board of Bangladesh (after minimum 12 years of Schooling) with Physics, Chemistry and Mathematics as his/her subjects of Examination of the Higher Secondary level or examination recognized as equivalent and must also fulfill all other requirements.
- 8.3 The rules and conditions for admission into **Affiliated colleges/ Institutes** shall be framed by the Dean, Faculty of Engineering, University of Rajshahi.
- 8.4 All candidates for admission into the courses of B. Sc. Engg. must be citizens of Bangladesh unless the candidature is against the seats that are reserved for foreign students. Candidates for all seats except the reserved ones, if any, shall be selected on the basis of merit. The rules for admission into the reserved seats shall be framed by the Academic Council on the recommendation of the Admission Committee of the University.
- 8.5 Admission of a newly admitted student in the Part-I class will be **cancelled** if he/she remains absent for **two consecutive weeks** after the start of class without previous permission.
- 8.6 **Admission test:**

8.6.1	The admission test shall be conducted by the affiliated colleges/institutes ( <b>or as suggested by the Admission Committee, R.U.</b> )
8.6.2	The admission Committee of the affiliated college/institutes shall be formed as per guidelines given below: (a) Principal of the affiliated college/institute as Coordinator (b) All the Chairmen (Head) of the Departments as member and (c) One teacher from each member Department (nominated by the concerned Academic Committee) as Member. (d) Two Members nominated by the Dean, Faculty of Engineering, RU.
8.6.3	The committee formed under 8.6.2, shall form other necessary sub-committee(s), appoint question setters and take other necessary decisions.
8.6.4	A merit list shall be prepared based on candidates' GPA in SSC/equivalent and HSC/equivalent examinations and admission test results, or as decided by the Admission Committee.
8.6.5	Admission into different Departments of the affiliated college/institute shall be granted from the <b>single merit list</b> according to the position and choice of the candidate.



## 9. Admission on Transfer

A candidate seeking admission on transfer from other Institutes or Universities should apply to the Registrar of the University. The Registrar will refer the case to the **Chairman** of the Department concerned and also to the Equivalence Committee. On receiving the opinions of the academic committee of the Department and of the Equivalence Committee, the matter will be placed to the Vice-Chancellor. The Vice-Chancellor's decision will be communicated to the **Chairman** of the Department and the candidate.

## 10. Medical Examination at the Time of Admission

Every student after being admitted to the University shall be examined by a competent medical officer as may be provided in the admission rules.

## 11. Registration

**University Registration:** Every student admitted into the University shall be required to register on payment of the prescribed fees within the stipulated time.

## 12. Change of Department

Change of department is not allowed in general. However, under very special circumstances if a student wants to change a subject of study in Part-I, prayer may only be considered by **the Principal** after getting opinions from the Academic Committee of the Departments concerned. No change will be allowed in Part-II, Part-III and Part-IV levels.

## 13. Attendance

- 13.1 In order to be eligible for appearing, as a regular candidate, at the semester final examinations, a student shall be required to have attended at least 70% of the total number of periods of lectures/tutorials/laboratory classes held during the semester in every **course** as defined in the curricula. The laboratory courses mean all laboratory/project/fieldwork/in-plant training and any other similar courses.
- 13.2 A student whose attendance falls short of 70% but not a below 60% in any **course** as mentioned above may be allowed to appear at the final examinations as **non-collegiate** student and **he/she shall not be eligible for the award of any scholarship or stipend**. A student, appearing at the examination under the benefit of this provision shall have to pay, in addition to the regular fees, the requisite fine prescribed by the syndicate for the purpose.
- 13.3 The **Courses** mentioned above shall mean a **course** of study as described in the curricula and it may be a theoretical or a laboratory **course**.
- 13.4 Students having **less than 60% attendance** in lecture/tutorial/ laboratory of **any course will not be allowed to appear** at the final examinations of the semester.
- 13.5 An attendance report of the students shall be prepared by the concerned course teacher for his/her Class. The report will be posted for information of the students to **the Chairman of concerned department** within three days of the last class of the course. Awarded marks for class attendance of the students will be posted in the prescribed marks sheet. A copy of that marks sheet will send to the chairman of the examination committee and to the controller of examinations as well in sealed envelope.





## 14. Grading System

14.1 The letter grade system for assessing the performance of the students shall be as follows:

<u>Marks</u>	<u>Letter Grade (LG)</u>	<u>Grade Point (GP)</u>
80% or above	A+	4.0
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.5
65 to less than 70%	B+	3.25
60% to less than 65%	B	3.0
55% to less than 60%	B-	2.75
50 to less than 55%	C+	2.5
45% to less than 50%	C	2.25
40 to less than 45%	D	2.0
less than 40%	F	0.0
Incomplete	I	0.0

A letter grade 'I' (incomplete) shall be awarded for courses in the odd semester which continue through to the even semester.

14.2 A **Grade Point Average (GPA)** shall be calculated for each semester as follows:

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

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

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

$$YGPA = \frac{\sum_{j=1}^2 C_j G_j}{\sum_{j=1}^n C_j} \quad (ii)$$

where 2 is the number of semester,  $C_j$  is the number of credits allotted to a semester and  $G_j$  is the GPA earned for that semester.

14.4 The **Cumulative Grade Point Average (CGPA)** gives the cumulative performance of the students from the 1<sup>st</sup> year up to the end of the year to which it refers, and will be calculated as follows:

$$CGPA = \frac{\sum_{k=1}^m C_k G_k}{\sum_{k=1}^m C_k} \quad (iii)$$

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

14.5 A Cumulative Grade Point Average (CGPA) shall be calculated at the end of each academic year and to be communicated to the students along with the YGPAs. The individual grades of courses obtained by them for the semesters of the academic year will, however, be communicated at the end of individual semester by the Chairman of the Examination Committee.

14.5 Both YGPA and CGPA will be rounded up to the second place of decimal for reporting. **For instance, YGPA=2.212 shall be rounded off as YGPA=2.22.**

14.6 **Earned Credit:** The courses in which a student obtains minimum 'D' in 'Theoretical courses' and 'C' in 'Laboratory courses & Board Viva-voce' or higher grade will be counted as credits earned by the student. Any course in which a student obtains 'F' grade will not be counted towards his/her earned credit. 'F' grade will not be counted for GPA calculation but will stay permanently on the Grade Sheet and transcripts.



## 15. Conducting Examination and Rules for Promotion

- 15.1 The academic year shall be divided into two semesters each having duration of not less than 11 teaching weeks (details are given in Section 7 of the Ordinance).
- 15.2 There shall be final examinations conducted by the concerned Examination Committee of the Departments at the end of each semester.
- 15.3 The results shall be finalized at the end of the even semester of the academic year. A student entering in an odd semester **shall automatically move** on to the next semester, unless he/she was **barred** from appearing at the final examinations at the end of the semester. Individual **course** grades and **GPA** shall be announced within a date ordinarily not later than three weeks after the end of the semester final examinations.
- 15.4 **Minimum passing grade:** The minimum passing grade in a theoretical course will be D and the minimum passing grade in a laboratory/project/field work/in-plant training/workshop/similar Courses (henceforth referred to as laboratory course) and **Viva voce** will be C.
- 15.5 **Promotion to higher class:** In order to be promoted to higher class a student must obtain the following requirements:
  - i) Yearly Grade Point Average (YGPA) of 2.25 or higher
  - ii) Credit point loss (F or I Grade) in the theoretical courses not more than 10.
  - iii) Minimum C grade in the laboratory courses and viva-voce.
- 15.6 **Course Improvement:** A promoted student may appear for course improvement in the immediate next academic year for maximum 10 credit points to clear his/her F grade or to improve the grades on the courses in which less than B grade (including those of F grade) was obtained in Part-1, Part-2 and Part-3 examinations. In such case, the student has to give his/her choice of course/courses for course improvement in writing. If the student fails to clear his/her F grades in the first attempt, he/she shall get another (last) chance in the immediate next year to clear the F grades. In the case of student's failure to improve his/her course grade at the course improvement examination, the previous grade shall remain valid.
- 15.7 **Course Exemption:** Students who fail to be promoted to the next higher class shall be exempted from taking the theoretical and laboratory courses where they obtained grades **equal to B or above**. These grades would be counted in calculating GPA in the next year's examination results.
- 15.8 **Merit Position:** The YGPA obtained by a student in the **semester final examinations** will be considered for determining the **merit position for the award of scholarships, stipends etc.**

## 16. Class Test

- 16.1 **For theoretical** courses of **less than or equal to 2 credits** there shall be at **least three** class tests and at **least four** class tests for **more than 2 credits** in a semester.
- 16.2 The course teacher must submit the detailed class test marks and their average in percentage to the Chairman of the Examination Committee in a sealed envelope. A copy will be also sent to the controller of the examination. If a course is conducted by more than one course teacher, class test marks will be processed by the examination committee.
- 16.3 Previous class test marks will remain valid for the reported/ course improvement student if he/she is unable to appear at class test.

## 17. Publication of Results

- 17.1 **Award of degree:** In order to qualify for the B.Sc. Engg. degree, a student must have to **earn minimum 150 credits and a minimum CGPA of 2.25 within a maximum of six academic years**. The result will be published in accordance with merit.
- 17.2 **Honours:** Candidates for Bachelor degree in engineering will be awarded the degree with Honours if their earned credit is 160 and **CGPA is 3.75 or higher**.
- 17.3 **Result Improvement:** A candidate obtaining B.Sc. Engg. within 4 or 5 academic years shall be allowed to improve his/her result, of maximum of 10 credit points (courses less than 'B' grade) of the Part-IV theoretical courses in the immediate next regular examination after publication of his/her result. No improvement shall be allowed for laboratory examinations and Board Viva-voce. If a candidate fails to improve CGPA with the block of new GP in total, the previous results shall remain valid.



**17.4 Readmission and Course Exemption:** If a student fails to obtain the degree within 4 or 5 academic year, he/she will be readmitted in Part-4 and will appear for the exam according to the clause 15.6. Course exemption rules will also be valid according to clause 15.7.

**17.5 Dean's List:** As a recognition of excellent performance, the names of students obtaining a cumulative GPA of 3.75 or above in two regular semesters in each academic year may be published in the Dean's List in the faculty. Students who have received an **'F' grade** in any course during any of the two regular semesters will not be considered for Dean's List in that year.

**17.6 Recording of Result:** The transcripts in English will show the course designation, course title, credit, letter grade, grade point of individual courses, YGPA of each year, and finally, CGPA.

## 18. Examination Committee

18.1 Separate examination committee shall be formed based on the following two factors,

- (a) Department runs in the Rajshahi University campus as well as in the affiliated colleges' campus,
- (b) Department runs only in the affiliated colleges' campus.

### 18.2 Formation of the examination Committee

18.2.1 For 18.1(a). The examination committee shall be proposed by the academic committee of the concerned department in the Rajshahi University campus and is subject to the approval of Vice-Chancellor. There shall be one examination committee for each part of examinations in each degree awarding program. The committee shall consist of

- (i) Chairman of the examination committee from the department run in the Rajshahi University campus,
- (ii) Three other members belonging to the concerned discipline,
- (iii) One expert member from outside the concerned Departments/University.
- (iv) Maximum four members from the respective related teaching departments provided any related course is present in that part of the examination. Depending on the number of related courses in each semester, the corresponding members will work in odd semester and the others will work in even semester. (The related means all Humanities, Basic Science and Engineering Courses).

18.2.2 For 18.1(b) The examination committee shall be proposed by the Faculty of Engineering and is subject to the approval of Vice-Chancellor. There shall be one examination committee for each part of examinations in each degree awarding program. The committee shall consist of

- (i) Chairman of the examination committee will be (The Dean of the Faculty of Engineering or any Professor from University of Rajshahi belonging to the concerned discipline.)
- (ii) Three other members belonging to the concerned discipline,
- (iii) One expert member belonging to the concerned discipline from outside the Departments/University,
- (iv) Maximum four members from the respective related teaching departments provided any related courses are present in that part of the examination. Depending on the number of related courses in each semester, the corresponding members will work in odd semester and the others will work in even semester. (The related means all Humanities, Basic Science and Engineering Courses).

### 18.3 Functions of the Examination Committee

18.3.1 Propose the names of the question setters and script//dissertation/project/ in-plant training report examiners from the previously approved panel of examiners.

18.3.2 Moderate examination questions of all courses,

18.3.3 Propose examination schedule (for approval of the departmental Academic Committee) to conduct the examinations properly,

18.3.4 Make necessary arrangements for holding the examination of all **Theoretical and Laboratory examinations as well as Board Viva voce** (as given in Sections 6.1, 15, 19, 20),

18.3.5 Process continuous assessment (attendance and class test) marks sent by the course teacher.

18.3.6 Recommend the names of three tabulators (for approval of the Vice-Chancellor). Tabulators will post marks **both in the rough and the final** tabulation sheets, the rough copy will be kept by the Chairman of the Examination Committee and the final sheets will be submitted to the Controller of Examination,



- 18.3.7 Finalize the results (as per given rules in Sections 6, 14, 16, 17), and
- 18.3.8 Related department member may only propose the names of the question setters or moderate the related courses and they are not able to be involved in other function of the examination committee.

**18.4 The major duties of the Chairman of an Examination Committee shall be as follows:**

- 18.4.1 Call meetings of the Examination Committee,
- 18.4.2 Either to send the moderated question papers to the Controller of Examinations for printing or to take necessary steps for printing the questions in his/her own care.
- 18.4.3 Issue instructions to the examiners as per approval of the Examination Committee concerned and to see that instructions issued are properly followed and
- 18.4.4 Hand over the marks received from the examiners to the tabulators.

## **19. Theoretical Examination and Board Viva voce**

- 19.1 There shall be two examiners for each theoretical course of each semester final examination, at least one of whom shall be the teacher of the course. Each question paper of a course will be divided into two sections: Section A and Section B. Each examiner will set questions for both the sections and examine answer scripts of one of the sections as will be decided by the Examination Committee. Student will use separate answer scripts to answer questions from each section.
- 19.2 In each theoretical course examination, the candidates shall be allowed a choice of question to the extent of not more than **33%** of the total number questions to be answered.
- 19.3 Scripts examined by a single examiner shall be scrutinized for any error and omissions by the scrutinizer. The Vice-Chancellor or his authorized officer on the recommendation of the Examination Committee shall appoint such scrutinizer.
- 19.4 Where there is an arithmetical error in the adding of marks, the scrutinizer shall bring it to the notice of the Chairman of the Examination Committee and the Examination Committee shall make corrections in these cases.
- 19.5 The answer scripts of the examinations shall not be shown to the students nor re-examined for the purpose of re-assessing the answers, but may be re-scrutinized for errors and omissions only. Such re-securitization may be made on receipt of a formal application from a candidate together with the prescribed fee. No application shall be entertained unless it reaches the appropriate authority within fifteen days of the publication of such results. The scrutiny shall be arranged in a manner as may be considered appropriate by the Chairman of the Examination Committee.
- 19.6 Absence of a candidate in an examination of a **course** in which he/she ought to have been present will be considered as if the candidate obtained zero marks (**'F' grade**) in that **course**.
- 19.7 The examination committee will form required numbers of subcommittee consisting of 3 (Three) members including at least 1 (One) member from the concerned examination committee. **Subcommittee** will conduct **board viva-voce**, the project presentation and oral examination in a particular center of examination.

## **20. Laboratory Examination/Field Work/Professional Training**

- 20.1 The concerned Lab teachers nominated by the Examination Committee will conduct **Lab Viva voce**.
- 20.2 The departmental Academic Committee will assign a teacher or a group of teachers to conduct a particular laboratory class or all the laboratory classes of a particular semester of a particular year, as well as to conduct the laboratory examination of that class **during the scheduled course periods**.
- 20.3 One copy of the marks of the laboratory examination will be sent to the Chairman of the concerned Examination Committee, and another copy will be sent to the Controller of Examinations of the University.
- 20.4 Depending on each department's own requirements, a student may have to complete a prescribed number of days of industrial/professional training in addition to minimum credits and other requirements, to the satisfaction of the concerned department



## 21. Medium of Answers

The medium of answer in the examination of all written, laboratory and other courses of each subject will be either English or Bengali, as directed by the concerned Department.

## 22. Duties and Responsibilities of Question Setters and Script Examiners

- 22.1 If a question setter or a script examiner is unable to accept the appointment before or during the examination, he/she should immediately inform the Controller of Examinations. In case an examiner cannot finish marking the scripts received by him/her or within the specified time (maximum 8 days), he/she should immediately return the scripts to the Chairman of the Examination Committee. The Examination Committee has all the rights to change and set the script examiner immediately in that case.
- 22.2 The question setters and the script examiners should send their remuneration bills to the Controller of Examination. All postal and other incidental expenses incurred by the setters/examiners in connection with the examination will be paid by the University on presentation of duly signed bill for the same, supported by vouchers.
- 22.3 If any examiner is unable to accept or has to relinquish his/her appointment, the Examination Committee concerned shall recommend to the Controller of Examinations new question setter or script examiner.
- 22.4 All manuscripts/question papers shall be sent by the setters in a sealed covers to the Chairman of the Examination Committee who shall then call a meeting of the Examination Committee who will arrange for moderation of the papers.
- 22.5 The question papers, scripts and any other documents in connection with the examination would be handed over officially/personally or sent by insured post to the Chairman of the respective Examination Committee.
- 22.6 The marks of all examinations shall be submitted to the Chairman of the Examination Committee, either personally in a sealed cover or in a doubly sealed insured cover, if sent by post. A copy should also be submitted separately to the Controller of Examinations of the University.
- 22.7 The question setter shall as far as practicable, avoid in marked change of standard from year to year but shall not be required to set the same type of questions every year. The question shall be so framed that there shall be no ambiguity of meaning. The questions should be set in such a way that originality and individuality of the candidates may be encouraged.
- 22.8 The question setter shall be guided as to the standard extent of knowledge required and scope of the courses of examination by the syllabus prescribed and the textbook, if any, recommended by the University from time to time.
- 22.9 All corrections and alterations in the manuscripts, question papers, marks placed in the scripts and marks entered in the marksheets must invariably be initiated by the person making the correction. Over-writing in the case of marks should be avoided. The wrong figures should be crossed out and the correct figures written in convenient places. Doubtful entries should be indicated by words as well.
- 22.10 If in the course of examining the answer scripts the examiner have reasons to suspect that unfair means have been adopted by any candidate, he/she should at once submit confidential report to the Chairman of the respective Examination Committee giving the grounds for his/her suspicion.
- 22.11 The marks of each course of examination or a section are to be submitted to the Chairman of the respective Examination Committee. A copy should also be submitted separately to the Controller of Examinations of the University.
- 22.12 If any examiner is unable to examine answer script, he/she should return the packet of answer scripts immediately to the Chairman of Examination Committee.
- 22.13 Immediately on receipt of each packet containing answer scripts of candidates, the examiner should count the script and verify the figures given in the statement regarding the details of the answer scripts sent. Should any discrepancy be discovered, it should at once be brought to the notice of the Chairman of the Examination Committee with a report of the statement which should be filled in and returned to the Chairman of the Examination Committee immediately after receiving the answer scripts, so that prompt action may be taken about the matter. If no report is received within three days of receipt, it will be assumed that the statement sent is correct.
- 22.14 **The question setters are particularly requested**
  - 22.14.1 The manuscripts of the questions are to be written in English. To make sure that the manuscripts of questions are as clear and legible as possible, taking special care in writing, so as to ensure accuracy in printing,
  - 22.14.2 No copy of the question paper framed by him/her shall be retained and all rough draft and memorandum connected therewith should be destroyed immediately after being used properly,



- and,  
22.14.3 Sign at the bottom of each sheet of the manuscript question paper set by him.

### **23. Eligibility for Examination**

- 23.1 A candidate may not be admitted to any semester final examination unless he/she has
  - 23.1.1 Submitted application in the prescribed form to the Registrar/Vice-Chancellor for appearing at the examination,
  - 23.1.2 Paid the prescribed examination fees, and all outstanding University and Hall dues,
  - 23.1.3 Fulfilled the conditions for attendance in class and
  - 23.1.4 Been barred by any disciplinary rule.
- 23.2 On special circumstances the Vice-Chancellor may permit a student to appear at the examination.
- 23.3 A student whose attendance falls short of 70% but not below 60% in any course as mentioned above may be allowed to appear at the final examinations as a non-collegiate student.

### **24. Amendment**

Any amendment of this ordinance shall be proposed through the Faculty of Engineering and passed by the Academic Council

\*\*\*\*\*





## **Amendments of Academic Ordinance for Undergraduate Program for the award of Bachelor of Science in Engineering Degree affiliated with RU, made at 29<sup>th</sup> faculty meeting on 08 December 2015, 239<sup>th</sup> Academic Council: Agenda 62 on 19 December 2015 and 463<sup>rd</sup> Syndicate meeting: Agenda 02 on 26 December 2015**

### **1. Definitions**

- 1.1 'University' means the University of Rajshahi, Bangladesh, abbreviated as RU, Rajshahi.
- 1.2 'Syndicate' means the Syndicate of the University.
- 1.3 'Academic Council' means the Academic Council of the University.
- 1.4 'Committee of Courses and Studies' means the Committee of Courses for Undergraduate and Postgraduate Studies of a Degree Awarding Department of the University formed as per rules of the University.
- 1.5 'Faculty' means the Faculty of Engineering of the University.
- 1.6 'Academic Committee' means academic committee of the department formed as per statute of the University.
- 1.7 'Department' means each course offering entity in Rajshahi University campus and in affiliated colleges' campus.
- 1.8 'Discipline' means same/relevant course offering entities.

### **18. Examination Committee**

- 18.1 Separate examination committee shall be formed based on the following two factors,
- (a) Department runs in the Rajshahi University campus as well as in the affiliated colleges' campus,
  - (b) Department runs only in the affiliated colleges' campus.

#### **18.2 Formation of the examination Committee**

18.2.1 For 18.1(a). The examination committee shall be proposed by the academic committee of the concerned department in the Rajshahi University campus and is subject to the approval of Vice-Chancellor. There shall be one examination committee for each part of examinations in each degree awarding program. The committee shall consist of

- (i) Chairman of the examination committee from the department run in the Rajshahi University campus,
- (ii) Three other members belonging to the concerned discipline,
- (iii) One expert member from outside the concerned Departments/University.
- (iv) Maximum four members from the respective related teaching departments provided any related course is present in that part of the examination. Depending on the number of related courses in each semester, the corresponding members will work in odd semester and the others will work in even semester. (The related means all Humanities, Basic Science and Engineering Courses).

18.2.2 For 18.1(b) The examination committee shall be proposed by the Faculty of Engineering and is subject to the approval of Vice-Chancellor. There shall be one examination committee for each part of examinations in each degree awarding program. The committee shall consist of

- (i) Chairman of the examination committee will be (The Dean of the Faculty of Engineering or any Professor from University of Rajshahi belonging to the concerned discipline.)
- (ii) Three other members belonging to the concerned discipline,
- (iii) One expert member belonging to the concerned discipline from outside the Departments/University,
- (iv) Maximum four members from the respective related teaching departments provided any related courses are present in that part of the examination. Depending on the number of related courses in each semester, the corresponding members will work in odd semester and the others will work in even semester. (The related means all Humanities, Basic Science and Engineering Courses).





### 18.3 Functions of the Examination Committee

- 18.3.1 Propose the names of the question setters and script//dissertation/project/ in-plant training report examiners from the previously approved panel of examiners.
- 18.3.2 Moderate examination questions of all courses,
- 18.3.3 Propose examination schedule (for approval of the departmental Academic Committee) to conduct the examinations properly,
- 18.3.4 Make necessary arrangements for holding the examination of all **Theoretical and Laboratory examinations as well as Board Viva voce** (as given in Sections 6.1, 15, 19, 20),
- 18.3.5 Process continuous assessment (attendance and class test) marks sent by the course teacher.
- 18.3.6 Recommend the names of three tabulators (for approval of the Vice-Chancellor). Tabulators will post marks **both in the rough and the final** tabulation sheets, the rough copy will be kept by the Chairman of the Examination Committee and the final sheets will be submitted to the Controller of Examination,
- 18.3.7 Finalize the results (as per given rules in Sections 6, 14, 16, 17), and
- 18.3.8 Related department member may only propose the names of the question setters or moderate the related courses and they are not able to be involved in other function of the examination committee.

### 18.4 The major duties of the Chairman of an Examination Committee shall be as follows:

- 18.4.1 Call meetings of the Examination Committee.
- 18.4.2 Either to send the moderated question papers to the Controller of Examinations for printing or to take necessary steps for printing the questions in his/her own care.
- 18.4.3 Issue instructions to the examiners as per approval of the Examination Committee concerned and to see that instructions issued are properly followed and
- 18.4.4 Hand over the marks received from the examiners to the tabulators.

## 19. Theoretical Examination and Board Viva voce

- 19.1 There shall be two examiners for each theoretical course of each semester final examination, at least one of whom shall be the teacher of the course. Each question paper of a course will be divided into two sections: Section A and Section B. Each examiner will set questions for both the sections and examine answer scripts of one of the sections as will be decided by the Examination Committee. Student will use separate answer scripts to answer questions from each section.
- 19.2 In each theoretical course examination, the candidates shall be allowed a choice of question to the extent of not more than **33%** of the total number questions to be answered.
- 19.3 Scripts examined by a single examiner shall be scrutinized for any error and omissions by the scrutinizer. The Vice-Chancellor or his authorized officer on the recommendation of the Examination Committee shall appoint such scrutinizer.
- 19.4 Where there is an arithmetical error in the adding of marks, the scrutinizer shall bring it to the notice of the Chairman of the Examination Committee and the Examination Committee shall make corrections in these cases.
- 19.5 The answer scripts of the examinations shall not be shown to the students nor re-examined for the purpose of re-assessing the answers, but may be re-scrutinized for errors and omissions only. Such re-securitization may be made on receipt of a formal application from a candidate together with the prescribed fee. No application shall be entertained unless it reaches the appropriate authority within fifteen days of the publication of such results. The scrutiny shall be arranged in a manner as may be considered appropriate by the Chairman of the Examination Committee.
- 19.6 Absence of a candidate in an examination of a **course** in which he/she ought to have been present will be considered as if the candidate obtained zero marks (**'F' grade**) in that **course**.
- 19.7 The examination committee will form required numbers of subcommittee consisting of 3 (Three) members including at least 1 (One) member from the concerned examination committee. **Subcommittee** will conduct **board viva-voce**, the project presentation and oral examination in a particular center of examination.