

জরুরী

সিন্ডিকেটের (২৯-৭-২০১৮) কার্যবিবরণীর অংশ
নীতিমালা অনুমোদন

৫৯। সিদ্ধান্ত : একাডেমিক পরিষদের (২৫-৭-২০১৮) ও ইঞ্জিনিয়ারিং এন্ড টেকনোলজি
অনুষদের (১৫-০৭-২০১৮) সুপারিশ অনুযায়ী উক্ত অনুষদভুক্ত বিভাগসমূহের মাস্টার্স প্রোগ্রামের সমন্বিত
নীতিমালা অনুমোদন করা হইল এবং উহা ২০১৮-২০১৯ শিক্ষাবর্ষ হতে কার্যকর করা হউক।

স্মারক নং রেজিঃ/প্রশা-৫/ ৩৩২৭-২২

তারিখ : ৬/৬/১৯

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নিম্নোক্তদের নিকট অনুলিপি প্রেরিত হইল :

- (১) ডিন, ইঞ্জিনিয়ারিং এন্ড টেকনোলজি অনুষদ, ঢাঃ বিঃ।
- (২) পরীক্ষা নিয়ন্ত্রক, ঢাঃ বিঃ।
- (৩) ডেপুটি রেজিস্ট্রার (শিক্ষা-৩), ঢাঃ বিঃ।

06 AUG 2018

ডেপুটি রেজিস্ট্রার, প্রশাসন-৫
ঢাকা বিশ্ববিদ্যালয়।

8. Rule and Guidelines for M.Sc. in Engineering Program

This rules and guidelines for M.Sc. in Engineering program (EEE, ACCE, CSE, NE, RME) is approved in the Faculty Meeting held on 15th July 2018, Academic Council on 25th July 2018 and Syndicate Meeting held on 29th July 2018. It will be effective from Session 2018-2019 and onward.

8.1 The Master of Engineering Program

The Master in Engineering program under the Faculty of Engineering and Technology, University of Dhaka is one and a half academic year (3 semesters) program. The program comprises three semesters, each having duration of six academic calendar months to be distributed as follows:

- (a) **Classes** : Fifteen active weeks
- (b) **Preparatory Leave** : Maximum two weeks
- (c) **Semester Final Exam** : Two weeks
- (d) **Vacation** : Only the usual Dhaka University's vacation will be applicable
- (e) **Result publications** : Within two months from the last theory exam date or thesis defense date)

8.2 Admission

- a. Students will be admitted to the respective department or institute as per University rules.
- b. Department may take new student from any University through admission test with prior permission of the Vice Chancellor.

8.3 Definition of Credit

- (c) For theoretical courses fifteen class-hour of fifty minutes each is defined as one credit.
- (d) For practical or laboratory courses thirty hours work in laboratory is defined as one credit.

8.4 Credit Requirements for the M.Sc. Engineering Program

- (a) Total credits : 36-40
- (b) Credits for theory courses : 18-30
- (c) Credits for practical courses/field work : 0-10
- (d) Credit for projects : 0-12
- (e) Credit for thesis : 6-18
- (f) Course viva : 0-2

8.5 Grades and Grade Points

The UGC of Bangladesh approved grading system applies to calculate grade and grade points. Grades and grade points will be calculated on the basis of marks obtained in any type of examination.

Marks	Letter Grade	Grade Point
80% and Above	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%	F	0.00
	I	Incomplete
	W	Withdrawn

- (a) Only “D” or higher grade will be counted as credits earned by a student.
- (d) A student obtaining “F” grade in any course will not be awarded degree.
- (e) CGPA (Cumulative Grade Point Average) is the weighted average of the grade points obtained by a student in all the courses. CGPA will be calculated according to the following formula:
- $$\text{CGPA} = \frac{\sum(\text{grade points in a course} \times \text{credits for the course})}{\text{total credits taken}}$$
- (e) In the tabulation process, only the total marks of a student in any course will be rounded-up to next number and the published result of the program will show only the grades earned and the Cumulative Grade Point Average (CGPA) at the end of each semester.

8.6 Marks Distribution for a Course

(a.) Theory course

i. Attendance	5%
ii. In-course exam	25%
iii. Final exam	70%
Total Marks	100

(b) Lab course

(i) Attendance in lab classes	: 10%
(ii) Continuous evaluation	: 30-90%
(iii) Final exam	: 0-60%
Total Marks	100

(c) Thesis and a project

(i) Defence	: 40 or 60%
(ii) Report Evaluation	: 60% or 40%
Total Marks	100

(d) Mark distributions for field study

(i). Viva	: 0-20%
(ii) Report/thesis	: 40-60%
(iii) Written test	: 40%
Total Marks	100

(e) Guidelines for Attendance Mark

Attendance (%)	Marks (10)	Marks (05)
90 and above	5	10
85 to 89	4	8
80 to 84	3	6
75 to 79	2	4
60 to 74	1	2
Less than 60	00	00

N.B. Department may change the marks distribution policy with the approval of the Academic Committee as well as Faculty Meeting.

8.7 Exam Committee Formation

- (a) At the beginning of each academic semester/session, an exam committee shall be formed for that semester/session by the academic committee of respective department. Chairman of the

exam committee will act as a course coordinator for that semester/session. The role of a course coordinator is to monitor the academic activities and report to the respective chairman to the department to avoid any unexpected situation.

- (b) The exam committee will consist of four members proposed by the Academic Committee of the respective department.
- (c) The committee members are a Chairman, two internal members from the respective department and one external member outside of the department.
- (d) The exam committee will manage or coordinate all exam related activities as per university rules.

8.8 Evaluation of the Courses

a. Theory Courses Evaluation

The performance of a student in a theory course will be evaluated in the following ways:

- (i) For a theory course the evaluation will be made on the basis of attendances, quiz / assignment / presentation, in-course exam and final exam.
- (ii) For any courses attendance, quiz/assignment/presentation, in-course exam will be evaluated by the course teacher and the result must be submitted to the exam committee and controller of exam before commencement of semester final examination.
- (iii) The percentage of attendance of students for each course (according to the format supplied by the chairman) along with the

attendance sheet must be submitted to the Chairman of the department before commence to the semester final Exam.

- (iv) The in-course exam scripts must be shown to students before the last class of the semester.
- (v) If more than one in-course exam is taken the in course mark will be calculated by averaging all of them (best one will not be allowed).
- (vi) For theory courses final exam scripts generally evaluate by two examiners: course teacher will be the first examiner and the second examiner will be within the department or from a relevant department of University of Dhaka. If a suitable examiner is not found from University of Dhaka, a second examiner may be appointed from other universities with the prior permission from the Vice Chancellor.
- (vii) The average mark of two examiners will be considered as the mark obtained if the difference of their marks is less than or equal to 20%.
 - In case of a difference of marks between the two examiners is more than 20% the exam script will be evaluated by a third examiner. Marks of nearest two examiners will be taken for average.
 - If the differences of marks of third examiner from the first and second examiner become equal, then mark obtained will be calculated from average of three examiners.

b. Lab Course Evaluation:

The assessment of laboratory / practical courses will be made by observing overall performance of a student during practical (continuous evaluation) attendance, viva-voce, assignments and lab final exam (set by the department).

c. Project Course Evaluation:

- Evaluation will be done by 100 marks where there will be a project defense of 60% or 40% marks and project report evaluation of 40% or 60% marks.
- Two examiners will evaluate the project report and their average mark will be considered. In case of a difference of marks between the two examiners is more than 20%, it will be evaluated by a third examiner. Marks of nearest two examiners will be taken for average. If differences are equal the average of three marks will be considered.

d. Field Study Evaluation:

Field study report will be evaluated as per the rules of the respective departments.

e. Thesis evaluation

Thesis will be coordinated by the examination committee. Examination committee may include external expert to assess the thesis. Thesis will be evaluated on the basis of 100% marks where there will be thesis defense (40% or 60% marks) and thesis report will evaluation (60% or 40% marks). Evaluation will be done in following ways:

(i) Pre-defense (if applicable)

The student will defense his or her thesis work which is approved by the respective supervisor. The examination committee can accept or reject or conditionally accept the thesis for further process.

(ii) Final defense

A student will submit his or her thesis or revised thesis which was accepted or conditionally accepted in the pre-defense (if happened). The exam committee will announce specific date to defense his or her thesis and he or she has to defense on that date.

(iii) Thesis report evaluation

Two external examiners will evaluate the thesis report and their average mark will be considered. In case of a difference of marks between the two examiners is more than 20% the thesis will be evaluated by a third examiner. Marks of nearest two examiners will be taken for average. If differences are equal, the average of three marks will be considered.

8.9 Requirement to Sit for Course Final Exam (Theory and Lab Courses)

- (i) A student having 75% or more attendance on average is eligible to appear in the semester final Exam.
- (ii) Student having average 60-74% attendance will be allowed to sit for the exam with a fine Tk. 1000.00 (BDT. One Thousand) in the University central account. In addition to usual fees a department may fine according to the decision of their Academic Committee.

- (iii) A student having an average attendance below 60% will not be allowed to sit for the semester final exam but may seek re-admission in the program.
- (iv) In case of open credit system all the above evaluation will done course wise.

8.10 Duration of Exam

- i. The semester final exam will be arranged centrally by the Controller of Examination of the University of Dhaka.
- ii. The duration of theoretical course final Exams will be as follows:

Credit	Duration of Exam
4 credits course	4 hours
3 credits course	3 hours
2 credits course	2.5 hours

- iii. Duration of lab exam will be defined by the respective department.

8.11 Requirements for the Award of the M.Sc. in Engineering Degree

- (a) A student must earn required credits in a maximum period of three continuous semester starting from the date of admission in Master in 1st semester.
- (b) A student must obtain CGPA of at least 2.5 to achieve the Master in engineering degree without 'F' grade in any course to fulfill required credits.
- (c) The student can readmit for another three semesters.

8.12 Tabulations

- (a) The exam committee will appoint two tabulators.
- (b) Tabulators will receive marks of all courses from the Chairman of the Exam Committee.
- (c) The two tabulators independently prepare the tabulation sheets and compare before submitting to office of the Controller of Examination through the Chairman of Exam Committee.

8.13 Improvement or Retake Examination

- (a) A student will be allowed a single earliest available chance to clear "F" grade/grades complying with the time requirement for the degree. A student will not be allowed for grade improvement if he or she passes and the final semester result is published.
- (b) A student may sit for improvement exam for courses where grade obtained is less than or equal to "C+" (C plus) and the best grade that a student can be awarded is "B+" (B plus). However, if the grade is not improved the previous grade will remain valid.
- (c) In addition to usual fees a department may fine according to the decision of Academic Committee Meeting.

8.14 Re-admission and Dropout

- (a) A student may be allowed re-admission for one time.
- (b) A student may seek re-admission provided he or she has at least 30% (thirty percentages) attendance in the previous semester or year.

- (c) A student who is unable to get minimum required CGPA even after taking re-admission will be dropped out from the academic program.
- (d) In case of rejection of a thesis or “F” grade in a thesis the student can retain his or her theory course mark for a period one semester.

8.15 Other General Regulations

- (c) For any matter not covered in the above guidelines, existing rules of the University of Dhaka will be applicable.
- (d) Disciplinary and punishable actions will be applied according to the existing rules of the University of Dhaka.