



**Bangladesh University of
Engineering & Technology, Dhaka.**

ORDINANCES, STATUTES, RULES AND REGULATIONS, 1991

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH
MINISTRY OF LAW AND PARLIAMENTARY AFFAIRS
(Law Division)

Bangladesh Ordinance No. 1 of 1972
THE BANGLADESH (ADAPTATION OF UNIVERSITY LAWS)
ORDINANCE 1972

AN
ORDINANCE

TO ADAPT THE UNIVERSITY LAWS IN BANGLADESH

Whereas it is expedient to adapt the university laws in Bangladesh: Now, therefore, in pursuance of the Declaration of independence of Bangladesh and in exercise of all powers enabling him in that behalf, the Acting President is pleased to make and promulgate the following Ordinance:

Short title and
commencement.

1. (1) This Ordinance may be called the Bangladesh (Adaptation of University Laws) Ordinance, 1972.
- (2) It shall come into force at once and shall be deemed to have taken effect on the 16th day of December, 1971.

Adaptation of
University Laws.

2. (1) As from the 16th day of December, 1971, the university laws mentioned in sub-section (2) shall until repealed or altered or amended by the Legislature of Bangladesh or any other competent authority, be subject to the adaptations specified in that sub-section.
- (2) In the Rajshahi University Ordinance, 1961, (E.P. Ord. No. XVIII of 1961), the Dacca University Ordinance, 1961, (E.P. Ord. No. XXIII of 1961), the East Pakistan Agricultural

University Ordinance, 1961, (E.P. Ord. No. XXVIII of 1961), the East Pakistan Engineering and Technological University Ordinance, 1961, (E.P. Ord. No. XXXVI of 1961), the Chittagong University Ordinance, 1965, (E.P. Ord. No. IX of 1966), and Jahangirnagar Muslim University Ordinance, 1970, (E.P. Ord. No. XXI of 1970), references to "Governor", "East Pakistan" and "Provincial Government" shall, except where the reference occurs in the title or preamble or any citation or description of the ordinance and except where the context otherwise requires, be construed as references to "President", "Bangladesh" and "Government of Bangladesh" respectively.

Dacca,
The 3rd January, 1972

Sd/- Syed Nazrul Islam
Acting President
Sd/- Azimuddin Ahmad
Deputy Secretary

EAST PAKISTAN ORDINANCE

NO. XXXVI OF 1961

THURSDAY SEPTEMBER, 21, 1961

(Ordinances promulgated by the Government of East Pakistan)

**THE EAST PAKISTAN ENGINEERING AND
TECHNOLOGICAL UNIVERSITY ORDINANCE, 1961,**

[As amended by the East Pakistan
Engineering & Technological University (Amendment)

Ordinance, 1962

(East Pakistan Ordinance No. XXVI of 1962)]

AN

ORDINANCE

**TO ESTABLISH THE EAST PAKISTAN UNIVERSITY
OF ENGINEERING AND TECHNOLOGY**

Whereas it is expedient to establish a University of Engineering and Technology in East Pakistan to provide facilities for higher education and research work in Engineering and Technology and all their branches :

Now, therefore, in pursuance of the Presidential Proclamation of the seventh day of October, 1953, and in exercise of all powers enabling him in that behalf, the Governor of East Pakistan is pleased to make and promulgate the following Ordinance, namely :

Short title and
commencement.

1. (1) This Ordinance may be called the East Pakistan Engineering and Technological University Ordinance, 1961.

- (2) It shall come into force at once.

Definitions.

2. In this Ordinance, unless there is anything repugnant the subject or context :
(a) "Authority" means any of the Authorities of the University specified in Section 14 ;

Establishment
and incorpo-
ration.

Right to
property.

(b) "Dean" means the Head of a Faculty of the University;

(c) "Statutes", "University Ordinances" and "Regulations" mean respectively the Statutes, University Ordinances and Regulations made under this Ordinance;

(d) "Teacher" includes a Professor, Associate Professor, assistant Professor, Lecturer and any other person appointed to a teaching post in the University; and

(e) "University" means the East Pakistan University of Engineering and Technology established under Section 3.

3. (1) A University of Engineering and Technology shall be established at Dacca in accordance with the provisions of the Ordinance and the campus of the University shall comprise such area as the Provincial Government may, by notification in the Official Gazette, declare.

(2) The Governor of East Pakistan or a person designated by him shall be the Chancellor of the University.

(3) The first Chancellor, the first Vice-Chancellor appointed under Section 11, the first Members of the Syndicate and of the Academic Council constituted under Section 15 and Section 18 respectively, and all persons who may hereafter become such Chancellor, Vice-Chancellor, or Members, are hereby constituted a body corporate by the name of the East Pakistan University of Engineering and Technology.

(4) The University shall have a perpetual succession and a common seal and may, by the said name, sue or be sued.

4. The University shall be competent to acquire property both movable and immovable, and hold

property which has become vested in or has been acquired by it, and to contract, transfer and do all other things necessary for the purposes of this Ordinance in connection with such property.

Powers of the
University.

5. The University shall have the following powers, namely:

(a) To provide for instruction in Engineering and Technology and such branches of learning connected with Engineering and Technology as the University may think fit to provide, at degree and post-graduate levels, and to make provisions for research and advancement and dissemination of knowledge in those subjects:

(b) to hold examinations and to grant and confer certificates, diplomas, degrees and other academic distinctions to and on persons who:

(i) have pursued a course of study provided by the University and have passed the examinations of the University under such conditions as may be prescribed by the University Ordinances; and

(ii) are admitted to, and have passed, the examinations of the University under such conditions as may be prescribed by the University Ordinances:

(c) to confer research degrees on persons who have carried research under such conditions as may be prescribed by the University Ordinances:

(d) to confer honorary degrees or other academic distinctions on approved persons in such manner as may be prescribed by the Statutes;

(e) to co-operate with other Universities, Boards and Institutes in such manner and

for such purposes as the University may determine;

- (f) to institute Professorship, Associate Professorship, Assistant Professorship, Lecturership and any other teaching and administrative post required by the University, and to appoint persons to such Professorship, Associate Professorship, Assistant Professorship, Lecturerships and post;
- (g) to institute and award Fellowships, Scholarships, Medals and Prizes in such manner as may be prescribed by the University Ordinances;
- (h) to establish Teaching Departments, Faculties, Institutes and Halls, and to make such arrangements for their maintenances, management and administration as it may deem necessary:
 - (i) to demand and receive payment of such fees and other charges as may be prescribed by the Statutes;
 - (j) to supervise and control the residence, and discipline of the students of the University, to regulate their extra-curricular activities, to make arrangements for promoting their health, and to ensure that they do not, in any way, associate with undesirable persons, who, in the opinion of the University, exploit or are likely to exploit any association of students whether in respect of extra-curricular or in respect of curricular activities:
 - (i) to supervise and control the residence and discipline of the students of the University and to make arrangements for promoting their health and general welfare;
 - (k) to receive grants, bequests, trusts, gifts, donations, endowments and other contributions made to the University for specific purposes;

As amended.

Amended Vide
Ordinance No.
XXVI of 1962.

Bangladesh University of Engineering & Technology

- (l) to make provisions for research-consultation, and advisory and extension services including testing and manufacture, and to enter into such agreement, as it thinks fit, with any person for the purpose; and
- (m) to do such other acts, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University.

Jurisdiction of
the University.

- 6. (1) The University shall exercise the powers conferred on it by or under this Ordinance within the territorial limits of the campus of the University declared under sub-section (1) of section 3 and notwithstanding anything to the contrary contained in any other law for the time being in force, no educational institution, lying within the campus of the University and imparting instruction in Engineering and Technology and other branches of learning connected with Engineering and Technology for which the University provides instruction, shall be associated in any way with, or seek admission to any privileges of any other University.
- (2) Any educational institution as mentioned to sub-section (1), which has been affiliated to any other University before the coming into force of this Ordinance, shall cease to be affiliated to such other University, and such other University shall cease to have any jurisdiction over such institution immediately on the coming into force of this Ordinance; and such institution shall from an integral part of, and maintained by, the University.

University open
to all classes
and creeds

- 7. The University shall be open to all persons of either sex and of whatever religion, race, creed, colour or class; and no person shall be denied the privileges of the University on the ground of his religion, race, creed, colour or class.

Bangladesh University of Engineering Technology

Visitation.

8. (1) The Provincial Government shall have the right to cause an inspection to be made, by such person or persons as it may direct, of the University and its buildings, laboratories, libraries, museums, workshops and equipments of any institution or college maintained by the University, of the teaching and other work conducted by the University, and of the conduct of examinations held by the University, and to cause an enquiry to be made in respect of any matter connected with University. The Provincial Government shall, in every such case, give notice to the Syndicate of its intention to cause an inspection or enquiry to be made, and the Syndicate shall be entitled to be represented thereto.
- (2) The Provincial Government shall communicate to the Syndicate its views with regard to such inspection and enquiry and shall, after ascertaining thereon the views of the Syndicate, advise the Syndicate on the action to be taken.
- (3) The Syndicate shall communicate to the Provincial Government such action, if any, as has been taken or is proposed to be taken upon the results of the inspection or enquiry.
- (4) When the Syndicate does not, within a reasonable time, take action to the satisfaction of the Provincial Government, the Provincial Government may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as it thinks fit; and the Vice-Chancellor shall comply with such directions.

Officers of the University.

9. The following shall be the officers of the University:
- (i) The Chancellor;
 - (ii) The Vice-Chancellor;

- (iii) the Registrar;
- (iv) the Comptroller;
- (v) the Director of Advisory, Extension and Research Services;
- (vi) the Director of Students' Welfare; and
- (vii) such other employees of the University as may be prescribed by the Statutes to be officers of the University.

Powers of the Chancellor.

10. (1) The Chancellor of the University shall, when present, preside at the Convocations of the University.
- (2) The Chancellor, may remove any person from the membership of any Authority, if such person:
- (i) is of unsound mind, or
 - (ii) has been incapacitated to function as member of such Authority, or
 - (iii) has been convicted by a court of law of an offence involving moral turpitude.
- (3) The Chancellor may withdraw the degree or diploma conferred on, or granted to, any person by the University, if such person has been convicted by a court of law of an offence involving moral turpitude.
- (4) The Chancellor may, by order in writing, annul any proceeding of any of the Authorities which, in his opinion, not in conformity with this Ordinance, the Statutes or the University Ordinances:
- Provided that, before making any order, he shall, through the Vice-Chancellor, call upon the Authority concerned to show cause why such an order should not be made.
- (5) Every proposal for the conferment of an honorary degree shall be subject to confirmation by the Chancellor.

- (6) The Chancellor may if he is satisfied that exceptional circumstances seriously interfering with the normal activities of The University exist, pass such order as he may consider necessary in the interest of the University and such orders shall be binding on the Authorities and their members and the officers, teachers and other employees of the University, and shall be given effect to by the Vice-Chancellor.

Appointment of Vice-Chancellor.

11. (1) The Vice-Chancellor shall, by notification in the Official Gazette, be appointed by the Chancellor on such terms and conditions as the Chancellor may determine.

- (2) The Vice-Chancellor shall hold office for 4 years from the date of his appointment and, on the expiry of his term of office, shall be eligible for re-appointment.

- (3) When the office of the Vice-Chancellor falls vacant temporarily by reason of leave, illness or other causes, the Chancellor shall make such arrangements for carrying on the duties of the office of the Vice-Chancellor as he may think fit.

Powers of the Vice-Chancellor.

12. (1) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall, if present, preside at the meeting of the Syndicate, the Academic Council, the Faculties, the Committee for Advanced Studies and Research, the Selection Board, the Finance Committee, and the Planning and Development Committee. In the absence of the Chancellor, he shall preside at the Convocations of the University. He shall be entitled to attend and preside at any meeting of any Authority or other body or Committee of the University

- (2) The Vice-Chancellor shall ensure that the

provisions of this Ordinance, the Statutes and the University Ordinances are faithfully observed and carried out, and he shall exercise all powers necessary for this purpose.

- (3) In an emergency arising out of the business of the University, and requiring, in the opinion of the Vice-Chancellor, immediate action, the Vice-Chancellor may take such action as he may deem necessary, and shall report the actions so taken to the Authority concerned as early as possible.

- (4) The Vice-Chancellor shall have the power to appoint, punish or dismiss such employees of the University as may be prescribed by the Statutes.

- (5) The Vice-Chancellor shall have the power to create temporary posts and to make appointments thereto for a period not exceeding six months.

- (6) The Vice-Chancellor may, subject to such conditions as may be prescribed by the Statutes, delegate any of his powers to such officers and employees of the University as he may determine.

- (7) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes.

Other officers.

13. Subject to the provisions of this Ordinance, the powers and duties of other officers of the University shall be such as may be prescribed by the Statutes.

Authorities.

15. The following shall be the Authorities of the University:

- (i) The Syndicate,
- (ii) The Academic Council,
- (iii) The Faculties.

- (iv) The Boards of Studies,
 - (v) The Committee for Advanced Studies and Research,
 - (vi) The Selection Board,
 - (vii) The Finance Committee,
 - (viii) The Planning and Development Committee, and
 - (ix) Such other authorities as may be prescribed by the Statutes to be the Authorities of the University.
- Syndicate. 15. The Syndicate shall consist of the following members
- (i) The Vice-Chancellor—Chairman,
 - (ii) The Director of public Instruction, E. Pakistan
 - (iii) The Director of Technical Education, E. Pakistan,
 - (iv) Two Deans to be nominated by the Chancellor and
 - (v) Six persons to be nominated by the Chancellor.
- Powers and duties of the Syndicate. 16. Subject to the other provisions of this Ordinance, the Syndicate shall have the general management of, and superintendence over, the affairs, concerns and property of the University; and shall exercise such superintendence in accordance with the provisions of the Ordinance, the Statutes and the University Ordinances. In particular, it;
- (a) shall determine the form, provide for the custody, and regulate the use of the common seal of the University;
 - (b) shall hold, control and administer the property and the funds of the University, and make contracts on behalf of the University;
 - (c) shall have the power to transfer and accept the transfer of any movable or immovable property on behalf of the University in such manner as may be prescribed by Statutes;

- (d) shall manage and regulate the finances, accounts, and investments of the University;
- (e) may invest any money belonging to the University, including any unapplied income, in any of the securities described in section 20 of the Trusts Act, 1882, or in the purchase of immovable property in Pakistan, may vary such investments and may place on fixed deposits, in any approved Bank, any portion of such money not required for immediate expenditure;
- (f) shall administer any funds placed at the disposal of the University for specific purposes;
- (g) shall consider and pass the budget of the University;
- (h) shall arrange for and direct the inspection of colleges and Teaching Departments;
- (i) may institute such teaching or administrative posts as it may consider necessary;
- (j) may abolish or suspend any existing teaching or administrative post in the University;
- (k) shall, subject to the other provisions of this Ordinance and the Statutes, appoint officers on the recommendation of the Vice-Chancellor, and teachers on the recommendation of the Selection Board, and shall determine their duties and conditions of appointment;
- (l) may confer and grant degrees and diplomas;
- (m) shall, subject to the other provisions of this Ordinance, regulate, determine and administer all matters concerning the University, and, to this end, shall exercise all other powers not otherwise provided for by this Ordinance or the Statutes and the University Ordinances; and
- (n) may delegate any of its powers to an officer or an Authority of the University or to

a committee or sub-committee appointed for a specific purpose.

The term of office of the members of the Syndicate.

17. The term of office of the nominated members and the quorum for the meetings of the Syndicate shall be such as may be prescribed by the Statutes.

Academic Council.

18. The Academic Council shall consist of the following :

- (i) The Vice-Chancellor—Chairman,
- (ii) The Deans of the Faculties,
- (iii) The Heads of the Teaching Departments,
- (iv) The Professors,
- (v) The Associate Professors,
- (vi) The Director of Advisory, Extension and Research Services,
- (vii) The Director of Students' Welfare, and
- (viii) Five persons to be nominated by the Chancellor.

Powers and duties of the Academic Council.

19. Subject to the other provisions of this Ordinance and the Statutes, the Academic Council shall have the power :

- (a) to advise the Syndicate on all Academic matters ;
- (b) to make University Ordinances for the proper conduct of teaching, research and examination, and for promoting academic life in the University, and the colleges ;
- (c) to lay down conditions under which the students may be given admission to the various courses of studies and the examinations held by the University ;
- (d) to propose to the Syndicate schemes for constitution of University Departments and Boards of Studies ;

(e) to deal with University teaching and to make proposals for the planning and development of teaching and research in the University :

(f) to prescribe, subject to the approval of the Syndicate and upon the recommendation of the Boards of Studies and the Faculties, the courses of Studies the syllabuses and the outlines of texts for all the examination ;

Provided that if the recommendations of a Board of Studies, or Faculty are not available to the Academic Council by the tenth of April each year, it may, subject to the approval of the Syndicate, continue for the next year the courses of studies already prescribed for an examination ;

(g) to recognise the examinations of other University or Boards or Institute as equivalent to the corresponding examinations of the University ; and

(h) to make University Ordinances for the award of Fellowships, Scholarships, Medals and Prizes.

Term of office of the members of the Academic Council.

20. The term of office of the nominated members and the quorum for the meetings of the Academic Council shall be such as may be prescribed by the Statutes.

Constitution, powers and duties of the Authorities.

21. Subject to the provisions of this Ordinance, the constitution, powers and duties of the Faculties, Boards of Studies, Committee for Advanced Studies and Research, Selection Board, Finance Committee, Planning and Development Committee and other Authorities shall be such as may be prescribed by the Statutes.

Statutes.

22. Subject to the provisions of this Ordinance, the Statutes may provide for all or any of the following matters, namely :

- (a) the constitution, powers and duties of the Authorities ;
- (b) the constitutions of pension and provident funds for the benefit of the officers, teachers and other employees of the University ;
- (c) the designations, powers and duties of the officers and teachers and the University ;
- (d) the conditions of service of the officers, teachers and other employees of the University ;
- (e) the mode of appointment of the officers, and teachers of the University ;
- (f) the duration of courses ;
- (g) the medium of instruction and examination ;
- (h) the fees to be charged for the courses of studies in the University and for admission to the examinations held by the University ;
- (i) the creation and abolition of posts ;
- (j) the establishment of Teaching Department and Colleges ; and
- (k) all other matters which, according to this Ordinance, may be prescribed by the Statutes.

Provision of Statutes.

23. (1) On the commencement of this Ordinance, the Statutes set forth in the Schedule shall be the Statutes of the University.
- (2) The Statutes may be amended repealed or added to, by Statutes made by the Syndicate in the manner hereinafter appearing.
- (3) The Syndicate may propose to the Chancellor the draft of any Statute to be assented to by him, Provided that no Statutes relating to any matter mentioned in clauses (f), (g), (h), (i) and (j) of section 22 shall be proposed unless it has first been referred to the Academic Council and the Academic Council has expressed its opinion on it.

Bangladesh University of Engineering & Technology

University Ordinance.

- (4) A statute proposed by the Syndicate shall have no validity until it has been assented to by the Chancellor. The Chancellor may assent to a Statute as proposed by the Syndicate or withhold his assent, or may refer it back to the Syndicate for reconsideration ; and the Statute shall be re-submitted to the Chancellor for his assent thereto.

24. The Academic Council may, subject to the provisions of this Ordinance and the Statutes, frame University Ordinances providing for all or any of the following matters, namely :

- (a) registration of students in the University and admission of the students to the University and colleges ;
- (b) equivalence of examinations conducted by other Universities, Boards, and Institutions ;
- (c) framing of detailed syllabuses of the examinations held by the University ;
- (d) conditions of admission to the examinations held by the University ;
- (e) conduct of examinations ;
- (f) subjects comprised in a Faculty ;
- (g) conditions of residence to the students ;

New clause (gg) has been inserted after (g) by Ordinance No. XXVI of 1962, Section 4.

- “(gg) conduct and discipline of the students of the University, and punishment including rustication and expulsion for misconduct and breach of discipline ;”
- (h) condition of admission to the Teaching Departments and ;
- (i) all other matters which by this Ordinance, may be prescribed by the University Ordinances.

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Approval of
University
Ordinances by
Syndicate.

25. (1) When a University Ordinance has been framed under section 24, it shall be submitted to the Syndicate which may approve or reject it, or may refer it back to the Academic Council for re-consideration and re-submission to the Syndicate.

(2) A University Ordinance framed by the Academic Council shall have no validity until it has received the approval of the Syndicate.

Regulations.

26. (1) The Authorities of the University may make Regulations not inconsistent with this Ordinance, the Statutes and the University Ordinances:

(a) laying down the procedure to be followed at their meetings; and

(b) providing for all matters solely concerning such Authorities and not provided for by this Ordinance, the Statutes and the University Ordinances.

(2) Every Authority of the University shall make Regulations providing for the giving of notice to the members of such Authority, of the dates of meetings, of the business to be transacted at the meetings and for the keeping of records of the proceedings of the meetings.

(3) The Syndicate may direct the amendments, in such manner as it may specify, of any Regulation made under sub-section (1) or sub-section (2) or the annulment of any Regulation made under sub-section (1):

provided that any Authority which is dissatisfied with any such direction may appeal to the Chancellor whose decision shall be final.

University Fund.

27. (1) The University shall have a fund to be called the University Fund and to which shall be credited:

(a) its income from fees, donations, trusts, bequests, endowments and other grants; and

(b) any contribution or grant by the Central or Provincial Government.

(2) The Provincial Government shall, for the purposes of this Ordinance, contribute annually to the University such sum of money as it may determine.

Audit of
accounts.

28. The statement of the accounts of the University shall, once a year, be submitted before the Provincial Government for the purpose of annual audit.

Interpretation
in case of doubt.

29. If any question arises regarding the interpretation of any provision of this Ordinance or of any Statute, University Ordinance or Regulation, or as to whether any person has been duly nominated as, or is entitled to be, a member of any Authority or other body of the University, the matter shall be referred to the Chancellor, whose decision thereon shall be final.

Filling of casual
vacancies.

30. All casual vacancies among the members (other than the ex-officio members) of any Authority or other body of the University shall be filled, as soon as may be, by the person who, or the Authority or body which, appointed or nominated the member whose place has become vacant, and the person appointed or nominated to a casual vacancy shall be a member of such Authority or body for the unexpired period of the term for which the person whose place he fills would have been a member.

Proceedings
not invalidated
by vacancy.

31. No act or proceeding of any Authority or other body of the University shall be invalid merely on the ground of the existence of any vacancy in, or any defect in the constitution of, such Authority or body.

Pension and
Provident Funds.

32. The University shall constitute, for the benefit of its officers, teachers and other employees, such pension and provident funds, in such manner and subject to such conditions, as may be prescribed by the Statutes.

Protection of
acts and orders.

33. No order made under this Ordinance, or any Statute, University Ordinance or Regulation, shall be called in question in any court; and no suit, prosecution or other legal proceeding shall lie against any person for anything, in good faith done or intended to be done under this Ordinance or any Statute, University Ordinance or Regulation.

Members and
employees to be
public servants,
Act XLV of 1950.

34. The members of the Authorities, the employees of the University, and other persons appointed for carrying out the purposes of this Ordinance, shall be deemed to be public servants within the meaning of section 21 of the Pakistan Penal Code.

Prohibition
against seeking
elections.

35. The teachers and employees of the University shall neither seek nor contest election of any legislature or local body.

Appointment of
First Registrar.

36. Notwithstanding anything contained in the Statutes, the first Registrar may be appointed by the Chancellor for a period not exceeding one year on such terms and conditions as the Chancellor may determine.

Removal of
difficulties by
the Chancellor
at the commen-
cement of the
Ordinance.

37. The Chancellor may, for the purpose of removing any difficulties in first giving effect to the provisions of this ordinance, particularly in relation to the first constitution of any Authority of the University, by orders in writing, direct that such action be taken as he may deem necessary or expedient.

EAST PAKISTAN ORDINANCE NO. XXVI OF 1962

THE EAST PAKISTAN ENGINEERING AND TECHNOLOGICAL UNIVERSITY (AMENDMENT) ORDINANCE, 1962

AN ORDINANCE

to amend the East Pakistan Engineering and Technological University Ordinance, 1961.

WHEREAS it is expedient to amend the East Pakistan Engineering and Technological University Ordinance, 1961, for the purpose and in the manner hereinafter appearing :

NOW, THEREFORE, in pursuance of the Presidential Proclamation of the seventh day of October, 1958, and in exercise of all powers enabling him in that behalf, the Governor is pleased to make and promulgate the following Ordinance, namely :

Short title and
Commencement.

1. (1) This Ordinance may be called the East Pakistan Engineering and Technological University (Amendment) Ordinance, 1962.

(2) It shall come into force at once, and be deemed to have taken effect on the 21st day of September 1962.

Amendment of
E.P. Ordinance
XXXVI of 1961.

2. The East Pakistan Engineering and Technological University Ordinance, 1961 (hereinafter referred to as the said Ordinance), shall be amended in the manner hereinafter provided.

Amendment of
Sec. 5 of E.P.
Ordinance
XXXVI of 1961.

3. In Section 5 of the said Ordinance, for clause (i), the following shall be substituted, namely :

"(i) to supervise and control the residence, and discipline of the students of the University, to regulate their extra-curricular activities, to make arrangements for promoting their health, and to

ensure that they do not, in anyway, associate with undesirable persons, who, in the opinion of the University, exploit or are likely to exploit any association of students, whether in respect of extra-curricular or in respect of curricular activities ;

Amendment of
Sec. 24 of E.P.
Ord. No. XXXVI,
1961.

4. In Section 24 of the said Ordinance, after clause (g), the following new clause shall be inserted, namely :

“(gg) conduct and discipline of the students of the University and punishment including rustication and expulsion for misconduct and breach of discipline ;”

Amendment of
the Schedule of
E.P. Ord. No.
XXXVI 1961.

5. In the Schedule to the said Ordinance,

- (i) for the heading “The Statutes of the University,” the heading “The First Statutes of the University” shall be substituted ;
and

- (ii) after Statute No. 15, the following shall be added, namely :

“THE SECOND STATUTES OF THE UNIVERSITY”.

THE SCHEDULE

THE FIRST STATUTES OF THE UNIVERSITY

(See Section 23.1)

Definitions.

1. In these Statutes, unless there is anything repugnant in the subject :

- (a) “Ordinance” means the East Pakistan Engineering and Technological University Ordinance, 1961 and
(b) Other words and expressions used have the same meaning as in the Ordinance.

Syndicate As amended.

2. (1) The quorum for the meetings of the Syndicate shall be one third of the total number of members, fractions being counted as one.

Amended Vide No. 1237-Edn. 3.10.63.

- (1) The quorum for the meetings of the Syndicate shall be half of the total number of members, fractions being counted as one

- (2) The term of office of the nominated members of the Syndicate shall be two years.

The Academic Council.

3. (1) The quorum for the meetings of the Academic Council shall be one third of the total number of members, fractions being counted as one.

- (2) The term of office of the nominated members of the Academic Council shall be two years.

The Faculties.

4. (1) There shall be the following Faculties of the University, namely :

- (i) The Faculty of Engineering ;
(ii) The Faculty of Architecture and Planning ;
and

(iii) Such other Faculties as may be prescribed by the statutes

(2) The subjects comprised in each Faculty shall be such as may be prescribed by the University Ordinances.

(3) Each Faculty shall consist of :

(i) the Dean of the Faculty to be appointed by the Syndicate from among the Heads of Departments comprising the Faculty by rotation ;

(ii) the Professors, the Associate Professors, the Assistant Professors and the Heads of the Departments comprising the Faculty and Director of Advisory, Extension & Research Services ; and

(ii) the Professors, the Associate Professors and the Heads of the Departments comprising the Faculty ; and

(iii) three of the teachers of the subjects concerned nominated by the Academic Council.

(4) The Dean of the Faculty shall preside over the meeting of Faculty and in his absence, the members present in the meeting shall elect one of the members present to preside over the meeting.

(4) The Vice-Chancellor shall be an ex-officio member of each Faculty and shall, if present, preside over the meeting of the Faculties

(5) In the absence of the Vice-Chancellor the Dean of the Faculty shall preside over the meetings of the Faculty.

(6) the term of office of the nominated members shall be two years.

(7) The quorum of the meetings of a faculty shall be one-third of the number of members, fraction being counted as one.

As Amended.

Amended vide No. 1245 Edn. dt. 22.11.66.

As amended & re-numbered.

Deleted vide No. 1245 Edn. dt. 22.11.66.

Amended vide No. 1245 dt. 22.11.66.

(2) The following shall be the functions of each Faculty :

(i) to co-ordinate the work of the Boards of Studies comprised within the Faculty :

(ii) to scrutinise the courses of studies and syllabuses prepared by each Board of Studies and forward them to the Academic Council for approval, or refer them back to the Board concerned for re-consideration ; and

(iii) to consider the report of any other matter referred to it by the Syndicate, the Academic Council or the Vice-Chancellor.

Board of studies.
As amended

5. (1) (i) Each teaching department shall have a Board of undergraduate studies ; and

(ii) each department offering post-graduate courses shall have a Board of Post-graduate Studies.

Board of studies
Amended vide No. 746 Edn. dt. 14.7.66

(i) There shall be a Board of Studies for each subject or group of subjects.

As amended

(2) Each Board of undergraduate studies shall consist of :

(i) The teachers of the department concerned not below the rank of a Lecturer ; and

(ii) One or more experts to be nominated by the Vice-Chancellor.

Each Board of Post-Graduate Studies shall consist of :

The Teachers of the department concerned not below the rank of Associate Professor.

(iii) Any other teacher, departmental or extra departmental who offers a course of the

Amended vide
No. 746 Edn.
dt. 14.7.66

Re-numbering
the existing sub
sections (3), (4),
(5) & (6) of the
Statutes as (4),
(5), (6) & (7)

The Committee
for Advanced
Studies and
Research.

post graduate programme of the department concerned; and

(vi) one or more experts to be nominated by the Vice-Chancellor.

(2) Each Board of Studies shall consist of:

(i) the teachers of the Departments concerned, not below the rank of Lecturer; and

(ii) one or more experts to be nominated by the Vice-Chancellor.

(4) The quorum for the meeting of the Board of Studies shall be half the number of members; fractions being counted as one.

(5) The terms of office of the nominated members shall be 2 years.

(6) The Head of the Teaching Department concerned shall be the Chairman and Convenor of the Board of Studies.

(7) The powers and duties of a Board of Studies shall be:

(a) to advise the Authorities on all Academic matters connected with instruction and examination in the subject or subjects concerned;

(b) to prepare curricula and syllabuses for the Bachelors and Master's degree courses in the subject or subjects concerned;

(c) to suggest a panel of names of paper setters and examiners in the subject or subjects concerned; and

(d) to do such other things as are assigned or referred to it by the Vice-Chancellor, the Syndicate or the Academic Council.

6. (1) The Committee For Advanced Studies and Research shall consist of the following:

(i) The Vice-Chancellor;

(ii) The Director of Advisory, Extension and Research Services;

(iii) Five Professors to be nominated by the Syndicate;

(iv) Two teachers having research qualifications and experience to be nominated by the Academic Council; and

(v) Two experts to be nominated by the Vice-Chancellor.

(2) The quorum for the meetings of the Committee for Advanced Studies and Research shall be four.

(3) The term of office of the nominated members shall be two years.

(4) The functions of the Committee for Advanced Studies and Research shall be as follows:

(a) to advise the Authorities on all matters connected with promotion of research and development of advisory and extension services in the University.

(b) to consider and report to the Authorities on the research projects proposed by the different departments of the University;

(c) to consider and report to the Authorities on the introduction and conferment of research courses and degrees in the University in a particular subject or subjects;

(d) to consider the applications of student for admission to research courses and determine the subjects of their thesis;

- (e) to recommend teachers for supervision of research ;
- (f) to recommend a panel of names of examiners for research examinations ;
- (g) to arrange for the publication of research reports and bulletins ; and
- (h) to do such other acts as may be assigned or referred to it by the Vice-Chancellor, the Syndicate or the Academic Council.

The Selection Board.

7. (1) (a) The Selection Board for the appointment of teachers shall consist of the following :
 - (i) The Vice-Chancellor—Chairman ;
 - (ii) The Deans of the Faculties ;
 - (iii) The Director of Technical Education, East Pakistan ; and
 - (iv) Two members to be nominated by the Syndicate.
- (b) For the appointment of Professors and Associate Professors, three experts nominated by the Chancellor for the subject concerned shall be co-opted, provided that at least one of them shall be an external expert.
- (c) For the appointment of teachers other than Professors and Associate Professors, the Head of the Department concerned and one expert on the subject nominated by the Vice-Chancellor shall be co-opted.
- (2) The quorum for the meeting of the Selection Board shall be three.
- (3) The term of office of the nominated members shall be one year.

(4) The functions of the Selection Board shall be as follows :

- (a) to consider the applications from candidates for the posts of teachers in the University ;
- (b) to recommend to the Syndicate the names of suitable candidates for appointment to the posts of teachers ; and
- (c) to suggest the terms and conditions that may be offered to the selected candidates for the posts of teachers.

(5) In case of difference of opinions between the Selection Board and the Syndicate, the matter shall be referred to the Chancellor for final decision.

(6) The Selection Board may, in a special case, recommend to the Syndicate that a highly distinguished scholar be invited to occupy the chair of a Professor on such terms and conditions as the Syndicate may decide.

The Finance Committee.

8. (1) The Finance Committee shall consist of the following :
 - (i) The Vice-Chancellor—Chairman ;
 - (ii) The Director of Public Instruction, East Pakistan ;
 - (iii) One member to be nominated by the Syndicate ;
 - (iv) One member to be nominated by the Academic Council ; and
 - (v) One member to be nominated by the Chancellor.
- (2) The quorum for meetings of the Finance Committee shall be three.

(3) The term of office of the nominated members shall be two years.

(4) The functions of the Finance Committee shall be as follows :

(a) to consider the annual budget and to advise the Syndicate thereon ;

(b) to make recommendations to the Syndicate on all matters relating to the functions of the University, and to review its financial position periodically ;

(c) to examine, and report on, the financial implications of any proposal, project or scheme ; and

(d) to do such other things as may be referred to it by the Vice-Chancellor, the Syndicate or the Academic Council.

The Planning & Development Committee.

9. (1) The Planning and Development Committee shall consist of the following ;

(i) The Vice-Chancellor—Chairman ;

(ii) Two member to be nominated by the Syndicate ;

(iii) Two members to be nominated by the Academic Council ; and

(iv) Two members to be nominated by the Chancellor.

(2) The quorum for the meetings of the Planning and Development Committee shall be four.

(3) The terms of office of the nominated members shall be two years.

(4) The functions of the planning and Development Committee shall be as follows :

(a) to examine all development projects and schemes in the University and to advise the Syndicate thereon ; and

(b) to do such other things as may be assigned or referred to it by the Vice-Chancellor or the Academic Council.

The Vice-Chancellor.

10. In addition to the powers and duties mentioned in section 12 of the Ordinance, the Vice-Chancellor shall have the following powers and duties :

(a) to appoint, grant all kinds of leave, to punish and dismiss all employees of the University holding post, the initial basic salary of which is less than Rs. 300 ;

(b) to sanction all expenditure provided for in the budget ;

(c) to re-appropriate funds within the same Major Head of expenditure ;

(d) to sanction any amount up to Rs. 1,000 for an item not provided for in budget by appropriation and report it to the Syndicate as early as possible ;

(e) to appoint paper-setters and examiners for all examinations of the University, after receiving panels of names from the Boards of Studies and the Committee for Advanced Studies and Research ;

(f) to sanction such arrangement for the scrutiny and moderation of papers and the checking of marks and results as he may consider necessary ; and

(g) to direct teachers, officers and other employees of the University to take up such assignments in connection with teaching.

research, examination, administration and extracurricular activities in the University and to do such things as he may consider necessary for the purposes of the University.

11. (1) The Registrar shall be a whole-time officer of the University, and shall be appointed by the Syndicate on such terms and conditions as it may determine.

(2) The Registrar shall work under the direct supervision of the Vice-Chancellor, and shall be in charge of the Academic and Examination sections of the office of the University. He shall be responsible to the Vice-Chancellor for the proper and efficient functioning of those sections. He shall be the Secretary to the Syndicate, the Academic Council and the Selection Boards and shall make all arrangements for the conduct of the University Examinations and shall perform such other functions and duties as may be assigned to him by the Vice-Chancellor.

12. (1) The Comptroller shall be a whole-time officer of the University, and shall be appointed by the Syndicate on such terms and conditions as it may determine.

(2) The Comptroller shall work under the direct supervision of the Vice-Chancellor, and shall be in charge of the Accounts, Purchase and Stores sections and the Establishment Section of the office of the University. He shall be responsible to the Vice-Chancellor for the proper and efficient functioning of those sections. He shall be the Secretary to the Finance Committee and the Planning and Development Committee and shall perform such other functions and duties as may be assigned to him by the Vice-Chancellor.

The Director of Advisory, Extension and Research Services.

13. (1) The Director of Advisory, Extension and Research Services shall be a whole-time officer of the University and shall be appointed by the Syndicate on such terms and conditions as it may determine.

(2) The Director of Advisory, Extension and Research Services shall work under the direct supervision of the Vice-Chancellor and shall be responsible for the execution of the policies of the University for the promotion of Research, Extension and Advisory Services. He shall be in-charge of the workshops of the University. He shall be the Secretary to the Committee for Advanced Studies and Research and shall perform such other functions and duties as may be assigned to him by the Vice-Chancellor.

The Director of Student's Welfare.

14. (1) The Director of Students' Welfare shall be a whole-time officer of the University and shall be appointed by the Syndicate on such terms and conditions as it may determine.

(2) The duties of the Director of Student's Welfare shall be as follows :

- (a) to make arrangements for the supervision of the hostels and halls of residence for the students ;
- (b) to provide for health services ;
- (c) to direct a programme of counselling and guidance for students ;
- (d) to arrange for the employment of students during vacations and placements of Graduates of the University ;
- (e) to supervise the programme of physical education and extra-curricular activities of the students ;
- (f) to organise and maintain contact with the

The duties of the University teachers.

alumni of the University and to perform such other functions and duties as may be assigned to him by the Vice-Chancellor.

15. (1) The duties of the University teachers shall be as follows :

- (a) to teach the students by means of lectures, tutorials, discussions, seminars and demonstrations ;
 - (b) to conduct, guide and supervise research ;
 - (c) to maintain personal contact with the students, give them individual guidance and supervise their extra-curricular activities ;
 - (d) to assist the Authorities in preparing the courses and syllabuses and conducting the examinations and to organise the libraries and laboratories and other curricular and extra-curricular activities of the University; and
 - (e) to perform such other functions and duties as may be assigned to them.
- (2) The work-load of the teachers and the distribution of work schedule for the various duties mentioned in clauses (a), (b) and (c) of paragraph (1) during an academic year of approximately thirty-six weeks shall normally total about fifteen hundred hours ; provided that the Vice-Chancellor may so arrange the distribution of an individual teacher's work-schedule as to make it possible for his special talent, equipment and aptitude to be put to the maximum use.
- (3) Every teacher shall give frequent assignments and periodic tests to his students and shall maintain a regular record of their performance at such assignments and tests.

THE SECOND STATUTES OF THE UNIVERSITY The East Pakistan Engineering and Technological University Employees (Efficiency and Discipline) Statutes

Application.

1. The statutes shall apply to every person in full time employment of the University except
 - (i) persons for whose appointment and conditions of employment special provisions have been made in the Ordinance or the First Statute;

(ii) government servants on deputation to University ; and

(iii) persons appointed on contract and whose terms of service are determined according to the term of the contract ;

Provided that in respect of any matter provided by the provisions special to his service or his post, these Statutes shall apply to any person coming within the scope of the exceptions above to whom but these exceptions the Statutes, would otherwise apply.

Definition

2. In these Statutes, unless there is anything repugnant in the subject or context :

(a) "authority" means the Syndicate or an Officer designated to be an authority in Appendix to these Statutes to exercise powers under these Statutes, and includes the Head of Department, so designated ;

(b) "employee" or "member of the staff" include every person in the service of the University whether for the time being in actual employment.

of the University or on deputation to Government or elsewhere or on leave in or out of Pakistan ;

- (c) "misconduct" means conduct prejudicial to good order or service discipline or unbecoming of an employee of the University or a gentleman ;
- (d) "Ordinance" means the East Pakistan Engineering and Technological University Ordinance, 1961 ; and
- (e) "penalty" means a penalty which may be imposed under these Statutes.

Grounds for
Penalty.

3. Where an employee of the University, in the opinion of the authority :

- (a) is inefficient, or has ceased to be efficient, whether by reason of infirmity of mind or body, or otherwise, and is not likely to recover his efficiency ; or
- (b) is indifferent to teaching and research work (in respect of members of teaching staff only) ; or
- (c) is guilty of misconduct ; or
- (d) is corrupt, or may reasonably be considered corrupt because :
 - (i) he is, or any of his dependents or any other person through him or on his behalf is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income ; or
 - (ii) he has assumed a style of living beyond his ostensible means ; or
- (e) is engaged or is reasonably suspected of being engaged in subversive activities or activities

detrimental to the interest of the University or to the State or is reasonably suspected of being associated with others engaged in such activities, and whose retention in service is therefore considered prejudicial to the interest of the University or national security ; or

- (f) becomes a member of or is associated in any capacity with any outside organisation of any kind other than those organised by the University or its union without obtaining the prior permission of the Vice-Chancellor in writing ; or
- (g) engages directly or indirectly in any trade, business or occupation on his own account which may, in the opinion of the Syndicate, interfere with due performance by him of the duties of his office, without the prior express permission of the Syndicate in writing ; or
- (h) absents or overstays sanctioned leave, without sufficient cause ;

Penalties.

4. (1) The following are the minor penalties ;

- (a) censure ;
- (b) the withholding of increment or promotion, including stoppage at efficiency bar for a specified period ; and

The following are the major penalties ;

- (c) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order ;
- (d) reduction to a lower post or time-scale, or to a lower stage in a time-scale ;
- (e) removal from service ;
- (f) dismissal from service.

- (2) Dismissal from service shall disqualify the University employee from future employment but removal from service need not be considered an absolute disqualification.
- (3) For misconduct any penalty in paragraph (1) may be imposed, but the penalties to be ordinarily imposed for inefficiency, indifference in teaching and research work, becoming a member of an outside organisation without permission, and engaging directly or indirectly in trade without permission and absenting or overstaying sanctioned leave, shall be those set out in clause (b), (c), (d), or (e) and for corruption or subversion those set out in clause (e) or (f) of paragraph (1).
- Explanation—The discharge :

- (a) of a person appointed on probation during the period of probation ; or
- (b) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period of the appointment, or
- (c) of a person engaged under contract, in accordance with the terms of his contract does not amount to removal or dismissal within the meaning of this Statute.

Note 1 : Notwithstanding anything contained in this Statute ;

- (a) the penalty specified in clause (a) and
- (b) in paragraph (1) in respect of officers and members of the teaching staff, shall not be imposed by an authority lower than the Syndicate. In respect of members of the subordinate staff authority shall not be lower than the Vice-Chancellor. In

respect of all other employees the authority shall not be lower than the Head of office or Department concerned ;

- (b) no employee of the University shall be removed or dismissed by an authority lower than that by which he was appointed to the post held by him substantively on which he is competent to make appointment to the post held by him substantively.

Note 2 : A statement detailing the powers of the Syndicate and other officers of the University in regard to the imposition of penalties is given at Appendix-I,

Inquiry Procedure in case of subversion.

5. (1) When an employee of the University is to be proceeded against under clause (e) of Statute 3, the authority ;

- (a) may by order in writing require the employee concerned to proceed on such leave as may be admissible to him and from such date as may be specified in the order ;
- (b) shall, by order in writing inform him of the action proposed to be taken in regard to him and the grounds of that action ; and
- (c) shall give him a reasonable opportunity of showing cause against that action before an enquiry committee to be constituted under paragraph (2) to inquire into the charges ;

provided that no such opportunity shall be given where the Chancellor is satisfied that in the interest of the security of East Pakistan, or any part thereof, it is not expedient to give such opportunity.

- (2) (a) For the purposes of clause (c) of paragraph (1), an Inquiry Committee consis-

ting of three persons shall be constituted by the Chancellor.

(b) The Inquiry Committee shall inquire into the charge and submit its findings to the Chancellor.

(c) The Chancellor may pass such orders as he thinks fit on the findings of the Inquiry Committee; and the authority shall forthwith give effect to such orders. The Chancellor shall not be required to consult the authority before passing any such orders.

(d) Notwithstanding anything contained elsewhere in these Statutes, no appeal shall lie against an order made by the Chancellor under this Statute, provided, however, the Chancellor may, on the application of the aggrieved employee made within one month of the date on which he was informed of the order, review, such order.

(e) Nothing in this Statute shall operate to deprive an employee of the University from exercising his right to submitting a petition or memorial to the Chancellor.

Inquiry Procedure in other cases.

6. (1) When an employee of the University is to be proceeded against under clauses (a), (b), (c), (d), (f), (g), and (h) of Statute 3 the procedure in the following paragraph shall be observed.

(2) The authority may, if it thinks fit, appoint an officer or a teacher of the office or department to which the employee (hereinafter called the delinquent) belongs or an officer or teacher of any other office or department

of the University to examine and report on the allegations against him to enable the authority to decide whether a formal enquiry should be held, and the officer or the teacher may also informally examine the delinquent.

(3) If the authority decides that a formal enquiry should be held it shall decide further whether the allegations, if established, would call for a minor or a major penalty.

Procedures for formal enquiry will be as laid down hereunder in Statutes 7, 8 and 9.

Procedure for dismissal.

7. When an employee of the University is charged with an offence the maximum penalty for which is dismissal, the procedure for holding an enquiry shall be as follows:

(a) A charge-sheet shall be presented to the delinquent detailing the charge or charges against him and calling upon him to show cause why he should not be dismissed or removed from service or punished with any of the lesser penalties specified in Statute 4. He shall be required to submit a written explanation by a fixed date which shall ordinarily allow him an interval of seven clear days from the date he receives the charge-sheet. If the delinquent is illiterate or semi-literate, the charge-sheet shall be read out and explained to him by the Head of the Office or Department or an officer delegated for the purpose not below the rank of a subordinate administrative officer, who shall record the statement of the delinquent.

(b) The charge-sheet with the explanation furnished by the delinquent shall be considered by the officer competent under this Statute

to pass an order of dismissal who, unless he takes steps for holding a departmental inquiry, shall thereupon pass such orders as he thinks fit.

- (c) If the delinquent asks to be heard in person or if the officer competent to pass an order of dismissal considers that the delinquent should be examined in person, he shall cause a departmental inquiry to be held. The delinquent, if he so desires, may be accompanied by another University employee and the officer or the Committee of Inquiry shall give the delinquent all reasonable facilities for the conduct of defence including the cross-examination of witnesses.

- (d) At such an inquiry a definite charge in writing shall be framed and explained to the delinquent in respect of each offence which has not been admitted by him, and the evidence in support of it, as well as his defence, shall be recorded in his presence ;

provided that for special reasons to be recorded in writing the Officer or the Committee of inquiry may refuse to call any witness suggested by the delinquent and may decide whether the evidence of any witness should be taken and recorded and the delinquent, if he so desires, may be examined in person.

- (e) The result of the departmental inquiry with the recommendation of the Officer or the Committee holding the inquiry, shall be placed before the authority competent to pass an order of dismissal, who shall thereupon pass such orders as he thinks fit.
- (f) Notwithstanding anything contained in the foregoing clauses formal inquiry may be dispensed with when the order of dismissal

is passed on the strength of facts or conclusion arrived at by a judicial trial or trial by Court Martial or when the accused is absconding, or adopting means to prolong or delay the conclusion of the enquiry with a view to gain undue advantage.

Note 1 : When, as a result of an enquiry in alleged misconduct of an employee it is proposed to dismiss, remove from service or reduce such an employee he should be afforded a further opportunity to show cause within a reasonable time, not exceeding one month, why the proposed penalty should not be inflicted. For this purpose any representation submitted by him should be duly taken into consideration before final orders of dismissal, removal from service or reduction are given effect to.

Note 2 : The charge-sheet to be presented to an employee of the University shall be in the form at Appendix 2. The delinquent shall be given seven days time to submit his defence. The official actually handing over the charge-sheet to the employee concerned must obtain his signature or thumb-impression as the case may be, in acknowledgement of its receipt.

Note 3 : If the reply to the charge-sheet is not received in the time prescribed it will be assumed that the man concerned has no ground to submit in his defence against the disciplinary action being taken.

Note 4 : There is no necessity for the issue of the charge-sheet when a University employee is to be dismissed as the result of his conviction by a criminal court, as the employee concerned

Procedure for removal.

has already been given an opportunity of defending himself in the court.

8. (1) When an employee of the University is charged with an offence meriting removal from service, the procedure outlined in Statute 7 shall be applied;

provided that the officer competent to pass the order of discharge may dispense with the departmental inquiry and may make an inquiry in any manner deemed proper by him recording his considered opinion before passing the order of discharge. When a departmental inquiry is dispensed with and if, therefore, the employee asks to be heard in person, the officer competent to pass order of discharge shall grant a personal interview.

- (2) When an employee absents himself from duty for more than a week or when an employee does not return to work within one week after the expiry of sanctioned leave, he shall be written to under registered cover (acknowledgement due) and asked to explain the reasons for his absence and informed that his reply should be received within a specified reasonable time, which should not be less than 10 days in any case. He should be told that failure on his part to reply within the specified time will result in his removal from service. If the reply is not satisfactory or if no reply is received within the specified time he shall be removed from the service by issue of a notice of discharge under registered cover (acknowledgement due) in the notice forms at Appendixes 3 & 4.

Note 1 : When it is intended that removal from service should operate as a bar to re-employment in the University this should be stated in the order of removal.

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Note 2 : Absconder—An employee of the University can be treated as absconder only when he has left his station without permission and his whereabouts are not known. An employee who has left his station with due intimation in writing to his immediate superior of his doing so, who acknowledges the receipt of the charge-sheet served on him, or who presents himself before his controlling officer before the final orders in his case have been passed should not be treated as an absconder.

Note 3 : The same procedure as laid down in Statute 7 (a) should be followed in the case of an absconder. The letter should be sent to the address given in the Service Book of the employee. If, however, no address whatsoever, is traceable he may be removed from service after two weeks.

Procedure for imposing other penalties.

9. Before an order imposing a penalty specified in clause (a) to (d) of paragraph (1) of Statute 4 is passed against an employee of the University, he shall be informed of the definite offences or failures on account of which it is proposed to impose the penalty and called upon to show cause why that or any lesser penalty should not be imposed. He should also be given three days' time in which to submit his explanation and be allowed reasonable facilities for the preparation of his defence. Form in Appendix 2, should be used for this purpose. If no explanation is received within the prescribed time, it will be assumed that the employee concerned has no grounds to submit in his defence against the disciplinary action being taken.

Power to order medical examination as to mental or bodily infirmity.

10. (1) Where it is proposed to proceed against an employee of the University on the ground of inefficiency by reason of infirmity of mind or

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body the authority may at any stage require the employee to undergo a medical examination by a Medical Board, as the authority may direct, and the report of the Medical Board shall form part of the proceedings.

- (2) If the employee refuses to undergo such examination his refusal may, subject to the consideration of any grounds he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove unfavourable to him.

Note 1 : The authority in the above Statute in respect of officers and members of the teaching staff of all categories shall be the Syndicate. Where it is decided to terminate the service of any employee of these categories as a result of proceedings the decisions of the Syndicate shall be submitted to the Chancellor for confirmation.

Note 2 : The authority in respect of employees of all categories shall be the Vice-Chancellor, whose decision shall be final and conclusive.

Withholding of increments.

11. In ordering the withholding of an increment, the authority passing the order shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

Note 1 : The cases of all University employees held up at an efficiency bar should be reviewed annually with a view to determine whether the quality of their work has improved generally and whether the defects for which they were stopped at the bar have been remedied to an extent sufficient to warrant the removal of the bar.

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Reduction to a lower post, etc.

Note 2: Withholding of increment shall never be for a period of less than three months.

12. When an employee of the University is reduced for inefficiency or misconduct to lower post or time scale or to a lower grade or to a lower stage in a time scale, the authority ordering the reduction shall state the period for which it is effective and whether, on the expiry of that period it shall operate to postpone future increments. When an employee's increment is withheld his own substantive grade is not affected unless the authority passing the order states that will have the effect of postponing future increments.

Note : The reduction shall never be for a period less than three months.

Orders to be communicated in writing.

13. Every order imposing a penalty on an employee of the University shall be communicated to him in writing.

Note 1: If, as a result of an investigation (which includes the service of charge-sheets for offences committed), it is decided that the service of the employees concerned shall be terminated he shall be advised in a separate letter, as in Appendix 3, that his explanation or reply to the charge-sheet is not accepted and that he has been held responsible for or guilty of the offence or offences he was charged with.

Note 2: A letter terminating an employee's service shall be issued in the form at Appendix 5 in a case of dismissal and in the form in Appendix 4 in a case of removal from service. These letters must be signed by the officer delegated for this purpose by him.

Note 3: The procedure above shall not, however, apply to cases of discharge on completion of

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... or period of contract on probation or
on reduction of establishment.

Record of
Penalties.

14. The authority imposing any penalty under these Statutes shall maintain a record showing :
- (a) the offences with which the employee of the University was charged : and
 - (b) the penalty imposed,

Suspension.

15. (1) An employee of the University shall be placed under suspension when he is arrested or committed to prison pending trial by a court of law and he shall remain under suspension until judgement is delivered by the Court, unless in the event of his release on bail, the authority competent to suspend him decides to allow him to resume duty pending decision of the Court.
- (2) An employee of the University whose conduct is undergoing investigation of a charge, the maximum penalty for which is dismissal or removal from service may, at the discretion of the competent authority, be kept under suspension until his case has been finally decided. The period of suspension should not normally exceed four months.
- (3) When an employee of the University is convicted on a criminal charge he shall, according to the merits of the case be punished, removed from service or dismissed from the date of conviction. If it is considered that no penalty should be imposed the case should be referred to the Syndicate, except that in the case of a member of lower subordinate staff, it shall be referred to the Vice-Chancellor.

Pay during
suspension.

16. An employee of the University is entitled to the following payments during a period of suspension :

- (a) The subsistence grant may be made at such rates as the suspending authority may direct, but not exceeding one-third of the pay of the suspended employee.

- (b) Grant of dearness allowance to University employees under suspension : When in any case the officer passing the order for suspension considers that having regard to the present high cost of living the amount admissible is not sufficient for the subsistence of the suspended employee and his family, he may allow him to draw the dearness allowance at the rate at which he drew it prior to his being placed under suspension.

Authorities competent to suspend an employee of the University are shown in Appendix 1.

Note 1 : No subscription to Provident Fund shall be recovered from the suspension allowance but if he is subsequently reinstated, subscription shall be recovered at one-twelfth of the pay allowed for the period of suspension.

Note 2 : Leave may not be granted to an employee at a time when he is under suspension.

Note 3 : When the suspension of an employee is held to have been justified or not wholly justifiable ; or when the employee who has been dismissed, removed or suspended, is reinstated the revising or appellate authority may grant to him, for the period of his absence from duty.

- (a) if he is honourably acquitted, the full pay to which he would have been entitled if he had not been dismissed, removed or suspended and by an order to be separately recorded any allowance of which he was in receipt prior to his dismissal, removal or suspension ;
or

- (b) If otherwise, such proportion of such pay and allowance as the revising or appellate authority may prescribe. In a case falling under paragraph (1) of Statute 15, the period of absence from duty will be treated as a period spent on duty. In a case falling under paragraph (2) of Statute 15, it will not be treated as a period spent on duty unless the revising or appellate authority prescribes that the period of absence be treated as leave and allows leave salary. In either case the subsistence grant is to be adjusted against pay and allowance granted on final orders.

Appeals.

17. (1) When any of the penalties specified in Statute 4 is imposed upon an employee of the University an appeal shall lie to the authority next above that imposing the penalty or to such other higher authority as the Syndicate may prescribe in respect of employees under its control. An appeal shall be to the Chancellor only on original orders passed by the Syndicate.
- (2) When an appellate authority imposes a higher penalty than the one appealed against second appeal shall lie to the next authority above such appellate authority, provided that no such second appeal shall lie if the higher penalty imposed by the appellate authority who imposed the original penalty on the employee.
18. (1) Every employee preferring an appeal shall do so separately and in his own name.
- (2) Every appeal shall contain all material statements and argument relied on by the appellant and shall contain no disrespectful or improper language shall be complete in itself.

Procedure for submission of appeals.

Duties of appellate authorities.

- (3) Every such appeal shall be addressed to the authority to whom appeal lies through the authority from whose order the appeal is preferred and shall be submitted through the usual channel and no action shall be taken on an appeal submitted otherwise.

Note : It is not intended to penalise a person for sending advance copies of appeals submitted through proper channel. No action shall, however, be taken on copies of appeals sent in advance with the endorsement "Original submitted through proper channel."

19. (1) The appellate authority shall consider :
 - (a) whether the facts on which the order was based have been established ;
 - (b) whether the facts established afford sufficient ground for taking action ; and
 - (c) whether the penalty is adequate, inadequate or excessive.
- (2) The authority to whom, an appeal lies under these Statutes shall decide it himself and shall pass such orders on the appeal as he thinks fit.
- (3) If the appellate authority proposes to enhance the penalty imposed by the subordinate authority, the former shall before passing such order, ensure that the procedure prescribed in these Statute as being necessary before such penalty may be imposed, is or has been complied with.
20. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if :
 - (i) it is an appeal in a case in which under these Statutes no appeal lies ; or

Withholding of appeals.

- (ii) it is not preferred within one month of the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay ; or
- (iii) it does not comply with the procedure laid down in Statute 18 ; or
- (iv) it is a repetition of a previous appeal and no new facts or circumstances are adduced which afford grounds for consideration of the case ;

provided that when an appeal is withheld the appellant shall be informed of the fact and the reasons for it ;

provided also that an appeal withheld only on account of failure to comply with the procedure laid down in Statute 18 may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of an appeal.

21. No appeal shall lie against the withholding of an appeal by a competent authority.

Revision

22. (1) The Syndicate shall have the power, on its own motion or otherwise, to revise any order passed by an authority subordinate to it ;

provided that when an appellate authority has considered and passed order on an appeal, such appellate authority shall not be entitled to initiate further action in respect of the same offence under this Statute.

(2) When the authority referred to in paragraph (1), proposes to enhance the penalty imposed on an employee of the University, otherwise than as an appeal preferred to it shall communicate its intention to the University employee concerned with the reasons therefor,

and call upon him to show cause as to why the enhanced penalty should not be imposed. After considering the reply of the employee to this communication, it shall pass such orders as it thinks fit.

23. Nothing in these Statutes :

- (a) shall be deemed to preclude the Chancellor from revising whether on his own motion or otherwise any order passed under these statutes by any authority of the University ; or
 - (b) shall operate to deprive an employee of the University from exercising his right to submitting a petition or memorial to the Chancellor ;
 - (c) whether the facts established afford sufficient ground for taking action ; and
 - (d) whether the penalty is adequate, inadequate or excessive.
- (2) The authority to whom an appeal lies under these Statutes, shall decide it himself and shall pass such orders on the appeal as he thinks fit.
- (3) If the appellate authority proposes to enhance the penalty imposed by the subordinate authority, the former shall, before passing such orders, ensure that the procedure prescribed in these Statutes as being necessary before such penalty may be imposed, is or has been complied with.

APPENDIX—7

[See Statute2(a)]

Authorities and their powers.

Authorities with their respective powers to the extent to which they can impose penalties detailed in column 1 :

	Syndicate.	Vice-Chancellor.	Other Heads of Offices/Heads of Departments.
(i) Censure	Full powers	Full powers in respect of members of subordinate administrative staff, Ministerial/Technical and M.L.S.S.	Full powers in respect of members of the Ministerial/Technical staff and M.L.S.S. working under them.
(ii) Withholding of increment or promotion including stoppage at efficiency bar for a specified period.	Ditto.	Ditto.	Ditto.
(iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.	Full powers	Full powers in respect of Ministerial/Technical staff and M.L.S.S.	Full powers in respect of M.L.S.S. working under them.

	Syndicate	Vice-Chancellor.	Other Heads of Offices/Heads of Departments.
(iv) Reduction to a lower post or time scale or to a lower stage in a time scale.	Full powers	Full powers in respect of Ministerial/Technical staff and M.L.S.S.	Full powers in respect of M.L.S.S. working under them.
(v) Removal from Service,	Ditto.	Full powers except that in case of Ministerial/Technical staff it is subject to confirmation by the Syndicate.	Ditto.
(vi) Dismissal from Service	Ditto.	Ditto.	Full powers except that it is subject to confirmation by the Vice-Chancellor
(vii) Suspension.	Ditto.	Full powers in respect of subordinate administrative staff, Ministerial/Technical staff and M.L.S.S.	Full powers in respect of M.L.S.S. working under them.

APPENDIX—2
(See Statutes 7 and 9)
Charge-sheet.

To

You are charged with the following offences or failures and you are hereby called upon to show cause why you should not be punished with the penalty specified in item* of the list below or punished with any of the lesser penalties specified in the said list (see overleaf);

- ** (a) inefficiency;
- (b) indifference towards teaching and research work (in respect of members of teaching staff only);
- (c) misconduct;
- (d) (i) corrupt practices,
(ii) assuming style of living beyond ostensible means;
- (e) engaged in subversive activities or activities detrimental to the interest of the University;
- (f) becomes a member of, or is associated with any outside organisation without obtaining prior permission of the Vice-Chancellor in writing;
- (g) engages directly or indirectly in any trade, business or occupation without permission of the Syndicate in writing;
- (h) absents and over stays sanctioned leave without sufficient cause. Reasons for the charges are that on you.

**Your defence to the above charges are required to be submitted to my office through within seven days from the date of receipt of this letter.

If the employee has left the station, the charge-sheet should be sent direct under registered cover with acknowledgement due.

*Strike out item or items which are irrelevant.

The statement under these headings should be started here and continued, if necessary, to the reverse of this form or to a separate sheet by enclosure.

*Here insert the item number in the following list of the highest appropriate penalty which may be imposed in the particular case. The list which is based on Statute 4 of the Second Statutes shows all the penalties which may now be imposed on the University employees and which required the issue of Chargesheet;

- *** (a) censure,
- (b) withholding of increment or promotion including stoppage at efficiency bar for a specified period,
- (c) recovery from pay of the whole or part of any pecuniary loss caused to University by negligence or breach of orders,
- (d) reduction to a lower post or time scale, or to a lower stage in a time scale,
- (e) removal from service,
- (f) dismissal from service.

***Strike out the entry which is not applicable.

***Three clear days should be allowed for items (a) and (b) above. In other cases seven clear days should be allowed.

APPENDIX-3
(See Statutes 8 and 13)

Communication of Orders Serving Notice.

From

To.....

Your explanation or reply to the charge-sheet is not accepted and that you have been held responsible for or guilty of the offence or offences you were charged with.

Signature

Designation.....

Date.....

APPENDIX-4

(See Statutes 8 and 13)

Notice of Imposition of the Penalty or Removal from the Service.

No.

From

To

As your services are no longer required by the University, you are hereby removed from service by my order in terms of your agreement and conditions of service and you are hereby given one month's notice with effect from as provided for therein.
one month's pay in lieu of notice

Your services will accordingly terminate on the forenoon of ...

Signature

Date

Designation

APPENDIX-5
(Sec Statute 13)

Notice of imposition of the Penalty of Dismissal from Service.

No.

From

To

You are hereby informed that, in accordance with the orders, passed you are dismissed from service with effect from

Signature

Designation

Date

Defence

Signature

Designation

FURTHER STATUTES

Powers of the Vice-Chancellor.

16. The Vice-Chancellor shall have the power to convene meetings of the Syndicate and the Academic Council.

Officers of the University.

17. In addition to the list of officers defined in Section 9 of the Ordinance, the following shall be officers of the University:

- (i) Dean of the Faculty of Engineering,
- (ii) Dean of the Faculty of Architecture and Planning,
- (iii) Librarian.

Deans of the Faculties.

18. (i) The Dean of each Faculty shall be the Executive Officer of the Faculty and shall hold office for two years.

(ii) The Dean shall issue the lecture list of all the Departments comprised in the Faculty.

(iii) In the absence of the Dean, the Vice-Chancellor shall appoint an Acting Dean, who shall exercise all the powers and enjoy all the privileges of the Dean

As amended.

19. Each Faculty shall comprise such departments of teaching as may be prescribed by the Statutes. The Head of such a department shall be appointed by the Vice-Chancellor. The Head of a department shall be a Professor of the department. If there is no Professor in a department, the Vice-Chancellor shall appoint temporarily as the Head of the department, a teacher of the highest available rank in that department as he thinks fit. The Head of the department shall be responsible for:

- (i) organisation of the teaching department,
(ii) tutorial work,
(iii) organisation and up keep of laboratories and equipments of the department.
- Amended Vide No. 430 dt. 1.4.69. Head of a Department.
19. Each Faculty shall comprise such departments of teaching as may be prescribed by the statutes. The Head of such a department shall be a Professor of the department, or if there is no Professor, an Associate Professor of that department, appointed by the Vice-Chancellor as he thinks fit. The Head of the Department shall be responsible for :
- (i) organisation of teaching department,
(ii) tutorial work,
(iii) organisation and upkeep of laboratories and equipments of the Department.
- Powers & duties of the Academic Council.
20. In addition to the powers and duties of the Academic Council laid down in Section 19 of the Ordinance, 1961, the Academic Council shall :
- (i) publish the results of the examinations of the University ;
(ii) make proposals to the Syndicate for the institution of the Professorships, Associate Professorships, Assistant Professorships, Lecturerships and Fellowships or other Teaching posts.
- Constitution of Committees outside those established by the Ordinance.
21. Where any Authority of the University is given power by this Ordinance or the Statutes to appoint Committees, such Committees shall, unless otherwise provided, consists of one or more members of the Authority concerned and such other persons, if any, as the Authority in each case may think fit.
- Admission Committee
22. The Academic Council shall, within the provisions of the Ordinance, appoint an Admission Committee in each Faculty which shall :

- (i) recommend conditions of admission of students to the University;
(ii) prescribe and conduct admission tests, if any, in accordance with conditions of admission of students of the University.
- Examination committee.
23. The Academic Council shall within the provisions of the Ordinance, appoint an Examination Committee, as it thinks fit, to moderate examination questions, prepare results of the examination and to report such results to the Academic Council for publication.
- Terms of office of nominated members to the different Authorities.
24. The nominated members shall hold office in the different Authorities for the period specified in the Ordinance and Statutes, and thereafter, till their successors have been nominated.
- Duration of the courses.
25. (i) the courses of study for the Degree of Bachelor of Science in Engineering shall extend over four academic years. The courses of study for the Degree of Master of Science in Engineering shall extend for at least one academic year;
(ii) the courses of study for the Degree of Bachelor of Architecture shall normally extend over a period of five academic years;
(iii) exemptions from specific subjects may be allowed by the Academic Council upon the recommendation of the Faculty concerned. No Bachelor of Science in Engineering or Bachelor of Architecture Degree shall ordinarily be granted to a student who has less than one year's stay as a regular student in the University.
- Medium of instruction and examination.
26. The medium of instruction and examination shall be English.

Establishment
of Teaching
Department.

27. (i) The following Teaching Departments shall be established in the Faculty of Engineering :

1. Chemical Engineering
2. Civil Engineering
3. Electrical Engineering
4. Mechanical Engineering
5. Metallurgical Engineering
6. Naval Architecture and Marine Engineering
7. Water Resources Engineering
8. Mathematics
9. Chemistry

10. Physics

(ii) The following Teaching Departments shall be established in the Faculty of Architecture and Planning :

1. Architecture
2. Physical Planning
3. Humanities

(iii) Each Teaching Department may be constituted of a number of Divisions, according to the scope and field of the subjects offered in that Department. Each Division so constitutes shall ordinarily be under the charge of a Professor, and where there is no Professor, an Associate Professor of that Division.

Annual Report.

28. The Annual Report of the University for each fiscal year shall be prepared under the direction of the Syndicate and shall be submitted to the Chancellor within the first quarter of the following year.

GENERAL CONDITIONS OF SERVICE

Conditions
of service.

29. (i) Every salaried employee of the University shall be appointed on a written contract. The contract shall be lodged with the Comptroller of the University, and a copy thereof shall be furnished to the employee concerned.

(ii) Notwithstanding anything to the contrary contained in any contract entered into by the University, every salaried employee of the University shall be appointed on such terms and conditions as may be prescribed by the appointing authority and he shall be governed by the Ordinances, Statutes, Rules and Regulations of the University.

Appointment of
Teachers and
Officers.

30. (i) Posts of Officers and Teachers, shall ordinarily be advertised, when vacancies arise.

(ii) Temporary appointments, for a period not exceeding six months, to posts of teachers other than Professors and Associate Professors and employees other than the officers of the University can be made by the Vice-Chancellor on the recommendation of the Head of the Department or the Officer of the University concerned, and reported to the Syndicate.

Probation.

31. The Syndicate or the Vice-Chancellor as the case may be, may prescribe a probationary period of not more than two years for any appointment to a University post. In case of the appointee having already served a probationary period in an earlier post of similar nature to the one which he is appointed, the Syndicate may waive the conditions of probation.

The probationary period, however, may be extended by the Syndicate or the Vice-Chancellor as the case may be, if considered necessary.

Declaration
of age.

32. A declaration of age, supported by an attested document, made by an applicant for the purpose of entry into the University service shall be deemed to be binding on the person who has made it and no revision of such a declaration shall be allowed to be made by him at a later date for any purpose whatsoever.

Note: Attested document for this purpose means the Matriculation certificate or domicile certificate attested by the University Medical Officer or a certificate issued by the University Medical Officer.

33. At the time of making an appointment the Syndicate or the Vice-Chancellor where he has the authority to appoint, may in exceptional cases and for reasons to be recorded in writing, condone an excess in age over the prescribed limit, if any.

Appointment
of Members of
Public Services.

34. Any member of the Public Services in Pakistan whom it is proposed to appoint to a post in the University shall, subject to the approval of such appointment by the Government under which he is serving, have the option:

(i) of having his services transferred to the University for a specified period, under Foreign Service Rules of the Government, and remaining liable to recall to the service of the Government at the end of that period;

or

(ii) of retiring from the service of the Government on entering the service of the University.

35. Any member of the Public Services in Pakistan, appointed substantively to a permanent post in the University with the approval of Government, and joining the University appointment without break of service shall:

(i) retain a right to all leave earned by him while in Government Service;

(ii) have the amount accrued to his pension account and any other assets held by the Government for him, transferred to the University and deposited in his account in the University pension and provident fund;

(iii) have his previous services counted towards qualifying service for the purpose of pension benefits under section 58 (ii), provided, satisfactory arrangements can be made with the Government and without additional costs to University.

New Statute
added Vide No.
1171 Edn.
dt. 21.7.69.

35. (a) The employees of the erstwhile Ahsanullah Engineering College appointed by this University against a permanent post without break of service and with the approval of the Government shall retain a right to all leave earned by him while in Government service and shall have the right to have previous service in the erstwhile Ahsanullah Engineering College counted towards earning of recreation allowance.

36. Unless in any case it be otherwise distinctly provided, the whole time of a University employee is at the disposal of the University and he may be employed in any manner required by proper authority without claim for additional remuneration.

37. The Vice-Chancellor may, in the interest of the University authorise any University employee to proceed on duty, including attendance at conferences, to any part of Pakistan.

38. (i) Two or more University employees cannot be appointed substantively to the same permanent post at the same time.

(ii) A University employee cannot be appointed, except as a temporary measure, to two or more posts at the same time.

(iii) A University employee cannot be appointed substantively to a post on which another University employee holds a lien.

39. A University employee holding substantively a permanent post retains a lien on that post :

(i) while performing the duties of that post ;

(ii) while on deputation ;

(iii) while on leave ;

and

(iv) while under suspension.

40. Unless it be otherwise provided in these Statutes, a University employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

41. (i) For every employee serving in a permanent post in the University, a service book, duly filled in and, attested by the Vice-Chancellor or by officers deputed by him for the purpose, shall be maintained.

(ii) There shall be maintained a permanent Register, in which also appointment, promotions, leave, suspension, fines, reduction or enhancement of pay and emoluments regarding all University employee are entered.

Recognition of merits of teachers.

42. The Syndicate shall form Committees to review annually the meritorious achievements in the field of teaching, student guidance, research and academic activities of the teachers serving at the University and recommended the name of deserving teachers for enhanced increments in pay and to higher posts.

These recommendations shall be forwarded to the appropriate Selection Boards for consideration.

As amended,

43. The age of retirement of University teachers and non-teaching employees be 60 (sixty) years and that extension of employment upto a period not exceeding two years for those holding academic appointment be subject to the approval of the Chancellor.

Amended vide No. 239(7) dt. 2.7.82.

All employees of the University shall normally retire at the end of the session in which they attain the age of sixty years provided that extension may be granted beyond this age, subject to the following conditions :

(i) no extension shall exceed two years at a time;

(ii) no extension shall be granted beyond the age of sixty five ;

(iii) no extension shall be granted except on a certificate of physical and mental fitness by the medical authority determined by the Syndicate.

Appeals to Chancellor.

44. (i) An appeal may be made by petition to the Chancellor against an order of any Office or Authority of the University affecting any class of persons in the University. The Chancellor shall send a copy of any such petition to the Officer or Authority concerned, and shall give such Officer or Authority an opportunity to show cause why the appeal should not be entertained.

(ii) The Chancellor may reject any such appeal or may, if he thinks fit, appoint a Commission constituted of persons, not being Officers of the University or members of any Authority thereof, to enquire into the matter and to report to him thereon. On receipt of the Commission's Report, the Chancellor shall send a copy thereof to the Syndicate. The Syndicate shall take

such report into consideration and shall, within three months of receipt thereof, pass a resolution thereon which shall be communicated to the Chancellor and the Chancellor shall then take such action on the report of the Commission and resolution of the Syndicate as he may think fit.

- (iii) A Commission appointed under Sub-Section (ii) above may require any Officer or Authority of the University to furnish it with any papers or information which are, in the opinion of the Commission, relevant to the matter under enquiry, and such Officer or Authority shall be bound to comply with such requisition.

PAY

45. The initial pay of an University employee in the pay scale of a post will be determined by the Syndicate at the time of appointment and for candidates having qualifications higher than those prescribed for the post, this may be above the minimum of the pay scale.

New Statute
added Vide
No. 934 Edn.
dt. 24.8.70.

45. (a) Pay means the amount drawn by the University employees as :

- (i) The pay other than the special pay or pay granted in view of his personal qualification which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled to by reason of his position in the cadre.
- (ii) Technical pay, special pay and personal pay and other emoluments which may be specially classed as pay.

46. Subject to any exceptions specifically made in these Statutes, a University employee shall begin to receive the pay and allowances attached to his tenure of a post with effect from the date

when he assumes the duties of that post, and shall cease to draw them as soon as he ceases to discharge these duties.

Note : A University employee will begin to draw the pay and allowances attached to his tenure of a post with effect from the date on which he assumes the duties of that post, if the charge is transferred before noon of that date. If the charge is transferred in the afternoon, he commences to draw them from the following day.

47. In the case of a member of the Public Services whose services have been transferred to the University or who is appointed substantively to a permanent post of the University without break of service, he shall receive a pay not less than the basic pay which he was receiving at the time of his joining the University, subject to the maximum of the pay scale of the post he joins.

48. An increment in a time-scale of a post shall ordinarily be drawn as a matter of course unless it is withheld.

49. The following provisions prescribe the conditions on which service counts for increments in a time scale of a post :

- (i) all duty in that post ;
- (ii) service on deputation and leave, other than extra-ordinary leave, in the post on which the University employee holds a lien ;
- provided that ;
- (a) the Syndicate may, in any case where they are satisfied that the extraordinary leave was taken on account of illness or for any other cause beyond the employees control or for higher studies, research, or appearing in an

examination for which leave with pay was denied, direct that the whole or any portion of such leave shall count for increments :

- (b) period of overstay of leave without sanction shall not count towards increments.

ALLOWANCES AND FEES

50. Every University employee is entitled to a Dearness Allowance at the rates admissible under the rules as compensation for the dearness of provisions.
51. When a University employee is appointed to perform, in addition to his own duties, duties of University in a post other than his and not normally included in the terms of his appointment, he may be given an additional allowance, the amount of which shall be decided by the Syndicate or the Vice-Chancellor, as the case may be, and it shall not ordinarily exceed one fifth of the basic pay drawn by him in his substantive appointment.
52. A University employee, when required by the Vice-Chancellor to perform duty necessitating personal expenditure by the special circumstances in which the duty is performed, shall be granted a compensatory allowance to meet such expenditure.
53. A University employee receiving a monthly basic pay of not more than Rs. 300/- when required to perform duty under special circumstances approved by the Vice-Chancellor and beyond the normal hours of work in vogue at the time, will be paid compensatory overtime allowances as permissible under the rules.
54. When a University employee is directed by an order of the Vice-Chancellor to travel in the interest

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of the University, he shall be granted travelling allowance to cover the expenses which he incurs at the rates admissible to him under the rules.

As amended.

Amended
Vide No. 1179.
Edn. of
dt. 26.10.70.

55. A University employee will, only with the previous sanction of the Vice-Chancellor, be allowed to undertake work with or without remuneration attached to it outside his regular duties.

55. A University employee will, only with the previous sanction of the Vice-Chancellor be allowed to undertake work with remuneration attached to it outside his regular duties.

56. A University employee may, however without sanction of the Vice-Chancellor, undertake work in connection with the examinations of the University and other recognised Universities and Colleges in Pakistan, Secondary and Technical Education Boards, Public Service Commission and the Institute of Engineers (Pakistan) and accept fees on that account provided that, approval of his superior officer is obtained, who shall ensure that such work is performed without detriment to his regular duties.

PROVIDENT FUND AND PENSION BENEFITS

57. Employees of the University, other than :
- (i) persons who are in receipt of pension from the Government :
 - (ii) persons whose basic pay is not more than Rs. 100/- per month :
 - (iii) part-time employees : and
 - (iv) members of the Public Services of Pakistan :
 - (a) whose services have been transferred to the University and under Foreign Service rules of Government.

(b) who, on appointment to the University elect to opt for pension benefit under Section 58 (ii) ;

shall subscribe to the University Contributory Provident Fund at the rates prescribed under the Statutes, except when on leave without pay.

53. Any member of the Public Services in Pakistan holding pensionable posts, when appointed substantively to a permanent post in the University under Section 35, and has the amount accrued to his pension account and any other assets held by the Government for him transferred to the University and deposited in his account in the University pension and provident fund, shall have the option of : either

(i) subscribing to the University Contributory Provident Fund and on retirement or resignation of receiving his pension account and assets together with such University Provident Fund accumulations due to him under the rules ;

or

(ii) contributing in the University Service as if in a pensionable appointment and receiving pension benefits as prescribed by Government under their Service Rules.

59. A University employee subscribing to the Contributory Provident Fund, who has not served in a permanent post continuously for a period of three years, shall not receive anything beyond his own deposits in the fund, plus any such amount transferred and deposited in his account by the Government, if any, with interest accrued thereon.

60. Any member of the Public Services in Pakistan, holding a pensionable post when appointed

substantively to a permanent post in the University as in Section 35 and has opted for being in pensionable service Vide Section 58 (ii), shall be permitted to subscribe to a General Provident Fund of the University in the manner he had been subscribing to while in the services of the Government.

Rates of
Subscription &
contribution.

61. (i) University employees, who receive a monthly basic pay not more than Rs. 100/- per month, shall be exempted from subscribing to the Contributory Provident Fund. The University however, shall contribute Rupees eight per month in the provident fund account of such an employee without requiring any subscription from him. After five years of continuous employment, the contribution of the University shall be raised to Rs. 12 per month till the basic pay of the employee is more than Rs. 100/- per month provided that the University shall not make any such contribution for any period during which the employee is on leave without pay.

As amended.

(ii) For University employees permitted under Section 57 and 53 to subscribe to the Contributory Provident Fund, the rate of monthly subscription shall amount to a minimum of 5 percent and maximum of 10 percent of the pay of the employees which shall be paid into the University Provident fund, and the University shall contribute an equal amount in respect of each subscriber in each month. The University shall make a further monthly contribution on a sliding scale at a rate of Rs. six to one for such University employees whose monthly basic pay ranges from Rs. 101 to Rs. 250 respectively. Contributions by the University shall not be paid in respect of any period in which the subscriber has not paid his subscription.

No. 934 Edn.
dt. 24.2.70.

(iii) for University employees permitted under Section 57 and 58 to subscribe to the Contributory Provident Fund, the rate of monthly subscription shall amount to a minimum of 5 percent and maximum 10 percent of the basic pay of the employee which shall be paid into the University provident fund, and the University shall contribute an equal amount in respect of each subscriber in each month. The University shall make a further monthly contribution on a sliding scale, at a rate of Rupees six to nil for such University employees whose monthly basic pay ranges from Rs. 101 to Rs. 250 respectively. Contributions by the University shall not be paid in respect of any period in which the subscriber has not paid his subscription.

As amended.

Amended
vide No. 934
Edn. dt. 24.8.70.

62. In calculating the monthly pay on which deduction are to be made and contributions are to be paid any fraction of a rupee of such monthly pay shall be omitted.

62. In calculating the monthly basic pay on which deductions are to be made and contributions are to be paid any fraction of a rupee of such monthly pay shall be omitted.

63. Notwithstanding the provisions in these Statutes, the Syndicate may, at the time of making a particular appointment, decide that the individual appointed to that particular post shall or shall not be a subscriber to the University Contributory Provident Fund.

LEAVE RULES

64. Leave cannot be claimed as a matter of right. When the exigencies of University service so require, discretion to refuse or evoke leave of any description is reserved to the Syndicate or the Vice-Chancellor, as the case may be.

General Leave
rule.

65. Every employee of the University shall be entitled to avail himself of the full vacation of the

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University and, as such, leave on average pay shall not be permissible in respect of duty performed in any year. Provident that, if in any year he is prevented from availing himself of ;

(i) whole of the vacations, leave on average pay shall be permissible to him at the rate one-eleventh of the period spent on duty in any year ;

(ii) part of the vacations, leave on average pay shall be permissible to him in such proportion of thirty days as the number of days of vacation not taken bears to the full vacations.

66. The maximum leave on average pay that may be accumulated by an employee of the University shall be one hundred and twenty days. Any period earned in excess of 120 days shall be credited to a separate item in the leave account from which leave may be allowed on average pay on medical grounds or for the purpose of pilgrimage outside Pakistan.

67. Leave on half average pay shall be earned at the rate of one-twelfth of the period spent on duty and accumulation of such leave shall without limit. It shall be permissible to convert leave so allowed into leave on average pay on medical grounds upto a maximum of three hundred and sixty five days on average pay. This conversion will be allowed at the rate of one day of leave on average pay for two days of leave on half average pay.

68. Vacation counts as duty for purposes of earning leave on half average pay.

Maximum leave
permission at
a time.

69. The maximum amount of leave that may be taken at a time shall be 365 days, but on medical grounds it may be extended to 730 days and in the case of study leave it may be extended to 1095 days.

Leave Salary
As amended.

70. For the purpose of leave salary, average pay for every period of leave shall be at the rate equal to the pay last drawn by him before the commencement of leave.

Amended Vide
No. 847 Edn.
dt. 23.7.70.
Leave salary.

70. For the purpose of leave salary, average pay shall be calculated on the basis of the average of the pay drawn during the 12 complete months preceding the month in which the leave is taken.

71. Leave salary during leave on half average pay shall be equal to half of the average pay calculated under Section 70.

72. University employees on leave, including study leave, shall draw their salary in Pakistan and in Pakistan currency, irrespective of the country where they spend their leave.

Study Leave.

73. Study leave may be granted to a University employee on such terms and conditions as prescribed by the Statutes to enable him to undertake, in or outside Pakistan, a course of higher studies, or practical training approved by the Syndicate.

74. No leave shall be earned during study leave period.

75. Study leave shall not affect any leave which may already be due to a University employee or may be earned by him in the future.

76. For a University employee proceeding on study leave:

(i) where the leave does not exceed six months, excluding vacations that may be combined with such leave, the leave salary shall be the average pay as defined in Section 70;

(ii) where the leave extends over six months, the leave salary shall be:

(a) the average pay as defined in Section 70 if the amount is less than Rupees six hundred per month; or

(b) half average pay or Rupees six hundred per month whichever ever is greater.

77. Study leave shall not ordinarily be granted to a University employee who has completed less than one academic year's service with the University

78. The period of a University employee's journey to and from the place of study or training, as decided by the Syndicate, shall be considered as part of his study leave.

79. A University employee proceeding on study leave shall be entitled to enjoy the leave salary due to him under Section 76, along with any scholarship, fellowship or any other considerations offered to him from any outside source or sources.

As amended.

80. A University employee to whom study leave has been granted shall be required to execute a bond undertaking to serve the university for a period not less than two years in the case of study leave of one year, and one additional year for each additional half year's study leave or part thereof, after his return, failing which the total amount of leave salary paid to him shall be repaid in one instalment with interest or if Syndicate approves on more than one instalment and the University contribution towards his provident fund account shall stand forfeited.

Amended Vide
No. 357, Edn.
dt. 25.3.69.

80. A University employee, to whom study leave has been granted shall be required to execute a bond undertaking to serve the University for a period not less than four years in the case of a study leave of one year, and two

additional years for each additional year study leave or part thereof, after his return, failing which the total amount of leave salary paid to him shall be repaid in one instalment with interest and the University contribution towards his Provident Fund Account shall stand forfeited.

Added Vide
order No. 357,
Edn. dt. 25.3.69.

80. (a) A University employee to whom deputation/study leave has been granted in continuation of deputation/study leave previously sanctioned shall be required to execute a bond undertaking, in addition to the bond already executed by him for grant of deputation/study leave to him, to serve the University for a period not less than one year for each half year or part thereof, for grant of additional deputation/study leave to him, after his return, failing which the entire amount spent by the University for his higher study shall be repaid in one instalment with interest or if Syndicate approves in more than one instalment and the University contribution towards C. P. Fund account shall stand forfeited.

DEPUTATION

81. Deputation means employment on special duty outside the University.
82. The period of deputation shall not affect any leave which may be due to the depute or may be earned by him in the future.
83. A University employee shall be considered to be on deputation when, with the approval of the Syndicate, he is engaged in carrying out advanced research, investigation of specific problems in area of technology, or participation in field projects of direct interest to the University and (a) assigned to such work by the University or (b) employed by an approved authority, provided

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that the depute prior to deputation has been in the service of the University for at least five years.

As amended.

84. The period of deputation shall not exceed 3 years. For the purpose of higher studies inside and outside Pakistan only those teachers possessing Master's Degree may be allowed deputation for a period not exceeding 3 years, from the date they are released from their duties in this University. The requirement of qualification of Master's Degree, are however be relaxed for the teachers in the field where facilities of Master's Degree programme does not exist in Pakistan.

Amended Vide
No. 1178 Edn.
dt. 21.7.69.

84. The period of deputation shall not ordinarily exceed one year.

85. Notwithstanding anything contrary to the context in Section 83 and 84, a University employee when appointed by the Government to serve in the national interest shall, with the approval of the Syndicate, be considered to be on deputation. The period of such deputation shall not ordinarily exceed two years.

86. The University employee on deputation on assignment made by the University shall draw his pay against the post which he would hold if he was not so deputed. In all other cases, the Syndicate shall require such financial arrangements to be made by the authority to whom the University employee is deputed, whereby the pay of the employee, contribution to his leave salary and contribution to the University Provident Fund, are in the interest of the depute, borne by that authority for the period of deputation.

Creation &
abolition of
post. Approved
Vide No. 650.
Edn. dt. 30.7.65.

87. Proposal for the creation and abolition of a teaching post or posts shall be made by the Head of the Department concerned to the Faculty

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showing the work load of all the teachers of the Department. Faculty concerned with scrutinise the proposal, and if satisfied may forward the proposal with comments to the Academic Council for recommendation. Such post may be created or abolished by the Syndicate on the recommendation of the Academic Council.

Proposal for creation or abolition of administrative posts will be made by the Head of the Office concerned to the Vice-Chancellor, who, if satisfied, shall place it before the Syndicate for approval.

The Vice-Chancellor may bring proposal directly for abolition of any teaching post before the Academic council and of any administrative post before the Syndicate.

সাবাটিক্যাল ছুটি
পিছন মওনালয়ের
৭-১২-২৪ তারিখের
শাখা-১২/১১৩০ নং
আবক পত্র।

১। এই বিশ্ববিদ্যালয়ের আরও নিজ গবেষণা কার্যের সম্প্রসারণ, উন্নতিসাধন বা সমাপ্তি অথবা বিজ্ঞান, প্রকৌশল, প্রযুক্তি বা অন্য সংশ্লিষ্ট পেশাগত বিষয়ে পুস্তক রচনার উদ্দেশ্যে এই বিশ্ববিদ্যালয়ের শিক্ষক-গণকে সাবাটিক্যাল (সপ্তম বাৎসরিক) ছুটি দেয়া যেতে পারে। এই ছুটি অন্য বিশ্ববিদ্যালয়ে গবেষণা কেন্দ্র বা অন্যান্য সংশ্লিষ্ট সংস্থায় কাটানো যেতে পারে।

২। (ক) এই বিশ্ববিদ্যালয়ে একাধিকমে ৬ বৎসর সক্রিয় চাকরীর পর বিশ্ববিদ্যালয়ের শিক্ষক-গণ অনধিক এক বৎসর সাবাটিক্যাল ছুটি পাওয়ার যোগ্য বিবেচিত হতে পারবেন। ডিগ্রী/ডিপ্লোমা বাতিলের জন্য আদেশ/বিস্তারী পূর্বীত কোন ছুটি সক্রিয় চাকরী হিসাবে গণ্য করা হবে না।

(খ) উক্ত ৬ বৎসরের মধ্যে যে গবেষণা করা হয়েছে, তার উপর ভিত্তি করে উক্ত সালের পেশাগত পরিচায়ক গবেষণা প্রবন্ধ প্রকাশে অগ্রাধিকার পাবেন।

৩। সাবাটিক্যাল ছুটি এই বিশ্ববিদ্যালয়ের অন্যান্য প্রকার ছুটি, মধা-স্টাডি, ডেপুটেশন, অসম্পারণ, অর্জিত, চিকিৎসা বা অন্য কোন প্রকার ছুটি এবং/অথবা ভ্যাকেশনে যোগ করা হবে না।

৪। এই ছুটিতে কোন শিক্ষক কোথাও কোন ডিগ্রী বা ডিপ্লোমা বাতিলের জন্য প্রার্থী হতে পারবেন না।

৫। অগ্রহীত সাবাটিক্যাল ছুটি জমা হবে না।

৬। এই ছুটিতে অবস্থানরত শিক্ষকগণ প্রচলিত ভাতা ও পূর্ণ বেতন পাবেন এবং তিনি তাঁর পরিবারের জন্য বিশ্ববিদ্যালয়ের বাসা পূর্বনির্ধারিত ভাড়ার হাথে পারবেন। যারা বিশ্ববিদ্যালয়ের বাসা পাননি কিন্তু বাইরের ভাড়া করা বাসার ভাড়া অথবা পুত্র-কন্যা রেখে যাবেন তাঁদেরকে বিশ্ববিদ্যালয়ের প্রচলিত হারে বাসা ভাড়া দেওয়া যেতে পারে।

৭। সাবাটিক্যাল ছুটিতে বিদেশে অবস্থানরত শিক্ষকগণ এই বিশ্ববিদ্যালয়ের জন্য সাবাটিক্যাল ছুটির খাতে সরকার কর্তৃক মঞ্জুরীকৃত বৈদেশিক মুদ্রা অর্থ হিসেবে থেকে মূল বেতনের অনধিক শতকরা পঞ্চাশ ভাগ পেতে পারেন।

৮। সাবাটিক্যাল ছুটি থেকে সপ্তাবর্ষের তিন মাসের মধ্যেই শিক্ষকগণকে বিভাগীয় প্রশাসনের মাধ্যমে বিশ্ববিদ্যালয়ের কর্তৃপক্ষের নিকট ঐ ছুটিতে নিজ গবেষণা কর্ম সম্বন্ধে প্রচাণের রচনাক্রমে অবস্থান বর্ণনামূলক পুস্তকাকারে বিভাগীয় বিবরণী দিতে হবে।

৯। এই বিশ্ববিদ্যালয়ের সিন্ডিকেট সাবাটিক্যাল ছুটি মজুর সম্পর্কে সকল সিদ্ধান্ত গ্রহণ করবেন এবং প্রয়োজনমত এই ছুটি সম্পর্কিত বিধি-নিয়ম পরিবর্তন, পরিবর্তন বা সংশোধন করেছেন। বিধি-নিয়ম কখনো পরিবর্তিত, পরিবর্তিত বা সংশোধিত হয়ে একজন ছুটি ভোগ্যতম মূল্য বিধি-নিয়ম বাতুল হলে বিবেচিত হবে না।

**ORDINANCES RELATING TO ADMISSION,
EQUIVALENCE OF EXAMINATIONS,
CONDUCT OF EXAMINATIONS ETC.**

FACULTY OF ENGINEERING ;

Departments.

1. The Faculty of Engineering shall be comprised of the following teaching departments :

- (1) Chemical Engineering
- (2) Civil Engineering
- (3) Electrical Engineering
- (4) Mechanical Engineering
- (5) Metallurgical Engineering
- (6) Naval Architecture & Marine Engineering
- (7) Water Resources Engineering
- (8) Chemistry
- (9) Mathematics
- (10) Physics

2. The courses offered shall lead to the Examinations awarding degree of B. Sc. Engineering and higher degrees.

Degrees offered.

3. B. Sc. Engineering Degree shall be offered in the following branches :

- (1) Bachelor of Science in Chemical Engineering abbreviated as B. Sc. Engg. (Chem.)
- (2) Bachelor of Science in Civil Engineering abbreviated as B. Sc. Engg. (Civil)

- (3) Bachelor of Science in Electrical Engineering abbreviated as B. Sc. Engg. (Elect.)
- (4) Bachelor of Science in Metallurgical Engineering abbreviated as B. Sc. Engg. (Met.)
- (5) Bachelor of Science in Mechanical Engineering abbreviated as B. Sc. Engg. (Mech.)
- (6) Bachelor of Science in Naval Architecture and Marine Engineering abbreviated as B. Sc. Engg. (NAME)
- (7) Bachelor of Science in Water Resources Engineering abbreviated as B. Sc. Engg. (WRE)

4. The B. Sc. Engineering courses shall extend over four years, divided for the purpose of academic programme.

5. The Curriculum of the B. Sc. Engg. degree in the different branches, shall be as proposed by the Board of Studies and approved by the Syndicate on the recommendation of the Faculty and the Academic Council

The Boards of Studies shall review from time to time and recommend to the Faculty for change of curriculum and syllabuses, as considered necessary.

6. Academic Council shall frame rules regarding admission into the University on the recommendation of the Admission Committee to be framed by the Academic Council for each academic (session) year.

(1) No students will be admitted in the first year class four weeks after the class starts.

(II) The admission of the newly admitted student/ students in the 1st year class will be cancelled if he/they remains/remain absent for two weeks without permission.

Admission
on transfer.

The B. Sc. Engg. course shall extend over four academic year and students shall give their choice for selection of branch of Engineering at the beginning of the 2nd year class on the dates as announced by the Dean of the Faculty of Engineering.

- (iii) The candidate concerned should apply to the Head of the Department in which he seeks admission and the Head of the Department should give his recommendation to the Equivalence committee, in case both agree for giving admission, the student may be admitted without referring to the Academic Council, but if the Head of the Department and the Equivalence Committee are of different opinion, the matter should be referred to the Academic Council for final decision.

Medical Examination at the time of admission.

7. Every applicant before being admitted to the University shall be examined by the Medical Officer of the University as provided in admission rules.

Registration.

8. Every student admitted into the University shall be required to be registered in the University on payment of the prescribed fees.

Attendance.

9. (i) The students who have attended at least 75% of the total number of periods of Lecture/Lab/Shop/Field work offered during the session in every subject as defined in the curricula shall be admitted to the Part B Examination as regular students.
- (ii) The students whose attendance fall short of 75% but not below 60% in any subject/subjects as mentioned above may be allowed to appear at the Part B Examination as irregular students, and he shall not be eligible for the award of university merit scholarship/

Shortage in attendance shall not be condoned for any reason. Subject mentioned above shall mean a subject of study described in the curricula. The subject may be Theoretical or Sessional with or without any examination in it.

- (iii) A candidate other than a private candidate described in section 20 shall not be allowed to appear at the Part B examination unless he has attended 60% of the total classes held in every subject of the class.

- (iv) Branch change: If a student is admitted in a different department on transfer from other his regularity or irregularity will be determined on the percentage of attendance in the classes he is admitted on such transfer.

Striking off &
removal of name
from the rolls.

10. The names of the students shall be struck off and removed from the rolls on the following grounds;

- (i) Non-payment of University fees and Hall dues within the prescribed period. The names shall be struck off or remove immediately after the expiry of the last date prescribed for payment of fees and dues.
- (ii) Failing to get himself promoted to the next higher class.
- (iii) Forced to discontinue his studies under disciplinary rules.
- (iv) Withdrawal of name from the rolls of the University by written application and on the grounds acceptable to the Dean after having cleared all University fees, Hall and other dues to the University. The period of withdrawal shall not be less than the remaining period of the current Academic Session.

Readmission.

11. (i) Every student whose name has been struck off the rolls by exercise of sub-section (ii), (iii) and (iv) of Section 10 seeking readmission shall submit an application in the prescribed form within 15 days of the commencement of the session to which he seeks readmission along with the original marks-sheet of the previous examination and No Dues Certificate from the Accounts Section, Library and provost of the Hall concerned to the D. S. W. who shall forward the application along with a report on the conduct and character of the student of the Chairman of the Readmission Committee which shall be constituted by the Academic Council for each session, for necessary action. In case the applicant is allowed by the Readmission Committee to take readmission, he will be required to pay within one week of the receipt of the permission from the Re-admission Committee, the Readmission fees and all other fees and he shall be readmitted on payment of all the dues. An information to this effect shall be sent by the Registrar to the Head of the Deptt, and the D.S.W.
- (ii) In case a student, whose name has been struck off the rolls by the sub-section (i) of Section 10, seeks readmission within the session in which his name was struck off he shall be readmitted on payment of all the arrear fees and dues. But if he seeks readmission not within the session in which his name was struck off, the procedure for his readmission will be same under (i) of the Section.
- (iii) The application of a student for readmission will only be considered if he applies within two years from the date he discontinues his studies in this University.
The maximum period of discontinuance will under no circumstances exceed two years till the degree is received.

- (iv) Students will not be readmitted if he fails to get promoted to the next higher class starting for a maximum period of three years in a particular class.

This rule will be applicable to the students who has been admitted in this University in the Academic Session 1975-76 and afterwards.

- (v) In case the Readmission Committee rejects any application for readmission, the applicant may appeal to the Academic Council of this University for reconsideration. The Academic Council may allow/reject such appeal on its merit.

Equivalence of examination.

12. Equivalence of examination conducted by other Universities and institutions shall be decided by the Academic Council for the purpose of :

- (a) admission.
- (b) prosecution of higher studies and training and
- (c) employment of the University.

System & conduct of examination.

- 13.(a) The B. Sc. Engineering Degree course shall be divided for the purpose of the University examination and promotion as follows :

1st year, 2nd year, 3rd year and the 4th year; and each year will extend over one academic session. For the purpose of examination a course will be divided into two approximately equal parts, Part A and Part B. These divisions will be approved by the Academic Council and will not normally change from session to session. Part A and Part B Examination shall be held in the theory subjects.

Part A examination.

- (b) (i) Examination on the material of Part A will be held in the session and will carry 40% of the total marks allotted for the courses/- subjects.

**Part B
examination.**

- (ii) Examination on the materials of Part B only will be held at the end of the session and will carry 40% of the total marks allotted for the courses/subjects.

Class Test.

- (c) There shall be continuous assessment of performance of students theory class tests in all theory courses and 20% of total marks of that course (10% of total marks in each of part A and part B) shall be allotted for these class tests. In each part of the session, the teacher (s) concerned shall take at least two, but not more than three class tests and shall prepare marksheet which he shall submit separately at the end of each part of the session.

**Minimum pass
marks/qualifying
marks.**

- (d) In order to pass an examination, a candidate shall be required to obtain not less than 40% of the total number of marks in each of the theory, sessional/practical subjects described in the curricula. A subject of an examination may be divided into one or more papers of the examination as described in the curricula and passing in a subject will mean, getting the prescribed percentage of marks in the aggregate of the total marks of all the papers of the subject. Also where a paper of examination is taken on more than one distinctly different subjects mentioned in the curricula, the paper shall be divided into requisite number of parts and it shall be obligatory to pass of the parts separately.
- (e) A preparatory leave of two to three weeks will be allowed before Part A and Part B examinations.
- (f) Marks obtained in the Part A examination, Part B examination and the Class Tests will be added to calculate the total marks obtained by a student in that subject. This total will decide

whether the student has passed or not in the subject. Absence in any paper will be considered equivalent to securing zero in that papers

- (g) A student will be promoted to the next higher class when he passes in all the subjects.
- (h) A mid-session grade will be awarded for sessional/lab courses to enable a student to know his position in the subject (Lab. reports should preferably be submitted on the day of the experiment is performed).
- (i) A candidate shall be admitted to Part B examination unless he has been debarred from appearing at such an examination and provide that he has paid all the dues of the University.
- (j) Examination fees paid in respect of any examination by a student who subsequently leave the University before taking that examination be refunded to the student and that in similar cases such fees as have not already been paid by the student need not be realised from him.

**Distribution
of marks.**

14. Distribution of marks of different courses will be as follows :

	1st year	2nd year	3rd year	4th year	
1 period per week	50	100	100	100	Theory subjects
2 " " "	150	150	200	200	
3 " " "	200	250	300	300	
4 " " "	300	300	400	400	

For sessional/practical for all years for a course of 3 hours per week marks will be 100. And a course of 3 hours per alternate week, marks will be 50.

Eligibility of
Examinees,

15. A candidate may not be admitted to any University examination unless :

- (a) submitted an application for appearing in the examination in the prescribed form to the Controller of Examinations.
- (b) Paid the prescribed examination fees, and all outstanding University and Hall dues.

Special
permission.

16. (a) On special circumstances the Vice-Chancellor on the recommendation from the Provost concerned may permit a student to appear at the examination who could otherwise be debarred under clause 15(b) but his result shall be published after all University and Hall dues have been paid.

Time of
examination.

17. The dates of various examinations shall be announced by the Dean at the beginning of each session. Dates of examinations shall not be changed except by a specific decision of the Academic Council on the recommendation of the faculty concerned. The dates of postponed examinations shall be announced by the Controller of examinations not less than one week before the date of commencement of the examination.

Referred
examination.

18 (a) A student who fails in not more than two theory subjects, provided that he has already obtained at least 40% marks in aggregate (i. e. total of all theory and sessional courses for that year), will be allowed to sit for examination called "Referred Examination" to clear those subjects to be held normally in the 2nd week from the beginning of classes of the next academic session. A student taking a referred examination will be provisionally allowed to attend classes of the next higher class until the result of "Referred Examination" is published. A student who will pass in the subject/subjects he has been

referred shall be declared to have passed in the relevant examination. The marks obtained by a candidate in the "Referred Examination" will not be considered for determination of the class or division. The marks obtained by the candidate in the regular examination only will be considered for determination of the class/or division. A student who will not be able to obtain pass marks in any of the referred subjects shall be deemed to have failed in "Referred Examination", and shall be required to repeat, all the courses of the previous academic year.

(b) Where a candidate takes referred examination and fails to pass in that examination will be declared failed.

(i) Such a candidate may get himself readmitted in the same class in the next academic session within 15 days of the publication of the results of the referred examination or he may get himself readmitted in the same class in a later session (subject to clause ii, iii of section II) within 15 days from the beginning of that session.

(ii) He may appear as private candidate provided he has passed in all sessional subjects.

Merit list
(Exam. result)

19. Merit position of students will be determined among the students who passed in all subjects in regular examinations.

(a) Class of a student shall be decided on the marks he obtained in the regular examinations and class tests.

(b) The classes will be determined on the basis of the aggregate of marks obtained by a candidate in all theory/sessional examination of the four year courses.

Private
candidate.

Examination.

(c) A candidate securing 75% or above in the aggregate of marks in all the papers for all the four years classes shall be placed in the First Class with Honours. If the aggregate is below 75% but 60% or higher he/she shall be declared to have obtained First Class. If the aggregate is below 60% but 50% or higher, he/she shall be declared to have obtained Second Class (Upper). Other successful candidates shall be placed in the Second Class.

20. (a) A student who fails in the examination as per rule 18 (b) (ii) above and who has passed in all sessional/practical subjects, may, appear in the examination in which he failed when it is next or subsequently held as private student on payment of examination fees. He shall be required to pass in all theory subjects for promotion to next higher class. Marks obtained by him in the sessional/practical subjects in which he has already passed in the earlier session shall be counted deciding the result of his examination.

(b) A private candidate who passed in all subjects must get himself readmitted in the next higher Class within two weeks from the beginning of the session.

21. If a student fails to get himself promoted to the next higher class, he may seek readmission in the class in which he failed. He may, however, be exempted from attending the sessional/practical courses in which he has already passed and theory course/courses, in which he secured 60% or more marks. The Head of the Department concerned may, however, disallow such exemption if he considers that repetition of the course in which he would be normally exempted according to this rule will be of benefit to the student.

FACULTY OF ARCHITECTURE & PLANNING

Departments.

1. The Faculty of Architecture and Planning shall be comprised of the following Department :
 - (a) Architecture,
 - (b) Urban & Regional Planning,
 - (c) Humanities.
2. (i) Bachelor of Architecture, abbreviated B. Arch.
 (ii) Master of Architecture, abbreviated M. Arch.
 (iii) Master of Urban & Regional Planning abbreviated as M. U. R. P.

Ordinance for B. Arch. Degree Programme

Admission.

3. (a) On the recommendation of the Admission Committee, which will be formed every year by the Academic Council, rules for admission into the University shall be framed by the Academic Council.
- (b) No students will be admitted in the first year class two weeks after the class starts.

Medical
examination at
the time of
admission.

4. Every applicant before being admitted to the University shall be examined by the medical Officer of the University as provided in the admission rules.

Registration.

5. Every student admitted into the University shall be required to be registered in the University payment of the prescribed fees.

Curriculum.

6. (i) B. Arch.; The B. Arch. course shall extend over five years, divided for the purpose of Academic Programme and examinations into ten parts.
- (ii) The detailed curriculum shall be proposed by the Board of Studies and approved by the Syndicate on the recommendations of the Faculty, and the academic Council. The Board of Studies shall review in time to time and recommend to the Faculty for change of curriculum and syllabi, as considered necessary.

Attendance.

7. (i) A candidate must have attended at least 75% of the total lectures delivered during the year and the practical/sessional/studies (hereinafter referred to as sessional) classes held in every subject of the class in order to be eligible for appearing at the Part B examination as a regular student. The term 'Subject' occurring anywhere in the Academic Regulations means the subject/subjects of study described in the curriculum.
- (ii) Any student whose attendance falls short of 75% but not below 60% in any subject/subjects may be allowed to appear at the Part B examination of the year as an irregular student and shall not be eligible for the award of any University Merit Scholarship.
- (iii) A candidate (including all readmitted candidates all repeaters) shall not be allowed to appear at the part B examination unless he has attended at least 60% of the total classes held in every subject of the class.

Striking off & removal of names from the rolls.

8. The names of the students shall be struck off and removed from the rolls on the following grounds:
- (i) Non-payment of University fees and Hall dues within the prescribed period. The names shall be struck off or removed immediately after the expiry of the last date prescribed for payment of fees and dues.

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- (ii) Failing to get himself promoted to the next higher class.
- (iii) Forced to discontinue his studies under disciplinary rules.
- (iv) Withdrawal of name from the rolls of the University by written application and on the grounds acceptable to the Dean after having cleared all University fees Hall and other dues to the University. The period of withdrawal shall not be less than the remaining period of the current academic session.

Readmission.

9. (i) Every student whose name has been struck off the rolls by exercise of sub-section (ii), (iii) and (iv) of Section 8 seeking readmission shall submit an application in the prescribed form within fifteen days of the commencement of the session to which he seeks readmission along with the original marksheet of the previous examination and 'No dues Certificate' from the Accounts Section, Library and Provost of the Hall concerned to the D. S. W. who shall forward the application along with a report on the conduct and character of the student to the Chairman of the Readmission Committee which shall be constituted by the Academic Council for each session, for necessary action. In case, the applicant is allowed by the Readmission Committee to take readmission, he will be required to pay within one week of the receipt of the permission from the Readmission Committee, the Readmission fees and all other fees and he shall be readmitted on payment of all the dues. An information to this effect shall be sent by the Registrar to the Head of the Department and the D. S. W.

(ii) In case a student, whose name has been struck off the rolls by exercise of the sub-section (i) of Section 8, seeks readmission within the session in which his name was struck off he shall be readmitted on payment of all the arrear fees and dues. But if he seeks readmission not within the session in which his name was struck off, the procedure for his readmission will be the same as under sub-section (i) of this Section.

(iii) The application of a student for readmission will only be considered if he applies within two years from the date he discontinues his studies in this University. The maximum period of discontinuance will, under no circumstances, exceed two years till the degree is received.

(iv) Students will not be readmitted if he fails to get promoted to the next higher class starting for a maximum period of three years in a particular class.

This rule will be applicable to the students who has been admitted in this university in Academic session 1975—76 and afterwards.

(v) In case the Readmission Committee reject any application for readmission, the applicant may appeal to the Academic Council of this University for reconsideration. The Academic Council may allow/reject such appeal on its merit.

Equivalence of examination.

10. Equivalence of examination conducted by other Universities and institutions shall be decided by the Academic Council for the purpose of: (a) Admission, (b) Prosecution of Higher Studies and Training and (c) Employment of the University.

System & conduct of examination

11. (a) The Bachelor of Architecture degree course shall be divided for the purpose of the University examination and promotion as follows: 1st year, 2nd year, 3rd year, 4th year and 5th year, and each year will extend over one Academic Session. For the purpose of examination a course will be divided into two approximately equal parts, i. e. Part A and Part B examinations shall be held in the theory subjects.

Part A examination.

(b) Examination on the material of Part A will be held in the middle of the session and will carry 40% of the total marks allotted for the courses/subjects.

Part B Examination.

(c) Examination on the materials of Part B only will be held at the end of the session and will carry the remaining 40% of the total marks allotted for the course/subjects

Class Test.

(d) There shall be continuous assessment of performance of students through class tests in all theory courses and 20% of total of that course (10% of total marks in each of part A and B) shall be allotted for these class tests. In each part of the sessions, the teacher concerned shall take at least two but not more than three class and shall prepare marksheet which he shall submit separately at the end of each part of the session.

(e) In sessional/practical/studios subjects marks shall be determined on the basis of the sessional/practical/studio work done by the students during the year and two assessment will be done, one about the middle of the year and another at the end of the year each counting for 50% of the total marks in the subject. The aggregate of marks obtained by a student in this two assessment

Minimum pass
marks/qualify-
ing marks.

of the year will be considered for the purpose of promotion to the next higher class.

- (f) A student must secure at least 40% of the total marks in each subject of a year for being promoted to the next higher class. Marks obtained in the Part-A examination, Part-B examination and the Class Test will be added to calculate the total marks obtained by a student in that subject.
- (g) A preparatory leave of two to three weeks will be allowed before Part A and Part B Examination.
- (h) A student will be promoted to the next higher class when he thus passes in all the subjects.
- (i) A mid-session grade will be awarded for sessional/practical/studio courses to enable a student to know his position in the subject.
- (j) A candidate shall be admitted to Part B Examination unless he has been debarred from appearing at such an examination and provided that he has paid all the dues to the University.
- (k) A candidate who fails to pass or to present himself at the examination shall not be entitled to get a refund of the examination fees.

eligibility of
candidates.

12. A candidate may not be admitted to any University examination unless :

- (a) submitted an application for appearing at the examination in the prescribed form to the controller of examinations.

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Special
Permission.

- (b) paid the prescribed examination fees, and all outstanding University and Hall dues.

Date of
examination.

- 13. In special circumstances the Vice-Chancellor on the recommendation from the provost concerned may permit a student to appear at the examination who could otherwise be debarred under clause 12(b) but his result shall be published after all University and Hall dues have been paid.
- 14. The dates of various examinations shall be announced by the Dean of the Faculty at the beginning of each session. Dates of examinations shall not be changed except by a specific order of the Vice-Chancellor. The dates of postponed examinations shall be announced by the Controller of Examinations not less than one week before the date of commencement of the examination.

Referred
examination.

- 15. (A) A student who fails in not more than two theory subjects provided that he has already obtained at least 40% marks in aggregate i.e. total of theory and sessional courses for that year will be allowed to sit for an examination called "Referred Examination" to clear those subjects to be held normally in the 2nd week from the beginning of classes of the next academic session. A student taking a referred examination will be provisionally allowed to attend classes of the next higher class until the result of "Referred Examination" is published. A student who will pass in the subject/subjects he has been referred shall be declared to have passed in the relevant examination. The marks obtained by a candidate in the "Referred Examination" will not be considered for determination of the class or division. The marks obtained by the candidate in the regular examination only will be

considered for determination of the class or division. A student who will not be able to obtain pass marks in any of the referred subjects shall be deemed to have failed in "Referred Examination" and shall be required to report, all the courses of the Previous academic year.

(b) When a candidate takes referred examination but failed to pass in that examination will be declared failed.

(i) Such a candidate may get himself readmitted in the same class in the next academic session within 15 days of the publication of the results of the referred examination or he may get himself readmitted in the same class in a later session (subject to Clauses ii and iii of 11) within 15 days from the beginning of that session.

(ii) He may appear as private candidate provided he has passed in all sessional subjects.

Award of degree/Merit list.

16. (a) Merit positions of students will be determined from among the students who passed in all the courses in regular examinations (Part A & Part B) and class tests.

(b) For the award of the degree of Bachelor of architecture, a candidate shall be required to pass all the examinations every year successively numbered on through five, including an acceptable thesis at the end of the fifth year.

(c) The Classes/Division will be determined on the basis of the aggregate of marks obtained by a candidate in all theory/sessional examinations of the five years course.

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(d) A candidate securing 75% or above in the aggregate of marks in all the papers for all the four years classes shall be placed in the First Class with Honours. If the aggregate is below 75% but 60% or high he/she shall be declared to have obtained First Class. If the aggregate is below 60% but 50% or higher, he/she shall be declared to have obtained Second Class (Upper). Other successful candidates shall be placed in the Second Class.

Exemption.

17. A student who fails to get himself promoted to the next higher class, unless he is debarred permanently from prosecution of his studies at the University, shall have to get himself readmitted as provided in section 9. He may be exempted from attending the sessional subject/subjects in which he has already passed, and theory subjects in which he secured 60% of the total marks or above. The students desirous of having an exemption should make an application to that effect to the Head of the Department concerned. The Head of the Department, may, however, disallow such exemption if he considers that repetition of the subject/subjects in which he may be exempted, either theory or sessional under the above rules, will be beneficial to the student. The marks of the exempted subject/subjects and once he repeats will be considered together to determine his result for the purpose of promotion to the next higher class but the marks will not be considered for the award of any scholarship that may be based on the result of that academic year only.

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ORDINANCE FOR MASTER'S DEGREE PROGRAMME
(M. Sc. Engg./M. Engg./M. Arch./M. URP)

**Degree
Offered,**

1. The post graduate degrees to be offered under this ordinance are as follows :

- 1.1. Master of Science in Engineering in
 Chemical Engineering abbreviated as M. Sc. Engg. (Chem)
 Civil Engineering abbreviated as M. Sc. Engg. (Civil)
 Electrical & Electronic Engineering abbreviated as M. Sc. Engg. (EE)
 Industrial & Production Engineering abbreviated as M. Sc. Engg. (IP)
 Mechanical Engineering abbreviated as M. Sc. Engg. (Mech)
 Metallurgical Engineering abbreviated as M. Sc. Engg. (Met)
 Water Resources Engineering abbreviated as M. Sc. Engg. (WR)
- 1.2. Master of Engineering in
 Chemical Engineering abbreviated as M. Engg. (Chem)
 Civil Engineering abbreviated as M. Engg. (Civil)
 Electrical & Electronic Engineering abbreviated as M. Engg. (EE)
 Industrial & Production Engineering abbreviated as M. Engg. (IP)
 Mechanical Engineering abbreviated as M. Engg. (Mech)
 Metallurgical Engineering abbreviated as M. Engg. (Met)
 Water Resources Engineering abbreviated as M. Engg. (WR)

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Admission.

- 1.3. Master of Architecture abbreviated as M. Arch.
 - 1.4. Master of Urban & Regional Planning abbreviated as M. URP
 - 2.1. For admission to the courses leading to the award of the degree of M. Sc. Engg./M. Engg. in any branch, a candidate must have obtained with good academic record a B. Sc. Engg. degree in the relevant branch or an equivalent degree from any recognised institution.
 - 2.2. For admission to the course leading to the award of the degree of M. Arch., a candidate must have obtained with good academic record a B. Arch. or its equivalent degree from any recognised institution with good academic record.
 - 2.3. For admission to the course leading to the degree of M. URP, a candidate must have either Bachelor's degree with good academic record in Planning/Architecture/Engineering/Agricultural Economics or its equivalent.
- OR
- Master's degree with good academic record in Sociology/Social Welfare/Social Work Geography/Economics or its equivalent from any recognised institution.
- 2.4. Applications for admission to the above courses shall be invited through regular means of advertisement and shall be received by the Registrar.
 - 2.5. On the recommendation of the appropriate Board of Post Graduate Studies (BPGS), the rules for admission into the University for post graduate studies shall be framed from time to time by the Academic Council.

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- 2.6. Before being finally selected for admission a candidate may be required to appear at an interview by a Selection Committee as constituted by the BPGS. He will be required to take pre-requisite courses as may be prescribed by the Committee.
- 2.7. Every selected candidate, unless he has already been registered, shall get himself registered with the University.
- 2.8. After admission each candidate (student) shall be assigned, by the appropriate BPGS, an adviser from among the teachers of the relevant department not below the rank of an Assistant professor. In advance of each enrolment and course registration for any semester, the adviser/Supervisor (as appointed by Art. 7.1 & 8.1 of this Ordinance) shall check and approve his students' schedule for subjects, prerequisites as recommended by the Selection Committee and total hours. The student is expected to consult his adviser on all academic problems but, it is the responsibility of the individual student to see that his schedule conforms to the academic regulations.
- 2.9. Every registered candidate shall get himself enrolled on payment of prescribed fees and other dues as per Appendix 1 before the commencement of each semester. Course registration must be completed within two weeks from the start of the semester otherwise the student shall be allowed to continue the course in the semester.
- 3.1. The minimum duration of the M. Sc. Engg./M. Engg. and M. Arch. course shall normally be three semesters and that for M. URP shall be four semesters. A candidate for the Master's

degree must complete all requirements the degree within five calendar years from date of his first admission.

- 3.2. Academic progress shall be measured in terms of credit hours earned by a student. A credit hour subject shall normally require one hour of class attendance per week for semester; while one credit hour for thesis/project/laboratory should normally require 16 hours of work per week for one semester. The number of credit hours for each subject shall be as specified in the syllabus of the respective department.
- 3.3.1. For the degree of M. Sc. Engg. a student must earn a minimum of 36 credit hours including a thesis for which 18 credit hours shall be assigned.
- 3.3.2. For the degree of M. Engg. a student must earn a minimum of 36 credit hours including a project for which 6 credit hours shall be assigned.
- 3.3.3. For the degree of M. Arch. a student must earn a minimum of 36 credit hours including thesis for which 18 credit hours shall be assigned.
- 3.3.4. For the degree of M. URP a student must earn a minimum of 48 credit hours including thesis for which 18 credit hours shall be assigned.
- 3.4. There shall be two categories of students namely, full time students and part time students.
- 3.4.1. Students, serving in different organisations may be admitted as part time students with written consent of the employer. A part time student may be assigned a maximum of 12 credit hours of course work in any semester.

3.4.2. Full time students must register for a minimum of 12 credit hours and a maximum of 15 credit hours per semester. A full time student shall not be allowed to be in the employment of any organization (even as part time employee). However, they may be employed as teaching/research assistant at the University.

3.5. The subjects of study in the different departments shall be as recommended by the respective BPGS and approved by the Committee of advanced Studies and Research (CASR) and the Academic Council. The BPGS may review the curriculum from time to time and recommend any changes as may be considered necessary.

3.6. The subjects that shall be offered in any semester shall be as determined by the relevant department.

ing system. 4. Final grades for courses shall be recorded as follows :

Grade	Merit description	Grade points
A ⁺	Excellent	4.0
A	Very good	3.5
B ⁺	Good	3.0
B	Average	2.5
C	Pass	2.0
* F	Failure	—
** I	Incomplete	—

* Subjects in which the student gets F grades shall not be counted towards credit hour requirements and for the calculation of Grade point Average (GPA).

** Given only when a student is unable to complete the course because of circumstances beyond his control. It must be made

up by the close of next two semesters or the incomplete grade becomes a failure. He may, however, be allowed to register without further payment of tuition fees for that course.

S— or U—

Satisfactory or Unsatisfactory. Used only as final grades for thesis/project and non-credit courses. Grade for thesis/projects "In Progress" shall be so recorded. If, however, thesis is discontinued, "Incomplete" grade shall be recorded.

W—

Officially withdrawn from a course. A student must withdraw officially from a course within two working weeks of the commencement of the semester or else his grade in that course shall be recorded as failure unless he is eligible to get a grade of I (incomplete). A student may be permitted to withdraw and change his course within the specified period with the approval of his adviser, Head of the department and the respective teacher (s) concerned.

Numerical marking may be made in answer scripts, tests etc. but all final gradings to be reported to the Controller of Examinations shall be in the letter grade system as detailed below :

90% and above	: A
80% to below 90%	: A
70% to below 80%	: B
60% to below 70%	: B
50% to below 60%	: C
below 50%	: F

Conduct of Examination.

5.1. In addition to tests, assignments and/or examinations during the semester as may be given by the teacher (s) concerned, there

shall be a written examination and/or other tests for each of the subjects offered in a semester at the end of that semester, the dates of which shall be announced by the Dean of the respective Faculties at least two weeks before the commencement of the examination. The final grade in a subject shall be based on the performance in all tests, assignments and/or examinations.

5.2. The Controller of Examinations shall keep upto-date record of all the grades obtained by a student in individual Academic Record Card. Grades shall be announced by the Controller of Examinations at the end of each semester. In addition each student is entitled to one official transcript of the University record without any fee at the completion of his academic programme from the office of the controller of Examinations on production of statement of clearance from all departments/offices.

5.3. The BPGS of the department shall recommend the names of the paper setters and examiners for the semester examinations at least two weeks before the date of commencement of the examination to the Vice-Chancellor for approval.

Qualifying Requirements.

6.1. The qualifying requirement for graduation is that a student must earn a minimum grade point of 2.65 based on the weighted average in his course work.

6.2. The C grades upto a maximum of two subjects may be ignored for calculation of grade point average (GPA) at the written request of the student, provided the student has completed the total course credit hour requirement with

a minimum weighted GPA of 2.65 in the remaining subjects. No subject shall be repeated unless it is a compulsory requirement for the degree as determined by the BPGS. Performance in all the subjects shall be reflected in the transcript.

6.3. If the cumulative number of F grades obtained by the student is three or more shall not be allowed to continue in the programme.

6.4. If at the end of the second or any subsequent semester, the cumulative GPA falls below 2.5 (including C grades) he shall not be allowed to continue in the programme.

6.5. In addition to successful completion of course works every student shall submit a thesis on his research work or report on his project work, fulfilling the requirements as detailed below.

Thesis.

7.1. Research work for a thesis shall be carried out under the supervision of a full-time member of the staff belonging to the relevant department. A Cosupervisor from within or outside the department may be appointed, if necessary. The title of thesis and the supervisor and Cosupervisor (if any) shall be approved by the CASR before the end of the second semester of studies of the student concerned on the recommendation of the Head of the department.

7.2. The Research work must be carried out in this University or at a place(s) approved by the supervisor in consultation with the BPGS.

7.3. Every student shall submit to the Head of the department, through his supervisor required number of type written copies of his thesis in

the approved format on or before a date to be fixed by the Head of the department in consultation with the supervisor concerned.

The student shall carry that the research work was done by him and that work has not been submitted elsewhere for any other purpose (except for publication).

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

The Head of the department, in consultation with the supervisor shall suggest to the Vice-Chancellor through CASR a panel of examiners for thesis and oral examination. The Examination Committee shall be constituted as follows :

- | | |
|---|----------|
| i. Supervisor | Chairman |
| ii. Cosupervisor (if any) | Member |
| iii. Head of the Department | Member |
| iv. One external member outside the student's relevant department | Member |
| v. One or two members from within the department | Member |

If any examiner is unable to accept the appointment or has to relinquish his appointment before /during the examinations, the Vice-Chancellor shall appoint another examiner in his place, without further reference to the BPGS or the CASR.

Every student submitting a thesis in partial fulfilment of the requirements of a degree, shall be required to appear at an oral examination, on a date or dates fixed by the Head of the department and must satisfy the examiners

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that he is capable of intelligently applying the results of this research to the solution of problems, of undertaking independent work, and also afford evidence of satisfactory knowledge related to the theory and technique used in his research work.

Project.

8.1. Project work shall be carried out under the supervision of a full-time member of the staff belonging to the relevant department. The title of the project and the supervisor shall be recommended by the BPGS for approval of the Vice-Chancellor. This Approval will be reported to the CASR.

8.2. The project work must be carried out in this University or at a place approved by the supervisor in consultation with the Head of the department.

8.3. Every student shall submit to the Head of the department, through his supervisor required number of type written copies of his report in the approved format on or before a date to be fixed by the Head of the department in consultation with the supervisor concerned.

8.4. The student shall certify that the project work was done by him and that this work has not been submitted elsewhere for any other purpose (except for publication).

8.5. The BPGS shall approve the names of examiners for the project work. The Examination Committee shall be constituted as follows :

- | | |
|---|----------|
| i. Supervisor | Chairman |
| ii. One or two members from within or outside the department, | Member |

8.6. Every student submitting a project report in partial fulfilment of the requirement of a degree

shall be required to appear at an oral examination, on a date or dates fixed by the Head of the department and must satisfy the examiners that he has gained satisfactory knowledge related to the project work.

Striking off and removal of names from the rolls.

9. The name of the student shall be struck off and removed from the rolls of the University on the following grounds :

9.1. Non-payment of dues within prescribed period, post graduate students residing in the halls of residence shall be subject to the same condition as followed in the Ordinance regarding Board of Residence and Discipline.

9.2. Failing to proceed with the programme by the exercise of Articles 3.1 and/or 6.3 or 6.4 of this Ordinance.

9.3. Failing to make satisfactory progress as reported by the adviser/supervisor through the BPGS and approved by CASR.

9.4. Forced to discontinue his studies under disciplinary rules.

9.5. Withdrawn officially from all the course including thesis/project.

Academic Fees. 10. Academic fees shall be as per Appendix-I

Refund of Fees. 11. A student withdrawing officially from all courses including project/thesis as per Art. 9.5 is entitled to get a refund of 50% of the course registration fees provided he withdraws in writing through the respective Head of the department before the expiry of two working weeks from the commencement of the classes; and in that case his grade in the courses registered shall be recorded as "W". If withdrawal is made after the expiry of two weeks from the commencement of classes no refund

recorded as failure unless he is eligible to get a grade of "Incomplete" as per Art. 4. Thesis /project registration fees in any case are not refundable.

APPENDIX 1

Academic Fees

University Registration Fee	Taka 10.00
Admission/Enrolment Fee	Taka 50.00
Course Registration Fee	Taka 20.00 per credit hour with a maximum of Taka 200.00 per Semester, Payable in 2 instalments.
Thesis Project Registration Fee	Taka 100.00 (on 1st thesis/Project registration)
Fees for each additional copy of Transcript	Taka 25.00
Medical Fees	Taka 5.00 per semester
Caution Money at first enrolment	Taka 200.00*
Library caution Money	Taka 500.00*

*Caution Money may be refunded if the student withdraws officially from all the courses including thesis/project or at the end of his academic programme and the amount will be determined from the statement of clearance from all Departments/Offices.

ORDINANCE FOR M. PHIL. DEGREE PROGRAMME

1. The post Graduate degree to be offered under this Ordinance are as follows :
- 1.1. Master of Philosophy in Chemistry, Physics, and Mathematics abbreviated as M. Phil.
- 2.1. For admission to the Course leading to the award of M. Phil. in Applied Mathematics, candidate must have obtained Master degree in Mathematics or Applied Mathematics. Candidate with Master's degree in Physics or B.Sc. Engineering degree are also eligible provided he completes some prerequisite courses in Mathematics as determined by a Selection Committee as constituted by Art. 2.6 of this Ordinance. The minimum qualification for admission is that a candidate must have at least Second Class in both M.Sc./M.A. and B.Sc. (Hons) B.A (Hons.) in Mathematics with good academic record. Candidates with M.Sc. in physics must have at least a Second Class in both Honours and Masters (Candidates not having an Honours degree should have a first class in M.Sc.) with good academic record and provided that the candidate has completed the prerequisites as mentioned above.
- 2.2. For admission to the course leading to the award of M. Phil. in Chemistry a candidate must have obtained M. Sc. in Chemistry (Organic, Physical, Inorganic) or Applied Chemistry with a Second Class in both B. Sc. Hons. and in M. Sc. level (Candidates not having an

(Hons.) degree should have a First Class in M. Sc.) with good academic record OR B. Sc. Engg. in Chemical Engineering with good academic record.

- 2.3. For admission to the course leading to the award of M. Phil. in physics a candidate must have an M.Sc. degree in physics or applied physics with at least a Second Class in both B.Sc. Hons. and M.Sc. level (Candidates not having an honours degree should have a First Class in M.Sc.) with good academic record OR B.Sc. Engg. in Electrical & Electronic Engg. or B.Sc. Engg. in Metallurgical Engg. with good academic record.
- 2.4. Applications for admission to the above courses shall be invited through regular means of advertisement and shall be received by the Registrar.
- 2.5. On the recommendation of the appropriate Board of Post Graduate Studies (BPGS) the rules for admission into the University for Post Graduate studies shall be framed from time to time by the Academic Council.
- 2.6. Before being finally selected for admission a candidate may be required to appear at an interview by a Selection Committee as constituted by the BPGS. He shall be required to pass the prerequisite non-credit courses as may be prescribed by the Committee.
- 2.7. Every selected candidate Unless he has already been registered, shall get himself registered with this University.
- 2.8. After admission each candidate (student) shall be assigned, by the appropriate BPGS, an

Adviser from among the teachers of the relevant department not below the rank of an Assistant professor. In advance of each enrolment and course registration for any semester the adviser/supervisor (as appointed by Art. 7.1, of this Ordinance) shall check and approve his students' schedule for subjects, prerequisites as recommended by the selection committee and total hours. The student is expected to consult his adviser on all academic problems but, it is the responsibility of the individual student to see that his schedule conforms to academic regulations.

- 2.9. Every registered student shall get himself enrolled on payment of prescribed fees and other dues as per Appendix I of Masters Degree Ordinance of the University before the commencement of each semester. Course registration must be completed within two weeks from the start of the semester otherwise the student shall not be allowed to continue the course in the semester.

- 3.1. The minimum duration of the M. Phil. courses shall normally be four semesters. A candidate for the M. Phil. degree must complete all requirements for the degree within five Calendar years from the date of his first admission.

- 3.2. Academic progress shall be measured in terms of credit hours earned by a student. One credit hour subject shall normally require one hour of class attendance per week for one semester; while one credit hour for thesis/ laboratory work should normally require three hours of work per week for one semester. The number of credit hours for each subject shall be as specified in the syllabus of the respective department.

- 3.3.1. For the degree of M. Phil. in Physics or Chemistry a student must earn a minimum of 48 credit hours including a thesis for which 30 credit hours shall be assigned.

- 3.3.2. For the degree of M. Phil. in Mathematics student must earn a minimum of 48 credit hours including a thesis for which 24 credit hours shall be assigned.

- 3.4. There shall be two categories of student: namely, full-time students and part-time students.

- 3.4.1. Students, serving in different organisation may be admitted as part-time students with written consent of the employer. A part-time student may be assigned a maximum of 9 credit hours of course work (10 Cr. hrs. for Physics) in any semester.

- 3.4.2. Full-time students must register for a minimum of 12 credit hours and a maximum of 18 credit hours per semester.

A full-time student shall not be allowed to be in the employment of any organisation (even as a part-time employee). However, they may be employed as teaching/research assistant at the University.

- 3.5. The subjects of study in the different departments shall be as recommended by the respective BPGS and approved by Committee Advanced Studies and Research (CASR) at the Academic Council. The BPGS may revise the curriculum from time to time and recommend any changes as may be considered necessary.

- 3.6. The subjects that shall be offered in a semester shall be as determined by the relevant department.

Grading System.

4. Final grades for courses shall be recorded as follows :

Grade	Merit description	Grade points
A+	Excellent	4.0
A	Very good	3.5
B+	Good	3.0
B	Average	2.5
C	Pass	2.0
* E	Failure	—
** I	Incomplete	—

*Subjects in which the student gets F grades shall not be counted towards credit hour requirements and for the calculation of Grade point Average (GPA).

**Given only a student is unable to complete the course because of circumstances beyond his control. It must be made up by the close of next two semesters or the incomplete grade becomes a failure. He may, however be allowed to register without further payment of tuition fees for that course.

S or U

Satisfactory or Unsatisfactory. Used only final grades for thesis and non-credit pre-requisite courses. Grade for thesis "in progress" shall be so recorded. If however thesis is discontinued, "Incomplete" grade shall be recorded.

W

Officially withdrawn from a course. A student must withdraw Officially from a course within two working weeks of the commencement of the semester or else his grade in that course shall be recorded as failure unless he is eligible to get a grade of I (incomplete). A student may be permitted to withdraw and change his course

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within the specified period with the approval of his adviser, Head of the department and the respective teacher(s) concerned.

Numerical marking may be made in answer scripts, tests etc, but all final gradings to be reported to the Controller of Examinations shall be in the lettergrade system as detailed below :

90% and above	: A+
80% to below 90%	: A
70% to below 80%	: B-
60% to below 70%	: B
50% to below 60%	: C
below 50%	: F

Conduct of Examination.

- 5.1. In addition to tests, assignments and/or examinations during the semester as may be given by the teacher(s) concerned, there shall be a written examination and/or other tests for each of the subjects offered in a semester at the end of that semester, the dates of which shall be announced by the Dean of the respective Faculties at least two weeks before the commencement of the examination. The final grade in a Subject shall be based on the performance in all tests, assignments and/or examinations.

- 5.2. The Controller of Examinations shall keep upto-date record of all the grades obtained by a student in individual Academic Record Card. Grades shall be announced by the Controller of Examinations at the end of each semester. In addition each student is entitled to one official transcript of the University record without any fee at the completion of his academic programme from the office of the Controller of Examinations on

Qualifying
Requirements.

- production of statement of clearance from all departments/offices.
- 5.3. The BPGS of the department shall recommend the names of the paper setters and examiners for the semester examinations at least two weeks before the date of commencement of the examination to the Vice-Chancellor for approval.
 - 6.1. The qualifying for graduation is that a student must earn the minimum grade point of 2.65 based on the weighted average in his course work.
 - 6.2. The C grades upto a maximum of two subjects, may be ignored for calculation of grade point average (GPA) at the written request of the student, provided the student has completed the total credit hour requirement with a minimum weighted GPA of 2.65 in the remaining subjects. No subject shall be repeated unless it is a compulsory requirement for the degree as determined by the BPGS. Performance in all the subjects shall be reflected in the transcript.
 - 6.3. If the cumulative number of F grades obtained by the student is three or more shall not be allowed to continue in the programme.
 - 6.4. If at the end of the second or any subsequent semesters, the cumulative GPA falls below 2.5 (considering all grades including F grades) he shall not be allowed to continue in the programme.
 - 6.5. In addition to successful completion of course works every student shall submit a thesis on his research work, fulfilling the requirements as detailed below.

Thesis.

- 7.1. Research work shall be carried out under the supervision of full-time member of the staff belonging to the relevant department. A Cosupervisor from within or outside the department may be appointed, necessary. The title of thesis and the Supervisor and Cosupervisor (if any) shall be approved by the CASR before the end of second semester of studies of the student concerned on the recommendation of the Head of the department.
- 7.2. The Research work must be carried out in this University or at place approved by the supervisor in consultation with the BPGS.
- 7.3. Every student shall submit to the Head of department, through his supervisor required number of type written copies of his thesis in the approved format on or before the date to be fixed by the Head of the department in consultation with the supervisor concerned.
- 7.4. The student shall certify that the research work was done by him and that this thesis has not been submitted elsewhere for any other purpose except for publication.
- 7.5. The thesis should demonstrate an evidence of satisfactory knowledge in the field of research undertaken by the student.
- 7.6. The Head of the department in consultation with the supervisor shall suggest to the Vice-Chancellor through CASR a panel of examiners for thesis and oral examination. The Examination Committee shall be constituted as follows:

- | | |
|--|----------|
| i. Supervisor | Chairman |
| ii. Cosupervisor (if any) | Member |
| iii. Head of the department | Member |
| iv. One external member outside the Student's relevant department. | Member |
| v. One or two members from within the department | Member |

7.7. If any examiner is unable to accept the appointment or has to relinquish his appointment before/during the examinations, the Vice-Chancellor shall appoint another examiner in his place, without further reference to the BPGS or the CASR,

7.8. Every candidate submitting a thesis in partial fulfilment of the requirements of a degree, shall be required to appear at an oral examination, on a date or dates fixed by the Head of the department and must satisfy the examiner that he is capable of intelligently applying the results of this research to the solution problems, of undertaking independent work, and also afford evidence of satisfactory knowledge related to the theory and technique used in his research.

Striking off and removal of names from the rolls.

8. The name of the student shall be struck off and removed from the rolls of the University on the following grounds :

8.1. Non-payment of dues within prescribed period. Post graduate students residing in the halls of residence shall be subject to the same condition as followed in the Ordinance regarding Board of Residence and Discipline

8.2. Failing to proceed with the programme by the exercise of Article 3.1 and/or 6.3 and/of 6.4 this Ordinance.

8.3. Failing to make satisfactory progress in his programme as reported by the adviser/supervisor through the BPGS and approved by CASR.

8.4. Forced to discontinue his studies under disciplinary rules.

8.5. Withdrawn officially from all the courses including thesis.

Academic Fees.

9. Academic fees shall be as per Appendix-I of Master Degree Ordinance of the University.

Refund of Fees.

10. A student withdrawing officially from all courses including thesis as per Art. 8.5 is entitled to get a refund of 50% of the course registration fees provided he withdraws in writing through the respective Head of the department before the expiry of two working weeks from the commencement of the classes; and in that case his grade in the courses registered shall be recorded as 'W'. If withdrawal is made after the expiry of two weeks from the commencement of classes no refund shall be allowed and the grade should be recorded as failure unless he is eligible to get a grade of 'incomplete' as per Art. 4. Thesis registration fees in any case are not refundable.

ORDINANCE FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Degree Offered

1. The degree of Doctor of Philosophy shall be offered by the University in the following Departments :

Department of Chemical Engineering

Department of Civil Engineering

Department of Electrical & Electronic Engineering

Department of Industrial and Production Engineering

Department of Mechanical Engineering

Department of Metallurgical Engineering

Department of Water Resources Engineering

Department of Physics

and

such other department as may be approved by the Syndicate of the University.

The degree of Doctor of Philosophy shall be abbreviated as Ph. D.

Admission.

- 2.1.1. For engineering the minimum qualification for admission shall normally be an M. Sc. Engg / M. Engg. degree with good academic record in the appropriate branch of Engineering or its equivalent from any recognized institution.
- 2.1.2. For Physics the minimum qualification for admission shall normally be an M. Phil. degree in Physics/Applied Physics or its equivalent with good academic record from any recognized Institution.

- 2.1.3. A student already working for an M.Sc. Engg., M. Phil. degree at this University and showing excellent progress and promise in thesis work may be provisionally transferred to the Ph. D. degree programme after completion of M. Sc. Engg./M.Phil. course work on approval of the Committee of Advance Studies and Research (CASR) on the recommendation of the relevant Board of Post Graduate Studies (BPGS).

- 2.2. Applications for provisional admission to the Ph.D. programme shall be received by the Registrar.

- 2.3. There shall be a Selection Committee in each department as constituted by the relevant BPGS on recommendation of the Head of the department.

- 2.4. Candidates shall be provisionally selected by the Committee and may be required to pass the prerequisite non-credit courses as prescribed by the Committee.

Registration.

- 3.1. Every selected candidate, unless he has already been registered, shall get himself registered with the University.
- 3.2. Every registered candidate (student) shall get himself enrolled on payment of prescribed fees and other dues as per Appendix I of Masters Degree Ordinance of the University before the commencement of each semester. Course registration must be completed within two weeks from the start of the semester otherwise the student shall not be allowed to continue the course in that semester.

Appointment of a Supervisor

4. On provisional admission, the departmental selection committee shall submit a name of a Supervisor who shall be a full-time member of the staff belonging to the relevant department and a Cosupervisor from within or

outside the department, if necessary. These selections have to be approved by the CASR. The supervisor shall prescribe a plan of study to be undertaken by the student and supervise the progress of the candidate's work.

Final Selection. 5. A provisionally selected candidate shall be deemed to be eligible for final registration as a Ph. D. student with effect from the date of his provisional admission if and when he qualifies the comprehensive examination (Art. 11.2 of this Ordinance).

Academic Regulations. 6.1. The minimum duration of the Ph. D. course shall be four semesters from the date of provisional admission. A student must complete all requirements for the Ph. D. degree within six calendar years from the date of his provisional admission.

6.2 Academic progress shall be measured in terms of credit hours earned by a student. One credit hour subjects shall normally require one hour of class attendance per week for one semester while one credit hour for thesis work should normally require three hours of research work per week for one semester. The number of credit hours for each subject shall be as specified in the syllabus of the respective department.

6.3. A student must complete a minimum of 54 credit hours of which a maximum of 45 credit hours shall be assigned for a thesis.

6.4. There shall be two categories of students namely, full-time students and part-time students.

6.4.1. Students, serving in different organisations, may be admitted as part-time students with

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a written consent of the employer. A part-time student may be assigned a maximum of 9 credit hours of course work in any semester.

6.4.2. Full-time students must register for a minimum of 12 credit hours and maximum of 16 credit hours per semester. A full-time student shall not be allowed to be in the employment of any organization (even as a part-time employee). However, they may be employed as teaching / research assistant at the University.

6.5 The subjects of study in the different departments shall be as recommended by the respective BPGS and approved by CASR. The BPGS may review the curriculum from time to time and recommend any changes as may be considered necessary.

6.6. The subjects that may be offered in any semester shall be as decided by the relevant department.

Grading System. 7. Final grades for courses shall be recorded as follows :

Grade	Merit description	Grade points
A+	Excellent	4.0
A	Very good	3.5
B+	good	3.0
B	Average	2.5
C	Pass	2.0
F	Failure	0.0
*I	Incomplete	—

*Given only when a student is unable to complete the course because of circumstances beyond his control. It must be

made up by the close of next two semester or the Incomplete grade becomes a failure. He may, however be allowed to register without further payment of tuition fees for that course.

S or U

Satisfactory or Unsatisfactory. Used only as final grades for thesis and non-credit courses. Grade for thesis 'In Progress' shall be so recorded. If, however, thesis is discontinued, 'Incomplete' grade shall be recorded.

W

Officially withdrawn from a course. A student must withdraw officially from a course within two working weeks of the commencement of the semester or else his grade in that course shall be recorded as failure unless he is eligible to get a grade of I (incomplete). A student may be permitted to withdraw and change his course within the specified period with the approval of his supervisor, Head of the department and the respective teacher(s) concerned.

Numerical marking may be made in answer scripts, tests etc. but all final gradings to be reported to the Controller of Examinations shall be in the letter grade system as detailed below :

90%	and	above	: A-
80%	to	below 90%	: A
70%	to	below 80%	: B-
60%	to	below 70%	: B
50%	to	below 60%	: C
		below 50%	: F

Doctoral Committee.

8. A Doctoral Committee for every student shall be set up by the Head of the department in consultation with the supervisor

and approved by the CASR. The committee shall be formed within six month from date of the student's provisional admission. The committee shall consist of at least members including the Head of the department and the supervisor. The Doctoral committee should meet from time to time at the request of the supervisor to review the progress of the student. In special circumstances CASR may approve any addition and/or alteration in the Doctoral Committee on the recommendation of the supervisor through the Head of the department. supervisor shall be the Ex-officio Chair of the Doctoral Committee.

Research Topic

9. The student shall submit a research proposal to the Doctoral committee which shall mine the proposal and recommend it for the approval of the CASR through Head of the department. In special circumstances the Doctoral Committee may recommend through the Head of the department, CASR for approval for any change in research topic.

Conduct of Examination for course work.

- 10.1. In addition to tests, assignments and examinations during the semester as be given by the teacher(s) concerned, shall be a written examination and/or tests for each of the subjects offered semester at the end of that semester, dates of which shall be announced by Dean of the respective Faculties at least weeks before the commencement of examination. The final grade in a subject shall be based on the performance in all assignments and/or examinations.
- 10.2. The Controller of Examinations shall upto date record of all the grades obtained

by a student in Individual Academic Record Card. Grades shall be announced by the Controller of Examinations at the end of each semester. In addition each student is entitled to one official transcript of the University record without any fee at the completion of his academic programme from the office of the Controller of Examinations on production of statement of clearance from all departments/offices.

- 10.3. The BPGS of department shall recommend the names of the paper setters and examiners for the semester examination at least two weeks before the date of commencement of the examination to the Vice-Chancellor for approval.

Qualifying Requirements.

11. The following are the qualifying requirements for the degree of Ph.D.

Course work.

- 11.1. To qualify for the degree a student must earn a minimum grade point of 2.65 based on the weighted average in his course work.

Comprehensive.

- 11.2. The date and time of the comprehensive examination shall be fixed by the Doctoral Committee on the request of the supervisor. Comprehensive Examination shall ordinarily be held after the completion of the course work by the student.

The comprehensive examination shall comprise a written examination and/or an oral examination to test the knowledge the student in his field of study. The Doctoral Committee shall conduct the comprehensive examination. If a student fails to qualify in a comprehensive examination he shall be given one more chance to appear in the examination as scheduled by the Doctoral Committee.

Thesis.

- 12.1. Research work for a thesis shall be carried out in this University or at a place(s) approved by the Doctoral committee in consultation with the supervisor.

- 12.2. At the end of the student's research work the student shall submit a thesis which must be an original contribution to engineering sciences and worthy of publication. At least five type written copies of the thesis in the final form must be submitted to the Head of the department through the supervisor in the approved format.

- 12.3. The student shall certify that the research work was done by him and that this work has not been submitted elsewhere for any other purpose (except for publication).

- 12.4. On completion of the research work and submission of the thesis an oral examination shall be arranged on a date or dates fixed by the Head of the department in which the student shall defend his thesis. The student must satisfy the examiners (as constituted in Art. 12.5) that he is capable of intelligently applying the results of this research to the solution of problems, of undertaking independent work, and afford evidence of satisfactory knowledge related to the theory and technique used in his research work.

- 12.5. The Board of examiners shall consist of the the Doctoral Committee and one or more external examiner(s) to be appointed by the CASR on recommendation of the Head of the department in consultation with the thesis supervisor. The supervisor shall act as Chairman of the Board of Examiners. At

least one external examiner shall be appointed from outside the University. If the external examiner is appointed from outside the country a copy of the thesis may be sent to him for his evaluation and his written opinion.

- 12.6. If any examiner is unable to accept the appointment or has to relinquish his appointment before/during the examinations, the Vice-Chancellor shall appoint another examiner in his place, without further reference to the Doctoral Committee or the CASR.

- 12.7. In case a student fails to satisfy the Board of Examiners in thesis and/or Oral examination, the student shall be given one more chance to resubmit the thesis and/or appear in Oral examination as recommended by the Board.

A student who has been transferred to the Ph.D. programme from the M.Sc. Engg./M. Phil. programme may be awarded an M.Sc. Engg./M. Phil. degree on recommendation of the supervisor if the student fails to qualify for the award of the Ph. D. degree.

Striking off and removal of name from the rolls.

13. The name of the student shall be struck off and removed from the rolls of the University on the following grounds:

- 13.1. Non payment of dues within prescribed period. Post graduate students residing in the halls of residence shall be subject to the same conditions as allowed in the ordinance regarding Board of Residence and Discipline.
- 13.2. Failing to proceed with the programme by the exercise of Art. 6.1 or 11.2 of this Ordinance.

- 13.3. Failing to make satisfactory progress in his programme as reported by the supervisor through the BPGS and approved by CASR.

- 13.4. Forced to discontinue his studies under disciplinary rules.

- 13.5. Withdraw officially from all the courses including thesis.

Refund of Fees.

14. A student withdrawing officially from all courses including thesis as per Art. 13.5 is entitled to get refund of 50% of the course, registration fees provided he withdraws in writing through the respective Head of the Department before the expiry of two working weeks from the commencement of the classes; and in that case his grade in the courses registered shall be recorded as 'W'. If withdrawal is made after the expiry of two weeks from the commencement of classes no refund shall be allowed and the grade should be recorded as failure unless he is eligible to get a grade of 'Incomplete' as per Art. 7. Thesis registration fees in any case are not refundable.

Academic Fees.

15. Academic fees shall be as per Appendix 1 of the Master degree Ordinance of the University.

REGULATIONS REGARDING EXAMINERS AND PAPER-SETTERS

Appointment
of paper-setters
and examiners.

1. The appointment of paper-setters and examiners for both the part A and Part B examinations shall be made and communicated to the persons concerned at least one month before that date of examination for which their services are required.
2. There shall be two examiners for each course of both Part A and Part B examinations, one of whom shall be the teacher of the subject.
3. If any examiner is unable to accept the appointment or has to relinquish his appointment before/ during the examination the Vice-Chancellor shall appoint another examiner in his place without further reference to the Board of Studies.
4. All question papers of both Part A and Part B examinations shall be sent in doubly sealed insured covers so as to reach the Controller of examinations by a date determined and intimated by him. The Controller of Examinations shall have the papers moderated by the members of the Examination Committee. No copy of any question paper shall be retained by the paper-setter or any member of the examination Committee.
5. The answer books of the examinations shall not be shown to the students nor re-examined for the purpose of re-assessing the answers but may be scrutinised for errors and omissions only. Such scrutiny may be made on receipt of formal application from a candidate, together with the prescribed fee. No application for scrutiny shall be entertained unless it reaches to the Controller of

Examinations within one month from the date of publication of the results of the examinations at which the candidate appeared. The scrutiny shall be arranged in a manner as may be considered appropriate by Chairman of the Examination Committee.

6. The marks of the all examinations shall be submitted to the Controller of Examinations, either personally or in a doubly sealed insured cover, if sent by post.
7. The paper-setters and examiners should be requested to observe scrutiny measures in support of all papers and documents in connection with the examination and treat all information in regard to the examination as strictly confidential. The question papers, marks, scripts and any other documents in connection with the examination should be handed over personally or sent by insured post to the Controller of Examinations or to the Chairman of the respective examination committee as the case may be.
8. All corrections and alterations in the manuscripts, question papers, marks placed in the scripts and marks entered in the marksheets must invariably be initialled by the person making the correction. Over-writing in the case of marks should be avoided. The wrong figures should be crossed out and the correct figures written in the convenient places. Doubtful entries should be indicated by words as well.
9. No question shall be set at any examination which may require an expression of religious belief on the part of the candidates.
10. paper-setters shall as far as practicable, avoid in marked changed of standard from year to

year but shall not be required to set at the same type of questions every year. The question shall be framed that there shall be no ambiguity also to their meaning. The question should be set in such a way that originality and individuality of the candidates may be encouraged.

11. The paper-setters shall be guided as to the standard, extent of knowledge required and scope of the subjects of examination by the syllabus prescribed and the text book, if any, recommended by the University from time to time.
12. In each theoretical subject of examination the candidates shall be allowed a choice of question to the extent of at least 20% and not more than 25% of the total number of questions set.
13. The paper-setting shall be such as candidates can reasonably be expected answer within the time allotted.
14. The paper-setters are particularly requested :
 - (a) to make sure that the manuscripts of questions are as clear and legible as possible, taking special care in writing proper noun and technical words, so as to ensure accuracy in printing ;
 - (b) not to retain any copy of the questions paper framed by him and all rough draft and memorandum connected therewith should be destroyed immediately after being done away with ;
and
 - (c) to sign at the bottom of each sheet of the manuscript question paper set by him.
15. If a paper-setter or an examiner is unable to accept the appointment before or during the examination, he should immediately intimate the fact

to the Controller of Examinations. In case an examiner cannot finish marking the scripts received by him within the specified time he should immediately return the scripts to the Controller of Examinations.

16. Immediately on receipt of each packet containing answer books of candidates, the examiner should count its contents and verify the figures given in the statement regarding the details of the answer books sent. Should any discrepancy be discovered it should at once be brought to the notice of the Controller of Examinations with a report of the statement which should be filled in and returned to the Controller of Examinations immediately after receipt of the answer papers, so that prompt action may be taken in the matter. If no report is received within three days of receipt, it will be assumed that the statement sent by the Controller of Examinations is correct.
17. If any answer book or packet of answer books be mis-sent to an examiner, he should return it immediately to the Controller of Examinations/ the right examiner.
18. In respect of scripts, the examiners are requested to take special care to see that marks are assigned to each answer and that the marks are correctly entered and added up and shown on the cover of each script and that the corresponding marks are, in all cases, correctly entered in the printed marksheets. The total marks in each subject of examination or a section thereof shall be a whole number.
19. If in the course examining the answer books, the examiner should have reason to suspect that unfair means have been used by any candidate he should at once submit confidential report to

the Chairman of the respective Examination Committee giving the grounds for his suspicion.

20. Any attempt made to secure preferential treatment in the matter of examination of answer books by or on behalf of a candidate must at once be reported to the Chairman of the respective Examination Committee.
21. All scripts after having been examined, graded and initialled to the examiner on the covers should be returned to the Controller of Examinations for scrutinisation.
22. The marks of each subject of examination or a section thereof entered in the marksheets in ink (not typewritten) are to be submitted to the Chairman of the respective Examination Committee.
23. The paper-setters and examiners should send their remuneration bills to the Controller of Examinations through the Chairman of the respective Examination Committee. All postal and other incidental expenses incurred by the examiners in connection with the examination will be paid by the University on presentation of duly signed bill for the same, supported by vouchers.

REGULATIONS REGARDING ISSUE OF CERTIFICATES, DIPLOMAS, MARKSHEETS, AND CHANGES OF NAME ETC.

1. Certificates and Diplomas shall be issued in form approved by the Syndicate on the recommendation of the Academic Council.
2. An application for issue of transfer and migration certificate must be made over the signature of the student himself.
3. A prescribed fee shall be charged for the issue of the transfer and migration certificates.
4. Students taking migration certificate must have cleared fees and dues of the University and those of Hostels or Halls of Residence.

No certificate of any kind shall be issued to a student whose name has been struck off from the rolls of the University till he is readmitted.
5. If a student applies for transfer, against whom serious disciplinary action has been taken by the University this fact shall on the direction of the Director of Students' Welfare, be noted in this transfer certificate.
6. If a student applies for transfer who has been refused permission to appear at a University Examination the fact of such refusal with the reasons, shall be noted on the transfer certificate.
7. Successful candidates at a Degree examination shall be entitled to receive a Provisional Certificate after the publication of the results, pending the issue of the formal Diploma. Such a certificate shall be issued on payment of the prescribed fee which will be deducted from the fees payable for obtaining the formal Diploma, on production of this Provisional Certificate.

8. Fees as proscribed shall be charged for the issue of the formal Diploma.
9. Marksheets may be supplied on payment of fees proscribed.
10. Duplicate copy of any document (certificates, diplomas, mark-sheets etc.) may be issued on payment of fees equal to that proscribed for the issue of the original.
11. As student of a recognized University shall be required to produce a Migration Certificate from the University concerned before he is admitted to this University.
12. Where there are discrepancies in name of a student as recorded in the University, the discrepancies arising not due to any fault of a University employee, the name may be corrected on submission on an application stating the circumstances in which the discrepancies occurred and on payment of the proscribed fees.

RULES REGARDING THE AWARD OF SCHOLARSHIPS, STIPENDS, MEDALS, BOOKS AND OTHER PRIZES.

Besides the scholarships awarded by the Government and different other bodies/institutions. The Bangladesh University of Engineering & Technology, Dhaka, awards every year scholarships, stipends, medals, books and other prizes, to the students who pass with distinctions/credits.

THE UNIVERSITY MERIT SCHOLARSHIPS

1. The University Merit Scholarships at the rate of Tk- 400/-per month awarded to the students of both the Faculties viz : The Faculty of Engineering and the Faculty of Architecture and Planning on the basis of the results of the University examinations of previous years

The total number of the University Merit Scholarships is 136 of which 120 are meant for the students of the Faculty of Engineering and 16 for the Faculty of Architecture and Planning.

120 Scholarships are distributed, 40 for each year, among the students of the 2nd, 3rd and 4th year B. Sc. Engineering classes and 16 scholarships are distributed, 4 for each year, among the students from the 2nd to the 5th year Architecture classes.

The scholarships for the 3rd year and 4th year B. Sc. Engineering classes are distributed on the basis of the rolls strength of different departments and are awarded on the results of the 2nd year and 3rd year respectively. and the scholarships for the 2nd year B. Sc. Engineering classes are awarded on the results of the 1st year class.

Each Department must have at least one scholarship provided eligible candidate is available.

The students who satisfy the following conditions are considered eligible for University Merit Scholarships :

- (i) he should be a regular student (must not be a repeater).
- (ii) he must have requisite percentage of attendance for a regular student ; and
- (iii) he must pass in all the subjects having 60% marks in aggregate.

In case, an eligible candidate for the University Merit Scholarship have already been awarded University stipend and/or other scholarships of less value by other institutions, he will be paid the difference of the scholarship money after deducting the scholarship/stipend of lesser value.

The University Merit Scholarship holders are allowed free-tuition.

UNIVERSITY STIPEND

1. 185 University Stipends at the rate of Tk. 150/- per month are awarded among the students of the 1st year to the 4th year B. Sc. Engineering classes and the 1st year to the 5th year Architecture classes.
2. 40 stipends are awarded to each of the 1st year to the 4th year Engineering classes and 5 stipends are awarded to each of the 1st year to the 5th year Architecture classes.
3. The students who have been awarded Boards grade merit scholarships or the scholarships for technical students (D.T.E.) are not considered for award of the University Stipend.
4. The stipends for the students of the 2nd year, 3rd year and 4th year B. Sc. Engineering classes are distributed on the basis of the roll strength of different classes and awarded on the basis of the results of the previous years.
5. The stipends for the students of the 2nd to 5th year Arch. classes are distributed on the basis of the results of the

previous years. The stipends for the 1st year Engineering classes and 1st year Arch. are awarded on the basis of the results of the Admission Test.

6. The students who satisfy the following conditions are considered eligible for award of the University Stipends :
 - (i) he must be a regular student (must not be a repeater and must not have repeated in the previous year) ;
 - (ii) must have requisite percentage of attendance for a regular student.
7. For award of a stipend to the 1st year class, a candidate who has passed the HSC examination in 2 years, from the date of admission is considered as regular and preferences are given to the students who passed the HSC examination previous year closer to the year of admission.
8. The University Stipend holders will be allowed free-tuition.
9. (a) In case the number of University stipend for any class is more than the eligible students (who neither get referred nor admitted in the 4th year class with carry over subjects) in that class the excess number of these stipends may temporarily be diverted to other classes/department if eligible students (neither got referred nor admitted into the 4th year class with carry over subjects) are available in those classes/ departments and awarded on the basis of percentage of marks obtained in the regular examination.
- (b) If after awarding the University stipend to all the students who neither get referred nor have been admitted into the 4th year classes with carry over subjects, any stipend remains unawarded in any department the students who get referred in one or two subjects and passed the subjects in the referred examination and the students, who have been admitted into the 4th year class with carry over subject/subjects will be considered for the award of these University Stipends.

The students who got referred and ultimately passed in the failed subjects in the referred examination and the 4th year

students who have been admitted into the 4th year class with one or two carry over subjects are considered eligible for award of the University Stipend provided they satisfy all other conditions and University Stipends are available for their respective classes.

For such students these stipends are awarded on the basis of the marks obtained in the regular examination.

(ক) বিশ্ববিদ্যালয়ের স্বর্ণপদক পুরস্কার প্রদানের নিয়মাবলী :

- ১। বিশ্ববিদ্যালয়ের বি. এস-সি, ইঞ্জিনিয়ারিং এবং ব্যাচেলর অব আর্কিটেকচার পরীক্ষার উপর ভিত্তি করিয়া প্রতি বৎসর সর্বোচ্চ নম্বর (শতকরা) প্রাপ্ত একজন ছাত্র/ছাত্রীকে ৫০০'০০ টাকার পুস্তকসহ একটি স্বর্ণপদক পুরস্কার দেওয়া হইবে।
- ২। এই সর্বোচ্চ নম্বর কমপক্ষে শত করা ৭৫ হইতে হইবে।
- ৩। অবশ্যই উপযুক্ত পরিচালনা শিক্ষাবর্ষে ইঞ্জিনিয়ারিং এবং পাঁচ শিক্ষাবর্ষে আর্কিটেকচার কোর্স সম্মান করিতে হইবে এবং পাশ করিতে হইবে।
- ৪। কোন বর্ষে (ইঞ্জিনিয়ারিং ১ম—৪র্থ এবং আর্কিটেকচার ১ম—৫ম) রেফার্ড বা ক্যারিওভার পাইলে চলিবে না।
- ৫। প্রত্যেক বর্ষে (ইঞ্জিনিয়ারিং ১ম—৪র্থ এবং আর্কিটেকচার ১ম—৫ম) গড়ে কমপক্ষে শতকরা ৬৩ নম্বর পাইতে হইবে।
- ৬। প্রত্যেক বর্ষে (ইঞ্জিনিয়ারিং ১ম—৪র্থ এবং আর্কিটেকচার ১ম—৫ম) ক্লাশে উপস্থিতির হার নিয়মিত হইতে হইবে।
- ৭। বোর্ড অব রেসিডেন্স ও ডিসিপ্লিন-এর সম্মতি থাকিতে হইবে।

(খ) বিশ্ববিদ্যালয়ের প্রতি বিভাগে প্রথম স্থান অধিকারী ছাত্র/ছাত্রীকে পুস্তক পুরস্কার দেওয়ার নিয়মাবলী :

- ১। বিশ্ববিদ্যালয়ের বি. এস-সি, ইঞ্জিনিয়ারিং এবং ব্যাচেলর অব আর্কিটেকচার পরীক্ষার উপর ভিত্তি করিয়া প্রতি বিভাগে প্রতি শিক্ষাবর্ষে

প্রথম স্থান অধিকারী ছাত্র/ছাত্রীকে ৫০০'০০ টাকার পুস্তক পুরস্কার দেওয়া হইবে।

- ২। স্বর্ণপদক প্রাপ্ত ছাত্র/ছাত্রী এই পুরস্কার পাইবে না।
- ৪। বি. এস-সি, ইঞ্জিনিয়ারিং এবং ব্যাচেলর অব আর্কিটেকচার পরীক্ষায় অন্ততঃপক্ষে শতকরা ৭০ নম্বর পাইতে হইবে।
- ৪। অবশ্যই উপযুক্ত পরিচালনা শিক্ষাবর্ষে ইঞ্জিনিয়ারিং এবং পাঁচ শিক্ষাবর্ষে আর্কিটেকচার কোর্স সম্মান করিতে হইবে এবং পাশ করিতে হইবে।
- ৫। কোন বর্ষে (ইঞ্জিনিয়ারিং ১ম—৪র্থ এবং আর্কিটেকচার ১ম—৫ম) রেফার্ড বা ক্যারিওভার পাইলে চলিবে না।
- ৬। প্রত্যেক বর্ষে (ইঞ্জিনিয়ারিং ১ম—৪র্থ এবং আর্কিটেকচার ১ম—৫ম) ক্লাশে উপস্থিতির হার নিয়মিত হইতে হইবে।
- ৭। বোর্ড অব রেসিডেন্স ও ডিসিপ্লিন-এর সম্মতি থাকিতে হইবে।

**RULES, REGARDING FELLOWSHIP/TEACHING
ASSISTANTSHIP
FOR THE POST-GRADUATE STUDENTS**

1. For the Fellowship/Teaching Assistantship a full-time Post-Graduate student is to apply in the prescribed form to the Secretary CASR through the Head of the Department.
2. A Post-Graduate student will be treated as a full-time student if he registers his name for at least 12 credit hours.
3. Generally Fellowship/Teaching Assistantship is awarded for one year. If a student enjoying a Fellowship/Teaching Assistantship fails in any course in any Semester, will not be allowed to enjoy the same in the next semester.
4. A student of the M. Sc. Engineering class may be considered eligible for a Fellowship/Teaching Assistantship for a maximum period of 18 months.
5. In order to continue thesis work after completion of the Post-Graduate course satisfactorily a student may get extension of his Fellowship by the CASR on recommendation of the Head of the Department concerned without having his name registered for 12 credit hours. But this extension, will under no circumstances, exceed 18 months as referred to above in 4.
6. The CASR will be entitled to award the approval Fellowship/Teaching Assistantship.
7. In order to drawing the amount awarded for the Fellowship/Teaching Assistantship a student will require to submit a report from the Head of the Department to the effect that he has worked satisfactorily during the month.
8. A student awarded Fellowship/Teaching Assistantship will not be considered as an employee of the University.
9. A student awarded Fellowship/Teaching Assistantship will have to execute a bond to the effect that he is neither serving any where nor he will undertake any employment during the term of his Fellowship/Teaching Assistantship.

ORDINANCE RELATING TO BONAFIDE STUDENT

1. One, who has been admitted/readmitted into this University and has also been admitted/readmitted as a resident student of any Hall of Residence or has been attached to any Hall of Residences and attends classes of this University will be considered to be 'a bonafide student'.

Hereinafter a student will mean 'a bonafide student'.

2. A student will cease to be a student as soon as he/she :
 - (i) completes any final year examination of this University ;
 - (ii) has failed to get promotion to the next higher class ;
 - (iii) has been expelled from this University ;
 - (iv) has withdrawn his name from the University Register ;
 - (v) has discontinued his/her study ;
 - (vi) whose name has been struck off from the rolls.

One who ceases to be a student also ceases to :

- (i) be a member of any students' Organisation, such as Central Students' Union, Athletic Club etc. ;
 - (ii) be a resident of any Hall of Residence or attached thereto ;
 - (iii) have the right to borrow books from the Library, reside in the Hall and Medical and other facilities & privileges as enjoyed by a student.
3. If a member of the Executive Committee of any students' Organisation cease to be a student, his/her office in that Committee automatically falls vacant, and in such a case, the President of the Organisation concerned will entrust any other member of the Executive Committee with the responsibility of that office and he/she will work in both the capacities for the rest of the term or till President entrusts somebody else to do the work.

ACADEMIC COSTUME

1. The academic costume for the Chancellor and Vice-Chancellor shall be as follows :

Regulation.

Chancellor :

Gown : Dark blue silk with lace and tufts of heavy golden jory as specified or will be specified by the Academic Council.

Cap : Dark blue academic cap with tassel and jory as specified or will be specified by the Academic Council.

Vice-Chancellor :

Gown : Dark blue silk with lace and tufts of heavy golden jory as specified or will be specified by the Academic Council.

Cap : Dark blue academic cap with tassel and jory as specified or will be specified by the Academic Council.

In addition Vice-Chancellor may wear the Sash of the Syndicate and the Academic Council.

2. The academic costume for the members of the Syndicate and the Academic Council shall be as follows :

For members of the Syndicate :

Gown : Black stuff or silk.

Sash : Navy blue satin silk 4 inches wide with golden jory fringe 5 inches long.

For members of the Academic Council :

Gown : Black stuff or silk.

Sash : Navy blue satin silk 4 inches wide with silver jory fringe 5 inches long.

Note: (a) Members of the Syndicate and Academic Council may, at their option, wear the academic costume of their own Universities but they must wear the distinctive Sashes of the Bangladesh University of Engineering and Technology, Dhaka as prescribed above.

(b) As a Secretary to both the Syndicate and Academic Council, the Registrar of the University shall wear a black Gown and Sash of the Syndicate and the Academic Council.

3. The academic costume for the teachers of the University shall be as follows :

(i) For Doctorate Degree holders. :

Gown : Red scarlet silk.

Hood : Red silk with two inches silk border on the outside beneath a 1/4 inch breadth of white silk.

(ii) For the teachers other than Ph.D. :

Gown : Black silk or stuff of full sleeves with 4 inches white silk border lining.

Hood : Black silk or stuff with white silk full lining.

4. The academic costume for the different degrees of the University shall be as follows :

(i) For different Master's Degrees (same as in item 3. ii) :

Gown : Black silk or stuff of full sleeves with 4 inches white silk border lining.

Hood : Black silk or stuff with white silk full lining.

(ii) For Bachelor's Degrees :

(a) The gown for the different Bachelor's Degrees shall be of black silk or stuff of full sleeves.

(b) The hood for the different Bachelor's Degrees shall be as follows :

For Bachelors of Chemical Engineering :

Of black silk or stuff with orange silk full lining.

For Bachelors of Civil Engineering :

Of black silk or stuff with yellow silk full lining.

For Bachelors of Electrical Engineering :

Of black silk or stuff with green silk full lining.

For Bachelors of Mechanical Engineering :

Of black silk or stuff with mauve silk full lining.

For Bachelors of Metallurgical Engineering :

Of black silk or stuff with pink silk full lining.

For Bachelors of Architecture :

Of black silk or stuff with golden silk full lining.

5. The other Statutory Officers who are not included in any other capacity and the Sub-ordinate Administrative Officers of the University who may be attached with Convocation duty, shall wear a black Gown with Master's Hood.
6. The wearing of a Cap with Gown except the Chancellor and Vice-Chancellor shall be optional.
7. Gown and Hoods will be hired to Graduates at the Convocation Ceremony at a fee of Tk. 5.00 (Taka five) only is addition to the prescribed fee of Tk. 5.00 for taking delivery of Diploma at the Convocation.

ORDINANCE RELATING TO THE BOARD OF RESIDENCE AND DISCIPLINE

(Amended and Approved by the Academic Council in its meeting held on 31.07.89)

Board of Residence & Discipline

1. There shall be a Board of Residence and Discipline to supervise and control the residence and discipline of the students of the University.
2. The Board shall consist of the following members :
 - (i). The Vice-Chancellor Chairman.
 - (ii) Two Deans, to be nominated by the Academic Council.
 - (iii) Two Heads of Departments, to be nominated by the Academic Council.
 - (iv) Two Provosts, to be nominated by the Academic Council.
 - (v) One member of the Syndicate not receiving salary from University, to be nominated by the Syndicate.
 - (vi) The Director of Student's Welfare : Member-Secretary.
Five members shall form a quorum.
3. Members of the Board other than the ex-officio members, shall ordinarily hold office for two academic sessions but they shall continue to be members till their successors are nominated and they shall be eligible for reappointment.
4. All incidents which appear to be acts of indiscipline and misconduct committed by any student including immediate action taken, if any, shall be reported to the Vice-Chancellor by the

Provosts through the Director or Students' Welfare in respect of indiscipline and misconduct in the Halls of Residence and their premises, and by the Head of Department in respect of indiscipline and misconduct in class rooms, laboratories, workshops, studios and all parts of the academic premises, by the invigilator through the Chief Supervisor in respect of indiscipline and misconduct in the examination halls, and by the person concerned from among the students and employees of the University in respect of misconduct committed outside the University campus.

5. (a) A student, who neglects his studies, disobeys and/or denounces orders, rules and regulations, ordinances, statutes of the University, shows misbehaviour towards the members of the staff or Officers of the University or commits any other offence which will be deemed by the Vice Chancellor or Director of Students' Welfare or Teachers of the University as misconduct and breach of discipline, will be liable to disciplinary action which may range from warning, imposition of fines, suspension, to expulsion for good from the University depending on the magnitude of the offence as will be deemed fit by the authorities competent to take disciplinary action as defined in 5(b).

- (b) Authorities to take disciplinary action with their respective powers to the extent to which they can impose punishment on any student or group of students are :

Column—1 Authorities for taking disciplinary action.	Column—2 Power	Column—3 Appellate Authority
Board of Residence and Discipline.	Warning, imposing fine, suspension for any length of time, expulsion for good.	Academic Council.
Vice-Chancellor	Warning, imposing fine, suspension up to six months.	Board of Residence.
Director of Students' Welfare.	Warning, imposing fine up to Tk. 200/- suspension and expul- sion from the Halls.	Vice-Chancellor.
Provosts, (On students of his Hall of Residence).	Warning, imposing fine up to Tk. 100/- suspension from the Hall for a period of one year.	Director of Students' Welfare.
Head of Department (On students of his Department).	Warning, imposing fine up to Tk. 200/- with a report to the Director of Students' Welfare for record.	Vice-Chancellor
Teachers & Assistant Provosts, & Director of Physical Education.	Warning, imposing fine, upto Tk. 50/- with a report to the Director of Students' Welfare (through the Head of the Depart- ment) for record.	Head of the Department, Provosts, Direc- tor of Students' Welfare,

Power of
D.S.W. in
respect of disci-
plinary action.

6. If the Vice-Chancellor feels that the action taken against a student or a group of students (by any of the above authorities other than Board of Residence and Discipline) on an offence brought to him is not appropriate or that no action has been taken on any offence observed by him, he will take appropriate disciplinary action against a student or a group of students. If, however, in any case of breach of discipline the Vice-Chancellor is of the opinion that a punishment more than a suspension of six months is required he shall refer the matter to the Board of Residence and Discipline for a decision.
7. A student or a group of students against whom an action has been taken by appropriate authority mentioned in Column 1 of Section 5 (b) may prefer an appeal to the appropriate appellate authority mentioned in Column 3 of Section 5(b).
8. The Director of Students' Welfare will be responsible for enforcement of the disciplinary action taken against a student or group of students. He shall maintain a register and shall record therein all actions taken against a student for indiscipline and misconduct and also shall record in all character certificates issued by the Director of Students' Welfare to offenders, these actions taken against them if so indicated by the Vice-Chancellor and the Board of Residence and Discipline unless allowed to be expunged/condoned by the Vice-Chancellor on written prayer from the offenders.
9. Character certificates issued by the Director of Students' Welfare shall be produced by the students when the teachers and the Registrar of the University are requested for character certi-

ficate. If there is any adverse comment in character certificate issued by the Director of Students' Welfare, this shall invariably be mentioned in all character certificates issued by the Teachers and the Registrar of the University. No person other than the Vice-Chancellor, the Registrar, the Director of students' Welfare and the Teachers of this University shall issue any certificate to a student of this University in his official capacity in the University.

10. In an emergency, the Director of students' Welfare may request any employee of the University to help him in the discharge of his duties in the University or outside at all hours and it shall be the duty of the employee or employees concerned to give him every reasonable assistance.
11. The Provost of a Hall will have under his charge the furniture and other property of the Hall used in the Hall.
12. The Provosts of the Halls, will frame suitable rules for the management of students' mess and maintenance of students' rooms neat and clean for observance by the students.

Such rules will be reported to the D.S.W. in writing and reviewed from time to time in a meeting of the Provosts and D.S.W. All resident students must be members of the mess. Hall Provost with the approval of the D.S.W. may allow exceptions for reasons acceptable to him (D.S.W.)
13. The Assistant Provosts will act under the control and supervision of the Provost and will perform such functions as may be delegated to them by the Provost.

**Powers of the
Provosts.**

14. If a Student resident in one of the Halls is found guilty of a breach of discipline in any other Hall, the Provost of the latter Hall may report the matter to the Provost of the Hall to which the student belongs. Thereupon, the latter shall take such action as he may think fit as if the breach of discipline occurred in his own Hall and inform it to the Provost of the Hall in which the breach of discipline occurred. If the first Provost is not Satisfied with the action taken by the other Provost, he may bring the whole matter to the notice of the Director of Students' Welfare who shall taken under the provision of this Ordinance such action as he may think fit in consultation with the Provosts concerned.

**General rules
and discipline.**

15. If a student resident in a Hall is found guilty of breach of discipline or if his conduct is not satisfactory, the Provost may with the approval of the Director of Students' Welfare, require him to leave the Hall and reside outside the University campus for a period to be specified by him.

16. No clubs or societies or students' Organizations other than the University Students' Union and the Departmental or Hall Associations whose constitutions have been embodied in the Ordinances of the Board of Residence and Discipline shall be formed without the permission of the Director of Students' welfare in writing. No meetings, parties or entertainments by students shall be held within the premises.

of the University nor shall a student play any musical instrument in the University premises during University hours without previous permission of the Director of Students' Welfare.

17. No student or students of the University shall declare a strike at the University nor shall a

student interfere with the free movement of the University students willing to attend classes, laboratories, library and field work; nor shall students organize and/or stage a demonstration in any part of the University campus or its neighbourhood.

A student or students found guilty of violation of the provisions of this Section will be liable to disciplinary action including expulsion from the University. Students absenting themselves from the classes on the days of strike will lose their percentage of attendance and will be liable to forfeiture of their scholarships and stipends and to other disciplinary action as the authorities may think fit.

18. Certain areas or places in the city may be declared by the University as out of bounds for students either permanently or for a prescribed period and cases of breach of this rule will be reported by the Director of Students' Welfare to the Vice-Chancellor for such action as he may think fit.

19. The draft of the publication of each issue of Hall Union Magazines, Central Union magazines or any of the students' bulletins and posters, hand written, printed or cyclostyled must be approved by the Director of Students' Welfare.

Each publication from the different Departmental Associations must have prior approval of the Presidents of the respective Associations.

20. The Vice-Chancellor at any time may stop temporarily or permanently publication of any journal or magazine or any printed or cyclostyled matter which he thinks detrimental to the general interest of the University.

21. A student who wilfully destroys or damages or defaces University property shall be called upon to make good the loss to the University and will also be liable to other penalties, such as fines and forfeiture of caution money.
22. Any student found (by any of the Teachers, Provosts, D.S.W, V.C.) guilty of misconduct towards any person within the University campus shall be subject to appropriate disciplinary action ranging from fine to expulsion for good from the University as may be decided by the appropriate authority of the University mentioned in the above sections.
23. Any student found by the Board of Residence and Discipline guilty of moral turpitude shall ordinarily be expelled from the University for good. The Academic Council on appeal from the delinquent student may show mercy to deserving cases by imposing less severe punishment.
24. The University authority shall have the right to take disciplinary action against any student for any act considered as unethical and/or social crime in the eyes of law of the country.

ORDINANCES REGARDING RESIDENCE OF STUDENTS

Conditions of
Residence.

25. (i) Every full-time student of the University shall reside in or be attached to a Hall of Residence under such conditions as may be allowed in those Ordinances.
- (ii) A student who is attached to but does not reside in a Hall of Residence of the University, shall be styled as an attached student.

- (iii) An attached student shall inform the Provost of the Hall in which he is attached of the address of his parent or guardian. Any change of residence of guardian shall be immediately reported to the respective Provost.
- (iv) Provisions for residence in the Halls and the allotment of seats and rooms therein to the students shall be freshly made from session to session, provided that if a student's name is struck off the rolls of the University, he will automatically cease to be a resident/attached student of the Hall of residence.
- (v) All admission to the Halls made in the beginning of the academic session together with names and postal addresses of the guardians and local guardians shall be reported by the Provosts of the Halls to the Director of Students' Welfare within 15 days from the last date of admission. Every subsequent admission and change of address shall be reported to the Director of Students' Welfare within 10 days from the date thereof.
- (vi) All resident student shall intimate the Provost in case he leaves Dhaka during term time stating the purpose and destination of his visit.
- (vii) If a resident student is expelled from a Hall, he shall not be admitted into any other Hall of the University as a resident student during the period of expulsion during which period he will remain attached to a Hall as decided by Director of Students' Welfare.
- (viii) The Halls shall be closed during the vacation during which every resident student shall

vacate the Hall. On recommendation from the Provosts, the Director of Students' Welfare, however, may permit a student in special cases to stay in a Hall on grounds acceptable to him (D.S.W.)

- (ix) At all other time when classes are suspended the Vice-Chancellor shall have the right to close the Halls of Residence and ask the boarders to vacate within a specified time.
- 26. (i) All applications for allocation of seats or change of seats should be made to the Provost.
- (ii) Students shall not change their allotted seats without the permission of the Provost.
- (iii) The resident students must be in their Halls before 12 midnight and must not leave before 5 A.M. except with the permission of the Provosts. The gate of each Hall shall be closed during the above period (between 12 midnight and 5 A.M.)
- 27. (i) Guest shall not be allowed to stay in the Hall. Provost, however, may allow the guardian of the boarders to stay for one day in the Hall.
- (ii) No outsiders excepting those indicated in the preceding paragraph or visiting students invited by the University shall be allowed to stay in the Hall.
- (iii) No private servants may be employed by the student. No servants may be appointed in the Hall for mess and other duties without the approval of the Provost. The Provost

shall have the right to dismiss any servant employed in the Hall.

- (iv) The Provost in consultation with the Director of students' Welfare will fix visiting hours in the Halls of residence.
- (v) No female visitors/female students or BUEI of female guardians shall be allowed to enter into any room of the men's Hall except the visitors room.
- (vi) Women shall not normally be employed in men's Halls. The Provost may, however, appoint women staff only on casual or temporary basis, if necessary.
- (vii) No clubs or societies shall be formed and no meeting shall be held within the Hall premises or Hall compound without the previous permission of the Provost.
- (viii) No students shall give a party or entertainment within the Hall without the previous permission of the Provost nor he will play any musical instrument without the permission of the Provost.
- (ix) No alcoholic beverage, intoxicants/or-narcotics shall be consumed or stored within the Hall premises. Defaulter's shall be liable to disciplinary action including expulsion from the University for good.
- (x) Inter-Hall meetings and functions can only be held with the express previous permission of the Provost concerned. The Programme of the Hall and inter-Hall meetings, functions etc, shall be approved by the Provost.

28. (i) A student who wilfully destroys or damages University property shall be called upon to make good the loss to the University and will also be liable to other penalties.
- (ii) Any case of assault on a Hall servant or an M.L.S.S. employed in a Hall will be severally dealt with.
- (iii) Cycling in the varandhas of the Halls is prohibited.
- (iv) Students shall keep their rooms clean and in good order.
- (v) All students are expected to take part in some form of outdoor exercise.
29. (i) All resident students must be members of the mess. Hall Provosts with the approval of the D.S.W. may allow exemption for reasons acceptable to him (D.S.W.)
- (ii) Hall mess dues are payable in advance within the date specified by the Provost.
- (iii) Dues are payable without any deduction even though the student did not join the mess, from the beginning of month or was absent from any portion thereof, provided that the Provost may exempt any student from payment or the proportionate share of mess dues if the student comes into residence after first 7 days, messing adjustments will be made in the 1st week of the following month and in any case before the next dues become payable. Refunds for absence in the mess shall be paid at the rate decided by the Provost.

- (iv) If full dues of a month are not paid within the specified time, fines shall be paid at the rates as decided by the Provost.
- (v) The Provost of Hall can excuse the delay fines for non-payment of mess dues in special cases for reasons acceptable to him.
- (vi) In case of habitual defaulters the Provost may inform the guardian of the defaulting student and demand an extra hall deposit for messing dues.
- (vii) Candidates at all University examinations shall clear up all dues to their Hall 14 days before the commencement of the examinations and all the library books must be returned as notified by the Librarian of this University after each examination.
- (viii) Every resident shall deposit a sum as determined by the Director of Students' Welfare as Hall caution money before he is allowed to occupy a seat in a Hall. This advance shall be collected by the Provost/Asstt. Provost in charge of collection and the balance remaining after subsidising the dining hall expenses and making refunds in each session shall be deposited in a Bank in the name of the Provost of the Hall in a separate account. This amount less outstanding dues if any, shall be refunded to the student concerned, when he leaves the Hall.
- (ix) The Asstt. Provosts or in-charge of dining Hall management in each Hall will act as Treasurer of the dining hall funds who will be the custodian of the dining hall dues and who will pay out money to the mess committee or the per-

son authorized by it, out of the funds actually in hand, in accordance with the budget approved by the mess committee. The mess committee shall have the responsibility for managing the dining hall of the Hall and for fixing the rate.

- (x) The fines realized from students of each Hall other than those in connection with the admission or payment of University fees, shall be placed at the disposal of the respective Provosts for expenditure on any purpose which in their opinion would further the corporate activities of the students of their Hall.
 - (xi) At the end of session, the Treasurer as mentioned in Subsection ix shall prepare a balance-sheet of the expenditure incurred in respect of Mess and other funds and a copy of the same shall be submitted to the Director of Students' Welfare for information and record.
 - (xii) No meals shall be served to anyone who not on the roll of the resident students unless he can produce a guest ticket, which will be issued by the Treasurer.
30. There shall be a Pesh Imam for each of the Hall where Muslim students reside to arrange for the calling of the Azan at the appointed hours to lead the five daily Prayers in the designated prayer room and to conduct the Taraviah during the month of Ramzan and to perform such other duties as may be assigned to him by the University.
31. All applications, representations about residence must be signed and addressed to the appro-

priate authority and submitted to the Provost or the Asstt. Provost who shall forward them to the authority with his recommendation thereon.

32. Any notice concerning students shall be published on the Hall Notice Boards and shall be considered as having been brought to the notice of the students, both resident and attached. Failure to read a notice will not be accepted as an excuse for non-compliance with such notice.

No notice shall be placed in the Notice Board of a Hall without the permission of the Provost.

33. The Controller of Examinations shall, on receipt of reports from Provost concerned, withhold the publication of the results of candidates who do not comply provision of article 29 (vii) above.

ORDINANCES REGARDING DISCIPLINE IN THE EXAMINATION

Conduct of discipline at Examination.

34. Chief Supervisor shall be responsible for maintenance of discipline in the Examination Halls.
35. A supervisor on duty in examination hall shall report to the Chief Supervisor in case of breach of discipline in the examination hall. The Chief Supervisor may expel the examinee concerned from the Hall debarring him from appearing in that particular examination.
36. Breach of discipline in the examination hall shall be reported by the invigilator through the Chief Supervisor to the Vice-Chancellor.
37. The candidates shall strictly follow the following instructions:
- (i) Candidates are strictly forbidden to write their names on the cover or in any part of the answer book. If any candidate does so his answer book will not be assessed.

- (ii) Each candidate must write legibly on the cover his Examination Roll Number. If any candidate omits to write his Examination Roll Number and the University Registration Number on the cover of his answer book, the paper may not be assessed.
- (iii) When more than one answer book is used each additional book should be stitched to the first book immediately after it is supplied and the Examination Roll Number and the University Registration Number should also be written by the candidate on the cover of additional book or books immediately.
- (iv) No loose paper will be provided for scribbling, and no paper is to be brought in for this purpose. Any candidate found with loose paper in his possession will be expelled from the examination hall. All works must be done in the book provided and pages must not be torn out. The book provided must be submitted; it cannot be replaced by another, but, if necessary, an additional book will be given. All works intended for assessment by the examination should be written on both sides of the paper.
- (v) Candidates are forbidden to write anything whatsoever on the question paper or on the blotting paper.
- (vi) In any matter not specifically mentioned in these rules candidates are required to abide by the decision of the invigilator in the examination room.
- (vii) No candidate will be allowed to leave the examination room until an hour has elapsed from the time when the question papers are given out.

OFFENCES AND PENALTIES

38. Disciplinary action will be taken against candidates reported to have violated the instructions under Article 37 or resorted to unfair means and/or acts or indiscipline at the different University examinations as follows. (The term whole examination in this article means all examinations, including sessionals and class tests conducted during the academic year).

- (i) Attempts to communicate with other examinee or examinees in the examination Hall, first time-warning which may be accompanied by a change of seats. The second time deduction of 5% of the total marks of that paper. Third time-expulsion from the examination hall for that paper and reduction of a total of 10% of total marks of that paper.
- (ii) Possession of writings related to the particular subject of examination or copying/ receiving information from any other source expulsion from examination hall and cancellation of whole examination expulsion from the University for the rest of that session and in addition expulsion from the University for one to two Academic year. (Writings in the person of the examinee or in his apparels, in papers, drawings & instrument scales found with him or on the desk, bench or chair will be considered as writings in possession of the examinee for this sub-clause.)
- (iii) Use of violent language and holding out threats to examiners and invigilators cancellation of the whole examination and expulsion from the University for good.

- (iv) Attempts to get possession of the question papers or examinations scripts before the examination cancellation of the whole examination and expulsion from the University for one to two Academic years.
- (v) Writing related to that particular subject on loose papers (viz. blotting paper, question paper etc) seizure of the writings and cancellation of that paper and expulsion from the examination hall.
- (vi) Attempts to influence the examiner-cancellation of that paper.
- (vii) Impersonating or causing to impersonate in the examination hall-cancellation of the whole examination and expulsion from the University for good.
- (viii) Insertion in the examination script, answer to any question or questions written outside the examination hall-cancellation of the whole examination expulsion from the University for the rest of that session and in addition expulsion for one to two Academic years.
- (ix) Having any question answered by someone else-cancellation of the whole examination expulsion from the University for the rest of that session and in addition expulsion for two Academic years.

39. The invigilator is empowered to warn a student and deduct his mark upto 10% as mentioned in section 38(i) above.

The chief invigilator is empowered to expel students from the examination room/hall if he is satisfied after an on the spot enquiry that the student is guilty of misconduct mentioned in Section-38 above.

In all such cases the matter has to be reported by the chief invigilator immediately to the Vice-Chancellor with incriminating documents, if any. Decisions for further disciplinary action including expulsion from the University for a period of not exceeding six months will be taken by the Vice-Chancellor. For expulsion for a period more than six months, the Vice-Chancellor shall refer the matter to the Board of Residence and Discipline as provided in Article 6.

ORDINANCES REGARDING RESIDENCE OF WOMEN STUDENTS

Recommended by the Academic Council on 6.6. and approved by the Syndicate meeting on 11.6.74 and 15.6.74).

25. (i) Every full time student of the University shall reside in or be attached to a Hall of Residence under such conditions as may be allowed in these Ordinances.

(ii) A student who is attached to but does not reside in a Hall of Residence of the University, shall be styled as an attached student.

(iii) An attached student shall reside with her local guardian with written approval from her parent or guardian. If necessary, the parent or guardian shall approve a new local guardian with whom she shall reside. The original and change of local guardian with his address shall be communicated to the Provost by the parent/guardian.

(iv) Provisions for residence in the Halls and the allotment of seats and rooms therein to the students shall be freshly made from session to session provided that if a student's name is struck off the rolls of the University, she shall automatically forfeit her seat in the Halls.

(v) All admission to the Halls made in the beginning of the academic session together with the names and postal address of the approved local and legal guardians, shall be reported by the Provosts of the Halls to the Director of Students' Welfare. Every subsequent admission and change of residence shall also be reported to the Director of Students Welfare.

(vi) No resident shall leave Dhaka during term time without the previous permission of the Provost concerned and this permission shall not be given unless supported by either a letter or an application from the boarder's parent or guardian.

(vii) If a resident student is expelled from the Hall, she shall remain attached to the Hall for the period of expulsion. After that period the Director of Students Welfare may allow her readmission on the recommendation of the Provost.

(viii) The Halls shall be closed during the vacations during which every resident student shall vacate the Hall. On recommendation from the Provosts, the D.S.W., however, may permit a student in special case to stay in a hall on grounds acceptable to him (D.S.W.).

(ix) At all other times when classes are suspended the Vice-Chancellor shall have the right to close the Halls of Residence and ask the boarders to vacate the Halls within a specified time.

26. (i) All applications for allocation of seats or change of seats should be made to the Provost.

(ii) Students shall not change the seats allotted to them by the Provost, without the permission of the Provost.

(iii) The resident students must be in the Hall before 9-00 P.M. and must not leave before 6-00 A.M. except with the permission of the Provost.

Accordingly the gate of the Hall shall be closed at 9 P.M. and it shall not be opened until 6-00 A.M. next morning except with the permission of the Provost. Students who return to the Hall after the gate has been closed shall enter in the Gate Book their names and classes, the time of their return and the place or places where they had been every such entry being countersigned by the Provost with the next 3 days with such remark as he thinks fit to record in each case. Students may be required to produce written evidence of their whereabouts during the time they were out if the Provost is not satisfied with their explanation about their delay in returning to the Hall.

In case the Provost is not satisfied with the evidences furnished the cases of those students shall be referred to Director of Students' Welfare for disciplinary action including expulsion from the Hall, if necessary.

27. (i) Parent/guardian, local guardian and two relatives nominated by parent/guardian, may visit a student in the Women's Hall during the visiting hours as decided by the Provost. Visitors must enter in the Visitor Book his name and relationship to the resident student visited. No visitor male or female, shall be allowed to enter any room other than the visitor's room.
- (ii) No private servants may be employed by the students.
- (iii) No clubs or societies shall be formed and no meeting shall be held within the Hall premises or Hall compound without the previous permission of the Provost.

- (iv) It is desirable that a local guardian should be a person with a family in case of emergency his or her ward's infection or other illness he or she must be prepared to remove his or her ward from the Hall as soon as such notice is served on him or her.

28. (i) A student who wilfully destroys or damages University property shall be called upon to make good the loss to the University and will also be liable to other penalties.
- (ii) Any case of assault on a servant or an M.L.S.S. employed in a Hall will be severely dealt with.
- (iii) Students shall keep their rooms clean and in good order.
- (iv) No resident student shall be permitted to stay overnight outside the Hall without the prior permission of the Provost on written application of the guardian, or the local guardian if empowered by the legal guardian to do so at the time of admission. In the application the address in which she intends to stay overnight must be clearly mentioned.
- (v) No alcoholic beverages, intoxicants or narcotics shall be consumed or stored within the Hall premises. Defaulters shall be liable to disciplinary action including expulsion from the University for good.
- (vi) No clubs or societies shall be formed and no meeting shall be held within the Hall premises or Hall compound without the previous permission of the Provost.
- (vii) No student shall give a party or entertainment within the Hall without the previous per-

mission of the Provost nor he will play any musical instrument without the permission of the Provost.

29. (i) All resident students must be members of the Mess. Hall Provosts with the approval of the D.S.W. may allow exceptions for reasons acceptable to him (D.S.W.).
- (ii) Hall Mess dues are payable in advance within the date specified by the Provost.
- (iii) Dues are payable without any deduction even though the student did not join the mess, from the beginning of month or was absent from any portion thereof provided that the Provost may exempt any student from payment or the proportionate share of mess dues if the student comes into residence after first 7 days, messing adjustments will be made in the 1st. week of the following month and in any case before the next dues become payable. Refunds for absent in the mess shall be paid at the rate decided by the Provost.
- (iv) If full dues of a month are not paid within the specified time, fines shall be paid at the rates as decided by the Provost.
- (v) The Provost of Hall can excuse the daily fines for non-payment of mess dues in special cases for reasons acceptable to her.
- (vi) In case of habitual defaulters the Provost may inform the guardian of the defaulting student and demand extra hall deposit for messing dues.
- (vii) Candidates at all University examinations shall clear up all dues to their Hall 14 days before the commencement of the examinations and all the library books must be

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returned as notified by the Librarian of this University after each examination.

- (viii) Every resident student shall deposit a sum as determined by the Director of Students' Welfare as Hall caution money, before she is allowed to occupy a seat in a Hall. This advance shall be collected by the Provost/ Asstt. Provost in-charge of collection and the balance remaining after subsidising the dining hall expenses and making refunds in each session shall be deposited in a Bank in the name of the Provost of the Hall in a separate account. This amount less outstanding dues if any, shall be refunded to the student concerned, when she leaves the Hall.
- (ix) The Asstt. Provosts or in-charge of dining Hall management in each Hall act as treasurer of the dining hall funds, who will be the custodian of the dining hall dues and who will pay out money to the mess committee, or the person authorized by it, out of the funds actually in hand, in accordance with the budget approved by the mess committee. The mess committee consist of students only and the committee shall have the responsibility for managing the dining hall of the Hall and for fixing the rate.
- (x) The fines realized from students of each Hall other than those in connection with the admission or payment of University fees, shall be placed at the disposal of the respective Provosts for expenditure on any purpose which in their opinion would further the corporate activities of the students of their Hall.
- (xi) At the end of session, the Treasurer shall prepare a balance-sheet of the expenditure incurred in respect of Mess and other funds and a copy of the same shall be submitted to the Director of Students Welfare for information and record.

- (xii) No meals shall be served to any one who is not on the roll of the resident students unless she can produce a guest ticket, which will be issued by the Treasurer.

30. No inter-hall meetings or functions can be held in the hall.

31. All applications representations about residence must be signed and addressed to the appropriate authority and submitted to the Provost or the Asstt. Provost who shall forward them to the authority with his recommendation thereon.

32. Any notice concerning students shall be published on the Hall Notice Boards and shall be considered as having been brought to the notice of the students, both resident and attached. Failure to read a notice will not be accepted as an excuse for non-compliance with such notice.

No notice shall be placed in the Notice Board of a Hall without the permission of the Provost.

33. The controller of Examinations shall, on receipt of reports from the Provosts concerned, withheld the publication of the results of candidates who have not paid dues of Hall.

পরীক্ষার সময় টেবুলেশন এবং ফলাফল ঘোষণা সংক্রান্ত নিয়ম (৩১/৭/৮৯ ইং তারিখে অনুষ্ঠিত একাডেমিক কাউন্সিল অধিবেশনে সংশোধিত)

“যদি কোন ছাত্র কোন বিষয়ের মোট সময়ের উর্দ্ধপক্ষে শতকরা ১ সময়ের জন্য অকৃতকার্য হয় তবে ঐ বিষয়/বিষয় সমূহের উর্দ্ধপক্ষে দুইটিতে ঐ কমতি সময় Condone করিয়া তাহাকে সংশ্লিষ্ট বিষয়/বিষয় দুইটিতে পাশ বন্দিয়া গণ্য করা হইবে এবং সেইমতে তাহার ফলাফল নির্ধারিত হইবে। এই Condone কৃত সময় উক্ত বিষয়দুইটিতে প্রাপ্ত মোট সময়ের সঙ্গে (+) চিহ্নদ্বারা টেবুলেশন বইয়ে দেখান হইবে, কিন্তু এই সময় মোট সময়ের (Aggregate) সাথে যোগ হইবে না।”

STUDENTS' CENTRAL UNION

PART—I

1. The name of the organization shall be “Students' Central Union”, Bangladesh University of Engineering and Technology, Dhaka.

In the following Sections and paragraph the word “Central Union” shall stand for the “Students' Central Union” of the Bangladesh University of Engineering and Technology, Dhaka. The “University” shall stand for the Bangladesh University of Engineering and Technology, Dhaka.

PART—II

2. The aims and objects of the Central Union is to develop the corporate life of the students and inculcate the qualities of integrity, character and leadership through extra-curricular activities.

Functions

3. The Central Union shall :
 - (a) Co-ordinate the activities of the Hall Unions of the University.
 - (b) Organize Inter-Hall competitions in debates indoor games and other extra-curricular activities.
 - (c) Undertake such other activities as the Adviser may recommend from time to time.

PART—III

General

1. The Vice-Chancellor or a Teacher or an Officer of the University nominated by the Vice-Chancellor will be the President of the Central Union.
2. The Director of Students' Welfare shall be the ex-officio Adviser of the Central Union when he is nominated as the President of the Central Union by the Vice-Chancellor he will act both as the Adviser and the President of this Union.
3. The approval of the Adviser shall have to be taken for holding any extra ordinary meeting, on the subjects for discussion and for undertaking any of the extra-curricular activities not covered in the constitution. The Adviser's approval shall also have to be obtained before any speaker from outside is invited to address in any meeting organized by the Central Union.
4. The Vice-Chancellor on the recommendations of the Adviser shall have the power at any time in the best interest of the students as may be decided by him, to dismiss any office-bearer of the Executive Committee or to dissolve the Executive Committee as a whole and shall call for fresh election or take such other action as he thinks fit for the smooth running of the Central Union. The Vice-Chancellor shall have also power to suspend the Central Union as a whole at any time for such period as he thinks fit if in his opinion the activities of the Central Union at that time are not conducive to the maintenance of academic atmosphere in the University.
5. The interpretation of the rules of the constitution shall rest with the Adviser whose decision shall be final.

- (a) The Director of Students' Welfare shall be the ex-officio Treasurer of the Central Union and shall operate its fund and shall have financial control over the Central Union.

Entrance Fee and Subscription

6. Every student shall pay an entrance fee of Tk. 1.00 and an annual subscription of Tk. 16.00 payable in equal eight instalments along with University dues.

- (a) The funds to be allotted to the Central Union shall not exceed 20% of the total annual subscription paid by the students. The balance will be credited to the funds of different Hall Unions as per number of students resident and attached to the Halls.
- (b) The savings left over at the end of the session in the Hall Union funds and Central Union funds shall be credited to the Reserve Fund of the respective Union. Reserve Fund money shall not be included in the Central Union budget. The Adviser may, however, at a time spend a reasonable amount from Reserve Fund to subsidize any important extra-curricular activities of the Hall Unions or the Central Union.

7. The Syndicate in its own initiative, when considered necessary, or on the recommendation of the Vice-Chancellor, may add to, alter or amend the rules of the Central Union or any provision thereunder or a part thereof which will come into effect from the date of passing the resolution by the Syndicate or any other date fixed by the Syndicate.

PART—IV

Executive Committee of the Central Union.

8. The Executive Committee shall consist of President, Adviser, Vice-President, General Secretary,

Editor, Indoor Games Secretary, Organizing Secretary and Vice-Presidents of the Hall Union and General Secretary of the Athletic Club.

9. Vice-President, General Secretary, Organizing Secretary, Indoor Games Secretary and Editor shall be elected by all the Students on the rolls of the University on a date fixed by the Adviser and duly notified by the Adviser.

10. As soon as the result of the election has been formally declared, the Adviser shall notify the date on which the members of the outgoing Executive Committee shall make over the charge of their respective office to the members of the new Executive Committee.

President 11. President will exercise general control over the Central Union.

Vice-President 12. Vice-President shall be the Chief Executive Officer of the Union subject to the control over the President. He shall control and co-ordinate activities of the different Sections of the Central Union. At the end of his terms of office, the Vice-President shall prepare with the assistance of the General Secretary, a report of the activities of the Central Union and a statement of the accounts both of which shall be placed before the Executive Committee for approval.

13. The Vice-President may report to the Executive Committee any case of wilful damage to or loss of the Central Union property or any infringement of rules on the part of members. The Executive Committee will decide what steps shall be taken with regard to such cases.

General Secretary 14. General Secretary shall write and keep the proceedings of all meeting of the Executive Committee and the Central Union and shall submit them for

approval at the next meeting of the same kind. He shall conduct the correspondence of the Central Union. He shall maintain the accounts of the Central Union. The General Secretary shall also maintain records of property of the Central Union and keep their necessary records.

Editor 15. The Editor shall be responsible for the publication of the Technical Journal with the help of the Editorial Board to be nominated by the Adviser.

Indoor Games Secretary 16. Indoor Games Secretary will organize Inter-Hall Indoor Games Competitions.

Organizing Secretary. 17. Organizing Secretary shall organize meetings and other functions of the Central Union. He shall organize (i) Inter-Hall Debating Competitions, (ii) Inter-Hall Literary Competitions and (iii) other functions related to approved extra-curricular activities.

Treasurer. 18. The Director of Students' Welfare shall be the ex-officio Treasurer of the central Union and shall operate funds of the Central Union and shall be responsible for maintaining the records and running accounts.

PART—V

Meetings. 19. There shall be two types of meetings of the Central Union—open meetings which may include debates, lectures, talks, reading of papers and business meetings which shall be confined to the members of the Executive Committee.

20. The subject of the debates, lectures, talks, papers etc. organized by the Central Union shall have to be approved by the Adviser.

21. The President usually shall preside over all the business meetings of the Central Union. In his absence, the Vice-President shall preside over the

business meetings. Anybody presiding over the meetings of the Central Union or of the Executive Committee shall be called Chairman of the meeting.

22. The Chairman shall give rulings in such meetings which shall be final. The rulings of the Chairman may, however, be over ruled by the President.

23. The first business of any meeting shall be the confirmation or otherwise of the previous meeting.

24. One third of the members of the Union shall form a quorum in a private business meeting of the Union and two days notice shall be given for such a meeting provided that no such notice shall be required in adjourned meetings.

25. A requisition for holding a private business meeting may be sent to the Vice-President provided is signed by at least half of the members of the Executive Committee and he shall direct the office bearer concerned to notify such meeting at least two days previous to the date of the meeting.

26. Vice-President will generally preside over the open meeting of the Central Union.

PART—VI

RULES OF DISCUSSION

Business Meeting.

27. Every motion must be duly proposed by a member and seconded by another.

28. The Chairman has the same right any other member of proposing, of seconding a motion or amendment, and of addressing the meeting.

29. On putting a motion or amendment to vote the Chairman shall first call for the expression of the opinion of the meeting by a show of hands and

shall declare the result thereof. Any member dissatisfied with such declaration may then and there demand division by rising in his place. The Chairman shall call for a division in a manner to be decided by him.

30. The Chairman may exercise a casting vote in case of tie.

PART—VII

Electoral Rules
As amended
(vide A.C.
meeting date
30.3.79)

31. Any student whose name is borne on the rolls of University is eligible for election to the offices of the Vice-President, General Secretary, Editor, Indoor Games Secretary and Organizing Secretary.

32. Candidates desiring to be elected must be proposed by a member and seconded by another member in prescribed nomination form in which the candidate shall give his consent in writing.

33. The Adviser will fix and notify the date of holding election and appoint a Returning Officer and other Officers to conduct the election. Such date shall have to be notified at least seven days before the election.

34. The same voter may propose or second to as many nomination papers as there are vacancies but not more than one for each post.

35. Every nomination paper shall be presented to the Returning Officer by the date and time notified by the Adviser.

36. A candidate who has been duly proposed for election may withdraw his candidature by a written and signed communication delivered to the Returning Officer not later than the time notified by the Returning Officer.

37. The Returning Officer shall fix and notify in such a manner as he thinks fit, the date, time and place for the scrutiny of nomination papers as well as for the polling and counting of the votes and related matters.

38. The Returning Officer shall examine the nomination papers and shall decide all objections and may reject any nomination paper on the ground that it was not valid under the regulations. Such decision shall be endorsed by him on the nomination papers and reason for rejections shall be notified. Appeal against such decision may be filed with the Adviser within one day of making such decision. The Adviser's ruling shall be final.

39. During the scrutiny of the nomination as well as the counting of votes, the candidates for election may be present either in persons or through an authorised agent.

40. The Returning Officer shall submit to the adviser the result of the scrutiny of nomination paper and the Adviser shall declare the list of the candidates eligible to contest the election.

41. The Returning Officer shall submit to the Adviser the result of the counting of votes and the Adviser shall declare the names of the elected candidates.

As amended
(vide A. C.
meeting dt.
30.3.79)

42. If one or more posts of office-bearer fall or remain vacant after the election, the President will entrust any other member of the Executive Committee with the responsibility of that office and he/she will work in both the capacities for the rest of the term or till the President entrusts somebody else to do the work.

As amended
(vide A. C.
meeting dt.
30.3.79)

As amended
(vide A. C.
meeting dt.
30.3.79)

Deleted
vide A. C.
meeting dt.
30.3.79

Deleted Vide
Academic Council
Meeting dt.
25.6.70

Deleted Vide
Academic Council
Meeting dt.
25.6.70

43. In case of any tie in the election, the President will decide it by lottery.

44. A student can contest only for one post of either Central Union or Hall Union during the session.

45. Any student once elected to a post of office-bearer in the Students' Central Union and Hall Union shall not stand as a candidate for any post of office-bearer in the elections of the immediate following session of the same Union.

46. The candidate seeking election to the post of office-bearers of the Students' Central Union and the Hall Union shall not include in his election manifesto promises of agitation against the University Ordinance. Canvassing votes from students promising agitation against University Ordinances shall be treated as misconduct and may be punished with expulsion from the University. If a poster appears in support of the candidates and such poster promises active interference with University Ordinance, those candidates whose names appear in the poster shall be debarred from seeking election unless they prove to the satisfaction of the Director of Students' Welfare that such posters were published by the rivals to disqualify them in the election and unless they print new poster denouncing the contents of the incriminating posters.

47. Cessation of Membership :

Students whose names have been struck off or with drawn from the roll of the University shall cease to be members and office-bearers of the Central Union.

48. A student who is repeating a Semester class or who has repeated the immediate previous Semester class shall not be eligible for election for the post of office-bearers of the Students' Central Union.

HALL UNION

PART—I

1. The Union shall be called by the name of the Hall.
2. The aims and objects of the Hall Union are to develop the corporate life of the students of the Hall and to inculcate the qualities of integrity, character and leadership through extra-curricular activities, approved by the Adviser.
3. Functions :
 - (a) to hold debates and organize lectures,
 - (b) to maintain a Common Room for reading and indoor games,
 - (c) to organize literary activities and publish journals and bulletins,
 - (d) to organize dramatic performances, concerts and other types of social functions approved by the Adviser,
 - (e) to organize social work and religious activities,
 - (f) to run the Mess of the Hall, and
 - (g) to undertake such other activities as the Adviser may sanction from time to time.

PART—II

General.

1. The Director of Students' Welfare or his nominee shall be the Adviser of the Hall Union.
2. The Adviser shall have the right to lay down the policy with regard to extra-curricular activities of the Hall Unions.

3. The Provost of a Hall shall be the President of the Hall Union.
4. The President shall have the right of vote in any subject for discussion in the Union.
5. Subject to the approval of the Director of Students' Welfare, the Provost shall have power, in the best interest in the Hall Union, to dismiss any office-bearer or member of the Executive Committee, or to dissolve the Executive Committee as a whole and shall call for a fresh election or take such other action as he thinks fit for the running of the Hall Union.
6. Subject to the approval of the Director of Students' Welfare, the Provost shall have the authority to suspend the Hall Union for such a period as he thinks fit.
7. Matter which has once been decided by the Executive Committee of the Hall Union shall not be brought up for reconsideration during the current Semester. In case of emergency, however, the President of the Hall Union may refer certain matters for reconsideration to the Executive Committee of the Hall Union within the current Semester.
8. The President shall nominate the Treasurer from among the Assistant Provosts of the Hall.
9. The interpretation of the rules of the constitution shall rest with the Director of Students' Welfare whose decision shall be final.
10. Any rule for the Hall Unions framed by any of the University authorities defined in the Statutes cannot be changed by the members of the Union.
 - (a) The appropriate authority of the University at its own initiative, when considered necessary

or on the recommendation of the Director of Students' Welfare may add to, alter or amend these rules or any provision thereunder or a part thereof which will come into effect from the date of passing of the resolution or with retrospective effect from any other date fixed by the authority.

Deleted vide
A. C. meeting
dt. 30.3.79

- (b) Any student once elected to a post of office-bearer in the Students' Central Union and Hall Unions shall not stand as a Candidate for any post of office-bearer in the next elections of the aforesaid same Unions.
- (c) The candidate seeking election to the post of office-bearers of the Hall Unions and the Students Central Union shall not include in his election manifesto promises of agitation against the University Ordinance. Canvassing votes from students promising agitation against University Ordinances shall be treated as misconduct and may be punished with expulsion from the University. If a poster appears in support of the candidates and such poster promises active interference with University Ordinances, those candidates whose names appear in the poster shall be debarred from seeking election unless they prove to the satisfaction of the Director of Students' Welfare that such posters were published by the rivals to disqualify them in the election and unless they bring new poster denouncing the contents of the incriminating posters.
- (d) Canvassing by outside persons or group of persons or any outside agency on behalf of any candidate or a group of candidates shall not be allowed. If the Director of Students' Welfare is convinced that there has been violation of this Ordinance, the candidate or candidates shall be debarred from seeking election.

- 11. Students not residence in the Halls shall be attached to one of the Hall Unions according to the allotment made by the Director of Students' Welfare.

PART—III

12. Regular Members :

All the students of a Hall who are either resident in or attached to the Hall shall be regular members of the Hall Union.

13. Associate Members :

- (a) Any ex-student of a Hall or any member of the University Teaching Staff may become associate members on payment of an annual fee of Tk. 12-00.
- (b) These members shall not have the right :
 - (i) to vote in any election of the Hall Union.
 - (ii) to hold any office in the Union.
 - (iii) to be elected as a representative to an Organization from the Hall.

Deleted vide
A. C. meeting
dt. 30.3.79

14. Cessation of Membership :

Students whose names have been struck off or withdrawn from the roll of the University shall cease to be a member and office-bearer of the Hall Union.

PART—IV

Executive
Committee

As amended
(vide A. C.
meeting dt.
30.3.79 &
17.10.71)

- 15. The Executive Committee shall consist of the President, Advisers, the Vice-President, the General Secretary, the Literary Secretary, the Debate Secretary, the Indoor Games Secretary, the Entertainment Secretary, the Editor, the Mess Secretary, two Joint Mess Secretaries, Athletic Secretary, Library Secretary and the Treasurer.

The members of the Executive Committee with the exception of the President, Advisers and the Treasurer shall be elected at the beginning of the academic session at a date fixed by the Director of Students' Welfare and duly notified.

16. As soon as the result of the election has been formally declared the President in consultation with the Adviser of the Union will notify the date on which the out-going Executive Committee shall make over the charge of office to the new Executive Committee.

17. Extending any invitation to any person or persons from outside the University to take part in any of the Hall Union functions shall require a previous permission from the Adviser.

Vice-President. 18. The Vice-President shall be the Chief-Executive Officer of the Hall Union subject to the control of the Provost. He shall control and co-ordinate activities of the different sections of the Hall Union. The Sectional Secretaries shall submit their estimate of expenditure to the Treasurer and the Vice-President. At the end of his term of office, the Vice-President shall prepare with the assistance of the General Secretary, a report of the activities of the Hall Union and a statement of its accounts both of which shall be placed before the Executive Committee for approval.

19. The Vice-President shall report to the Executive Committee any case of wilful damage to or loss of the Hall Union property or any infringement of rules on the part of members. The Executive Committee will decide the steps to be taken in such cases.

General Secretary.

20. The General Secretary shall write and keep the proceedings of all meetings of the executive Committee and the Hall Union and shall submit them for approval at the next meeting. He shall conduct correspondence of the Hall Union and maintain the accounts of the Hall Union. The Secretary shall also maintain records of property of the Hall Union and keep other necessary records. He shall be in charge of the religious activities of the Hall and he shall arrange other religious functions whenever necessary.

Literary Secretary.

21. The Literary Secretary shall be responsible for Newspaper, Magazine, Book competitions and allied matters.

Debates Secretary.

22. The Secretary, Debates, shall be responsible for arranging debates and lectures.

Indoor Games Secretary.

23. The Secretary, Indoor Games, shall be responsible for arranging indoor games and its competitions.

Entertainment Secretary.

24. the Entertainment Secretary shall be responsible for organizing dramatic performances, variety entertainments, etc.

Editor.

25. The Editor shall be responsible for the publication of journal and bulletin.

Mess Secretary.

26. The Mess Secretary shall scrutinize the accounts maintained by the Mess Manager appointed by the Executive Committee every month. He shall also control mess servants and look after utensils. He will be assisted by the two Joint Mess Secretaries.

Athletic Secretary.

27. Athletic Secretary shall represent the Hall in the University Athletic Club.

Treasurer.

28. The Treasurer shall exercise general supervision and control over the funds of the Union and

shall advise regarding its financial policy. He shall certify all expenditure and shall see that no expenditure is incurred which is not in accordance with the provision of the budget. He shall also see that the General Secretary keep the accounts of the funds of the Hall Union properly.

PART—V

29. There shall be two types of meetings of the Hall Union, open meetings which shall include debates, lectures, talks, reading of papers etc. and business meetings which shall be open to members of the Hall Union only. The Vice-President will generally preside over the open meetings of the Hall Union.
30. The subject for debates, lectures, talks, papers etc. shall have to be approved by the President in consultation with D.S.W. and shall be notified at least four days before the date of the function and such notices shall bear the counter-signature of the President.
31. The President usually shall preside over all the business meetings of the Hall Union. In his absence, the Vice-President of the Hall Union, as nominated by the President, shall preside over the business meeting. Anybody presiding over the meeting of the Hall Union or of the Executive Committee shall be called Chairman of the meeting.
32. The Chairman shall interpret the law of the Hall Union and shall give rulings in case no law exists. The rulings of the Chairman shall be final unless over-ruled by the President.
33. The first business of any formal meeting shall be the confirmation of minutes of the previous

meeting of the same kind and minutes so confirmed shall be deemed a correct record of the proceedings.

34. One third of the members of the Union shall form a quorum in a private business meeting of the House and two days' clear notice shall be given provided that no such notice shall be required in adjourned meeting.

35. A requisition for holding a business meeting may be sent to the President provided it is signed by at least half of the members of the Hall Union and he shall direct the Officer concerned to notify such meeting at least two days previous to the date of the meeting.

PART—VI

36. Every motion must be seconded, otherwise it will drop.

37. The Chairman has the same right as any other member of proposing or seconding a motion or amendment, and of addressing the meeting.

38. The Chairman shall have a casting vote in case of a tie.

PART—VII

Electoral Rules:
Deleted vide A. C. meeting dt. 30.3.79

39. Every regular member of the Hall Union is eligible for election as a member of the Hall Union, subject to the rules, to all the offices of the Executive Committee except the offices of the President and Treasurer.

(a) "A student under the Semester system, who is repeating Semester class or who has repeated the immediately previous Semester class shall not be eligible for election for the post of the office-bearers of Students' Central Union and of the Hall Union."

deleted Vide
Academic Council
Meeting dt.
5.8.70

(b) "A student under the annual system, who is repeating a year, or who has repeated the immediately previous year shall not be eligible for election for the post of the office-bearers of the Students' Central Union and the Hall Unions".

40. Candidates desiring to be elected must be nominated by one member of the Hall Union and seconded by another.

41. Every candidate shall, at the time of nomination give his consent in writing to such election in the nomination paper.

42. The Director of Students' Welfare will fix and notify the place and time of holding elections and appoint Returning Officers and Polling Officers.

43. The same voter may propose or second as many nomination papers as there are vacancies but not more than one for an office.

44. Every nomination paper shall be presented to the Returning Officer by the date and time notified by the President.

is amended
vide A. C.
meeting dt.
0.3.79)

45. A candidate who has been duly nominated for election may withdraw his candidature by a written and signed communication delivered to the Returning Officer not later than the date and time notified by the Returning Officer.

46. The Returning Officer shall appoint and notify in such manner as he think fit, the date, time and place for the scrutiny of nomination papers.

47. The Returning Officer, shall examine the nomination papers and shall decide all objections and may reject any nomination paper on the ground that it was not valid under the regulation. Such

decision shall be endorsed by him on the nomination papers and the reason for rejection shall be notified. Appeal against such decision may be filled with the President within one day of making such decision. The President's ruling shall be final.

48. During the scrutiny of the ballot paper, the candidates for election may be present either in person or through an authorized agent.

49. The Returning Officer shall submit to the President the result of the scrutiny of ballot papers and the President shall declare the result.

As amended
(vide A. C.
meeting dt.
30.3.79)

50. Any objection with regard to the election may be filed with the President within a day of the publication of the results and the President's decision shall be final. No action will lie against this decision in any Court of Law. In case of any tie in the election, the President will decide it by lottery.

As amended
(vide A. C.
meeting dt.
30.3.79)

51. If one or more posts of office-bearers fail or remain vacant after the election, the President will entrust any other member of the Executive Committee with the responsibility of that office and he/she will work in both the capacities for the rest of the term or till the President entrusts somebody else to do the work.

PART—VIII

Budgets.

52. The Mess budget will be prepared every month before the end of the first week. A balance sheet shall be presented on the last day of the month. The Executive Committee shall prepare a budget for expenditure of other than mess and notify the budget for general information.

PART-IX

53. There shall be an Audit Committee consisting of the Treasurer and two members elected from the Hall Union other than the members of the executive Committee for the purpose of auditing the accounts of the Hall Union. The Treasurer shall be the Chairman of the Committee. The Committee shall submit its report and recommendation to the President who will place these before the Executive Committee for scrutiny and opinion, and then take such action as he thinks necessary.

Any objection with regard to the election may be filed with the President within a day of the publication of the results and the President's decision shall be final. No action will be against the President in any Court of Law in case of any irregularity in the election. The President will decide the result of the election.

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The President shall be elected by the members of the Executive Committee for the purpose of auditing the accounts of the Hall Union. The Treasurer shall be the Chairman of the Committee. The Committee shall submit its report and recommendation to the President who will place these before the Executive Committee for scrutiny and opinion, and then take such action as he thinks necessary.

TRAT

The President shall be elected by the members of the Executive Committee for the purpose of auditing the accounts of the Hall Union. The Treasurer shall be the Chairman of the Committee. The Committee shall submit its report and recommendation to the President who will place these before the Executive Committee for scrutiny and opinion, and then take such action as he thinks necessary.

ATHLETIC CLUB

As amended
(vide A. C.
meeting dt.
30.3.79)

1. The Executive Committee of the Athletic shall consist of the following :

President : The Director of Students' W
(Ex-Officio).

Adviser : Director of Physical Edu
(Ex-Officio).

Assistant
Advisers : Instructors' Physical Educa
(Ex-Officio).

General
Secretary : Elected by the all registered
ing members of the Athletic C

The Captains of the University, Foot-ball, Cri
Hockey, Tennis, Basket-ball, Volley-ball, Sq
Gymnasium and Swimming.

Elected Athletic Secretaries of different Hall
the University.

General Secretary of the Students' Central Un
Bangladesh University of Engineering
Technology Dhaka.

Election
Procedure.

2. (a) General Secretary shall be elected by all registered playing members of the C by ballot.
- (b) The Captains of Foot-ball, Hockey, Crick
Tennis, Basket-ball, Volly-ball, Soft-ball, G
nastics and Swimming shall, however,
elected by the bonafide players of the resp
tive games and sports as announced by t

Director of Students' Welfare. The voter lists shall be prepared and announced by the Director of Students' Welfare at least one week before the election.

(c) A separate register shall be maintained by the Physical Instructors to record the playing member of different games, gymnastics and swimming throughout the whole year and the list of eligible voters be submitted to the Director of Students' Welfare for approval before its publication.

(d) The Executive Committee may select the Secretaries to assist the respective Captains for efficient running of the games.

Deleted vide
A. C. meeting
dt. 30.3.79

(e) Vacancies in the Committee shall be filled up by nomination by the President in consultation with the Executive Committee.

(f) All elected office-bearers will hold office until next election.

As amended
(vide A. C.
meeting dt.
30.3.79)

(g) The Captain of individual game must be the regular player of the particular section and he must be one of the players of the Departmental or Hall team of that particular game.

Duties of the
Committee.

3. (a) The President shall exercise a general control over the Club and its fund and decide complaints.

(b) The Adviser shall advice in all matters regarding athletic activities, indent for gears, financial control and smooth running of the Club. He will act as President in absence of the President and in matters assigned by the President.

(c) Physical Education Instructors : Besides taking physical education classes, they shall maintain stocks of the club upto date. They shall look after the University ground and have general supervision of the Club activities.

(d) The General Secretary with the help of the Adviser shall prepare a budget estimate of the whole session and submit the same before the Executive Committee for final approval.

(e) The General Secretary will publish an annual athletic magazine with the help of the Adviser. An editor of the purpose will be co-opted by the Executive Committee. The General Secretary with the approval of the President shall call the meeting of the Executive Committee.

(f) The General Secretary shall assist the Physical Education Instructors in maintaining stock of the gears.

(g) The General Secretary shall be the member of the Students' Central Union.

(h) The Captains of all sections in consultation with Assistant Advisers and General Secretary shall submit the list of proposed matches to the Adviser for approval.

(i) The Captains shall be responsible for respective games-gears issued to them by the Physical Education Instructors.

General Rules. 4. (a) Players must abide by the decision of the Captains. If there is any unsporting spirit in any player, the Captains will bring it to the notice of the President through the Adviser.

(b) No Player of the University will be allowed to play in any outside team except with the special permission of the President. Any breach of such rules are to be submitted to the President.

(c) Teams to represent the University will be selected by a Special Committee consisting of the Captain concerned, General Secretary and Advisers.

(d) Captain shall hand over games-gears to the Physical Instructors when games of the particular section will be over.

5. Annual Sports shall be organized by the General Secretary with the help of the Committee which may be assisted by staff members and other students.

6. The Vice-Chancellor, on the recommendation of the Director of Students' Welfare, has the power, at any time, to dismiss any office-bearer of the Executive Committee or dissolve the Executive Committee as a whole, and call for fresh election or take such other action as he may think fit for the general interest of the students of the University.

7. The Vice-Chancellor, on the recommendations of the Director of Students' Welfare may suspend or dissolve the constitution.

(a) An entrance fee of Tk. 1.00 and an annual subscription of Tk. 12.00 to be paid in eight equal instalments along with the University dues.

As amended
vide A. C.
meeting dt.
30.3.79)

Entrance Fee and
Subscription
As amended
(vide F. C. dt.
24.1.74—1.3.74
& approved by
Syndicate dt.
16.3.74—4.5.74

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(b) Subscription from passed students and staff members willing to participate in the activities of the Athletic Club shall be Tk. 8.00 per session.

8. In case of tie in the election, the President will decide it by lottery.

9. If one or more posts of office-bearer falls vacant after election, the President will entrust another member of the Executive Committee with the responsibility of that office and he/she will work in both the capacities for the rest of the term or till the President entrusts somebody else to do the work.

10. A student can contest for only one post of the Athletic Club.

New Rules
8-10 added
Vide A. C.
meeting dt.
30.3.79

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RULES RELATING TO HEALTH AND SANITATION

(Approved by the Syndicate in its meeting
held on 12-11-1968)

Health and
Sanitation
Committee

1. There shall be a Committee for Health and Sanitation with the following members :

- (i) The Director of Students' Welfare—Chairman.
- (ii-vi) The provosts of all Halls of Residence.
- (vii) The Chief Medical Officer of the University.
- (viii) The Executive Engineer of the University.
- (ix) A Teacher of the University nominated by the Vice-Chancellor.

The University Chief Medical Officer will act as Secretary of the Committee.

Four members shall form a quorum.

2. The Committee shall:

- (i) review and report to the Syndicate on rules and regulations affecting general health and sanitary condition within the campus and in the case of an epidemic on the measures to be taken.
- (ii) review and recommend to the Syndicate the medical facilities that can be provided for the employees of the University.

3. The Committee shall meet at least once in a calendar year.

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4. The Medical Officers shall:

- (i) attend the University Dispensary on ambulate (Resident and attached) students ;
- (ii) visit bed cases in the University Halls of Residence on requisition by the Provosts or the Assistant Provosts ;
- (iii) attend emergency calls at Halls of Residence during day or night on requisition by the Provosts or Assistant Provosts and attend emergency cases of accident of students and employees within the University Campus ;
- (iv) attend employees of the University and their family members as provided in Section 5 below ;
- (v) examine and report on cases sent for medical report by the Vice-Chancellor or any other office authorized by him.
- (vi) requisition expert medical aid for resident students, wherever necessary with the prior approval of the Director of Students' Welfare and remove suspected cases among the students and M.L.S.S. during an epidemic to a segregation ward or a hospital ;
- (vi) represent the University, when required by the proper authorities, on bodies and Committees concerned with health and sanitation.

5. The Medical Officers shall treat free of charge :

- (i) all resident students of the University ;
- (ii) all attached students who come to the dispensary.

Vide Syndicate
meeting dt.
14.9.70

6. The Vice-Chancellor, on the recommendation of the Director of Students' Welfare shall appoint one of the Medical Officer as the Chief Medical Officer of the University for administrative purpose.

7. The Medical examination of the employees of the University, if desired by the Vice-Chancellor

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or any other authorized Officers of the University, shall be done by the Medical Officers.

8. The annual medical examination of the newly admitted students shall be done by the Medical Officers as part of their ordinary duty.
9. The Medical Officers shall reside in the University Quarter assigned to them.
10. The Medical Officers other than the Chief Medical Officer shall not leave the University Campus during the dispensary hours on any day without the permission of the Chief Medical Officer who may have permission from Director of Students' Welfare. For the remaining period, the Director of Students' Welfare shall arrange the presence of at least one Medical Officer in the Campus at any time of day and night.
11. (a) The Medical Officers shall not be allowed any private practice.
(b) The Medical Officers shall not undertake any employment outside the University.
(c) The Medical Officers shall get a non-practising allowance of Rs. 175.00 per month.
(d) The Chief Medical Officer shall get an extra allowance of Rs. 100.00 per month in addition to the non-practising allowance.
12. The Chief Medical Officer shall issue instructions from time to time fixing the hours of work and the details of duty to be performed by the Medical Officers and other employees of this department.
13. The University Dispensary shall ordinarily be kept open from 8. A. M. to 11. A. M. and again from 3-20 P. M. to 6-30 P. M. except during the long vacation for classes and on gazetted holidays when the dispensary will remain open from 8 A.M. to 12 noon or any other suitable time as may be determined by the Director of Students' Welfare.

Provided that the University Dispensary shall remain altogether closed for the period during the holidays as noted below, the exact dates being fixed and notified by the Medical Officers:

- (i) 4 days during Eid-ul-Fitr ;
- (ii) 4 days during Eid-ul-Azha.

14. Provision shall be made by the Chief Medical Officer so that at least one Medical Officer and one Compounder may be available at any time.
15. The University shall supply medicines, other than patent tonic-medicines for improving the general health, prescribed by the Medical Officers to a students, free of charge and shall re-imburse the cost of medicines prescribed by the University Medical Officers. And on the recommendation of the Medical Officer shall pay for the cost of treatment including the cost of pathological X-Ray examination and specialist's advice and shall pay for hospital charges (seat-rent, diet charges, etc.) at the rate of rupees 5.00 maximum per day. This will not include provision of spectacles, provision of denture and filling of cavity in the teeth and hearing aids.
16. The following benefits be granted to the various categories of employees in lieu of the present system of free medical service and reimbursement of medical cost etc.
 - (i) Medical allowance on monthly basis at the rates shown against each category of employees be given with effect from 1st. July, 1970.
 - (a) Teachers and self-drawing officers :
One month's basic pay subject to a minimum of Rs. 600/- and a maximum of Rs. 960/- P. A.
 - (b) Ministerial and technical staff ;
One month's basic pay subject to a minimum of Rs. 360/- P. A.

(c) M. L. S. S. : @ Rs. 300/- per annum.

(II) For the convenience of the University employees living within the campus, medical staff are permitted to attend calls at their residence outside the normal duty hours on realisation of the fees mentioned below :

(a) Medical Officers ... Rs. 5/- per call.

(b) Compounders/Nurse ... Rs. 1/- per call.

As the above limited practice of the Medical staff is allowed for the convenience of the University employees, this will not affect their non-practising allowance.

The Medical staff shall, however, render free services as and when called upon by the Vice-Chancellor in any emergency and attend to duties assigned by the Vice-Chancellor.

17. (i) The Syndicate may in a very special case contribute towards the cost of special medicine, nursing and diet of any resident student or M.L.S.S. either in the University or outside.

(ii) The Syndicate may in a very special case contribute towards the cost of special medicine to an employee of the University drawing a salary of Rs. 100-00 or less per mensem.

18. The Compounders shall attend the dispensary during dispensary hours. All employees of the dispensary will work under the advice and control of the Chief Medical Officer.

19. The Medical Officers shall be entitled to an earned leave for a period of 30 days in a session of one year. Such leave shall be determined and recommended for sanction by the Director of Students' Welfare in such a way that one of them must always be present within the University Campus.

ORDINANCE RELATING TO LIBRARY

Rules regarding
the General
Library

1. Definitions : For the purpose of these rules :

(i) "Authority" shall mean the Vice-Chancellor of the Bangladesh University of Engineering and Technology and other Officers authorized by him to take appropriate measures in dealing with the affairs of the library, on his behalf.

(ii) "Due date" shall mean the date by which a borrower is required to return to the library any volume issued to him on loan, either (a) on expiry of the period for which he was entitled to retain the volume, or (b) being asked to do so by the Librarian.

(iii) "Library" shall mean the library, including the reading rooms and stacks owned and operated by the Bangladesh University of Engineering and Technology.

(iv) "Property" shall mean moveable and immoveable properties of the Library.

(v) "University" shall mean the Bangladesh University of Engineering and Technology.

(vi) "Volume" shall mean each of books, periodicals, journals and other printed materials in bound form.

(vii) "Library hours" shall mean the period of each day of the week during which operation of the library for issue and return of books etc., use of the reading rooms and other facilities will take place.

2. (i) The operating hours of the library for issue and return of volumes, use of the reading rooms and other facilities, shall be as announced by the Librarian from time to time.

- (ii) The Librarian may suspend the operation and use of the library or any section thereof at any time, when circumstances call for such an action. Particulars of every such occurrence shall be reported to the authority.
- 3. (i) All members of the Syndicate, Academic Council and Boards of Studies, all employees, including per-time and honorary teachers, and all students of the University shall be members of the library and shall be entitled to use the library in the manner set forth in these rules.
- (ii) Under justifiable circumstances the appropriate authority may suspend or cancel the membership of any member.
- 4. (i) Members who are regular students of the University shall be issued with "Library Cards" entitling them to borrow books from the Library.
- (ii) The library cards shall be renewed every academic year.
- 5. (i) The Reading Rooms shall remain open to all members during the library hours.
- (ii) Non-members may, however, be allowed to use the reading rooms with prior permission from the Librarian.
- 6. The users of the library shall refrain from causing inconvenience to other readers or creating hazards to the library property through such acts as smoking, partaking of refreshments, speaking loudly or any other such actions. Any infringement of the above may be stopped by the Librarian on the spot.
- 7. The maximum number of volumes that can be borrowed by a member and the period for which he is entitled to retain any volume is given in Appendix "A".

- 8. No one shall be allowed to borrow volumes in more than one capacity.
- 9. The librarian shall have the right to refuse lending out volumes except to the borrower in person.
- 10. (i) Encyclopaedias, dictionaries, periodicals and other reference materials shall not, as a rule, be loaned out of the library.
- (ii) Librarian shall decide, taking into consideration the demand, what volumes should be classified as reference materials.
- (iii) At least one copy of each of the prescribed books for the courses of study at the University should be retained in the library as a reference book.
- 11. Unbound and poorly bound volumes which are likely to be damaged unless properly taken care of shall not be issued out on loan except with the permission of the Librarian.
- 12. The library shall remain closed to all members during the triennial stock taking and all transactions shall remain stopped.
- 13. All volumes, irrespective of the dates of issue, shall be returned to the library on or before a date, fixed by the Librarian not more than seven days in advance, before the commencement of the triennial stock-taking of the library.
- 14. A volume or volumes, may be reissued to the same borrower, at the expiry of the period for which the borrower was entitled to retain them, on physical presentation and checking of the volume or volumes, provided that there is no demand by other members for the same.
- 15. (i) A student-borrower failing to return the volume or volumes loaned to him by the due date shall be required to pay a non-refundable penalty of 10 paise per volume per day of delay, subject to a maximum amount

equivalent to one and half times the cost of the volume or volumes concerned.

- (ii) Borrowing privileges shall remain withdrawn from a member until overdue volume or volumes have been returned to the library and the penalty which had accrued according to these rules has been paid up by him.
- 16. Irrespective of the period for which a borrower could have retained the volume or volumes loaned to him, suspension or cessation of his membership requires that he shall return all volumes to the library, along with his library cards, if any, by the date following the suspension or cessation of membership, which shall be considered as the due date for the purpose of Rule 15.
- 17. Underlining of passages, writing of notes and remarks on the margin or elsewhere or otherwise defacing the pages of books, periodicals and reference materials are strictly prohibited.
- 18. All members and users of the library, as a matter of national interest, shall take utmost care of the books and other property of the library used by them. They shall check for any damages in the books, periodicals and reference materials issued to them or being used by them and detection of above damage shall be reported at once to the library official on duty. If no such report has been made, it shall be assumed that the present user of the books, periodicals, reference materials, etc., had received them in good conditions.
- 19. In pursuance of Rule 18, whenever any damage in any of the library property is detected, unless already reported, it will be inferred that the last user caused the damage or damages and the matter shall be dealt with according to the rules.
- 20. (i) The user, when declared to have caused repairable damage to any library property

shall bear the cost of restoration of the same to useable condition.

- (ii) If the damaged property can not be restored to usefulness, the user, who is declared to have caused the damage or damages shall be required to make good the loss to the library within one week from the due date, plus a fine of ten paise for each day's delay in replacing the damaged property counted from the due date; failing which he shall be required to pay a sum equivalent to two times the cost of the original property.
- 21. (i) When a borrower loses any library property, held in custody by him, the matter shall be reported to the appropriate authority of the University at once.
- (ii) A borrower, declared to have lost any library property shall be required to make good the lost property within one week from the due date, failing which he shall be required to pay a sum equivalent to two times the cost of the original property.
- 22. Any person found guilty of pilfering, wilfully mutilating any library property shall be required to pay the penalty according to the rule 20 (ii) and shall be subjected to disciplinary action by the authority on the recommendation of the Board of Residence and Discipline.
- 23. Student members, other than those in the final semester classes, shall be required to pay up all dues and penalties accrued against them on accounts of library property before the commencement of each semester, failing which they shall not be enrolled in the relevant class.
- 24. No volume issued to a member shall be transferred to another member without first returning the volume to the library.

APPENDIX—A"

Category of Membership.	Volumes (other than reference materials)	
	Number of volumes at any time.	Admissible period of retention
1. Members of the Syndicate, Academic Council and Boards of Studies (Employees of the University excluded).	2	4 weeks
2. Regular teachers of the University:		
(a) Related to the subjects taught by them.	15	Current Semester
(b) Not related to the subjects taught by them.	2	4 weeks
3. Part-time and honorary teachers:		
(a) Related to the subjects taught by them.	4	Current Semester
(b) Not related to the subjects taught by them.	1	4 weeks
4. Employees of the University other than teaching staff and holding ranks above that of the M. L. S. S. or equivalent thereto.	2	2 weeks
5. Regular students of the University:		
(i) Upto 3rd year classes.	2	2 weeks
(ii) Final year classes.	4	2 weeks
(iii) Post-Graduate classes.	6	2 weeks
6. Irregular students of the University who intend to appear at the next relevant examination, and have not withdrawn their caution money deposit on the recommendation of the Head of the Department.	2	4 weeks

Rules regarding the Rental Library.

1. The Rental Library shall function as an independent unit under the supervision and control of the Librarian of this University.
2. It shall procure multiple copies of different text-books for the purpose of renting out to the students of this University.
3. The multiple copies of text-books, selected by the Heads of the Departments shall be purchased, provided such text-books are kept in use for at least ten semesters.
4. For procuring such text-books, at least six months prior notice shall be given by the Heads of the Departments.
5. The books shall be issued to the students for one semester or one session in batches of single, two or more students on rents as detailed below:
 - (i) At the rate of 10% of the cost of the book for one session.
 - (ii) If the books are borrowed for one semester rent shall be paid at the rate half the for one session.
 - (iii) Slide rules and other items when available shall be supplied to the students on payment of cost actually incurred in procuring them.
 - (iv) A member of teaching staff may borrow for one semester/session without rent one book of the subject he teaches.
6. Funds:
 - (i) Funds shall be operated by the Librarian, Bangladesh University of Engineering and Technology, Dhaka.
 - (ii) Funds shall be kept in an account to be called Rental Library Fund with the Sonar Bank, Engineering University Campus.

- (iii) Funds shall be used to purchase new books, to replace and bind old books, for importing slide-rules and other necessary items which are not easily available in the local market, to purchase Library supplies and such other items as the University authority deems necessary and to pay remuneration of the workers who actually operate the Library.

7. Management and honorarium :

- (i) The Rental Library shall be run under the direct supervision of the Librarian, Bangladesh University of Engineering and Technology, Dhaka.
 - (ii) The Assistant who will work in the Rental Library shall be paid Tk. 100/- per month as honorarium.
 - (iii) One helper in the Rental Library shall be paid Tk. 30/- per month.
8. (i) In case the books are not returned in time, the library facilities shall be withdrawn from the defaulters and they shall have to pay such penalty as may be decided by the University authority.
- (ii) Any book damaged or lost by a borrower shall be replaced or the borrower shall have to pay two times the price of the book or books before the next semester or session begins, as the case may be.

REGULATION FOR TRANSACTING BUSINESS OF THE SYNDICATE

1. The Syndicate shall meet ordinarily once a month. The time of meeting shall be fixed by the Vice-Chancellor. The place of meeting shall ordinarily be on the University campus.
2. If at any meeting the Vice-Chancellor is absent, the Syndicate shall elect a Chairman for the meeting.
3. The quorum for the meetings of the Syndicate shall be one third of total number of members, fractions being counted as one.
4. At least 7 clear days notice shall be given of all ordinary meetings of the Syndicate and the agenda papers shall be issued at least three clear days before the date of the meeting.
5. The Vice-Chancellor is authorized to bring up before the Syndicate without sufficient notice only such matters as he considers urgent, but matters which may wait and on which there is likely to be difference of opinion among members shall not be brought up without proper notice.
6. Routine matters in which no question of principle is involved or on which it is not likely that there will be differences of opinion, may be brought up without due notice with the permission of the Chair.

Provided that the consideration of matters introduced under Section 5 & 6 above, may be postponed by a majority vote of the Syndicate.
7. The Vice-Chancellor may at any time and shall within ten days on requisition being made to him in writing signed by not less than six members of the Syndicate convene an extra-ordinary

meeting of the Syndicate, provided that the Vice-Chancellor shall not require to convene such extra-ordinary meetings during vacations prescribed by the Ordinances or authorized by the Syndicate.

- Regulations. 8. Three days' notice shall be given for extra-ordinary meetings of the Syndicate except when the nature of the business to be brought before the Syndicate in the opinion of the Vice-Chancellor necessitates an immediate meeting. When in the opinion of the Vice-Chancellor an immediate meeting is necessary every member of the Syndicate resident in Dhaka shall receive a notice of the meeting in time to enable him to attend the meeting and no business that is not of immediate urgency shall be transacted at the meeting.
9. At the meeting of the Syndicate, the Chairman shall have a vote and a casting vote.
10. No question which has once been decided shall be brought up for re-consideration within a period of six months unless it is introduced with due notice by the Vice-Chancellor and agreed to by all the members present at the meeting in which it is introduced or a requisition for re-discussion signed by a majority of the members of the Syndicate is received by the Vice-Chancellor and all members present in the meeting agree to discuss the matter.

Minutes of the meeting.

11. Within two days after a meeting of the Syndicate a draft of the minutes of such meeting shall be submitted by the Registrar to the Chairman and attested by him. The minutes shall then be circulated to all members of the Syndicate, and such of them as were present shall, within one week of the issue of the minutes, communicate to the Registrar any exceptions they may take to the correctness thereof. The minutes, and the exceptions taken, if any, shall be laid before the next meeting of the Syndicate and the minutes in their final form shall then be confirmed.

REGULATION FOR TRANSACTING BUSINESS OF THE ACADEMIC COUNCIL

1. The Academic Council shall meet at the time and place fixed by the Vice-Chancellor. The place of meeting shall ordinary be on the University campus.
2. If at any meeting the Vice-Chancellor is absent, the Academic Council shall elect Chairman for the meeting.
3. The quorum for the meetings of the Academic Council shall be one-third of the total number of members, fractions being counted as one.
4. At least 10 clear days notice shall be given of all ordinary meetings of the Academic Council and the agenda papers shall be issued at least 5 days before the date of the meeting.
5. The Vice-Chancellor is authorized to bring up before the Academic Council without sufficient notice only such matters as he considers urgent, but matters which may wait and on which there is likely to be difference of opinion among members shall not be brought up without proper notice.
6. Routine matters in which no question of principle is involved or on which it is not likely that there will be differences of opinion, may be brought up without due notice with the permission of the Chair. Provided that the consideration of matters introduced under Sections 5 & 6 above, may be postponed by a majority vote of the meeting.
7. The Vice-Chancellor may at any time and shall within ten days on requisition being made to him in writing signed by not less than one-third of the total number of members of the Academic Council convene an extra-ordinary meeting of the Academic Council, provided that the Vice-Chancellor shall not be required to convene such

extra-ordinary meetings during vacations prescribed by the University ordinances.

- Regulations. 8. Two days' notice shall be given for extra-ordinary meetings of the Academic Council except when the nature of the business to be brought before the Academic Council in the opinion of the Vice-Chancellor necessitates an immediate meeting. When in the opinion of the Vice-Chancellor an immediate meeting is necessary every member of the Academic Council resident of Dhaka shall receive a notice of the meeting in time to enable him to attend the meeting and no business that is not of immediate urgency shall be transacted at the meeting.
9. At the meetings of the Academic Council, the Chairman shall have a vote and a casting vote.
10. No question which has once been decided shall be brought up for re-consideration within a period of six months unless it is introduced with due notice by the Vice-Chancellor and agreed to by all the members present at the meeting in which it is introduced or a requisition for re-discussion signed by a majority of the members of the Academic Council is received by the Vice-Chancellor and three-fourth of the members present in the meeting agree to discuss the matter. No question which has once been decided shall be brought up for re-discussion in an extra-ordinary meeting.

- Minutes of the 11. Within two days after a meeting of the Academic Council a draft of the minutes of such meeting shall be submitted by the Registrar to the Chairman and attested by him. The minutes shall then be circulated to all members of the Academic Council, and such of them as were Present shall within one week of the issue of the minutes, communicate to the Registrar any exceptions they may take to the correctness thereof. The minutes, and the exceptions taken, if any, shall be laid before the next meeting of the Academic Council and the minutes in their final form shall then be confirmed.

REGULATION FOR TRANSACTING BUSINESS OF THE FINANCE COMMITTEE

1. The Finance Committee shall meet at the time and place fixed by the Vice-Chancellor. The place of meeting shall ordinarily be on the University Campus.
2. If at any meeting the Vice-Chancellor is absent, the Finance Committee shall elect Chairman for the meeting.
3. The quorum for the meetings of the Finance Committee shall be three.
4. At least 7 clear days notice shall be given for all ordinary meetings of the Finance Committee and the agenda papers shall be issued at least 48 hours before the time of the meeting.
5. The Vice-Chancellor is authorized to bring up before the Finance Committee without sufficient notice only such matters as he considers urgent, but matters which may wait and on which there is likely to be difference of opinion among members shall not be brought up without proper notice.
6. Routine matters in which no question of principle is involved or on which it is not likely that there will be differences of opinion, may be brought up without due notice with the permission of the Chair.

Provided that the consideration of matters introduced under Sections 5 and 6 above, may be postponed by a majority vote of the Finance Committee.

7. At the meeting of the Finance Committee, the Chairman shall have a vote and a casting vote.
8. Within two days after a meeting of the Finance Committee a draft of the minutes of such meeting shall be submitted by the Comptroller to the Chairman and attested by him. The minutes shall then be circulated to all members of the Finance Committee, and such of them as were present shall, within one week of the issue of the minutes, communicate to the Comptroller any exceptions they may take to the correctness thereof. The minutes, and the exceptions taken, if any, shall be laid before the next meeting of the Finance Committee and the minutes in their final form shall then be confirmed.

REGULATION FOR TRANSACTING THE BUSINESS OF PLANNING AND DEVELOPMENT COMMITTEE

1. The Planning and Development Committee shall meet at the time and place fixed by the Vice-Chancellor. The place of meeting shall ordinarily be on the University Campus.
2. If at any meeting the Vice-Chancellor is absent, the Committee shall elect Chairman for the meeting.
3. The quorum for the meetings of the Planning and Development Committee shall be four.
4. At least 7 clear days notice shall be given for all ordinary meetings of the Planning and Development Committee and the agenda papers shall be issued at least 2 clear days before the date of the meeting.
5. The Vice-Chancellor is authorized to bring up before the Committee without sufficient notice only such matters as he considers urgent, but matters which may wait and on which there is likely to be difference of opinion among members, shall not be brought up without proper notice.
6. Routine matters in which no question of principle is involved or on which it is not likely that there will be differences of opinion may be brought up without due notice with the permission of the Chair.
Provided that the consideration of matters introduced under Sections 5 and 6, above, may be postponed by a majority vote of the Committee.
7. At the meetings of the Planning & Development Committee the Chairman shall have a vote and a casting vote.

8. Within two days after a meeting of the planning and Development Committee a draft of the minutes of such meeting shall be submitted by the Comptroller to the Chairman and attested by him. The minutes shall then be circulated to all members of the Committee, and such of them as were present shall, within one week of the issue of minutes, communicate to the Comptroller any exceptions they may take to the correctness thereof. The minutes, and the exceptions taken, if any, shall be laid before the next meeting of the planning and Development Committee and the minutes in their final form shall then be confirmed.