Rules and Regulations for Undergraduate Program (ME)

Overview

BAUET has introduced course system for undergraduate studies from the academic session 2020-2021. Therefore, the rules and regulations mentioned in this paper will be applicable to students for administering undergraduate curriculum through the course system. This will be introduced with an aim of creating a continuous, even and consistent workload throughout the semester for the students.

Number of Semesters in a Year

There will be two semesters in an academic year.

a. Semester I (Summer)
b. Semester II (Fall)

Duration of Semesters

The duration of each of Semester will be as follows:

Sl.	Events	Durations
1.	Classes before Mid Semester	7 weeks
2.	Mid Semester Vacation	1 week
3.	Classes after Mid Semester Vacation	7 weeks
4.	Makeup Classes and Preparatory Leave	2 weeks
5.	Semester Final Examination	3 weeks
6.	Semester End Vacation	2 weeks
Total		**22 weeks**

Course Pattern and Credit Structure

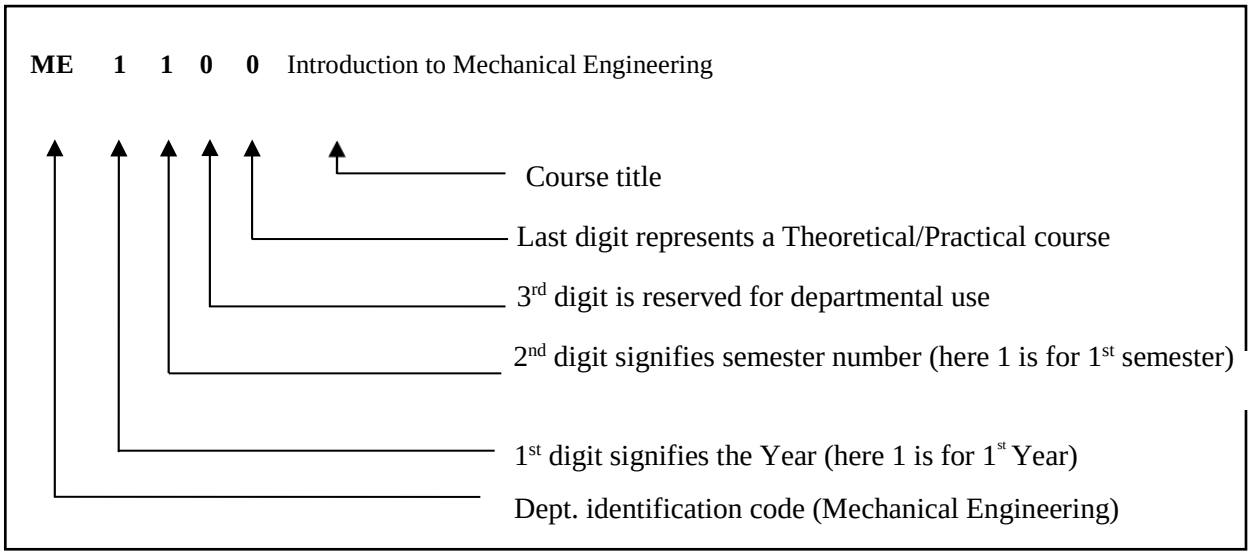
The undergraduate program is covered by a set of theoretical courses along with a set of laboratory (sessional) courses to support them.

Course Designation System

Each course is designated by a maximum of four letters code identifying the department offering the course followed by a four-digit number having the following interpretation:

- The first digit will correspond to the year in which the course is normally taken by the students.
- The second digit will correspond to the semester (1 for 1st and 2 for 2nd) in which the course is normally taken by the students.
- The third digit will be reserved for departmental use. It usually identifies a specific area/group of study within the department.
- The last digit will be odd number for theoretical courses and even number for sessional courses.

The course designation system is illustrated as Follows:



Assignment of Credits

The assignment of credits to a theoretical course follows a different rule from that of a sessional course.

a. **Theoretical Courses:** One lecture per week per semester is equivalent to one credit.
b. **Sessional Courses:** Credits for sessional courses is half of the class hours per week per semester.

Credits are also assigned to project and thesis work taken by the students. The amount of credits assigned to such work varies from one discipline to another.

Types of Courses

The types of courses included in the undergraduate curricula are divided into the following groups:

a. **Core Courses:** In each discipline, a number of courses are identified as core courses, which form the nucleus of the respective bachelor's degree program. A student has to complete all designated core courses of his/her discipline.
b. **Prerequisite Courses:** Some of the core courses are identified as prerequisite courses for a specific subject.
c. **Optional Courses:** Apart from the core courses, the students can choose from a set of optional courses. A required number of optional courses from a specified group have to be chosen.
d. **Integrated Design Project (IDP)/Capstone Project and Thesis:** Integrated development project/ Capstone project has to complete in the combine duration of two semester in 3rd year, 2nd semester (credit hour 1.50 and contact hour 3.00) and 4th year, 1st semester (credit hour 3.00 and contact hour 6.00). Thesis/project will have to be undertaken in 4th year by students under separate supervisors in partial fulfillment of the requirement of his/her degree. Credits allotted to the thesis will be 4.50 and corresponding 9.00 contact hours where 3.00 contact hours in 4th year 1st semester and another 6.00 contact hours in 4th year 2nd semester.

Teacher-Student Interaction

The new course system encourages students to come in close contact with the teachers. For promotion of a high level of teacher-student interaction, each student is assigned to an adviser and the student is free to discuss all academic matters with his/her adviser. Students are also encouraged to meet any time with other teachers for help and guidance in academic matters. However, students are not allowed to interact with teachers after the moderation of questions.

Student Adviser

One adviser is normally appointed for a batch of students by the concerned department. The adviser advises each student about the courses to be taken in each semester by discussing the academic program of that particular semester with the student. However, it is also the student's responsibility to keep regular contact with his/her adviser who will review and eventually approve the student's specific plan of study and monitor subsequent progress of the student.

Collegiate and Non-collegiate

Students having Class Participation of 70% or above in individual subject will be treated as collegiate and less than 70% and up to 60% will be treated as non-collegiate in that subject. The non-collegiate student(s) may be allowed to appear in the examination subject to payment of non-collegiate fee/fine of an amount fixed by BAUET. Students having Class Participation below 60% will be treated as dis-collegiate and will not be allowed to appear in the examination and treated as fail. But in a special case such students may be allowed to appear in the examination with the permission of Vice Chancellor and it must be approved by the Academic Council.

Course Registration

Any student who uses classroom, laboratory facilities or faculty-time is required to register formally. Upon admission to the BAUET, students are assigned to advisers. These advisers guide the students in choosing and registering courses.

Registration Procedure

At the commencement of each semester, each student has to register for courses in consultation with and under the guidance of his/her adviser. The date, time and venue of registration are announced in advance by the Registrar's Office. Counseling and advising are accomplished at this time. It is absolutely essential that all the students be present for registration at the specified time.

Pre-Conditions for Registration

a. For first year students, department-wise enrollment/admission is mandatory prior to registration. At the beginning of the first semester, an orientation program will be conducted for them where they are handed over with the registration package on submission of the enrolment slip.
b. Any student, other than the new batch, with outstanding dues to the BAUET or a hall of residence is not permitted to register. Each student must clear their dues and obtain a clearance certificate, upon production of which, he/she will be given necessary Course Registration Forms to perform course registration.
c. A student is allowed to register in a particular course subject to the class capacity constraints and satisfaction of pre-requisite courses. However, even if a student fails in a pre-requisite course in any semester, the concerned department may allow him/her to register for a course which depends upon the pre-requisite course provided that his/her attendance and performance in the continuous assessment of the mentioned pre-requisite course is found to be satisfactory.

Registration Deadline

Each student must register for the courses to be taken before the commencement of each semester. Late registration is permitted only during the first week of classes. Late registration after this date will not be accepted unless the student submits a written application to the registrar through the concerned Head of the department explaining the reasons for delay. Acceptable reasons may be medical problems with supporting documents or some other academic commitments that prohibit enrollment prior to the last date of registration.

Penalty for Late Registration

Students who fail to register during the designated dates for registration are charged a late registration fee of Tk. 400.00 (Four hundred only) for each semester. Penalty for late registration will not be waived.

Time Limits for Completion of Bachelor's Degree

A student must complete his/her studies within a maximum period of six academic years for completion of B.Sc. Engineering degree.

Attendance, Conduct and Discipline

BAUET has strict rules regarding the issues of attendance in class and discipline.

Attendance

All students are expected to attend classes regularly. The university believes that attendance is necessary for effective learning. The first responsibility of a student is to attend classes regularly and one is required to attend the classes as per BAUET rules.

Conduct and Discipline

During their stay in BAUET all students are required to abide by the existing rules, regulations and code of conduct. Students are strictly forbidden to form or be members of student organization or political party, club, society etc., other than those set up by BAUET authority in order to enhance student's physical, intellectual, moral and ethical development. Zero tolerance in regards of sexual abuse and harassment in any forms and drug abuse and addiction are strictly observed in the campus.

The Grading System

The total performance of a student in a given course is based on a scheme of continuous assessment. For theory course this continuous assessment is made through a set of quizzes/class tests, observations/class participation, homework/assignment and a semester final examination. The assessment in laboratory courses is made by evaluating performance of the student at work during the class, viva-voce during laboratory hours and quizzes. Each course has a certain number of credits, which describes its corresponding weightages. A letter grade with a specified number of grade points is awarded in each course for which a student is registered. A student's performance is measured by the number of credits completed satisfactorily and by the weighted average of the grade points earned. A minimum Grade Point Average (GPA) is essential for satisfactory progress. A minimum number of earned credits also have to be acquired in order to qualify for the degree. Letter grades and corresponding grade points will be awarded in accordance with the provisions (as per University Grant Commission-UGC grading system) shown below:

Numerical Score	Letter Grade		Grade points
80% and above	A+	A (Plus)	4.00
75% to > 80%	A	A (Regular)	3.75
70% to > 75%	A-	A (Minus)	3.50
65% to > 70%	B+	B (Plus)	3.25
60% to > 65%	B	B (Regular)	3.00
55% to > 60%	B-	B (Minus)	2.75
50% to > 55%	C+	C (Plus)	2.50
45% to > 50%	C	C (Regular)	2.25

40% to > 45%	D	D (Pass)	2.00
below 40%	F	Fail	0.00
Assigned courses are not appeared	I	-	Incomplete
As per academic policy	W	-	Withdrawn
Failed to submit	X	-	Projects/Thesis Continuation
Due to offence	E	-	Expelled

*I-Incomplete; *W-Withdrawn; *X-Projects/Thesis Continuation; *E-Expelled

*The subject in which the student gets F grade shall not be counted towards credit hours requirements and for the calculation of Grade Point Average (GPA). Students failing in a course/ courses due to being expelled, dis-collegiate, absent will be treated as F according to Grading system.

Distribution of Marks

Theory

Marks distribution of Theory courses:

Category	**Marks %**
Continuous Assessment (Class Participation, Assignment)	10
Class Test	20
Semester Final	70
Total	**100**

Sessional/Practical Examinations

Sessional courses are designed and conducted by the concerned departments. Examination on sessional/practical subjects will be conducted by the respective department before the commencement of semester final examination. The date of practical examination will be fixed by the respective department. Students will be evaluated in the sessional courses on the basis of the followings (all or as decided by the Examination Sub- Committee):

Category	**Marks %**
Continuous Assessment (Class Participation, Assignment)	10
Lab Test/Report Writing/project work/Assignment	50
Quiz Test	30
Viva Voce	10
Total	**100**

Students failing in sessional/practical course will have to register that course at his next upcoming convenient semester with a course registration fee fixed by the BAUET authority but within maximum period of six academic years.

For B.Sc. in ME program, the marks distribution of sessional courses will be distributed according to the type of the sessional course. The distributions of marks for three types of sessional are given below:

Marks Distribution of Lab Based Sessional

Category	**Marks %**
Lab test	40
Quiz	20
Viva	10
Class Performance	10
Report	10
Class Assessment	10
Total	**100**

Marks Distribution of Project Based Sessional

Category	**Marks %**
Project	40
Quiz	20
Viva / Presentation	10
Class Participation	10
Report	10
Class Assessment	10
Total	**100**

Sessional Course of Communicative English

The distribution will be as under:

Category	**Marks %**
Class Participation	5
Class Assessment	5
Written Assignment	15
Oral Performance	25
Listening Skill	10
Group Presentation	30
Viva Voce	10
Total	**100**

Calculation of GPA (Grade Point Average)

Grade Point Average (GPA) is the weighted average of the grade points obtained from all the courses passed/completed by a student. For Example, if a student passes/completes 'n' courses in a semester having credits of C_1, C_2.....,C_n and her/his grade points in these courses are G_1, G_2,....., G_n respectively,

$$GPA = \frac{\sum_{i=1}^{n} C_i \times G_i}{\sum_{i=1}^{n} C_i}$$

The Cumulative Grade Point Average (CGPA) is the weighted average of the GPA obtained in all the semesters passed/completed by a student. For example, if a student passes/completes 'n' semester having total credits of TC_1, TC_2....., TC_n and her/his GPA in these semesters are GPA_1, GPA_2,…….....GPA_n respectively then,

$$CGPA = \frac{\sum_{i=1}^{n} TC_i \times GPA_i}{\sum_{i=1}^{n} TC_i}$$

A Numerical Example:

Suppose a student has completed 09 (nine) courses in a semester and obtained the following grades:

Course	**Credits, C_i**	**Grade**	**Grade Points, G_i**	**C_i*G_i**
ME-1101	1.50	A-	3.50	5.2500
ME-2243	3.00	A+	4.00	12.0000
ME-2260	1.50	A	3.75	5.6250
MATH-1161	3.00	B+	3.25	9.7500
PHY-1109	3.00	B-	2.75	8.2500
PHY-1208	0.75	C+	2.50	1.8750
ME-3105	3.00	D	2.00	6.0000
ME-3122	0.75	C	2.25	1.6875
HUM-1153	2.00	B	3.00	6.0000
Total	**18.50**			**56.4375**

GPA= 56.4375/18.50=3.05

Suppose a student has completed 04 (four) semesters and obtained the following GPA:

Year	**Semesters**	**Credit Hours Earned, T C_i**	**GPA Earned, GPA_i**	**TC_i*GPA_i**
1	1	21.00	3.73	78.330
1	2	20.50	3.93	80.565
2	1	19.75	3.96	78.210
2	2	20.25	4.00	81.000
Total	**81.50**			**318.105**

CGPA = 318.105/81.50 =3.90

Promotion to the Next Semester

[As per BAUET Exam policy]

Minimum Earned Credit and CGPA (Cumulative Grade Point Average) Required for Obtaining a Degree

[As per BAUET Exam policy]

Consequences of Poor Performance (Referred/Improvement/Backlog)

[As per BAUET Exam policy]

Course Repetition

[As per BAUET Exam policy]

Class Tests

The number for class test of a course shall be at least n+1 where n is the number of credits of the course. Class test will be conducted by the subject teacher. Course teacher must announce results within 10 days of holding the examination. Checked scripts will be shown to the students. If a student misses the class test for acceptable reason, the course teacher may make arrangements to take the test of the students.

Earned Credits

The courses in which a student has obtained 'D' or a higher grade will be counted as credits earned by her/him. Any course in which a student has obtained 'F' grade will not be counted as credits earned by her/him.

Rounding off the Decimal Marks

If there is any decimal marks in any of the examinations like class test, tutorial, term paper, viva voce, course final examination, instead of rounding off the decimal figure in the result of every subject/sessional, it is to be rounded off only once during tabulation while converting the total marks to summation of all the subject/sessional marks. To round off, 0.5 and above is to be converted to next higher whole number (Integer) and less than 0.5 is to be converted to previous whole number (For example 58.5% would be 59% and 58.49% would 58%).

Rounding off the GPA/CGPA

The GPA/CGPA is not to be rounded off like the total marks of each subject sessional, but it is to be rounded off after two figures of decimal. To round of 3.555 and above after two figure of decimal, it is to be rounded off as 3.56 and 3.554 and below after two figure of decimal, it is to be rounded off as 3.55.

Number of Grade Sheets

The number of Grade sheets to be issued is 08 (eight) for a regular student. Backlog, re-registered courses, sessional courses result will be included in that particular semester result in which the student appeared.

Withdrawal Policy

[As per BAUET Exam policy]

Transcript

Transcripts will be given after approval of the authority of BAUET, academic council and syndicate. Partial transcripts may be given to students with the assigned payment and verification fixed by the authority.

Certificate

A copy of provisional before original certificate may be given after approval of the authority of BAUET, academic council and syndicate. Provisional certificates, however, should be surrendered during receiving the original certificate.

Awards

a. **Degree with Honors:** Candidates for Bachelor's Degree will be awarded the degree with honors if their overall CGPA is 3.75 and above.
b. **Gold Medal:** Gold medal will be awarded to all students earning CGPA 4 at the end of the entire program.
c. **VC's List:** VC's list will be awarded to all students earning 3.90 and above at the end of each academic level, and all graduating students earning 3.90 and above considering results of entire program.
d. **Dean's List:** Dean's list will be awarded to all students earning CGPA 3.75 - 3.90 at the end of each academic year for 1, 2, 3 and all graduating students earning CGPA 3.75 - 3.90 considering results of entire program.
e. **Other Scholarships and Stipends:** This will be considered by the university authority in due course of time.

****Students must have above 90% attendance to be considered in the Dean's list and VC's list of recognition.**

[N.B. Contradiction among the existing Examination Policy, Syllabus and Standing Instruction (SI) will be solved by a team headed by the honorable VC]