

# JAGANNATH UNIVERSITY



## **Rules and Regulations for Bachelor's Degree** **(Semester System)**

*With effect from the session 2005-06 onward*

*As passed by the 5th meeting of the Academic Council (held on 14 February 2009) and approved by the 22nd meeting of the Syndicate (held on 15 February 2009).*

### **1. PREAMBLE**

This rule named 'Rules and Regulations for Bachelor's Degree (Semester System)' includes the academic rules and regulations for four (4) years 'Bachelor Degree Programme' divided into eight (8) Semesters in Jagannath University. Degree programmes under Semester system would be guided and assessed by the credit point system. It is applicable for the Departments under Faculty of Arts, Business Studies, Science, and Social Sciences, and other faculty/faculties as may be approved and/or opened by the University. Each academic Department of the University has the autonomy to develop guidelines and conduct all types of academic activities within the Department either guided by or not in contradiction with this rule. Unless otherwise described, in this rule, a Semester means academic curriculum and activities conducted for a period of 6 (six) months named as *1st Semester* and *2nd Semester* in each academic year; and an academic year means two successive Semesters covering one academic session.

### **2. STUDENT ADMISSION AND RE-ADMISSION**

Students shall be admitted into the 1st year 1st Semester of the Bachelor Programme as per University rules. The admitted students may apply for change of Department as per the decision of the concerned admission committee.

**a) Eligibility:** Students passing the Secondary School Certificate (SSC) and Higher Secondary Certificate (HSC) examinations or a recognized equivalent examinations in Bangladesh or abroad may be admitted to the Bachelor degree programme in any subject in this University on such terms and conditions as may be determined by the University Admission Committee constituted by the competent authority and approved by the Academic Council of Jagannath University.

#### **b) Admission Cancellation:**

- (i) If a student remains totally absent without any permission from all classes for 15 (fifteen) consecutive working days after the start of 1st year 1st Semester classes, her/his admission would be cancelled on the recommendation of the Chairman of the concerned Department.
- (ii) A student shall never take admission simultaneously in more than one subject of this University or any other higher institution with an exception of Certificate/Diploma course. If the stated clause is violated, studentship, examination, and examination results of the reported student shall immediately be cancelled.

**c) Re-admission:**

- (i) A student of 1st year 1st Semester, failing to appear in the Semester-final examination, unless otherwise the clause 2.b (i) is applicable, may be allowed to get re-admission with the 1st year 1st Semester of the immediate next batch. Readmitted students, however, shall always be assigned by the original registration number.
- (ii) If a student fails to appear at any Semester-final examination due to shortage of required percentage of attendance, or failure to pay the dues or expulsion from the University or any other reason as the case may be, s/he shall have to get herself/himself re-admitted to the same Semester of the subsequently available batch.
- (iii) If a student fails to get the requisite grade points for promotion (according to clause 14) from one Semester to the next may seek re-admission with the same Semester of the subsequent available batch.
- (iv) On re-admission, grades earned earlier by a student in any Semester shall be cancelled automatically and the student shall have to retake all the course-works (such as in-course/practical/quiz tests, internship programme, project, field work viva-voce and final examinations) of that Semester. Percentage of class attendance of such students shall be counted from the date of her/his re-admission. Mid-Semester examination, if completed before her/his re-admission, the concerned course teacher shall arrange make-up Mid-Semester examination.
- (v) A student shall not get chance for re-admission more than twice during the entire programme as s/he shall have to/requires to complete the programme within a maximum period of six academic years from the original admission year.
- (vi) For re-admission, a student shall have to apply within 15 (fifteen) working days after announcement of the result of the concerned Semester.

**3. REGISTRATION**

A student shall attain her/his studentship for the University to an academic programme as per the university rules. S/he shall be required to register with the University through the University registration process and on payment of the required fees as determined by the University authority from time to time.

**4. PROGRAMME AND DEGREE**

- a) All the Bachelor degree programmes are the composite programmes following a Semester system of learning, examination and evaluation.
- b) All sorts of Bachelor degrees shall be treated as terminal degree.
- c) The names of the degrees of different faculties shall be as follows:

Faculty of Arts	Bachelor of Arts (Honours) Bachelor of Laws (Honours)	BA (Hons.) in ... LL B
Faculty of Business Studies	Bachelor of Business Administration	BBA in ...
Faculty of Science	Bachelor of Science (Honours)	B. Sc. (Hons.) in ...
Faculty of Social Sciences	Bachelor of Social Science (Honours)	BSS (Hons.) in ...

**5. MEDIUM OF INSTRUCTION**

The medium of instruction for the programme of different faculties shall be English and Bangla. The Academic Committee of the concerned Department, before each Semester, shall have the option to decide what shall be the medium of instruction for each course.

## 6. DURATION OF THE ACADEMIC PROGRAMME

**a) Programme Duration:** The duration of the Bachelor degree programmes shall be of four (4) academic years and eight (8) Semesters. Each academic year is divided into two Semesters to be called as 1st Semester (*July-December*) and Second Semester (*January-June*). Distribution of weeks in each Semester shall be as follows:

(i) Class teaching (actual class)	=	13 weeks
(ii) Preparation time for Semester-final examination	=	2 weeks
(iii) Semester-final examination	=	4 weeks
<b>Total</b>	=	<b>19 weeks</b>

The remaining weeks in the Semester would be used for preparation of results.

## 7. SYALLABUS

There shall be a syllabus of the programme for every Department for each batch prepared by the syllabus committee as mentioned by the University Act. The syllabus should clearly indicate the courses, credit points by Semester and year. The syllabus shall be updated by the concerned syllabus committee as and when needed by the academic committee.

## 8. DEFINITION OF COURSES

Syllabus of the different Departments shall consist of several courses. Following structure shall be followed to articulate the courses:

**a) Types of Courses:** There shall be three types of courses as follows:

- (i) *Theoretical courses:* Includes class-teaching, open discussion, academic tasks, etc.
- (ii) *Practical courses:* Includes laboratory experiment/internship/monograph/project/field work, etc. Departments under the Faculty of Science shall have minimum 20% to maximum 40% practical courses in each Semester.
- (iii) *Viva-voce:* Includes class instruction; may be a part of practical/theoretical/field work course and shall have specific number of credit point.

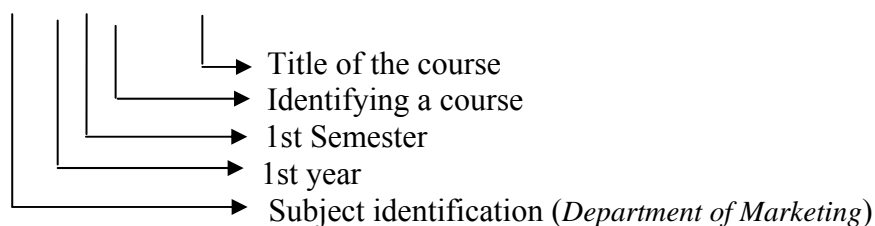
If a single course has Theoretical, Practical and Viva-voce, the course must be split into two/three courses and the Theoretical, Practical and Viva-voce courses should have separate course number and credit points.

**b) Course Identification:** Each course is designated by three to four letter words identifying the subject followed by a four digit number as following:

- (i) *The 1st digit* corresponds to the 'Year' indicated in which the course is taken by the student;
- (ii) *The 2nd digit* corresponds to the 'Semester' in which the course is taken by the student;
- (iii) *The 3rd and 4th digits* shall be used to identify a 'Course' within a particular Discipline/Department.

For example:

MKT 1 1 01 *Principles of Marketing*



**c) Major and Related Courses:** In every Department, courses offered should be either ‘major courses’ or ‘related courses’. Related courses are the courses of other disciplines, included in the syllabus of major discipline. At least 20% of the total courses/credit points offered in the whole programme should be related courses (at least from two other subjects), of which at least one from either Arts or Social Sciences.

**d) Teaching of related courses:** The offered related courses shall be taught either by the concerned Department or by the faculties of the related Department as and when requested by the concerned Department.

## **9. DISTRIBUTION OF CREDIT POINTS (CP)**

### **a) Course Title and Credit Points**

(i) Every course shall have a short representative course title and a number including the total credit points as well as reference to prerequisite course, if any. Total credit points offered in the whole programme shall be 125 to 140. For the Department of Pharmacy total credit points offered in the whole programme shall be 160.

(ii) There shall be at least 12 credit points in each Semester.

### **b) Contact Hours**

(i) *Theoretical Courses:* There shall be at least one (1) lecture-hour for each credit point in a week for each theoretical course; and there shall be two academic task-hours for each credit point (for open academic discussion) in the whole Semester. Therefore, in total, there shall be at least 15 (fifteen) contact hours for each theoretical credit point throughout the Semester.

(ii) *Practical course:* In case of practical/lab course, there shall be at least two (02) contact hours for each credit point in a week. As a result, there shall be at least 30 contact hours for each credit point practical/lab course throughout the Semester.

**c) Viva-voce:** Students shall appear in viva-voce examination (oral examination) having specified number of credit points at the end of 2nd Semester-final examination in each academic year (*i.e. at the end of 2nd, 4th, 6th, and 8th Semester*).

## **10. EXAMINATION ENTRY REQUIREMENTS**

A student is required to fill in the examination entry form and pay the University dues within the time specified by the concerned authority for taking each Semester-final examination. The Chairman of the Department shall send these examination entry forms to the Controller of Examinations.

## **11. EXAMINATION PROCEDURES**

**a) Examination schedule:** At the end of each Semester, the Department shall prepare the Semester-final examination schedule and send to the Controller of Examinations for necessary arrangements.

**b) Formation of the Examination Committee:** The Academic Committee of the Department shall recommend an Examination Committee for each academic year consisting of two Semesters of the programme. The Examination Committee shall be composed of 4 (four) members (*one chairman, two internal members and an external member appointed from any other reputed University not below the rank of Associate Professor*). In case of any vacancy,

absence or inability on the part of any one of the members of the examination committee, the examination work shall not be invalidated. Chairman of the 4th year (*7th and 8th Semester*) examination committee would be the Chairman of the Department or any senior teacher of the Department. However, if available, Chairman of any examination committee must not be below the rank of Assistant Professor.

**c) Functions of the Examination Committee:**

- (i) The internal members of the relevant examination committee shall send the names of the question setters and examiners to the Controller of Examinations for each theoretical course who shall issue appointment letters subject to the approval of the Vice-Chancellor.
- (ii) The examination committee shall arrange moderation and printing of question papers, conduct the practical/oral (*viva-voce*) examination, and prepare the results. The examination committee of the concerned Department shall be responsible to conduct examination for related courses independently. However, if necessary, the examination committee shall request the Controller of Examinations to appoint a guest Moderator (with name) from the related Subject/Department to moderate each related paper on the date of moderation of the respective examination committee.

**d) Conduct of Examinations:** All Semester-final examinations shall be conducted by the Department with the assistance of the office of the Controller of Examinations. The examination committee shall be responsible for safe custody of manuscript, question papers and answer scripts. The Controller of Examinations shall supply the total answer scripts along with the supporting papers of that examination to the Chairman of the Department at least three (3) days before the final examination of a particular Semester.

The Department, however, shall conduct Semester-final examinations with the following principles:

- (i) Chairman of the examination committee shall act as the *Chief Invigilator (CI)*. In absence of him/her available senior most teacher of the Department shall act as CI.
- (ii) Excluding the CI, there shall be one invigilator for every 20 examinees in each course of Semester-final examination. However, excluding the CI, the minimum number of invigilator shall not be less than 2 (two). In case of valid ground, the Chairman of the Department/CI may appoint one extra invigilator.

**e) Distribution of the Answer Scripts:** The 1st examiner shall receive the answer scripts with acknowledgement from the chairman/member of the examination committee along with necessary supporting documents (*question, top sheet, instructions, blank mark sheets, envelopes, etc.*) on the date of examination. On receipt of examined answer scripts from the 1st examiner, the Chairman of the examination committee shall send the answer scripts to the 2nd examiner along with supporting documents for evaluation. The 2nd examiner shall send the answer scripts along with marks to the chairman of the relevant examination committee.

**f) Tabulation:** The concerned examination committee shall arrange tabulation works. The tabulation works shall not begin until marks of all courses are received.

**g) Preservation of the Examination Documents:** The chairman of the examination committee, after finalizing the results, shall hand over the relevant answer scripts to the Controller of Examinations. All other documents related to the examination should be submitted to the Chairman of the Department.

## 12. EVALUATION SYSTEM

**a) Theoretical/Practical Course:** Each theoretical/practical course offered should be composed of either 50 or 100 marks. The proportion of the total marks of a particular course shall be distributed as follows:

Continuous Assessment	40%
Semester-final Examination	<u>60%</u>
Total	= 100%

**b) Continuous Assessment for Theoretical Courses:** Marks allocated for continuous assessment shall be distributed as follows:

(i) Internal Evaluation:

<i>Mid-Semester examination /In-course /Class test (minimum two)</i>	50%
<i>Case Study/Quiz/Practical/Field work/Class Performance/Assignment</i>	25%

(ii) Class Attendance

	25%
Total =	100%

For example, total marks of the 'Continuous Assessment' of a three credit theoretical course carrying 100 marks (40% = 40) shall be distributed as follows:

(i) Internal Evaluation

<i>Mid-Semester examination/In-course/Class test (minimum two)</i>	20 marks
<i>Case Study/Quiz/Practical/Class Performance/Assignment</i>	10 marks

(ii) Class Attendance

	10 marks
Total =	40 marks

**\* Continuous Assessment for Practical Courses:**

<i>(i) Laboratory performance/Assignment/Oral test during Laboratory hours</i>	20 %
<i>(ii) Laboratory attendance</i>	10 %
<i>(iii) Laboratory Note Book on experiment</i>	10 %

**Semester end practical examination**

	60%
Total =	100 %

For example, total marks of the 'Continuous Assessment' of a two credit practical course carrying 50 marks (40% = 20) shall be distributed as follows:

<i>(i) Laboratory performance/Assignment/Oral test during Laboratory hours</i>	10 marks
<i>(ii) Laboratory attendance</i>	5 marks
<i>(iii) Laboratory Note Book on experiment</i>	5 marks

**Semester end practical examination**

	30 marks
Total =	50 marks

**c) Class Attendance:** The marks allocated for class attendance shall be given as following proportions:

<u>Attendance</u>	<u>Marks</u>	<u>Example</u>
95% and above	100%	10 out of 10
90% to 94%	90%	9 out of 10
85% to 89%	80%	8 out of 10
80% to 84%	70%	7 out of 10
75% to 79%	60%	6 out of 10
70% to 74%	50%	5 out of 10
65% to 69%	40%	4 out of 10
60% to 64%	30%	3 out of 10
Less than 60%	00%	0 out of 10.

**d) Continuous Assessment Report:**

- (i) After completing 40% and 80% syllabus of a specific course, the respective course teacher shall take the 1st and the 2nd in-course/mid-semester/class-test/assignment/class-performance/ examination respectively.
- (ii) Each course teacher shall publish the marks of each in-course/mid-semester/class test/assignment/class-performance/examination marks through the notice board of the respective Department within 10 working days of the date of holding those examinations.
- (iii) At the end of the course, the course teacher shall calculate total number of the continuous assessment (including class attendance) and prepare a marks sheet. S/he shall be notified it to the students and submitted the same to the chairman of the respective examination committee as well as to the Controller of the Examinations before start of the Semester final examination.
- (iv) The course teacher shall also submit the class attendance report with the register /documents to the Chairman of the Department for percentage calculation before sending the examination entry forms to the Controller of the Examinations.

**e) Class-Attendance Requirements to Appear at the Semester-Final Examination:** A student shall be allowed to appear at the Semester final examination as a regular student if her/his class attendance is at least 70% on an average and a student shall not be allowed to appear at the examination if her/his class attendance is below 60% of the total classes held in a Semester. The Chairman of the Department may recommend the students having percentage of attendance between 60% to less than 70%. However, in such case a student shall have to pay fees as determined by the University authority for not fulfilling above condition(s).

**f) 1st and 2nd Examiner:** There shall be two question setters and examiners (1st and 2nd) for each course of the Semester-final examination. The course teacher shall act as 1st examiner for each course. The examination committee shall select second examiner from the “Panel of Examiners” as approved by the Academic Council. If more than one teacher conducts a course, the examination committee shall select any one of them as 1st examiner who shall act as question setter and script evaluator.

**g) Duration of the Final Examination:** There shall be 2-hour final examination for every one or two credit point theoretical course and 3-hour for courses having more than two credit point theoretical courses. Duration of the practical examination shall be of four to six hours for each credit point as per the decision of the respective academic committee.

**h) Third Examination:** The arithmetic mean of the marks given by two examiners (1st and 2nd) shall be taken as final. If the marks given by 1st and 2nd examiners differ by 20% or more, the examination committee shall recommend a ‘3rd examiner’ to examine the script/s. In such cases, the arithmetic mean of the two nearest marks shall be taken. If the marks given by 3<sup>rd</sup> examiner exhibits equal different from the marks of both the 1<sup>st</sup> and 2<sup>nd</sup> examiners, nearest two highest marks shall be taken into consideration. The third examiner shall be recommended by the respective examination committee from the approved Panel of Examiners other than any member of the concerned examination committee, a tabulator or any examiner of that particular course and to be finally appointed by the Vice-chancellor. If

50% or more answer scripts of a particular course are considered for third examination, all the answer scripts of that particular course shall go to the third examiner for further evaluation.

- i) Submission of Mark Sheets:** All examiners including teachers involved in continuous assessment, viva-voce, etc., shall prepare four (4) copies of mark sheets and submit three (3) copies to the Chairman of the respective examination committee and one (1) copy to the Controller of Examinations.
- j) Letter Grade and Grade Point:** Total marks obtained in each teaching course, oral (viva-voce) examination and practical courses shall be converted into LG (Letter Grade) and GP (Grade Point) as follows:

Numerical Grade	Letter Grade	Grade Point	Interpretation	
80% and above	A+	(A plus)	4.00	Outstanding
75% to less than 80%	A	(A regular)	3.75	Excellent
70% to less than 75%	A-	(A minus)	3.50	Very Good
65% to less than 70%	B+	(B plus)	3.25	Good
60% to less than 65%	B	(B regular)	3.00	Satisfactory
55% to less than 60%	B-	(B minus)	2.75	Below Satisfactory
50% to less than 55%	C+	(C plus)	2.50	Average
45% to less than 50%	C	(C regular)	2.25	Pass
40% to less than 45%	D	----	2.00	Poor
Less than 40%	F	----	0.00	Fail

**k) Re-examination:** Re-examination of any script shall not be allowed.

**D)** All marks (Internal evaluation/Class attendance/Assignment/Semester final etc) shall remain as fraction. Only the total marks of a student in each theoretical/Practical course, Internship programme/Viva-Voce shall be rounded up (next number). i.e not in each cases but only the total marks in each course shall be rounded up.

### 13. RESULT PUBLICATION

- a) The following information shall be shown in the tabulation sheets:
- The Semester-final result:* Continuous assessment marks, Semester-final marks, total marks, LG and GP in each course (including Viva-voce/internship/practical/project/field work/monograph, etc.) and GPA/CGPA, points secured and earned credit points (ECP);
  - The final result (after completion of the programme):* Continuous assessment marks, Semester-final marks, total marks, LG and GP in each course, including Viva-voce/internship/practical project/field work/monograph etc. marks with corresponding LG & GP, total points secured, CGPA, ECP, LG and Interpretation;
  - Keep record in tabulation sheet:* The retake/improvement marks shall be written in the original tabulation sheet of the concerned student and concerned year by the present examination committee;
  - Manifestation in Semester-final result sheet:* The Semester-final result sheets, which shall be published for the students, shall not show the numerical marks but shall show the LG, GP in each course, GPA and CGPA.

[The ECP, GPA, and CGPA shall be calculated using the formula as shown in 'Appendix-A' of this Ordinance. The elaboration of the abbreviations is: LG = Letter Grade; GP = Grade Point; GPA = Grade Point Average; CGPA = Cumulative Grade Point Average; ECP = Earned Credit Points]



b) The internal members of the examination committee shall ordinarily act as tabulators. If necessary, the Controller of Examinations on the recommendation of the relevant examination committee shall appoint tabulators other than the members of the examination committee. The tabulators shall prepare three (3) sets of final result sheets and the chairman of the examination committee shall send to the Controller of Examinations for publication duly signed by Tabulators, the Chairman and the internal Members of the examination committee. An 'Examination Statement' shall be prepared by the chairman of the examination committee and to be sent to the Controller of Examinations which shall include:

- (i) Number of courses with marks and credit points;
- (ii) The name of the Mid-Semester examiners with number of examinees;
- (iii) The name of the question setters of each course;
- (iv) The name of the 1st, 2nd & 3rd (if any) examiners/evaluators in each course with the number of scripts, monograph/fieldwork report/project report/internship report etc.
- (v) The name of the question moderators with signature sheet;
- (vi) The name of the participating members in the viva-voce examinations and signature sheet with the number of examinees; and
- (vii) The name of the tabulators with the number of examinees.

Some essential papers shall also be attached with the tabulated result sheets. Such as:

- list of evaluators of monograph/fieldwork report/project report/internship report/ etc. with the roll numbers of the students (in case of final result of the programme);
- resolution of the Examination Committee with recommendation for publication of results; and
- Other relevant/necessary papers.

c) The Controller of Examinations shall publish the results of each Semester-final and the whole programme, subject to the approval of the Vice-chancellor/Syndicate and thereafter shall send a copy of the tabulation sheets duly signed by him with date to the Chairman of the concerned Department. The Controller of Examinations shall also provide the transcript/grade sheet showing course-wise LG and the corresponding GP (the numerical marks shall not be shown), the CGPA, LG and the interpretation of the CGPA of the candidates for the Bachelor degree. Final Grade must be spelled out clearly in the certificate/transcript.

[*Example: C+ = 'C+' (C plus); A- = 'A-' (A minus); B = 'B' (B regular)*].

d) The result of the Semester-final examinations (except 4th Year 2nd Semester) shall be published within 08 (eight) weeks from the date of last examination. The final Semester (4th year 2nd Semester) result of the programme shall be published within 12 weeks from the date of last examination including internship/practical/monograph/fieldwork/project/Viva-voce, etc.

e) Result sheets of each examination as prepared by the Controller of Examinations shall be compared and signed by the chairman of the examination committee or his/ her nominee.

#### **14. PROMOTION**

a) All promotions from 1st Year 1st Semester to 4th Year 2nd Semester shall be Semester based.

b) For promotion from 1st Year 1st Semester to 1st Year 2nd Semester and 1st Year 2nd Semester to 2nd year 1st Semester a student shall require to earn a minimum GPA/CGPA of 2.00 (*Letter Grade: D*).

- c) For promotion from 2nd year 1st Semester through the 4th year 2nd Semester, a student shall require to earn minimum CGPA of 2.25 (*Letter Grade: C*).
- d) From 2nd year 2nd Semester to 3rd year 1st Semester a student must not be promoted carrying 'F' grade in any course.

### **15. DEGREE REQUIREMENTS**

For the Bachelor degree, each student requires to:

- a) Earn required number of total credit points successfully;
- b) Earn a minimum CGPA of 2.5; and
- c) Complete the programme within six academic years of her/his 1st admission year into the programme.

### **16. IMPROVEMENT OF GRADES**

- a) A student earning 'F' grade in any course in any Semester shall be required to improve the grade with the next available batch or through Short Semester Examinations. Students fail to improve 'F' grade through Short Semester Examination-2 may be allowed to improve 'F' grade with the next available batch if they haven't passed six academic years since admission.
- b) Students earning the letter grade of less than 'B' (*less than GP 3.00*) in any theoretical course may also choose to improve the grade by appearing at the Semester-final examination with the next available batch. Students beyond 8th Semester shall have to improve grade(s) only through Short Semester Examination-2. Such students will not be allowed to improve grade(s) with the next available batch. If the grade point obtained in improvement is lower than the earlier obtained grade point, the earlier one shall stand. A student shall have improvement opportunity once for each course.
- c) For improving the grade and appearing at the examination, a student shall have to pay fees two (2) times of the normal examination fee for each course.
- d) Students willing to improve grade should apply within 10 (ten) working days after the announcement of the results of the Semester.
- e) No improvement shall be allowed in practical course, viva-voce and continuous assessment (*mid-semester/ assignment/fieldwork/monograph/project /practical/case study term paper/ quiz tests/etc.*). In such case, the earlier marks shall stand.
- f) The concerned (current) examination committee will take necessary actions to arrange the improvement examinations, tabulation and posting the marks.

### **17. SHORT SEMESTER EXAMINATION**

- a) At the end of 2nd year 2nd Semester (4th Semester) examination, a student shall be allowed to continue her/his studentship to the next Semester until the 4th Semester result is published. After the result, if the student fails to earn required total Credit Points due to 'F' grade in one or more courses from 1st Year 1st Semester to 2nd Year 2nd Semester, a special improvement examination (*Short Semester Examination-1*) shall be arranged and completed within two months of the publication of 2nd Year 2nd Semester result for such students. A student will be allowed to take part in Short Semester Examination-1 only once. In such case no one will get the chance to improve her/his 'F' grade of any course of 4th Semester with the next batch.

- b) After the 4th Year 2nd Semester (8th Semester) result, if a student fails to earn required total Credit Points due to 'F' grade in one or more courses from 3rd Year 1st Semester to 4th Year 2nd Semester (5th to 8th Semester), another special improvement examination (*Short Semester Examination-2*) shall be arranged and completed within two months of the publication of 4th Year 2nd Semester result for such students. A student who has obtained the letter grade of less than B (less than GP 3.0) in any course of 4th Year 2nd Semester is permitted to participate in the Short Semester Examination-2 to improve her/his letter grade. Students who haven't passed six academic years since admission and fail to improve 'F' grade(s) through Short Semester Examination-2 may be allowed to improve only 'F' grade(s) with the next available batch.
- c) To take part in the Short Semester Examination-1 and Short Semester Examination-2, a student is required to pay examination fees three (3) times of the regular fees for each course and send an application to the Controller of Examinations through the Chairman of the Department within 12 working days from the date of publication of 4th/8th Semester result.
- d) In case of Short Semester Examination-1 and Short Semester Examination-2, the concerned Examination Committee (2nd year and 4th year examination committee) will take the responsibility to arrange the respective retaking examinations, tabulating and posting the marks and publish the result.

## **18. DROP OUT**

- a) If a twice re-admitted student in any Semester failed to earn minimum required GPA for promotion shall be dropped out from the programme.
- b) If it is seems that it is not possible for a student to complete the programme within 6 academic years (12 Semesters), s/he shall be dropped out from the programme.
- c) In the Short Semester Examination-1, if a student even after appearing the examination, fails to earn all necessary total Credit Points and if 'F' grade remains in any course (between 1st to 4th Semester), s/he will be dropped-out from the programme and will no more be allowed to continue her/his studentship with other students.
- d) If a student fails to earn required total credit points within six academic years since admission s/he will be dropped-out from the programme and will no more be allowed to continue her/his studentship with other students.

## **19. CREDIT TRANSFER**

No credit transfer from any other programmes/Universities/Institutions to the Jagannath University is allowed for the programme.

## **20. ACADEMIC ADMINISTRATION**

- a) **Academic Calendar:** The Academic Calendar showing dates of beginning and closing classes, commencement of examinations and probable dates for publication of the results shall be published by the respective Departmental academic committee before commencement of each Semester. The copy shall be sent to the Dean of the faculty, Controller of Examinations and the respective University authority.

**b) Course Advisor:** After admission every student shall be assigned to a ‘Course Advisor’ from the teachers of her/his discipline to guide him/her throughout the Semesters. The academic committee of each Department shall nominate a teacher as course advisor for each batch. S/he shall meet the students on a regular basis and advise them on all academic matters.

**c) Academic and co-academic activities:** Within the framework of these rules & regulations and the rules of the University, the Departmental academic committee may adopt policies for strengthening the academic and co-academic activities of the Department.

## **21. ADDITION, ALTERATION, CHANGE OR MODIFICATION IN THE RULES AND REGULATIONS**

In order to make any addition, alteration, change or modification in the rules and regulations (if required), it must be placed to the ‘Departmental Academic Committee’, ‘Executive Committee’ of the concerned Faculty and the ‘Academic Council’ for approval.

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### **Signature of the Committee Members:**

.....  
(Prof. Dr. Abu Hossain Siddique)  
Vice Chancellor and Treasurer, and  
*Convener of the Committee*

.....  
(Prof. Md. Abu Yousuf)  
Dean, Faculty of Science

.....  
(Prof. Kazi Akhtaruzzaman)  
Dean, Faculty of Arts

.....  
(Prof. Md. Abul Kalam Chowdhury)  
Dean, Faculty of Business Studies

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### Appendix-A

**The ECP, GPA and CGPA will be computed as under:**

$$\text{GPA} = \frac{\Sigma (\text{Credit} \times \text{Grade Points})}{\text{Total Credits}} \quad \text{CGPA} = \frac{\text{Total Grade Points Secured}}{\Sigma \text{Credit of all courses attempted}}$$

**Elaboration:** *EC = Earned Credit; GPA = Grade Point Average; CGPA = Cumulative Grade Point Average; ECP = Earned Credit Points*

**Example:** **1st Year 1st Semester (2006-07)**

Course No.	No. of Credits	Grade Awarded	Corresponding Grade Point	Points Secured
	Col. 1	Col. 2	Col. 3	Col. 4 (Col. 1 x Col. 3)
ACT.-1101	3	A	3.75	11.25
ACT.-1102	3	B+	3.25	09.75
ACT.-1103	3	C+	2.50	07.50
ACT.-1104	3	A -	3.50	10.50
<b>Total</b>	<b>12</b>			<b>39.0</b>

$$\text{Credit Points taken} = 3 + 3 + 3 + 3 = 12.0$$

$$\text{ECP} = 3 + 3 + 3 + 3 = 12.0$$

$$\text{GPA (In 1st Year 1st Semester)} = 39.0 \div 12 = 3.25$$

**Result: Earned Credit Points = 12.0 (Out of 12.0)**

$$\text{GPA} = 3.25 \text{ (In 1st Year 1st Semester - 2006);}$$

**Promoted / Failed**

**1st Year 2nd Semester (2006-07)**

Course No.	No. of Credits	Grade Awarded	Corresponding Grade Point	Points Secured
	Col. 1	Col. 2	Col. 3	Col. 4 (Col. 1 x Col. 3)
ACT.-1201	3	A+	4.00	12.00
ACT.-1202	3	B	3.00	9.00
ACT.-1203	3	C+	2.50	7.50
ACT.-1204	3	F	0	0
Viva-Voce-01	1.5	A-	3.50	5.25
<b>Total</b>	<b>13.5</b>		<b>33.75</b>	

$$\text{Credit Points taken} = 3 + 3 + 3 + 3 + 1.5 = 12.0$$

$$\text{ECP} = 3 + 3 + 3 + 0 + 1.5 = 10.5$$

$$\text{GPA (In 1st Year 2nd Semester)} = 33.75 \div 13.5 = 2.50$$

**Result: ECP up to 1st Year = 12.0 + 10.5 = 22.5 (Out of 25.5 )**

$$\text{GPA} = 3.25 \text{ (In 1st Year 2nd Semester - 2006);}$$

$$\text{CGPA} = 2.85$$

$$39.0 + 33.75 = 72.75$$

$$\text{Calculation of CGPA} = \frac{72.75}{25.5} = 2.85$$

**Promoted / Failed**

**2nd Year 1st Semester (2007-08)**

Course No.	No. of Credits	Grade Awarded	Corresponding Grade Point	Points Secured
	Col. 1	Col. 2	Col. 3	Col. 4 (Col. 1 x Col. 3)
ACT.-2101	3	A	3.75	11.25
ACT.-2102	3	B+	3.25	09.75
ACT.-2103	3	F	0	0
ACT.-2104	3	B	3.00	09.00
ACT.-2105	3	A -	3.50	10.50
<b>Total</b>	<b>15</b>			<b>40.50</b>

$$\text{Credit Points taken} = 3 + 3 + 3 + 3 + 3 = 15$$

$$\text{ECP (Earned Credit Points)} = 3 + 3 + 0 + 3 + 3 = 12$$

$$\text{GPA (In 2nd Year 1st Semester)} = 40.50 \div 15 = 2.70$$

$$\text{CGPA} = \frac{\text{Total Grade Points Secured}}{\Sigma \text{ Credit of all courses attempted}} = \frac{72.75 + 40.50}{25.5 + 15} = \frac{113.25}{40.5} = 2.80$$

**Result: Earned Credit Points (22.5 + 12.0) = 34.5 (Out of 40.5)**

**GPA : (In 2nd Year 1st Semester 2007-08) = 2.70**

**CGPA: (Up to 2nd Year 1st Semester 2007-08) = 2.80**

**Promoted / Failed**

**2nd Year 2nd Semester (2007-08)**

Course No.	No. of Credits	Grade Awarded	Corresponding Grade Point	Points Secured
	Col. 1	Col. 2	Col. 3	Col. 4 (Col. 1 x Col. 3)
ACT.-2201	3	A+	4.00	12.00
ACT.-2202	3	B	3.00	09.00
ACT.-2203	3	C+	2.50	07.50
ACT.-2204	3	F	0	0
ACT.-2205	3	C+	2.50	07.50
Viva-Voce-02	1.5	B+	3.25	4.875
<b>Total</b>	<b>16.5</b>			<b>40.875</b>

$$\text{Credit Points taken} = 3 + 3 + 3 + 3 + 3 + 1.5 = 16.5$$

$$\text{ECP (Earned Credit Points)} = 3 + 3 + 0 + 3 + 3 + 1.5 = 13.5$$

$$\text{GPA (In 2nd Year 2nd Semester)} = 40.875 \div 16.5 = 2.48$$

$$\text{CGPA} = \frac{\text{Total Grade Points Secured}}{\Sigma \text{ Credit of all courses attempted}} = \frac{72.75 + 40.50 + 40.875}{25.5 + 15 + 16.5} = \frac{154.125}{57.0} = 2.70$$

**Result: Earned Credit Points (22.5 + 12.0 + 13.5) = 48.0 (Out of 57.0)**

**GPA : (In 2nd Year 2nd Semester - 2007) = 2.48**

**CGPA: (Up to 2nd Year 2nd Semester -2007) = 2.70**

**Result: Promoted / Failed**

**N.B. Causes for not promotion: Total credit points has not been earned**

**Short Semester Examination-1 (2007-08)**

Course No.	No. of Credits	Grade Awarded	Corresponding Grade Point	Points Secured
	Col. 1	Col. 2	Col. 3	Col. 4 (Col. 1 x Col. 3)
ACT.-1204	3	B	3.0	09.00
ACT.-2103	3	C+	2.5	07.5
ACT.-2204	3	A	3.75	11.25
<b>Total</b>	<b>09</b>			<b>27.75</b>

$$\text{Credit Points taken} = 3 + 3 + 3 = 9.0$$

$$\text{ECP (Earned Credit Points)} = 3 + 3 + 3 = 9.0$$

$$\text{GPA (In Short Semester-1)} = 27.75 \div 9.0 = 3.08$$

$$\text{CGPA} = \frac{\text{Total Grade Points Secured}}{\Sigma \text{ Credit of all courses attempted}} = \frac{154.125 + 27.75}{57.0} = \frac{181.875}{57} = 3.19$$

**Result: Earned Credit Points (48.0 + 9.0) = 57.0 (Out of 57.0)**

**GPA : (In Short Semester -1) = 3.08**

**CGPA: (Up to 2nd Year 2nd Semester -2007) = 3.19**

<b>Cumulative Data</b>	
Total Credits Attempted :	= 57.0
Earned Credit Points :	= 57.0
CGPA up to 2 <sup>nd</sup> year 2 <sup>nd</sup> Semester- 2007	= 3.19