



# Bangladesh University of Textiles

Tejgaon, Dhaka-1208

## Academic Regulations for the Undergraduate Program of Bangladesh University of Textiles

[Approved by the Syndicate, Vide its Meeting No.: ৭৭..., Date: ১৭.০৭.১৩ on the recommendation of  
Academic Council (Meeting No.: 69, Date: 07/09/2023)]

[Effective from the Level-I of session 2022-2023 (Batch: 49) and onwards]

*Tertiary education, the most vital segment of education system, needs to reform and revise for meeting the industry and economic demand. The graduates of Bangladesh University of Textiles (BUTEX), the mother institutions in textile education in Bangladesh, are working in this industry for many years and contributing in transforming Bangladesh from Agri-based economy to industry-based economy. Currently, a large number of graduates are working in many industries and successfully leading this multibillion-dollar industry. Unfortunately, the graduates cannot meet the industry needs and employer's demand, which leads hiring of foreign experts in the leading positions of the industry. As a result, a big amount of foreign earnings is remitting out through these hiring experts. To overcome this situation, a paradigm shift is obvious towards need-based quality education. Transformation of textile engineering education from traditional system towards Outcome Based Education (OBE) system is the top priority from all type of stakeholders such as industry, alumni, government, students, and teachers. Moreover, University Grants Commission (UGC) and Bangladesh Accreditation Council (BAC), the two guiding agencies are enormously trying to introduce OBE in Higher Educational Institutions in Bangladesh. As the part of the government, industry, and institutional initiate, BUTEX is going to introduce OBE in the undergraduate program. This Academic Regulations is formulated based on the Bangladesh National Qualification Framework (BNQF) aligning with the OBE guidelines of UGC and BAC.*

### 1 Definitions

In this Regulations, Unless the Context Otherwise Requires

- 1.1 "University" means the Bangladesh University of Textiles abbreviated as BUTEX;
- 1.2 "Academic Regulation" means Academic Rules and Regulations;
- 1.3 "Syndicate" means the Syndicate of the University;
- 1.4 "Academic Council" means the Academic Council of the University;
- 1.5 "Executive Committee" means the Faculty Executive Committee;
- 1.6 "Academic Committee" means Academic Committee of Degree Awarding Departments;
- 1.7 "Vice-Chancellor" means the Vice-Chancellor of the University;
- 1.8 "Dean" means the Head of a Faculty of the University;
- 1.9 "Registrar" means the Registrar of the University;
- 1.10 "Department" means concerned Academic Department of the University;
- 1.11 "Head" means the Head of the Academic Department;
- 1.12 "Chairman" means the Chairman of the Examination Committee;
- 1.13 "Controller" means the Controller of Examinations of the University;
- 1.14 "Equivalence Committee" means the Equivalence Committee of the University;

- 1.17 "Student" means a student admitted in any degree awarding department of the University;
- 1.18 "Course Credit System" means the weighting system of any course in terms of learning time of the course;
- 1.19 "Failed Courses" means the courses registered but not appearing at the examination or not passed after appearing at the examination;
- 1.20 "Discontinuity" means failure to appear in all courses (Theory and Lab/Sessional) in a particular Term/Level;
- 1.21 "Affiliated College" means the colleges associated with the BUTEX;
- 1.22 "OBE" means Outcome Based Education;
- 1.23 "Re-take Examination" means the examination to be held to clear the failed courses;

## 2 Faculties, Departments, and Degrees

2.1 The University shall have the following faculties, departments, and degrees:

Name of the Faculty	Name of the Department	Degree to be Offered
Faculty of Textile Engineering	Department of Yarn Engineering	B. Sc. in Textile Engineering (Yarn)
	Department of Fabric Engineering	B. Sc. in Textile Engineering (Fabric)
	Department of Jute and Allied Fiber Process Engineering	---
Faculty of Textile Chemical Engineering	Department of Wet Process Engineering	B. Sc. in Textile Engineering (Wet Process)
	Department of Dyes and Chemicals Engineering	B. Sc. in Textile Engineering (Dyes and Chemicals)
	Department of Environmental Science and Engineering	B. Sc. in Textile Engineering (Environment)
	Department of Textile Materials Engineering	---
Faculty of Fashion Design and Apparel Engineering	Department of Apparel Engineering	B. Sc. in Textile Engineering (Apparel)
	Department of Textile Fashion and Design	B. Sc. in Textile Engineering (Fashion and Design)
	Department of Apparel Merchandizing	---
Faculty of Textile Management and Business Studies	Department of Textile Engineering Management	B. Sc. in Textile Engineering (Management)
	Department of Industrial and Production Engineering	B. Sc. in Textile Engineering (Industrial and Production)
	Department of Humanities and Social Science	---

Faculty of Science and Engineering	Department of Textile Machinery Design and Maintenance	B. Sc. in Textile Engineering (Machine Design and Maintenance)
	Department of Physics	---
	Department of Chemistry	---
	Department of Mathematics and Statistics	---

2.2 Any other Faculties, Departments can be instituted by the Syndicate on the recommendation of the Academic Council.

2.3 Any other degree may be offered by a department on approval of the Syndicate upon the recommendation of Academic Council. Faculty Executive Committee and Departmental Academic Committee.

### 3 Academic Year

The academic year of B. Sc. in Textile Engineering program shall be July to June.

### 4 Students Admission

4.1 Students shall be admitted to the Level-1, Term-I of B. Sc. in Textile Engineering program once an academic year.

4.2 The Admission Committee for each academic year shall be formed by the Academic Council for conducting the admission process of Level-1 Term-I of B. Sc. in Textile Engineering program.

4.3 Candidates for admission in B. Sc. in Textile Engineering program must passed the HSC or equivalent examination from a Higher Secondary Education Board in Bangladesh (after 12 years of schooling) with Physics, Chemistry and Mathematics or any examination in Higher Secondary level recognized as equivalent by the Equivalence Committee of this University and must also fulfill all other requirements prescribed by the Admission Committee.

4.4 The Academic Council on the recommendation of the Admission Committee shall frame the terms and conditions for admission into the undergraduate programs of different departments.

4.5 All candidates for admission into the program of B.Sc. in Textile Engineering must be the citizens of Bangladesh unless the candidature is against the seats which are reserved for international students. Candidates for all seats, except the reserved ones, if any, shall be selected on the basis of merit. The rules of admission into the reserved seats (for Foreign, Freedom Fighter, Tribal etc.), if any, shall be framed by the Academic Council on the recommendation of the Admission Committee.

4.6 No candidate shall be admitted in the Level-1, Term-I after the beginning (starting of the classes) of the corresponding session.

4.7 List of newly admitted students shall be notified in the University notice board before commencement of the classes.

4.8 A student shall never take admission simultaneously in more than one Department/ Program of this University or any other higher institution with an exception of Certificate/ Diploma course. If the stated clause is violated, studentship, examination and examination results of the reported student shall immediately be cancelled.

4.9 If any newly admitted student fails to attend the classes within the first two weeks after the start

of the classes, his/her admission shall be cancelled and he/she shall not be allowed to study in Level-1 Term-I and

4.10 Being admitted to the University, each student shall attain his/her studentship for the University to an academic program as per the University rules. He/ She shall be required to register with the University through the University registration process and on payment of the required fees as determined by the University authority from time to time.

**5 Registration at Level-1 Term-I**

The students admitted at Level-1 Term-I must register with BUTEX. Each student will fill up the necessary forms in consultation with and under the guidance of the departmental Batch Co-ordinator / Students Advisor. The original copy of the Registration Form will be submitted to the Registrar's Office. Registrar Office is responsible to keep students' record under safe custody.

**6 Admission at the Subsequent Terms**

At the beginning of each Term, the promoted students will have to take admission for the subsequent respective Term (from Level-1 Term-II to Level-4 Term-II) by paying requisite fees as determined by the University authority. Every regular student, if he/she wants to study, shall have to register the courses at the time of admission and before the beginning of the class of each Term of each Level.

**7 Medium of Instruction**

The medium of instruction will be English for the B. Sc. in Textile Engineering program.

**8 The Curriculum and Courses**

8.1 The undergraduate curriculum of Bangladesh University of Textiles is based on the course credit system. The salient features of course evaluation are:

- (a) Provision for continuous evaluation of students' performance through Class Performance, Assignment, Presentation, Class Test/ Quiz, Lab/ Sessional class, etc.
- (b) Evaluation of the performance of course(s) by using Letter Grades and Grade Points.
- (c) In the curriculum, besides the professional courses pertaining to each discipline, there is an emphasis on acquiring knowledge in basic sciences, humanities and social science and related courses of other discipline. Emphasis shall be given to introduce courses dealing with professional skills, project planning and management, socio-economic and environmental aspects of development projects, communication skills, etc.

**8.2 Number of Terms in an Academic Year**

The duration of B. Sc. in Textile Engineering program shall be 04 (four) academic years. The 4-year study shall be designated as Level-1, Level-2, Level-3 and Level-4 in succeeding higher Levels of study. Each academic year comprises two terms: Term-I and Term-II.

**8.3 Duration of Terms**

The duration of each Term-I and Term-II will be as follows:

<b>Term -I</b>	<b>Number of weeks</b>
Classes	: 7 weeks
Mid-term Co-curricular activities	: 1 week
Classes	: 7 weeks
Recess before Term final Examination	: 2 weeks
Term final examination	: 3 weeks
<b>Total</b>	<b>: 20 weeks</b>

Inter Term Break	:	1 Week
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Term -II		Number of weeks
Classes	:	7 weeks
Mid-term Co-curricular activities	:	1 week
Classes	:	7 weeks
Recess before Term final Examination	:	2 weeks
Term final examination	:	3 weeks
<b>Total</b>	:	<b>20 weeks</b>
Holidays, Vacations and Result Publication	:	11 weeks
<b>TOTAL</b>	:	<b>52 weeks</b>

#### 8.4 Definition of Courses

The curriculum of different departments shall consist of several courses. Following structure shall be followed to articulate the courses:

(a) **Theoretical Courses:** These courses include the classroom lectures, tutorials, open discussion, academic tasks, etc.

(b) **Lab Courses:** These courses include laboratory sessions/ experiment/ field work, etc.

(c) **Industrial Attachment:** The students must undergo 02 (two) months' intensive industrial training program in the relevant area of specialization after completion of Level-3 Term-II.

(d) **Final Year Project:** During the study of Level-4, each student must complete a project in the relevant field of their specialization. For such a work, a teacher of the concerned department will supervise the student(s).

(e) **Comprehensive Examination:** The Comprehensive Examination, a rigorous examination over the whole academic program, will be held after completion of all the courses in different levels. No specific class hours will be assigned for the Comprehensive Examination; however, the students are expected to prepare themselves to appear this examination by self-study on all courses of B. Sc. In Textile Engineering program.

(f) **Non-credit courses:** Non-credit course(s) may be offered by the respective department to the students to improve their knowledge and skills in some specific fields. If the department offers any non-credits course(s), each student mandatorily passes the course(s) to secure the awarding of degree. The non-credit courses will not be counted towards GPA and Cumulative GPA calculation but will be reflected in the transcript as Pass. Upon the approval of departmental Academic Committee, a maximum of 4 (four) courses of minimum 14 (fourteen) contact hours of each course may be offered by the department during the whole program. Respective course teacher will conduct and evaluate the non-credit courses. The result sheet of the students signed by the course teacher and counter signed by the Head of the concerned department will be sent to the Controller of Examinations for records.

#### 8.5 Course Designation and Numbering

Each course shall be designated by using a code that consists of three components: (i) Letter symbol for general identification of the course, (ii) 4-digit local code, and then (iii) International code. In 4-digit local code, the first digit represents the Level and the second digit represents the Term in which the course is taken by the student, and the last two digits shall represent a theoretical course when it is odd number and a Sessional/ Lab/ Project/ Industrial Attachment/ Comprehensive Examination/ Design Course when it is even. Then the International code is placed, and finally the Course Title is stated.

The courses designation system is illustrated by the below example:

Course code	Course title
SOC 401 0314	Professional Ethics and Sociology
Designation of the symbol and numbers	
SOC	Letter symbol of identifying nature of course
4	Level 4
01	Odd number indicates the theoretical subject, and even number indicates the lab / practical courses
0314	International code for the broad study area

#### 8.6 General Identifying Code for Major Branches of Studies

The below Letter Symbols are reserved for the individual department and course(s):

Departmental / General Identification Code	Name of the Department/ Course(s)
YE	Yarn Engineering
FE	Fabric Engineering
WPE	Wet Process Engineering
AE	Apparel Engineering
TEM	Textile Engineering Management
TFD	Textile Fashion and Design
IPE	Industrial and Production Engineering
TMDM	Textile Machinery Design and Maintenance
DCE	Dyes and Chemicals Engineering
ESE	Environmental Science and Engineering
MATH	Mathematics
STAT	Statistics
PHY	Physics
CHEM	Chemistry
ENG	English
CSE	Computer and IT
TEX	General Textiles
ME	Mechanical Engineering
SOC	Social Studies, Bangladesh Studies
EEE	Electrical and Electronics Engineering
ECON	Economics
ACC	Accounting
MGT	Management
BUS	Business Studies
LAW	Industry and Business Law
CIVIL	Civil and Construction Engineering
PSY	Ethics and Psychology
EDU	Education, Research Methodology

### 8.7 Departmental and Non-Departmental Courses

The concern Department (respective degree offering department) will offer either 'Departmental courses' or 'Non-departmental courses' for their students. Non-departmental courses are the courses of other disciplines/ departments.

The Non-departmental courses shall be taught either by the concerned Department (respective degree offering department) or by the faculties of the related Department as and when requested by the concerned Department.

### 8.8 Credits Requirements for Graduation

A student must complete the total credits (prescribed by the respective Academic Committee, Executive Committee of respective Faculty and approved by the Academic Council and Syndicate) offered by a department to obtain the B.Sc. in Textile Engineering degree.

The total required credits for graduation from different departments are as follows:

Sl no.	Name of the Department	Total Credits
1	Department of Yarn Engineering	160
2	Department of Fabric Engineering	160
3	Department of Wet Process Engineering	160
4	Department of Apparel Engineering	160
5	Department of Textile Engineering Management	160
6	Department of Textile Fashion and Design	160
7	Department of Industrial and Production Engineering	160
8	Department of Textile Machinery Design and Maintenance	160
9	Department of Dyes and Chemicals Engineering	160
10	Department of Environmental Science and Engineering	160

### 8.9 Description of the courses: Credits, Contact hours, Marks and Exam duration

Course type (For 01 Credit)	Contact hour	Classes/ Week	Class duration	Marks	Final Exam duration
Theoretical Courses	14	1	60 min	50	1 hr
Lab	28	1	120 min	100	3 hr
Industrial Attachment	02 months			100	-
Final year Project	28	6 hr/ Week		100	-
Comprehensive	-	-	-	100	-
Non-credit courses	14	-	-	-	-

#### (a) Theoretical Courses

There shall be at least 01 (one) contact hour of class in a week and 14 contact hours of class in a term for each credit of theoretical course(s). The class duration of each theoretical class will be 60 minutes.

#### (b) Lab courses

There shall be normally 02 (two) contact hours (one session) in a week and 28 contact hours (14 sessions) in a Term for each credit of Laboratory course(s). The duration of each laboratory session will be 120 minutes.

**(c) Industrial Attachment**

The Credit point of Industrial Attachment will be 3.00. The duration of the Industrial Attachment will be 02 (two) months (about 300 hours).

**(d) Final Year Project**

The Credit Points of Final Year Project will be 6.00 (LAT1 = 3 Cr; LAT2 = 3 Cr). The students will be allowed 06 (six) working hours per week per term exclusively dedicated for the final year project work.

**(e) Comprehensive**

Credit Points for Comprehensive Examination will be 3.00. This examination will be held based on the overall learning of 4-year B. Sc. in Textile Engineering program.

**(f) Non-Credit Courses**

No credit points will be allotted for non-credit course(s), however, the students have to attend at least 14 contact hours (equivalent to 1 credit point) for a non-credit course offered by the department.

**8.10 Lesson Plan**

A lesson plan for each course approved by the respective Head of the department, showing the details of lectures to be completed in the course, is to be announced by the course teacher at the beginning of the Term.

**8.11 Curriculum Development and Review**

8.11.1 The Curriculum of the B. Sc. in Textile Engineering program in different departments will be proposed by the respective Academic Committee and Executive Committee, and approved by the Academic Council and Syndicate.

8.11.2 The Academic Committee of the concerned department and Executive Committee of the respective faculty shall review the curriculum at least once in every academic year and put forward the recommendations to the Academic Council for approval.

**9 Distribution of Marks**

Marks allotted to different assessment of different courses are stated below:

**9.1 Theory Courses**

a)	Continuous Assessment	Marks
	Class Performance	: 10%
	Class Test/Quiz	: 20%
	Assignment/ Presentation	: 10%
	Total	: 40%
b)	Final Examination	Marks
	Term-end written test	: 60%
	Total (a+b)	: 100%

**9.2 Lab Courses**

a)	Continuous Assessment	Marks
	Lab Attendance	: 10%
	Experiment and Performance	: 40%
	Lab Report	: 10%
	Total	: 60%



<b>b) Final Examination</b>		<b>Marks</b>
Experiment	:	20%
Viva	:	20%
Total	:	40%
<b>Total (a+b)</b>		<b>100%</b>

**9.3 Industrial Attachment**

<b>a) Continuous Assessment</b>		<b>Marks</b>
Attendance and Performance	:	30%
Report	:	30%
Total	:	60%
<b>b) Final Examination</b>		<b>Marks</b>
Presentation	:	20%
Viva	:	20%
Total	:	40%
<b>Total (a+b)</b>		<b>100%</b>

**9.4 Final Year Project**

<b>a) Continuous Assessment</b>		<b>Marks</b>
Attendance and Performance	:	20%
Report	:	40%
Total	:	60%
<b>b) Final Examination</b>		<b>Marks</b>
Presentation	:	20%
Viva	:	20%
Total	:	40%
<b>Total (a+b)</b>		<b>100%</b>

**9.5 Comprehensive Examination : 100%**

**10 Examinations and Evaluation System**

**10.1 Continuous Assessment**

**10.1.1 Class performance**

Out of 10% marks, class performance will be evaluated by the respective course teacher on 5% marks based on class response or other means, and remaining 5% marks will be given for class attendance according to the following table:

Attendance	Marks	
	Theory	Lab
90% and above	5	5
80% to 89%	4	4
70% to 79%	3	3
60% to 69%	2	2
Less than 60%	0	0

### 10.1.2 Class Test / Quiz

- 10.1.2.1 The number of class test/ quiz for a course will be 02 (two) with 10% marks each for a theory course. However, a course teacher may take one more class test/quiz for each part of a theory course. In that case, forwarding the marks of class test/ quiz, the highest marks will be considered for each part of that theory course.
- 10.1.2.2 Duration of each class test shall be from 20 to 30 minutes depending on the credit points.
- 10.1.2.3 Usually, the dates and time of the class tests/ quiz shall be announced by the respective course teacher. However, this is expected that the course teachers will conduct the class test at the first period of class routine.
- 10.1.2.4 The respective course teacher will publish the result of each individual class test within 02 (two) weeks from the date of class test.
- 10.1.2.5 The combined (part-A and part-B) marks sheet of continuous assessment shall be submitted in 2 (two) separate sealed envelope by the course teacher to the Chairman of the concerned Examination Committee before preparatory leave of Term final examination.
- 10.1.2.6 One copy of mark sheet along with answer scripts of class tests and related documents must be submitted to the Controller of Examinations for records.

### 10.1.3 Assignment / Presentation

Assignment/ Presentation will be taken in convenience of the respective course teacher.

### 10.2 Exam-form fill up

- 10.2.1 Each student must fill up the Exam-form if he/she wants to appear any final examination. This process is conducted by the department with the help of Academic Section of Registrar office. The schedule of the Exam-form fill up will be announced by the Registrar office. The Head of the department, with the help of Batch Coordinator/ Advisor, will complete the form fill-up in a pre-circulated schedule. On approval of the Chairman of the respective Examination Committee, the completed exam forms shall be sent to the Controller of Examinations, through Registrar, for issuing the Admit Card of final examination.
- 10.2.2 Requirement of Exam-form fill up
  - 10.2.2.1 A student shall be allowed to appear at the Term Final Examination if his/her class attendance is at least 75% in theory/Lab course.
  - 10.2.2.2 Students having percentage of attendance between 60% and less than 75% in any courses, may be allowed to appear at the Term Final Examination by paying additional fees as determine by the University authority.
  - 10.2.2.3 Students having percentage less than 60% in any course, will not be allowed to appear in Term final examination.
  - 10.2.2.4 Student having well-disciplined and good manner to be certified by the Head of the Department.
  - 10.2.2.5 Clearance of all dues of Library and Residential Hall.
  - 10.2.2.6 Payment of requisite fees as determined by the University Authority.
  - 10.2.2.7 If a student fails in any Lab course(s), he/she will not be allowed to fill up the Exam-form.

### 10.3 Term Final Examination

#### 10.3.1 Exam Coordination Committee

There shall be an Exam Coordination Committee who is responsible for coordinating in preparing the Exam schedule/ Exam routine, invigilator list, and other exam related activities to support the Examination Committee. This committee will provide Exam schedule/ Exam

routine to the Controller of Examinations, the Invigilation duty list to the Chairman of the Examination Committee for taking necessary actions.

The Exam Coordination Committee will be formed as below:

1	One Dean nominated by the Vice Chancellor	Chairman
2	Four Professors nominated by Vice Chancellor	Member

This committee is responsible to oversee the whole examination.

### 10.3.2 Examination Committee

10.3.2.1 There will be a term final examination committee for each level of each department. On recommendation of the Head of the Department and approval of Vice Chancellor, the Controller of the Examinations will form the Term Final Examination Committee. In general, the Head of the department will take approval from the Departmental Academic Committee before proposing the Term Final Examination Committee. The Term Final Examination Committee will be formed as follows:

1	Head or any senior teacher, respective Department	Chairman
2	Two Teachers from respective Department (on basis of seniority)	Member
3	One External expert	Member

10.3.2.2 Each examination committee shall be formed at least one month before the date of commencement of each term final examination. The Chairman of each examination committee shall convene the meeting of the examination committee.

### 10.3.3 Responsibilities of the Examination Committee

The Examination Committee of each concern department will take necessary measures such as seat planning, students' attendance sheet preparation, and other exam related activities with active support of the Controller of Examinations office to manage the examinations.

### 10.3.4 Examiners' Panel

There shall be a panel of examiners for all the courses of both part of a Department, proposed by the teaching Department.

### 10.3.5 Lab Final

10.3.5.1 Respective course teacher(s) and an external examiner (determined by the Head of the teaching Department) will jointly conduct the Lab Final Examination. Each student must do an experimental job in the lab final examination followed by a viva-voce. This exam will be completed within the last 02 (two) weeks before the preparatory leave starts.

10.3.5.2 The date of the lab final examination will be fixed by the Head of the teaching department consulting with the concern department.

### 10.3.6 Recruitment of Question Setter and Examiners

10.3.6.1 For theory courses, the Chairman of the relevant Examination Committee shall send the names of 02 (two) Question Setters and 02 (two) Examiners for each theory course from the panel of course conducting teachers to the Controller of Examinations who will issue the appointment letter against the question setters and examiners subject with the approval of the Vice-Chancellor.

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- 10.3.6.2 For lab courses, the Chairman of the relevant Examination Committee shall send the names of 02 (two) Examiners for each lab course to the Controller of Examinations who will issue the appointment letter subject to the approval of the Vice-Chancellor.

#### **10.3.7 Question Moderation**

- 10.3.7.1 Question moderation have to be considered as most sensitive and confidential task for an Examination Committee. In general, the Examination Committee of Teaching Department shall be responsible for conducting questions moderation that will be submitted to the Exam Coordination Committee in a sealed envelope. Then, Exam Coordination Committee will print and pack the required number questions for the concern departments separately. The Controller of Examinations will be responsible for safe custody of the packages of moderated question papers, original manuscripts, and blank answer scripts.
- 10.3.7.2 If necessary, the Examination Committee may invite the respective course-teacher at the time of question moderation.

#### **10.4 Conducting of Term Final Examination**

- 10.4.1 The concerned Examination Committee shall conduct all Term Final Examinations with the assistance of the Office of the Controller of Examinations. Prior to the Examination, the concern Examination Committee will collect the question papers and blank answer scripts from the Exam Control Office. The concern Examination Committee is responsible for collecting all other documents and necessary assistance from relevant bodies to manage and complete the examination.
- 10.4.2 Immediately after completing each examination, the chairman of the concern Examination Committee will hand over the answer scripts to the respective examiners (course teachers). However, if the examiner(s) fails to receive the answer scripts, the chairman of the examination committee will hand over these answer scripts to the Controller of Examinations who will be responsible for safe custody of the answer scripts and other relevant documents. The course teacher will then collect the answer scripts from the Controller of Examinations.

#### **10.5 Duration of Term Final Examination**

The duration of final examination will be as follows:

- a) 1 Credit theory course: 1 hr
- b) 2 Credits theory course: 2 hr
- c) 3 Credits theory course: 3 hr
- d) 1 Credit lab course: 3 hr

#### **10.6 Term Final Answer Script Evaluation**

- 10.6.1 The answer script of each theoretical course will have two separate parts: Part-A and Part-B. The Part-A will be evaluated by the Examiner-I, and Part-B will be evaluated by the Examiner-II separately.
- 10.6.2 The required time for evaluation of answer scripts will be calculated based on the 16, 20, and 24 scripts per day for 3, 2, and 1 credit, respectively. The time calculation shall be counted from the next day of the exam date of the respective course. On approval of Vice-Chancellor, if necessary, the number of examiners for any course may be increased.
- 10.6.3 After evaluation, the Examiner-I and II will return the answer scripts to the Chairman of the concerned Examination Committee within the specific date along with 02 (two) copies of marksheet in sealed envelope. At the same time, 01 (one) copy of marksheet in sealed envelope has to be submitted to the Controller of the Examinations.

### 10.7 Answer Script Scrutinizing

Each theoretical answer scripts (Both Part-A and-B), evaluated by the examiners, will be scrutinized by the nominated scrutinizer(s). The Controller of Examinations will appoint the required number of scrutinizers as proposed by the Chairman of the concerned Examination Committee subject to the approval of the Vice-Chancellor. Scrutinizer(s) will submit a copy of scrutinizing report to the Chairman of the Examination Committee and another copy to the Controller of Examinations.

### 10.8 Final Year Project

10.8.1 60% marks for Continuous Assessment to be evaluated by the respective Supervisor based on Article 8.0 of this Academic Regulation.

10.8.2 40% marks for final examination to be evaluated by Project Evaluation Committee based on Article 8.0 of this Academic Regulation.

#### 10.8.3 Formation of Final Year Project Evaluation Committee

The Final Year Project Evaluation Committee for undergraduate program will be formed as follows:

1.	Head, respective Department	Chairman
2.	Respective Supervisor	Member
3.	One Teacher from the respective Department (on basis of seniority)	Member
4.	One Teacher from other degree awarding Department not below the Assistant Professor	Member
5.	One Academic/Industrial expert/ Researcher in relevant field from other organization	External Member

### 10.9 Industrial Attachment

10.9.1 60% marks for Continuous Assessment to be evaluated by the respective Supervisor and relevant Officer of the concerned industry based on Article 8.0 of this Academic Regulation.

10.9.2 40% marks for Final Examination to be evaluated by Evaluation Committee based on Article 9.0 of this Academic Regulation.

#### 10.9.3 Formation of Industrial Attachment Evaluation Committee

The Industrial Attachment Evaluation Committee for undergraduate program will be formed as follows:

1.	Head, respective Department	Chairman
2.	Respective Supervisor	Member
3.	One Teacher from the respective Department (on basis of seniority)	Member
4.	One Teacher from other degree awarding Department not below the Assistant Professor	Member
5.	One Academic/ Industrial expert/ Researcher in relevant field from other organization	External Member

### 10.10 Comprehensive exam

The comprehensive examination will be conducted and evaluated by a committee which will be formed as below:

1	Respective Dean	Chairman
2	Respective Head of Department	Member
3	One Senior Teacher of the respective Department	Member
4	Two teachers from other different Departments determined by the Chairman	Member
5	One Academic/ Industrial expert in relevant field from other organization	Member

#### 11 Grading System

Grades and Grade Point of a course will be awarded, according to the following scheme, on basis of the marks obtained in Continuous Assessment and Final Examination together:

Marks obtained (%)	Grade	Grade point
80 to 100	A+	4.00
75 to < 80	A	3.75
70 to < 75	A-	3.50
65 to < 70	B+	3.25
60 to < 65	B	3.00
55 to < 60	B-	2.75
50 to < 55	C+	2.50
45 to < 50	C	2.25
40 to < 45	D	2.00
Less than 40 (Theory)	F	0.00
Less than 45 (Lab)		
Incomplete	I	--
Continuation (Project)	X	--
Non-credit course	Pass	--

#### 12 Calculation of GPA and CGPA

- 12.1 A student obtaining 'D' (for theory courses) and 'C' (for laboratory courses) or higher grade will be counted as credits earned by the student. A student obtaining 'F' grade will be counted towards his/her earned credits. The GPA (Grade Point Average) will be calculated according to the following formula:

$$GPA = \frac{\sum(\text{Grade points obtained in a course} \times \text{Credits for that course})}{\text{Total Credits taken in the Term}}$$

CGPA = Cumulative GPA for different level/ term

- 12.2 The overall or CGPA gives the cumulative performance of the student from Term-I up to any other Term to which it refers and is computed by dividing the total grade points accumulated up to the date by the total credit points.
- 12.3 Both GPA and CGPA will be rounded off to the second place of decimal for reporting.

#### 13 Tabulation

- 13.1 The Controller of Examinations will appoint 02 (two) tabulators from other departments as proposed by the Chairman of the concern Examination Committee subject to the approval of the Vice-Chancellor. The tabulators will add up the marks of Continuous Assessment, Term

Final Examination, Lab/Sessional, Industrial Attachment, Project, and Thesis Work and Comprehensive Examination to produce Letter Grade, Grade Point Average and Cumulative Grade Point Average.

- 13.2 The tabulation shall not begin until marks of all the courses are received. But in special circumstances this may be relaxed with the approval of Vice-Chancellor.
- 13.3 The tabulators will finalize the tabulation sheets separately and then compare together to match.
- 13.4 In tabulation process, only the total marks (Continuous Assessment and Term Final Examination) of a course shall be rounded off to the next higher number (e.g. 71.20 = 72.00, 75.90 = 76.00).  
GPA and CGPA must be rounded off upto two digits of decimal points. If third digit is less than 5, the second digit will not increase; if the third digit is greater than or equal to 5, the second digit will increase to the next digit. Such as,

CGPA/ GPA → 3.528 = 3.53  
→ 3.525 = 3.53  
→ 3.524 = 3.52

- 13.5 The Examination Committee will finalize the result and send 02 (two) copies of the tabulated sheet (Hard copy and Soft copy) to the Controller of Examinations for the announcement of the final result along with a set of copies of all connected working papers including marks-sheets.
- 13.6 The tabulators are responsible to prepare the Grade Sheet at the same time with the help of Controller of Examinations.
- 13.7 The Controller of Examinations will be responsible for keeping all these documents under safe custody.
- 13.8 During finalizing the results, the Examination Committee has the rights to give 01 (one) extra marks for obtaining pass marks in any course(s). However, a student will get this privilege for maximum 2 (two) courses in a term.

#### 14 **Publication of the Results**

After receiving the final results from the Examination Committee, the Controller of Examinations will publish the provisional final results of different department upon the approval of the Vice-Chancellor, and subject to the approval of Syndicate on recommendation of the Academic Council.


#### 15 **Re-examination and Re-counting of Answer Scripts**

Generally, the Re-examination of any answer script(s) shall not be allowed. However, on recommendation (with valid reason) of the respective Examination Committee the Academic Council may allow re-counting of any script(s). In that case, the candidate has to pay Tk. 1000 for each course.

#### 16 **Custody of the Examination Documents**

The Controller of Examinations will be responsible for safe custody of all documents and records related to the examinations.

#### 17 **Promotion Rules**

- 17.1 The minimum passing grades in a theory course shall be 'D' or '2.00' and the minimum passing grade in a lab course/ industrial attachment/ project/ comprehensive will be 'C' or '2.25'.
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- 17.2 Those who earn CGPA 2.20 or more and cumulative total number of failed courses do not exceed the highest limit of 04 (four) will get promotion from Level-1 to Level-2, Level-2 to Level-3, Level-3 to Level-4. This means, no students will get promotion from one level to the next level with 05 (five) or above 'F' grade cumulatively.
- 17.3 For the students of Level-1 Term-I, no students will get promotion from Level-1 Term-I to Level-1 Term-II if he/she failed more than 04 (four) courses in Level 1 Term-I final examination. He/She has to take readmission at Level 1 Term I with the next batch as a regular student.
- 17.4 If a student fails to earn minimum grade 'C' or '2.25' in a lab course he/she will not be promoted to the next Term. Then this student has to take re-admission in the same term as a regular student with the next batch.
- 17.5 However, if a student of final year fails in Industrial Attachment/ Project/ Comprehensive, he/she can retake those courses only with the next available batch.
- 17.6 'F' grade will be counted for GPA calculation and will stay permanently on the grade sheet and transcript. In case of clearing of 'F' grade of a course, the student will get supplementary transcript.

### **18 Re-take Examination**

- 18.1 If a student obtains 'F' grade in any theory course(s) in any Term, he/she can sit for the Re-take examination of failed course(s) with the next available Term paying the prescribed fee as per the University rules. When a student appears a Re-take examination of any course(s) in which he/she previously obtained 'F' grade, he/she will not be eligible to get a grade better than 'B' in such course.
- 18.2 For Re-take examination, the marks of Continuous Assessment will remain same as previously obtained by the student.
- 18.3 For participating in any Re-take examination of any failed theory course(s), a valid student has to complete the Exam Form Fill-up only for those failed course(s) without taking Re-admission.

### **19 Improvement of Grade**

- 19.1 If a student obtains a grade lower than 'B' in a course, he/she will be allowed to re-take the final examination of that course, for the purpose of grade improvement, once only by forgoing his/her earlier grade, but he/she will not be eligible to get a grade better than 'B' in such a course.
- 19.2 A student may be permitted to take part of re-take examination of maximum 04 (four) courses in the entire B.Sc. in Textile Engineering program for grade improvement purposes.
- 19.3 No improvement shall be allowed in Continuous Assessment, Lab/ Sessional courses. No improvement shall be allowed after graduation.

### **20 Withdrawal from a Term**

- 20.1 If a student is unable to complete the Term Final Examination due to illness, accident or any other valid reasons, he/she may apply to the Registrar through the Head of the department for total withdrawal from the Term within five working days after the end of the Term Final Examination. However, he/she may choose not to withdraw any Lab course if the grade obtained in such a course is 'C' or higher, which he/she has to indicate clearly in his/her withdrawal application. For the medical reason, the withdrawal application must be supported by a medical certificate from the University Medical Officer. The Academic Council will take the final decision about such application.
- 20.2 Term withdrawal is not allowed for the Level-1, Term-I students.



## 21 Re-admission


- 21.1 A student of Level-I, Term-I failing to appear in the Term final examination, unless otherwise the Clause 22 is applicable, may be allowed to get Re-admission with the Level-I, Term-I of the immediate next batch to continue his/her study as a regular student.
- 21.2 If a student of Level-I Term-I appears the Term Final examination but failed to get promotion to the next term, he/she may seek for Re-admission at Level-I Term-I with the immediate next batch. He/she has to participate the classes of Level-I Term-I as a regular student to acquire the continuous assessment marks.
- 21.3 If a student fails to fulfill the conditions for promotion from any Term to the next Term may seek Re-admission in the same Term of the subsequent available batch.
- 21.4 If a student fails to appear at any Term Final Examination (except Level-I Term I) due to shortage of required percentage of attendance or failure to pay the dues or expulsion from the University or any other valid reasons, she/he shall get the chance for Re-admission to the same Term with the subsequent available batch.
- 21.5 If a student fails to get promotion from Level-1 Term-II to Level-2 Term-I, Level-2 Term-II to Level-3 Term-I, Level-3 Term-II to Level-4 Term-I, he/she may seek Re-admission at the same Term (Term-II) of the respective Level. He/She has to attend the classes of the failed theory course(s) only to regain the Continuous Assessment marks. He/She then appears the Term Final Examination.
- 21.6 The Re-admitted students, in general, shall have to take all the course-works (class participation, Continuous Assessment, Final Exam, etc.) of failed theory course(s) of that Term. If he/she has any other failed course(s) in previous Terms then he/she can sit for those course(s) as Re-take exam.
- 21.7 If a student fails in any laboratory course(s), he/she has to take Re-admission at the same Term with the next batch, and continue his/her study as a regular student.
- 21.8 If a student wants to appear in any previously failed course(s) of any level after Level-4 Term-II final examination, he/she shall have to take Re-admission at Level-4 Term-II and can sit for the re-take examination of failed course(s).
- 21.9 For Re-admission, a student shall have to apply within 07 (seven) working days after publishing result of the concerned Term.
- 21.10 Usually, a student shall not get chance for re-admission more than 03 (three) times during the entire program.
- 21.11 A re-admitted student, however, shall always be assigned by the original registration number.

## 22 Drop-out (Admission Cancellation)

- 22.1 If a student remains totally absent without any permission from all classes for 02 (two) weeks after starting of Level-I Term-I classes, his/her admission will be cancelled on the recommendation of the Academic Committee of the concerned department.
- 22.2 If a student fails two times in the Level-I Term-I, his/her admission will be cancelled.
- 22.3 A student will be dropped out from the B.Sc. in Textile Engineering program if he/she cannot pass within 07 (seven) academic years including any period of punishment. However, considering the valid medical ground and recommendation of the Academic Committee of the concern department, this period may be extended by the Academic Council.

## 23 Degree Requirements

The minimum requirements for awarding of B.Sc. in Textile Engineering degree are stated below:



- a) Minimum credits completion prescribed by the department
- b) Minimum CGPA 2.25
- c) No 'F' grade / withheld in any course(s)

**24 General**

**24.1 Academic Calendar**

On recommendation of the Head of the departments and approval of Academic Council, the Registrar Office will announce the academic calendar for each Term before starting the classes.

**24.2 Batch Co-ordinator/ Students Advisor**

Before starting the classes of each Level, a Batch Co-ordinator/ Students Advisor will be appointed by the concerned Head of the Department. They will look after the academic matters and course progress of the respective Term/Level. They will also meet the failed and irregular students and advise them on all academic matters.

**24.3 Monitoring and Evaluation (M&E)**

Faculty Quality Assurance Committee (FQAC) and departmental Self-Assessment Committee (SAC) will be responsible for monitoring and evaluation of the effectiveness of the teaching-learning activities within the faculty and department, respectively. The Dean of the respective faculty will collect the M&E report from the FQAC and SAC time to time, and take necessary action to improve the quality of teaching-learning processes.

**24.4 Class Attendance**

24.4.1 All students are expected to attend the classes regularly.

24.4.2 The students with the average attendance of below 75% in any of the course (Theory, Lab/Sessional/Industrial Attachment) for which he/she has-registered in one academic year shall not be eligible for the award of any type of Scholarship/Stipend/ Grants for the following academic session.

**25 Dealing the Unfair means**

25.1 Cases of unfair means and breach of discipline at the University examination shall be dealt with according to the respective rules of the University.

25.2 The examination disciplinary committee shall be composed of the following members:

(i)	Vice-Chancellor	Chairman
(ii)	Respective Dean	Member
(iii)	Respective Head / Chairman of the Exam Committee	Member
(iv)	One non-salaried member of the Syndicate nominated by Vice-Chancellor	Member
(v)	Proctor	Member
(vi)	Director (Student Welfare)	Member
(vii)	Registrar	Member
(viii)	Controller of Examinations	Member Secretary

**26 Code of Conduct and Discipline**

26.1 A student shall conform to a high standard of discipline, and shall conduct himself, within and outside the precincts of the University in a manner befitting the student of a University of national importance. He/she shall show due courtesy and consideration to the employees of the

University and Halls of residence, good neighborliness to his fellow students and the Teachers of the University and pay due attention and courtesy to Visitors.

- 26.2 To safeguard its ideals of scholarship, character and personal behavior, the university reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient.
- 26.3 Cases of misconduct and breach of discipline (other than examination offences) shall be dealt with according to the respective Rules/Regulations of the University.
- 26.4 The Syndicate, on recommendation of Academic Council, shall have the authority to decide all matters which are not covered by provision of this Regulations in such manner as it may deem fit.
- 26.5 The University shall have the authority to amend this Regulations at any time and in any manner as it may be considered necessary for the interest of the University.

**27 Merit Awards**

**27.1 Dean's award**

In recognition of excellent performance, the names of students who maintain a GPA of 3.75 or above in the regular Terms of an academic year may be published in the Dean's list of each faculty. In this regard, Dean will give a certificate to the student confirming his/her name in the Dean's list. Student who has earned 'F' or 'I' grade in any course during any of the two regular Terms will not be considered for Dean's list in that year. The respective Dean will take necessary measures to publish the Dean's list for each academic year and provide the Dean's award.

**27.2 Vice-Chancellor's award**

In recognition of outstanding performance, the students who have earned GPA 4.00 in two consecutive Terms final examination of a level will be given Vice-Chancellor's award. Students who have earned 'F' or 'I' grade in any course during the Level will be not be considered for Vice-Chancellor's award.

**27.3 University Gold Medal**

University Gold Medal for outstanding graduates will be awarded to the students who secure the 1<sup>st</sup> position among all the departments with Cumulative GPA not below 3.75. The student must have completed his/her undergraduate course work within four consecutive academic years. Student who has earned 'F' or 'I' grade in any course during any Terms will not be considered for University Gold Medal.

