

JAGANNATH UNIVERSITY



Rules and Regulations for Bachelor's Degree (revised)

With effect from the session 2012-13¹

As passed by the 40th meeting of the Academic Council (held on 31 May 2017)
and approved by the 74th meeting of the Syndicate (held on 09 July 2017)

1. PREAMBLE

This rule titled 'Rules and Regulations for Bachelor Degree' includes the academic rules and regulations for four-year 'Bachelor Degree Programme' divided into eight (8) Semesters in Jagannath University. The Bachelor Degree programme is under Semester system and would be guided and assessed by the credit point system. It is applicable for the Departments under different faculties as may be approved and/or opened by the University. Each academic Department of the University shall have 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.

2. STUDENT ADMISSION AND RE-ADMISSION

Students shall be admitted into the 1st year 1st Semester of the Bachelor Programme as per University rules.

a) Eligibility

Students passed the Secondary School Certificate (SSC) and Higher Secondary Certificate (HSC) examinations or 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 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 university/institution with an exception of Certificate/Diploma course. If this provision is violated, studentship, examination, and examination results of the student shall immediately be cancelled.

¹Activities undertaken from 31.05.2017 (date of 40th Academic Council) shall be within the purview of this rules and regulations.

c) Re-admission

- (i) A student failing to appear in any Semester-final examination (not a single course), unless otherwise the clause 2.b (i) is applicable, may be allowed for re-admission with the same Semester of the next available batch. Readmitted students, however, shall always be assigned by the original student ID.
- (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 next available batch.
- (iii) If a student fails to earn the requisite CGPA for promotion (according to clause 14) from one Year to the next he/she may seek re-admission with the 1st Semester of the same year of the next available batch; however, if a student gets satisfied (as per the student) GPA in any odd Semester (First Year 1st Semester, 2nd Year 1st Semester, 3rd Year 1st Semester and 4th Year 1st Semester) but failed to get required CGPA in the even Semester (1st Year 2nd Semester, 2nd Year 2nd Semester, 3rd Year 2nd Semester and 4th Year 2nd Semester) he/she may seek re-admission with the 2nd Semester of the same year of the next available batch.
- (iv) If the final examination entry form fill-up of any odd semester (2nd Year 1st Semester, 3rd Year 1st Semester and 4th Year 1st Semester) completes before the publication of the result of immediate past even Semester (1st Year 2nd Semester, 2nd Year 2nd Semester and 3rd Year 2nd Semester) students may be allowed to sit in the odd Semester Final examination with a written pledge that if fails to get required CGPA in the immediate past even semester (when result published) he/she will have to get re-admission in odd/even semester (as applicable/appropriate) of the previous year with the immediate next batch. If the next batch already completed the odd/even semester the student shall get re-admission with the next available batch; in such cases his/her registration may be extended by one academic year (seven years to complete Bachelor programme).
- (v) Students studying in the 2nd Year 1st Semester or 3rd Year 1st Semester or 4th Year 1st Semester found obtain less than required CGPA for promotion (2.0 in the 1st Year 2nd Semester and 2.25 in the 2nd Year 2nd Semester 3rd Year 2nd Semester and 4th Year 2nd Semester) in the immediate past even Semester when result published shall have to get readmission with the next available batch either in 1st or 2nd Semester (whichever applicable/appropriate). Such students, if appeared in the improvement examinations of immediate past odd Semester and found secure required CGPA for promotion after adding the improvement result (when published), may be allowed get re-admission in the same odd Semester of the next available batch.
- (vi) On re-admission, grades earned earlier by a student in a Semester shall be cancelled 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. If a student gets 'F' grade in any practical course due to absence/participation and improves the 'F' grade as per rule he/she can have the Continuous Assessment marks (if any) along with Semester Final marks.

- (vii) Percentage of class attendance of Re-admitted students shall be counted from the date of her/his re-admission. If the classes of the re-admission batch completed, the student shall receive either minimum attendance number (3) or previous year's attendance number, whichever higher. Mid-Semester examination, if completed before her/his re-admission, the Chairman of the Department shall arrange make-up Mid-Semester examination.
- (viii) A student has to complete the Bachelor programme within a maximum of six academic years of his/her admission session, therefore, shall not get chance for re-admission more than twice during the entire programme unless any other clause allowed for an extension of his/her registration.
- (ix) 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 AND STUDENT ID

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 according to the University registration process and on payment of the required fees as determined by the University authority from time to time.

After completion of registration each student shall get a Student ID number to be carried as his/her identity throughout the programme. The ID number contains 10 Alphanumeric numbers indicating as follows:

<u>Letter/Digit</u>	<u>Character</u>	<u>Description</u>
1	Letter (B)	Bachelor Degree
2-3	Numeric	Year of admission session
4-5	Numeric	Faculty (For example, Social Science = 04)
6-7	Numeric	Department (For example, Social Work = 03)
8-10	Numeric	Student number in the Department (001, 002,999)

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/Departments shall be as approved by the Academic Council of the University.

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

The duration of the Bachelor degree programmes shall be of four (4) academic years and eight (8) Semesters unless otherwise approved by the Academic Council for any particular Department. Each academic year is divided into two Semesters to be called as 1st Semester (*July-December*) and 2nd Semester (*January-June*). Distribution of weeks in each Semester shall be as follows:

a) Class teaching (actual class)	= 14 weeks
b) Preparation time for Semester-final examination	= 2 weeks
c) Semester-final examination	= 4 weeks
Total	= 20 weeks

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 Academic Session prepared by the syllabus committee of the Department and approved by the competent authority as mentioned by the University Act. The syllabus should clearly indicate the courses, credit points by Semester and year. The syllabus shall be updated as and when required. Every Syllabus should include a summary at the beginning according to the format presented in appendix-II. The Registrar Office shall send the summary of every Syllabus to the Office of the Controller of Examinations after approval.

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:

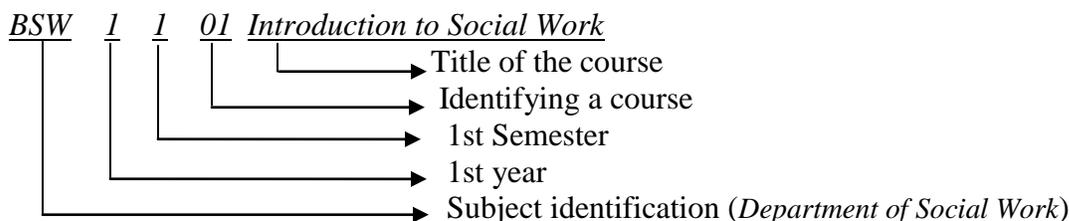
- (i) *Theoretical course:* Includes class-teaching, open discussion, academic tasks, etc.
- (ii) *Practical course:* Includes laboratory experiment/internship/monograph/project/field work, etc.
- (iii) *Viva-voce:* Includes class instruction; may be a part of practical/theoretical/field work course and shall have specific number of credit point.

Each course shall have specific course number and credit points. 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 shall be designated by three to four letter words identifying the subject followed by a four-digit number as follows:

- (i) *The 1st digit* indicates the ‘Year’ in which the course is taken by the students;
- (ii) *The 2nd digit* indicates the ‘Semester’ in which the course is taken by the students;
- (iii) *The 3rd and 4th digits* indicate a ‘Course’ within a particular Department.

Example:



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 at least 125.
- (ii) There shall be at least 12 credit points in each Semester.

b) Contact Hours

- (i) *Theoretical Courses:* There shall be at least one lecture-hour for each credit point in a week for each theoretical course; and there shall be one 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 courses:* In case of practical/lab course, there shall be at least two (02) contact hours for each credit point in a week. Therefore, 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 fees 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 Chairman of 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 absence or inability on the part of any one of the members of the examination committee, the examination work shall not be invalidated. If there is any vacancy in the examination committee, the position should be filled-in as soon as possible in accordance with the University rules. Chairman of the Department shall be the Chairman of the 4th year (*7th and 8th Semester*) examination committee. If available, Chairman of any examination committee shall not be below the rank of Assistant Professor.

c) Functions of the Examination Committee:

- (i) The internal members of the relevant examination committee, through a meeting, shall recommend the names of the question setters and examiners to the Controller of Examinations for each theoretical and practical (if necessary) 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 examinations, and prepare the results.

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 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 complying the following principles:

- (i) Chairman of the examination committee shall act as the *Chief Invigilator (CI)*. In absence of him/her available senior member of the Examination Committee 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, one extra invigilator may be appointed. All Invigilators shall be appointed by the Chairman of the Department.

e) Distribution of the Answer Scripts: The 1st examiner shall receive the answer scripts with acknowledgement from the chairman of the examination committee along with necessary supporting documents (*question, top sheet, instructions, blank mark sheets, envelops, etc.*) on the date of examination. The 1st Examiner should evaluate and submit the answer scripts along with marks sheet to the chairman of the examination committee within two weeks from the date of examination of that particular course. 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 through the Chairman of the Department after the Final result of a Semester is published. All other documents related to the examination should be submitted to the Chairman of the Department. The Controller Office shall preserve the answer scripts until one year from the date of examination of the last course of the final examination of a programme (8th Semester of Bachelor and 2 Semester of Masters).

12. EVALUATION SYSTEM

a) 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 except Faculty of Business Studies:

(i) Theoretical Course:

- | | | |
|------------------------------|-----|-----|
| • Continuous Assessment | | 30% |
| ➤ Two Mid-Semester Exams | 20% | |
| ➤ Class Attendance | 10% | |
| • Semester-final Examination | | 70% |

Total= 100%

(ii) Practical Course:

- | | | |
|---|-----|-----|
| • Continuous Assessment | | 30% |
| ➤ Participation/performance/oral or written test on
laboratory work/field work/internship/project/research, etc. | 20% | |
| ➤ Attendance | | 10% |
| • Semester-final Examination | | 70% |

Total= 100%

- Continuous Assessment may or may not be a part of the Practical courses.
- If any report/answer script produced under practical course, the report shall have to be examined by two examiners (1st & 2nd). The average of the marks given by two examiners shall be taken as final even if the marks differ by 20 percent or more.

The marks distribution for the Faculty of Business Studies shall be as follows:

- Continuous Assessment 40%
 - Two Mid-Semester Exams 20%
 - Class Attendance 10%
 - Quiz/Case study/ Class Performance/Assignment 10%
- Semester-final Examination 60%

Total = 100%

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

Attendance	Marks	Example
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.

c) 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 Mid-semester examination respectively.
- (ii) The course teacher shall publish the marks of each Mid-semester examination through the notice board of the respective Department within seven (7) working days after the examination.
- (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 notify it to the students and submit 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.

d) 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 allow the students having attendance between 60% to less than 70%. However, in such as case, students shall have to pay fees as determined by the University authority

e) 1st and 2nd Examiner: There shall be two Question Setters and Examiners (1st and 2nd) for each theoretical course and practical course (if report / answer script produced) of the Semester final examination. The course teacher shall act as the 1st Question Setter & Examiner for a course. The examination committee shall select second examiner from the “Panel of Examiners” as approved by the Academic Council of the University. If more than one teacher conducts a course, the examination committee shall select any one of them as the 1st Question Setter & Examiner. In exceptional circumstances, the Examiner may be appointed/changed with the prior permission of the Vice-Chancellor on the basis of the recommendation of the respective examination committee.

In any Semester Final examination, a teacher shall not act as Question Setter and Examiner (1st & 2nd) in more than one theoretical course.

f) Duration of the Final Examination: There shall be 2-hour final examination for every one or two (2) credit point theoretical course, 3-hour for three (3) credit point courses, and 4-hour for four (4) 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.

g) Third Examination

(i) The average of the marks given by two examiners (1st and 2nd) shall be taken as final. If the marks given by the 1st and 2nd examiners differ by 20% or more, the examination committee shall recommend a ‘3rd examiner’ to examine such script(s). In case of third examination, the average of the two nearest marks (in case of equal difference, highest two marks) shall be taken as final.

(ii) The 3rd examiner shall be recommended by the respective examination committee from the approved Panel of Examiners other than the members of the concerned examination committee, tabulators and examiners of that particular course and to be finally appointed by the Vice-chancellor. If 50% or more answer scripts of a particular course subject to be third examined, all the answer scripts of that particular course should be third examined.

(iii) There will be no 3rd examination for the report/answer scripts produced under practical course. Such reports / answer scripts shall have to be examined by two examiners (1st & 2nd) and the average of the marks given by two examiners shall be taken as final even if the marks differ by 20 percent or more.

h) Submission of Marks Sheet: All examiners including teachers involved in continuous assessment, viva-voce, etc., shall prepare three (3) copies of marks sheet and submit two (2) copies to the Chairman of the respective examination committee and one (1) copy to the Controller of Examinations.

i) Letter Grade and Grade Point: Total marks obtained in each course 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 plain)	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 plain)	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 plain)	2.25	Below Average
40% to less than 45%	D	----	2.00	Pass
Less than 40%	F	----	0.00	Fail

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

k) Marks (internal evaluation/Class attendance/Assignment/Semester final, etc.) may remain as fraction. Only the total marks of each course shall be rounded up.

l) If a student remains absent in any course of a Semester Final Examination he/she will not be awarded any Grade Point in that course.

13. RESULT PREPARATION AND PUBLICATION

a) Tabulator: Two among the three internal members of the Examination Committee, appointed by the academic council as per recommendation of the respective Examination Committee, shall act as Tabulators. If the members of an Examination Committee become unable to work as tabulator, the Academic Council may appoint Tabulator(s) other than the members of the Examination Committee upon recommendation of the respective Examination Committee.

b) The following information shall be shown in the tabulation sheets:

- (i) *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); and Comments.
- (ii) *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 with interpretation and comments.
- (iii) *Manifestation in Semester-final result sheet:* The Semester-final result sheets shall not show the numerical marks but shall show the GP (Grade Point) and LG (Letter Grade) in each course, GPA (Grade Point Average), CGPA (Cumulative Grade Point Average), ECP (Earned Credit Point) and 'comment'. *Comment in the result sheet:* In the Semester Final result sheet up to 4th year 1st Semester, the 'comment' column should show the

status of promotion (promoted or not promoted or withheld or anything else) of the student. If a student earns required CGPA but fails to earn the total number of credits up to that particular Semester ('F' in one or more courses), the 'comment' column should show 'Conditionally Promoted'.

- (vi) In case of Final Result (4th Year 2nd Semester or Supplementary) the 'comment' should show the status of result as 'Degree Earned' or 'Degree Not Earned' or 'Withheld'.
- (vii) In case of 'withheld', specific reason(s) must be mentioned in the resolution of the Examination Committee. The marks of courses of withheld candidates should be tabulated but results (Result of this Semester and Cumulative Result up to this Semester) should not be calculated. The withheld result may be published as the reason(s) fulfilled/removed.

c) Preparation of Corrected Result: Every examination committee shall be responsible for preparing and submitting corrected result(s) of the examinees of that particular examination as caused by improvement/re-take or any other examinations or any other reasons. The controller office should publish the corrected result(s) as per rule of the University. If corrected result consists change of number of course(s) valid documentary support shall have to be provided.

d) Submission of Result: The tabulators must prepare two (2) sets of final results separately and the Chairman of the Examination Committee, after approved in the respective Examination Committee, shall send the result to the Controller of Examinations for publication duly signed by the Tabulators and the Chairman of the Examination Committee along with the following documents:

- i. Two copies of Tabulation Sheets;
- ii. Two copies of Result Sheets;
- iii. The Recommendation of the Examination Committee for publication of the result;
- iv. Top sheet of all courses; and
- v. A summary sheet about the result of the Examinees (no. promoted/degree awarded, not promoted, conditionally promoted, withheld, etc.)

e) Examination Statement: An 'Examination Statement' shall be sent by the chairman of the Examination Committee to the Controller of Examinations after publication of result. The statement shall include:

- i. Number of courses with 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 and number of questions (course) moderated;
- vi. The name of the participating members in the viva voce examinations and number of examinees; and
- vii. The name of the tabulators with the number of examinees.

f) Result Publication: The Controller of Examinations shall publish the results of each Semester-final and the whole programme, subject to the approval of the Academic Council and Syndicate of the University and thereafter shall send a copy of the result and 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)].

g) Result Preparation Time: 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.

h) Results of each examination as submitted by the Examination Committee shall be verified by the Office of Controller of Examinations as per the documents submitted to the Office of the Controller of Examinations. If mistake(s) found in the submitted result, the respective Examination Committee shall have to make the arrangement for correction.

14. PROMOTION

- a) All promotions shall be yearly based.
- b) For promotion from 1st Year to 2nd Year, a student shall require to earn a minimum CGPA of 2.00 (*Letter Grade: D*).
- c) For promotion from 2nd year to 3rd Year and 3rd Year to 4th Year, a student shall require to earn minimum CGPA of 2.25 (*Letter Grade: C*).
- d) A student will not be promoted if s/he fails to appear in at least one course of any Semester final examination even if s/he has requisite CGPA (2.00/2.25) for promotion.

15. DEGREE REQUIREMENTS

For the Bachelor degree, each student requires to:

- a) Earn required number of total credit points successfully.

In case of re-admission, the number of total credit points for the respective student shall be counted according to the syllabus of the re-admitted batch(es). In such cases, the total earned credit points throughout the programme may be different from the students of his/her original batch or the batch(es) re-admitted. However, if the number of credit points earned throughout the programme is less than the minimum required number of credit point for the degree (125), the respective student shall have to complete (including Continuous Assessment) one or more courses as 'Complementary Course' with the existing Semester(s) to be decided by the Academic Committee of the department according to the number of credit points short. Such course(s) should be those that the particular student has not studied during his/her entire bachelor programme. The results of the courses of such students shall be published by the Examination Committee(s) of the respective Semester(s) and finally compiled and published by the respective

4th Year / Supplementary Examination Committee as Complementary Examination. The transcript/marks sheet/grade sheet of such students shall include a separate part as 'Complementary Examination'.

b) Earn a minimum CGPA of 2.25; and

c) Complete the programme within six academic years of her/his 1st admission year into the programme.

16. IMPROVEMENT OF GRADES

a) 'F' Grade

- i) A student earning 'F' grade in any written course of any Semester up to 4th year 1st (7th) semester shall be required to improve the 'F' grade(s) with the next two available batches.
- ii) After the Honours final result of 4th year 2nd Semester, if a student has 'F' grade in any course of any Semester he/she will have to improve the 'F' grade through the Supplementary Examination or with the next available batch if such students haven't passed six academic years since admission.
- iii) In case of practical course(s) with 'F' Grade in any Semester a student may improve the grade with next available two batches or Supplementary Examination, whichever applicable. Continuous Assessment marks for practical courses (if any) shall be given by the respective course teacher of the current session and considered for result preparation.
- (iv) In case of 'F' grade in viva voce, a student may get the chance to improve grade through appearing at the viva voce of the next available batch or Supplementary Examination, whichever applicable.
- (v) Re-take: If a student fails to clear 'F' grade due to poor marks in 'Continuous Assessment' he/she may re-take the course(s) with the Semester where the course(s) being taught within the allowed sessions, i.e., within six sessions since admission. In such cases, the student shall have to apply to the Department for registration of such course(s) before the start of the class of the course(s) and the Academic Committee of the Department will consider for registration for the particular course(s) of the particular Semester(s). The Department shall send the prescribed form filled-in by such students to the Registrar Office. Such students shall have to pay Tk.1000/- (one) thousand per course and regular examination fees. If the course code changed due to change of syllabus the tabulators shall post the marks against the original course code of the student.

Answer scripts of the Re-take examinees should be sent to the examiners in a separate envelope along with separate marks sheet within the same packet and the Examiners, after evaluation, should submit the answer scripts and marks sheet separately as per rules. Upon receipt of the marks, the examination committee shall send the marks sheets to the chairman of the respective (original Semester of the course) examination committee(s). The chairman of the respective examination committee will take necessary measure to prepare the result of the Re-take examinee(s) through appointing Tabulators and submit to the office of the controller of examinations for publication. If the

Committee becomes non-existent in the meantime, the marks shall be sent to the Chairman of the Department who will arrange preparation and submit the result through appointing Tabulators. The Tabulation and Result Sheets should mention 're-take examination' clearly. The Tabulators of re-take examination shall be eligible for honorarium as per University Rules.

Students fail to improve the 'F' grade(s) thereafter shall be considered as failed to earn the degree.

b) Improvement of Grades / Grade Point

- i) Students earned less than Grade Point 3.00 (letter grade less than 'B') in any theoretical course up to 4th year 1st (7th) Semester may choose to improve the grade by appearing at the Semester-final examination with the next available batch.
 - ii) There shall be no such opportunity of improvement examination for the courses of 4th Year 2nd (8th) Semester.
 - iii) A student shall have the improvement opportunity once for each course.
 - (iv) No improvement shall be allowed in 'practical' and 'viva voce' courses (except F grade as stated in 16 a).
 - (v) No improvement shall be allowed in continuous assessment and except 'F' grade in practical courses. In such cases, earlier marks shall stand.
 - (vi) The regular Examination Committee shall make arrangement for improvement examination of the regular courses of a particular Semester with the students of that Semester. In case of students registered for improvement of courses not taught in that particular Semester due to syllabus change, the Examination Committee shall arrange setting questions as per university rules according to the syllabus applicable for the students registered for improvement. Examination of such courses should be held simultaneously with the regular students.
 - (vii) 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.
 - (viii) Students willing to improve grade should apply within 10 (ten) working days after the announcement of the results of the Semester.
- c) If the grade point obtained in improvement examination is lower than the earlier, the earlier one shall stand.
- d) In the improvement/supplementary/re-take/such examination, a student shall be eligible to get highest 'B+' grade corresponding to GP 3.25 in a course even if he/she gets more than that. This rule shall be effective from the academic session 2016-17.

17. SUPPLEMENTARY EXAMINATION

- a) 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 throughout the programme (1st to 8th Semester), Supplementary Examination(s) shall be arranged and completed within two months of the publication of 4th Year 2nd Semester result for such students. Only the students

appeared but failed to improve 'F' grade(s) through Supplementary Examination may be allowed to improve only 'F' grade(s) with the Supplementary Examination of the next available batch but must be within the allowed academic sessions since admission. The degree completion year of such students shall be the year of the present batch (Year of Examination).

- b) To take part in the Supplementary Examination, a student is required to pay examination fees four (4) times of the regular fees for each course and send an application to the Controller of Examinations through the Chairman of the Department within 20 working days from the date of publication of his/her 4th year 2nd Semester result.
- c) Students taking Supplementary Examination may be allowed to take part in Masters Classes. Such students, if fails to earn Bachelor degree through Supplementary Examination, shall not be allowed to continue Masters programme.
- d) The respective 4th year 2nd Semester Examination Committee shall work as 'Supplementary Examination Committee' separately to conduct the examination and publish the result as per University rules. The committee shall start and conclude the examination within the shortest possible time. That is, examination of all courses with different students (whatever the numbers are) should be taken on the same day.
- e) Results of the students taking courses to fulfill the gap of required minimum total credit earned for the degree and total earned credit up to 4th year 2nd (8th) Semester shall also be compiled and published by the 'Supplementary Examination Committee'. The courses studied by such students should be considered as **complementary** and denoted with '**Com**' along with the regular course code of the particular batch(es). Such as a course with a course code 'BSW 3204' should be written as 'BSW 3204Com' in the tabulation and result sheet. The name of examination for such student(s) shall be 'Complementary Examination'.

Such students must register (no fee) for the course(s) through the department and duly fill up the examination entry forms paying regular fees.
- f) This rule shall be effective from the academic session 2011-12.

18. DROP OUT

- a) If a twice re-admitted student in any Semester failed to earn minimum required CGPA for promotion shall be dropped out from the programme.
- b) If it 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 Supplementary Examination, 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 8th 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 unless any other clause allows for an extension of his/her registration.

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.

Signature of the Committee Members

.....
(Prof. Dr. Zakaria Mia)
 Dean, Life & Earth Science and
Convener of the Committee

.....
(Prof. Dr. Dipika Rani Sarker)
 Dean, Faculty of Science
Member of the Committee

.....
(Prof. Dr. Mohammad Selim)
 Dean, Faculty of Arts
Member of the Committee

.....
(Prof. Dr. Moniruzzaman)
 Dean, Faculty of Business Studies
Member of the Committee

.....
(Prof. Dr. Pryabrota Pal)
 Dean, Faculty of Social Science
Member of the Committee

.....
(Prof. Dr. Sarker Ali Akkas)
 Dean, Faculty of Law
Member of the Committee

.....
Engineer Md. Ohiduzzamanm
 Registrar
Member of the Committee

.....
(Prof. Dr. Md. Rezaul Karim)
 Department of Social Work
Member of the Committee

.....
(AKM Akhtaruzzaman)
 Controller of Examinations
Member-secretary of the Committee

Appendix-I **Example of Result Calculation**

$$\text{GPA (Grade Point Average)} = \frac{\Sigma (\text{No. of Credit} * \text{Grade Points})}{\text{Total Credits}}$$

$$\text{CGPA (Cumulative Grade Point Average)} = \frac{\text{Total Grade Points Secured}}{\text{Credit of all courses attempted}}$$

Example: 1st Year 1st Semester (2017-18)

<i>Course No.</i>	<i>No. of Credits</i>	<i>Letter Grade Awarded</i>	<i>Corresponding Grade Point</i>	<i>Points Secured</i>
	Col. 1	Col. 2	Col. 3	Col. 4 (Col. 1 x Col. 3)
BSW 1101	3	A	3.75	11.25
BSW 1102	3	B+	3.25	9.75
BSW 1103	3	C+	2.50	7.50
BSW 1104	3	A -	3.50	10.50
	12			39.00

GPA calculation of this Semester

Credit Points attempted = 3 + 3 + 3 + 3 = 12.0
Earned Credit Point (ECP) = 3 + 3 + 3 + 3 = 12.0
Grade Point Average (GPA) in 1st Year 1st Semester = $39.0 \div 12 = 3.25$

Result:

Earned Credit Points (ECP) = **12.0 (Out of 12.0)**
Grade Point Average (GPA) = **3.25 (In 1st Year 1st Semester - 2006)**
Comment = **Promoted**

1st Year 2nd Semester (2017-18)

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

GPA calculation of this Semester

Credit Points attempted in this Semester = 3 + 3 + 3 + 3 + 1.5 = 13.5
Earned Credit Point (ECP) in this Semester = 3 + 3 + 3 + 0 + 1.5 = 10.5
Grade Point Average (GPA) in this Semester = $33.75 \div 13.5 = 2.50$

CGPA calculation up to this Semester

Credit Points attempted up to this Semester = 12 + 13.5 = 25.5
Total/cumulative grade points secured up to this Semester = 39.00 + 33.75 = 72.75
CGPA up to 1st Year 2nd Semester = $72.75 \div 25.5 = 2.85$

Result:

ECP up to 1st Year 2nd Semester = **12.0 + 10.5 = 22.5 (Out of 25.5)**
GPA of 1st Year 2nd Semester = **2.50**
CGPA = **2.85**
Comment = **Promoted**

Appendix-II
Format of Syllabus Summary

Name of Department:

Admission Session:.....Batch No.:

Syllabus at a Glance

Semester	Period	Full Marks	Number of Course & Credit							
			Theoretical		Practical		viva		Total	
			Course	Credit	Course	Credit	Course	Credit	Course	Credit
1 st Year 1 st Semester	July – December...									
1 st Year 2 nd Semester	January – June									
2 nd Year 1 st Semester	July – December...									
2 nd Year 2 nd Semester	January – June									
1 st Year 1 st Semester	July – December...									
1 st Year 2 nd Semester	January – June									
1 st Year 1 st Semester	July – December...									
1 st Year 2 nd Semester	January – June									
Total	4years									

Year and Semester Wise Courses

1stYear 1st Semester

Sl.	Course Code	Course Title	Full Marks	No. of Credit		
				Theoretical	Practical	viva
1 1101		...			
2 1102		...			
. 1103		...			
. 1104		...			
.			
.			
.			
Total			...			

1stYear 2ndSemester

Sl.	Course Code	Course Title	Full Marks	No. of Credit		
				Theoretical	Practical	viva
1 1101		...			
2 1102		...			
. 1103		...			
. 1104		...			
.			
.			
.			
Total			...			

2ndYear 1st Semester

2nd Year 2ndSemester

3rd Year 1st Semester

3rd Year 2ndSemester

4th Year 1st Semester

4th Year 2ndSemester

Appendix-III
Result Calculation Sheets for Regular Bachelor Examinations

Jagannath University, Dhaka
 Department of
Year.....Semester Final Examination.....

Average Sheet

Sl.	Roll No.	Course																																		
		1st	2nd	Dif.	3rd	Av.	1st	2nd	Dif.	3rd	Av.	1st	2nd	Dif.	3rd	Av.	1st	2nd	Dif.	3rd	Av.	1st	2nd	Dif.	3rd	Av.	1st	2nd	Dif.	3rd	Av.					
1	...																																			
2	...																																			
3																																			
.																																			
.																																			
.																																			
.																																			

 Full Signature of the Tabulator 1
 Date:

 Full Signature of Tabulator 2
 Date:

 Chairman of the Exam Committee
 Date:

TCP of this Semester:
 TCP up to Previous Semester:
 TCP up to this Semester:

Jagannath University, Dhaka
 Department of
Year.....Semester Final Examination.....

Tabulation Sheet

SL.	Course Title→																					Result of this Semester		Cumulative Result upto this Semester					Comments									
	Course Code & CP	Code : CP:					Total Grade Point (TGP)	Grade Point Ave. (GPA)	Sum of Previous Semesters' TGP	Total Grade Point (TGP)	Total Credit Point up to this Semester	ECP (Earned Credit Point)	CGPA																									
	Roll No.	Cont. Assessment Full Marks:	Semester Final Full Marks:	Total Full Marks:	Grade Point (GP)	Letter Grade (LG)	Cont. Assessment Full Marks:	Semester Final Full Marks:	Total Full Marks:	Grade Point (GP)	Letter Grade (LG)	Cont. Assessment Full Marks:	Semester Final Full Marks:	Total Full Marks:	Grade Point (GP)	Letter Grade (LG)	Cont. Assessment Full Marks:	Semester Final Full Marks:	Total Full Marks:	Grade Point (GP)	Letter Grade (LG)									Total	Full Marks:	Grade Point (GP)	Letter Grade (LG)					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	30	31	32	33	34	35	36	37	38	39	40	
1																																						
2																																						
3																																						
4																																						
5																																						
6																																						
7																																						

Full Signature of Tabulator 1
 Date:

Full Signature of Tabulator 2
 Date:

Chairman of the Exam Committee
 Date:

Verified by

Asst./Dy Controller of Examinations
 Date:

Controller of Examinations
 Date:

TCP of this Semester:
 TCP up to Previous Semester:
 TCP up to this Semester:

Jagannath University, Dhaka
 Department of
Year.....Semester Final Examination.....
Result Sheet

Course Title →															Result of this Semester		Cumulative Result up to this Semester								
Course code& CP→																									
Serial	Roll No.	Name of Student	Grade Point	Letter Grade	Grade Point	Letter Grade	Total Grade Point (TGP)	Grade Point Av. (GPA) TGP/TCP	Sum of Previous Semesters (TGP)	Total Grade Point (TGP) =TGP+Sum of TGP	Total Credit Point up to this Semester	Earned Credit	CGPA	Letter Grade	Comments										
1	2	3	4	5	6	7	10	11	12	13	14	15	16	17	26	27	28	29	30	31	32	33	34		
1																									
2																									
3																									
4																									

Full Signature of Tabulator 1
 Date:

Full Signature of Tabulator 2
 Date:

Chairman of the Exam Committee
 Date:

Verified by

Asst./Dy Controller of Examinations
 Date:

Controller of Examinations
 Date:

Appendix-IV
Result Calculation Sheets for Bachelor Examinations (Improvement)

TCP of this Semester:
 TCP up to Previous Semester:
 TCP up to this Semester:

Jagannath University, Dhaka
 Department of
Year.....Semester (Improvement) Examination.....
 (Original amination Year..... Admission Session:.....)

Tabulation Sheet

SL.	Course Title→																					Result of this Semester		Cumulative Result upto this Semester					Comments									
	Course Code & CP	Code : CP:					Code : CP:					Total Grade Point (TGP)	Grade Point Ave. (GPA)		Sum of Previous Semesters' TGP	Total Grade Point (TGP)	Total Credit Point up to this Semester	ECP (Earned Credit Point)	CGPA																			
	Roll No.	Cont. Assessment Full Marks:	Semester Final Full Marks:	Total Full Marks:	Grade Point (GP)	Letter Grade (LG)	Cont. Assessment Full Marks:	Semester Final Full Marks:	Total Full Marks:	Grade Point (GP)	Letter Grade (LG)	Cont. Assessment Full Marks:	Semester Final Full Marks:	Total Full Marks:	Grade Point (GP)	Letter Grade (LG)	Cont. Assessment Full Marks:	Semester Final Full Marks:	Total Full Marks:	Grade Point (GP)	Letter Grade (LG)	Total Full Marks:	Grade Point (GP)	Letter Grade (LG)	Total Full Marks:	Grade Point (GP)									Letter Grade (LG)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	30	31	32	33	34	35	36	37	38	39	40	
1																																						
2																																						
4																																						
5																																						

Full Signature of Tabulator 1
 Date:

Full Signature of Tabulator 2
 Date:

Chairman of the Exam Committee
 Date:

Verified by

Asst./Dy Controller of Examinations
 Date:

Controller of Examinations
 Date:

TCP of this Semester:
 TCP up to Previous Semester:
 TCP up to this Semester:

Jagannath University, Dhaka
 Department of
Year.....Semester (Improvement) Examination.....
 (Original amination Year..... Admission Session:.....)
Result Sheet

Course Title ⇨															Result of this Semester		Cumulative Result up to this Semester								
Course code& CP⇨																									
Serial	Roll No.	Name of Student	Grade Point	Letter Grade	Grade Point	Letter Grade	Total Grade Point (TGP)	Grade Point Av. (GPA) TGP/TCP	Sum of Previous Semesters (TGP)	Total Grade Point (TGP) =TGP+Sum of TGP	Total Credit Point up to this Semester	Earned Credit Point	CGPA	Letter Grade	Comments										
1	2	3	4	5	6	7	10	11	12	13	14	15	16	17	26	27	28	29	30	31	32	33	34		
1																									
2																									
3																									
4																									

Full Signature of Tabulator 1
 Date:

Full Signature of Tabulator 2
 Date:

Chairman of the Exam Committee
 Date:

Verified by

Asst./Dy Controller of Examinations
 Date:

Controller of Examinations
 Date:

Appendix-V
Result Calculation Sheets for Bachelor Examinations (Supplementary)

Jagannath University
 Department of
 Supplementary Examination (Bachelor) 20
Tabulation Sheet

Name of the Department:

Name of Student:

Roll No.

Session:

Sl..	Year	Semester	Course No.	Course Title	Previous Cont. Assessment Marks:	Supple. Exam Marks:	Total Marks:	GP	LG	CP	Grade Point Secured	TGPS			TCP upto 4th Year 2nd Sem.	Earned Credit Points	CGPA (after Supple. Exam)	Comments
												Upto 4th Yr. 2nd Sem.	Supple. Exam	Total				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
																		Degree Earned / Not Earned.

 Full Signature of Tabulator 1
 Date:

 Full Signature of Tabulator 2
 Date:

 Chairman of the Exam Committee
 Date:

 Verified by

 Asst./Dy Controller of Examinations
 Date:

 Controller of Examinations
 Date:

Jagannath University

Department of
 Supplementary Examination (Bachelor) 20
Result Sheet

Name of the Department:

Name of Student:

Roll No.

Session:

Sl..	Year	Semester	Course No.	Course Title	GP	LG	CP	Grade Point Secured	TGPS			TCP upto 4th Year 2nd Sem.	Earned Credit Points	CGPA (after Supple. Exam)	Comments
									Upto 4th Yr. 2nd Sem.	Supple. Exam	Total				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Degree Earned /
Not Earned.

Full Signature of Tabulator 1
Date:

Full Signature of Tabulator 2
Date:

Chairman of the Exam Committee
Date:

Verified by

Asst./Dy Controller of Examinations
Date:

Controller of Examinations
Date: