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University of Chittagong
Chittagong, Bangladesh.

FACULTY OF BIOLOGICAL SCIENCES



Ordinance
For

THE DEGREE OF BACHELOR OF SCIENCE WITH HONOURS

SESSION 2009-2010

UNIVERSITY OF CHITTAGONG
FACULTY OF BIOLOGICAL SCIENCES
ORDINANCE FOR THE DEGREE OF
BACHELOR OF SCIENCE WITH HONOURS
With Effect From the Session 2009-2010

1. DURATION OF THE PROGRAMME OF STUDY

The programme of study for the Degree of Bachelor of Sciences with Honours shall extend over a period of 4 (four) academic years and shall be completed by a student in not more than 6 (six) academic years.

2. SUBJECTS

There shall be the following subjects in the Faculty of Biological Science of this University: i. Zoology; ii. Botany; iii. Microbiology; iv. Biochemistry and Molecular Biology; v. Geography and Environmental Studies; vi. Soil Science; vii. Genetic Engineering and Biotechnology; viii. Psychology, and any other Subject/s as may be approved by the University Authority from time to time.

3. QUALIFICATION FOR ADMISSION

Students passing the Higher Secondary Certificate (H.S.C.) examination in science from an Education Board of Bangladesh or a recognized equivalent examination from home and abroad may be admitted to the programme of Bachelor of Science with Honours in any of the above mentioned subjects in this University on such terms and conditions as may be determined by the University Authority from time to time.

4. REGISTRATION

- i. A candidate shall attain studentship of the University on admission to a programme as per rules. S/he shall be required to be registered with the University through such processes and on payment of such fees as determined by the University Authority from time to time.
- ii. A student shall never take admission in more than one subject other than certificate/diploma courses. If it is so reported/found, his/her studentship and examinations, if appeared/passed, shall be immediately cancelled.

5. COURSE IDENTIFICATION

Each course shall be designated by three/four letters for the subject/discipline as decided by the concerned department. A three-digit number for the course of which the first digit shall correspond to the year, for example, **Zool. 101** for the first course of 1st year in **Zoology**, **Bot. 405** for the fifth course of 4th year in **Botany** and so on. English course shall be denoted by **ENG. 001**.

6. MARKS AND CORRESPONDING CREDITS

Theoretical/practical courses/sessional and viva-voce of 25, 50, 75 and 100 marks are equivalent to 1, 2, 3 and 4 credits, respectively.

7. NATURE OF COURSES AND DISTRIBUTION OF MARKS

- i. The B. Sc. (Hons.) degree programme shall be an integrated one consisting of major and related courses, carrying a total of **4000** marks as distributed below (year-wise):

Year	Major Courses	Related Courses	Credits	Sessional	Viva-voce	Credits	Total Marks	Total Credits
First	450	350	32	100	50	04+02	950	38
Second	450	350	32	100	50	04+02	950	38
Third	850	--	34	100	50	04+02	1000	40
Fourth	950	--	38	100	50	04+02	1100	44
Total	2700	700	136	400	200	24	4000	160

- ii. The related courses shall be from at least two subjects other than the major subjects as decided by the Academic committee of the concerned Department of Honours subjects. The Committee of Courses and Studies of the Department shall prepare the syllabus. In preparing the syllabus of related courses, ~~teachers of relevant subjects should be consulted.~~ *The teachers of the relevant subjects should be invited as an associate member in the meetings of committee of courses and studies.*
- iii. Sessional means tutorial, class test, term paper, field works, field tour, study tour, class attendance etc.
- iv. 25-35% of the total of theoretical and practical marks shall be allotted for practical in all subjects.
- v. 20% of the practical marks shall be awarded on the basis of class performance during the whole course of study evaluated by the course teacher and the rest 80% on the basis of performance in the annual examination.
- vi. Project works, if applicable, shall be started at the beginning of the 4th year class.

* সংশ্লিষ্ট - অন্তর্গত কর্মসূচি - ৭.২.১১

একত্রিত্ব কর্মসূচি - ২৫.৭.১১ (২২৬ জন কর্মসূচি গ্রহণ)

মিষ্টান্ন

- ১৬.১১.১১ (১৭৭ জন কর্মসূচি গ্রহণ)

vii. ENGLISH COURSE

A part from the credit courses mentioned above, one English course of 100 marks by a student in the first year and s/he shall be allowed to appear at the first year examination. If s/he fails to do that, s/he shall have to appear at the examination with the immediate next batch. Points secured in this course in excess of 12.00 shall be added in calculating CGPA. Minimum pass mark is 25. **Students securing marks between 25 and below 65 will be awarded 'Pass'. The F grade will be awarded to the students scoring less than 25 marks. If a student fails to appear even in the second time, "Incomplete" will be written in her/his transcript as shown in the following table:**

Numerical Grade	Letter Grade
65% and above	B+ and above
25% to less than 65%	Pass
Less than 25%	F
Not appeared in the examination	Incomplete

8. DURATION OF CLASS HOURS (45 MINUTES EACH) :

Theoretical and practical courses shall be so designed as to be completed in minimum of the following class hours :

- a. Theoretical course of 25 marks (1 credit) in 15 class hours, 50 marks (2 credits) in 30 class hours, 75 marks (3 credits) in 45 class hours and 100 marks (4 credits) in 60 class hours.
- b. Practical course of 25 marks (1 credit) in 8×3 class hours, 50 marks (2 credits) in 15×3 class hours, 75 marks (3 credits) in 20×3 class hours and 100 marks (4 credits) in 30×3 class hours.

9. DURATION OF EXAMINATION

Examination shall be held on academic year (annual) basis. Time allotted for examination shall be as follows:

- a. Theoretical courses: 2 hours for 25 marks, 3 hours for 50 marks and 4 hours for 75-100 marks.
- b. Practical courses: 4 hours for 25 marks, 6 hours for 50 marks and 9 hours for 75 marks. and 12 hours for 100 marks.

10. MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instruction and answer in the examination scripts shall be English.

11. ELIGIBILITY TO APPEAR AT THE EXAMINATIONS

- i. In order to be eligible for appearing at the examination, a candidate shall be required to attend on an average not less than 70% of the lectures. The Academic Committee of the Department may recommend marginal cases of shortage of attendance (not below 60%)* on special ground with documentary evidences. In this case, the candidate shall have to pay the requisite non-collegiate fees at the rate mentioned in the **General Rules and Regulations No. 1 (ix)**.
- ii. The course teacher must submit the class attendance register and report to the Chairman of the Department before processing the examination entry forms. The Department shall verify the eligibility of the candidates and send these to the Provost of the concerned hall for necessary action.
- iii. The Provost of the concerned hall and Chairman of the Department shall make necessary verification of the forms and send forward to the Comptroller of Accounts for necessary action.
- iv. The Controller of Examinations shall issue admit card only to the eligible candidates as per rules and send these to the concerned Department and the Chairman shall distribute the same to the candidates. If the examination entry forms remain incomplete, admit cards shall not be issued. Each student shall mention his/her ID number with session in the entry form.

12. GRADING SYSTEM

Letter grades and corresponding grade points shall be awarded as follows:

Numerical Grade	Letter grade	Grade point
80% and above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
Less than 40%	F	0.00
Incomplete/Absent	x	x

13. PASS MARKS

Course Marks	100	75	50	25
Pass Marks	40	30	20	10

* ২৭/০২/১১ সিন্ডিকেটের সভায় A.C. এর ২২২ নম্বর নথিতে ১৪ টি বিষয়ের জন্য
০১.০৫.১১ সিন্ডিকেটের সভায় ফিন্যান্স (৮৬) নং ৪৭২ নম্বর নথিতে ০৫ টি বিষয়ের

GPA/CGPA CALCULATION

- i. Calculation of GPA and CGPA (Cumulative Grade Point Average) is shown in **Appendix-A**. To calculate CGPA, no grades from any source other than that of the prescribed credits will be considered.
- ii. In the Academic Transcript/Grade sheet, only Letter Grade (LG), corresponding Grade Points (GP), Points Secured (PS) and finally GPA, CGPA, not the numerical marks, shall be shown.
- iii. 0.05 Points Secured will be added to the total Points Secured by candidates who will study Military Science and score 70% or above marks at the time of calculating CGPA.

* * iv) - *অন্যান্য সূত্র অনুসারে*

15. PROMOTION TO HIGHER CLASS (FROM 1ST YEAR TO 4TH YEAR)

A student is required to fulfill the following conditions for promotion to the next higher class:

- i. A student must earn at least GPA 1.75 without sessional and viva-voce at his/her respective examination of the year, failing which s/he shall be declared to have failed in the respective examination.
- ii. At this stage, a student shall be allowed to improve his/her GPA of the 1st/2nd/3rd year by appearing at the examination of the immediate next batch only.
- iii. Promotion to 2nd/3rd/4th year after the respective examination shall be given effect on the basis of the results published by the Controller of Examinations.

16. VIVA-VOCE

- i. A regular student must appear at the viva-voce of the 1st/2nd/3rd/4th year examination. At the end of each examination, the Examination Committee shall hold a viva-voce. The viva-voce marks shall not be taken into consideration for the determination of yearly GPA. All marks of 4 viva-voce examinations will be added up to determine LG, GP and PS and to calculate CGPA.
- ii. If a student fails to appear at the viva-voce, the Examination Committee may recommend him/her for appearing at the viva-voce **within the 30 days** from the (date of preceding regular) Viva-voce of the respective examination. and also before the publication of the respective examination. However, the candidate shall have to take permission from the Vice-Chancellor producing necessary documents. In this case, s/he shall have to bear all expenses to conduct the viva-voce as fixed by the University Authorities.
- iii. If a student does not avail the above clause i. & ii. i.e. does not appear at the annual viva-voce, s/he shall be declared to have failed in the respective examination.

* * *vi/iv* In GPA or CGPA calculation, if either of them comes up with fractional part and non-zero value appears in the 3rd and/or 4th digit(s) after the decimal point, the 2nd digit should be round up to next higher digit. Illustration: (i) suppose, a total of 32 credits are offered in a class and a student earns total point secured (TPS) of 113 in that class, then his/her GPA will be 3.54 while the precise value is 3.53125, (ii) suppose, a total of 26 credits are offered in a class and a student earns total point secured (TPS) of 84 in that class, then his/her GPA will be 3.24 while the precise value is 3.230769... (iii) suppose, a total of 160 credits are offered in a 4-year program and a student earns total point secured (TPS) of 585 in that program, then his/her CGPA will be 3.66 while the precise value is 3.65625. (০৭.০৩.২০১৫ তারিখে অনুষ্ঠিত একাডেমিক কাউন্সিলের ২২৮ তম সভার ৭১ নং সিদ্ধান্ত এবং ১৩.০৩.২০১৫ তারিখে অনুষ্ঠিত সিন্ডিকেটের ৪৯৬ তম সভার ৪নং সিদ্ধান্তে সংযোজিত) *২৬.৬.২০১৫ তারিখে*

17. SESSIONAL

- i. A regular student must complete his/her sessional of the 1st, 2nd, 3rd and 4th year. The sessional marks shall not be taken into consideration for the determination of yearly GPA. All marks of 4 sessionals shall be added up to determine LG, GP and PS and to calculate CGPA.
- ii. If a student fails to appear at his/her sessional of the 1st, 2nd, 3rd and 4th year, s/he shall be declared to have failed in the respective examination.

18. IMPROVEMENT OF GRADES

- ০৭/০৫/২০১১ তারিখে
অনুষ্ঠিত অর্ডিন্যান্স কমিটি
সভায় সংশোধিত (যাহা
২৫.৯.২০১১ তারিখে অনুষ্ঠিত
২২তম একাডেমিক কাউন্সিল
সভার ২১ নং সিদ্ধান্তে
সুপারিশকৃত এবং ৩.১১.২০১১
তারিখে অনুষ্ঠিত সিন্ডিকেটের
৪৭৭তম সভার ৭নং সিদ্ধান্তে
অনুমোদিত হয়)
- i. A regular student earning C, D and F grade in any course in the 1st, 2nd and 3rd year examination/1st, 2nd, 3rd, 4th, 5th, 6th & 7th Semester Examination may improve their grade/s by appearing at the annual/Semestral examination of the same course/s only with the immediate next batch. If such a student fails to improve his/her grade/s, the previous grade/s of the same course shall remain valid.
 - ii. If a student appears at the Improvement Examination of any course/s as mentioned in the clause i. above, the word “Improved” shall be written to the right column of the Transcript corresponding to the improved course/s.

- iii. No improvement shall be allowed in English course, sessional, and viva-voce.
- iv. For improvement of his/her grade in a particular course, the student shall apply to the Chairman of the Department at least 4 weeks before the start of the next annual examination.
- v. The Chairman of the Department shall prepare list/s of candidates for the regular, irregular and improvement categories and send one copy of each to the office of the Controller of Examinations after the last date of filling up of examination entry forms.

19. DEGREE REQUIREMENTS

For the degree of Bachelor of Science with Honours, a student shall require to fulfill the following conditions:

- i. A student must earn a minimum CGPA 2.25 and s/he must earn GPA 1.75 in 1st, 2nd, 3rd and 4th year examination separately, failing which s/he shall be declared failed in the programme.
- ii. A student must earn a minimum GP 2.00 in consolidated sessional, failing which s/he shall be declared failed in the programme.
- iii. A student must earn a minimum GP 2.00 in consolidated viva-voce, failing which s/he shall be declared failed in the programme.

- iv. A student earning CGPA 4.00 shall be awarded B.Sc. (Hons.) degree with **Distinction** and citation so made in the **academic transcript**.
- v. A student who earns CGPA 2.00 to less than 2.25 after completion of 4-year course shall be awarded **B.Sc. Pass Degree** without any class but s/he must earn GPA 1.75 in 1st, 2nd, 3rd and 4th year examinations, GP 2.00 in consolidated sessional and GP 2.00 in consolidated viva-voce separately. **Students with a pass degree shall not be eligible for admission into masters programme .**

20. FAILED STUDENT

- i. If a student fails to earn required GPA for promotion mentioned in clause 15i. of the 1st/2nd/3rd year examination, s/he shall be treated as a failed student and shall not be promoted to the next higher class.
The failed student shall be allowed to appear in the failed course/s with the batch that immediately follows as an irregular candidate, failing which s/he shall be dropped out of the programme.

* X ~~The failed students can also appear at the improvement examination in the courses earning C and D along with the failed course/s only once. In this case if s/he improves grade/s a letter grade not above B will be written in the Tabulation sheet and Grade Sheet for the improvement courses (originally earning C or D).~~ X

- ii. If a student **fails to appear** at the 1st/2nd/3rd/4th year examination after depositing examination fees, s/he shall be treated as a failed student. The failed student shall be allowed to appear at the examination with the batch that immediately follows as an irregular candidate, failing which s/he shall be dropped out of the programme.
- iii. If a failed student earns required GPA for promotion as an irregular candidate in the 1st/2nd/3rd year examination, but failed in any course/s, s/she shall not be allowed to appear in the failed course/s to improve GPA under any consideration for the **third time**.
- iv. If a student fails to appear at the **viva-voce** of the 1st/2nd/3rd/4th year examination as per clause 16, s/he shall be treated as a failed student. In such a case, s/he shall be allowed to appear at viva-voce with the batch that immediately follows as an irregular candidate, failing which s/he shall be dropped out of the programme.
- v. If a student fails to appear at the **sessional** of the 1st/2nd/3rd/4th year examination as per clause 17, s/he shall be treated as a failed student. In such a case, s/he shall be allowed to appear in sessional with the batch that immediately follows as an irregular candidate with permission of the Academic Committee of the Department, failing which s/he shall be dropped out of the programme.
- vi. The failed student shall appear at the 1st/2nd/3rd/4th year examination as an irregular candidate, generally as per **syllabus** in force without any re-admission. If any drastic changes in the syllabus are made, the irregular candidate shall appear at the examination in his/her original syllabus on the recommendation of the Academic committee of the Department.

* অন্তিম পরীক্ষার ১.৫.১১ তারিখের পর, অন্তিম পরীক্ষার ২২.৫.১১ তারিখের মধ্যে ১৭৫ শিক্ষার্থী ৪৭৭ এর পরে পুনর্নির্বাচিত।

- vii. After completing 1st/2nd/3rd year examination as irregular candidate, the above categories of students shall have to be admitted **provisionally** to the next higher class within the date fixed by the Academic Committee of the concerned Department. If the student fails at the respective examination, his/her provisional admission shall automatically be cancelled.
- viii. If a student fails to pass or fails to appear at the examination **twice** in a particular year or **more than twice** in the entire programme, s/he shall be dropped out of the programme.
- ix. A student failing to earn minimum GPA 1.75 in 4th year examination shall be treated as a failed. Such student is allowed to improve his/her GPA by appearing in 4th year course/s at the examination with the immediate next batch only as an irregular candidate, but it must be within **six** consecutive academic years from the session of his/her first admission. Failing which s/he shall be dropped out of the programme.
- x. A student failing to earn required GP in consolidated sessional during finalization of 4-year results will have to appear at four courses of comprehensive examinations each of 100 marks with the immediate next batch only as an irregular candidate, but it must be within six consecutive academic years from the session of his/her first admission. Course-1, 2, 3 and 4 comprises of first, second, third and fourth year syllabus respectively.
- xi. A student failing to earn required GP in consolidated viva-voce during finalization of 4-year results will have to appear at a viva-voce examination of 200 marks with the immediate next batch only as an irregular candidate. But it must be within six consecutive academic years from the session of his/her first admission. Failing which s/he shall be dropped out of the programme.

21. RE-ADMISSION

- i. If a student fails to appear at the 1st/2nd/3rd/4th year examination due to shortage of required percentage of class attendance or any other reason, s/he shall have to get himself/herself re-admitted as an irregular student with the batch that immediately follows on recommendation of and within the date fixed by the Academic Committee of the Department. S/he must have to fulfill the requisite class attendance for appearing at the examination as an irregular candidate. The student shall be allowed to appear at the respective examination only once with the batch that immediately follows as an irregular candidate, failing which s/he shall be dropped out of the programme. If a re-admitted student earns required GPA for promotion as an irregular candidate in 1st/2nd/3rd/4th year examination, but failed in any course/s, s/he shall not be allowed to appear in the failed course/s to improve GPA under any consideration ~~for the third time~~. *
- ii. Re-admission will not be allowed in the first year, if percentage of class attendance of the student is below 30, then his/her studentship will be treated as cancelled, i.e. s/he will be dropped out of the programme.

* A.C. ১০ ২২২৬৮ নম্বর ২৬ নং নির্দেশ ৭০৯ নিম্নলিখিত ৪৭২৬৮
নম্বর ২৬ নং নির্দেশ ।

- iii. A student may be allowed re-admission for not more than **once** in a particular year and not more than **twice** in the entire programme.

22. IMPROVEMENT OF RESULTS

A student can also improve his/her CGPA after the degree is awarded (either Honours or Pass) by appearing **only once** in 4th year course/s earning C, D and F grade at the examination with the immediate next batch but it must be within six consecutive years from the session of his/her first admission. If a student improves his/her CGPA, the word '**Improvement**' and '**the year**' of improvement examination should be mentioned in his/her **academic transcript** and **certificate**.

A student willing to cancel his/her improved CGPA and have the previous results reinstated shall apply in this respect to the Controller of Examinations through the Chairman of the Department and the Provost of the concerned hall with necessary fees prescribed by the University Authority from time to time.

23. FORMATION OF THE EXAMINATION COMMITTEE

There shall be separate Examination Committee for each of 1st, 2nd, 3rd and 4th year examinations.

- i. The 1st and 2nd year Examination Committees, each shall consist of – one Chairman, two Internal Members on the major subjects, two member on the related subjects and one External Member (from another Public University). **The members on the related course/s will moderate question papers only of related course/s and ^{also} not conduct viva-voce.** *২৫.০৭.১৮ সন্থিত। অন্তর্গত অন্তর্গত ২য় বিষয়, ২য় অ/c ও ২২ অ/c*
- ii. The 3rd and 4th year Examination Committees, each shall consist of – one Chairman, two Internal Members and one External Member (from another public University).
- iii. There shall be an Examination Committee for English course consisting of – Chairman (Dean of the Faculty), member one course teacher, and member – one Chairman of the Department under the faculty by rotation.

24. GENERAL RULES AND REGULATIONS FOR THE HONOURS, MASTERS, M. PHIL. AND ANY OTHER DEGREE/CERTIFICATE/DIPLOMA EXAMINATIONS OF THE UNIVERSITY

- i. Functions of the Academic Committee/Chairman/Director of the Departments / Institutes/ RCMPS shall be according to **General Rules and Regulations no. 1.**
- ii. Functions of the Examination Committee shall be according to **General Rules and Regulations no. 2.**
- iii. Functions of the Chairman of the Examination Committee shall be according to **General Rules and Regulations no. 3.**

- iv. Functions of the course teacher/examiner shall be according to **General Rules and Regulations no. 4.**
- v. Functions of the tabulators for finalization of the results shall be according to **General Rules and Regulations no. 5.**
- vi. Functions of the Controller of Examinations regarding examinations and publication of results shall be according to **General Rules and Regulations no. 6.**

25. COLLECTION OF TUITION FEES

The Comptroller of Accounts will make arrangement to collect tuition and session fees of respective session from a student who will be promoted to 2nd/3rd/4th year, within two months after publication of result of 1st/2nd/3rd year examination. If s/he fails to deposit fees within the time, s/he may be given another 30 days to deposit the same with late fine fixed by the University Authority, failing which his/her name shall be struck off the University Register. i. e. s/he shall be dropped out of the programme.

26. ADMISSION OF THE EXPELLED STUDENT

- i. If a student adopts unfair means in 1st/2nd/3rd/4th year examination, and s/he if is penalized with cancellation of result of his/her respective year, then his/her results of the previous year/s, if any, shall remain valid.
- ii. If a student of 1st/2nd/3rd/4th year is expelled from the University for any reason as the case may be, s/he shall have to get himself/herself re-admitted to the subsequent 1st/2nd/3rd/4th year respectively for once only. Generally, the syllabus in force for the examination concerned will be applicable for such a student. If any drastic changes in the syllabus are made, s/he shall have to appear at the examination with his/her original syllabus on the recommendation of the Academic committee of the Department.
- iii. The expelled period shall not be counted for calculating maximum available period (6 years) in clause 1.

27. ACADEMIC CALENDAR

The Academic Committee of the concerned Departments shall prepare an Academic Calendar showing the beginning of each academic year, date for commencement and suspension of classes, commencement of each examination. Class will be suspended at least 30 days before the commencement of each examination. There should be a gap of at least 30 days from the date of publication of results of a particular year and date of commencement of the next examination of next session .