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University of Chittagong

Chittagong, Bangladesh.



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

University of Chittagong

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

1. FUNCTION OF THE ACADEMIC COMMITTEE/CHAIRMAN/DIRECTOR OF THE DEPARTMENTS/INSTITUTES REGARDING EXAMINATION

- i. The academic Committee of the Departments/Institutes/RCMPS shall constitute the examination Committees as per ordinances of the University.
- ii. The Academic Committee of the Departments/Institutes/RCMPS shall constitute the Examination Committee at least 50 days for semester and 75 days for annual system before the date of commencement of the examinations.
- iii. The Chairman/Director of the Departments/Institutes/RCMPS with the approval of the Academic Committee shall announce detailed schedule of each of the examinations.
- iv. If any examination is postponed for any reason, the Academic Committee shall refix the date of the postponed examination and it shall be circulated by the Chairman/Director of the Departments/Institutes according to decision of the Academic Committee.
- v. If the University authorities postpone any examination due to unavoidable circumstances, the Academic Committee of the Departments/Institutes/RCMPS, subject to approval of the University authority, shall refix the date of examination and the Chairman/Director of the Departments/Institutes/RCMPS shall make arrangement to circulate the same.
- vi. The Chairman/Director of the Departments/Institutes/RCMPS will preserve sessional (tutorial, term paper, class test, field works, field tour, study tour, class attendance etc.) marks submitted by the course teacher and pass three copies of the same to the Chairman of the Examination Committee at least one month before the Final Examination in sealed covers.
- vii. The Chairman/Director of the Departments/Institutes/RCMPS will preserve practical marks of students on the basis of their class performance submitted by the course teacher and pass three copies of the same to the Chairman of the relevant Examination Committee at least one month before the Final Examination in sealed covers.
- viii. Non-collegiate fees for shortage of attendance shall be imposed on the students of the faculties of Arts, Business Administration, Social Sciences and Law at the following rate:

Attendance

60% - below 70%
50% - below 60%
40% - below 50%

Non-collegiate Fees

Taka 1000 (One thousand)
Taka 3000 (Three thousand)
Taka 7000 (Seven thousand)

- ix. Non-collegiate fees for shortage of attendance shall be imposed on the students of the faculties of Science and Biological Sciences at the following rate:

Attendance

60% - below 70%
50% - below 60%

Non-collegiate Fees

Taka 2000 (Two thousand)
Taka 5000 (Five thousand)

2. FUNCTIONS OF THE EXAMINATION COMMITTEE

- i. The internal members of the Examination Committee will recommend for the appointment of "paper setters" and "script examiners" from the panel of examiners as prepared by Committee of Courses and Studies of the Departments/Institutes and approved by the concerned authorities of the University to the Controller of Examinations of the University.
"There shall be two paper setters and two script examiners to be called 1st and 2nd Examiner for each course 2nd Examiner preferably from other public University/Govt. Research Institutes/Govt. Research Organisations."
- ii. The Examination Committee will moderate question papers, fix dates to conduct practical examination, seminar and viva-voce and prepare the results. The members from the related/language course will moderate question papers of related/language courses and conduct practical examinations of related courses only.
- iii. The Examination Committee will finalize all the sessional (tutorial, term paper, class test, field works, field tour, study tour, class attendance etc.) marks for tabulation.
- iv. The Examination Committee shall post the class performance marks of practical course to the answer script of respective practical examination.
- v. The Examination Committee will recommend the name of three tabulators (at least two tabulators shall be from the members of the Examination Committee) to the Controller of Examinations for appointment.
- vi. The Examination Committee shall take decision for third examination of scripts of the unmarked answer/s which will report by the tabulators in a meeting.
- vii. The Examination Committee shall take decision on tabulators report, regarding third examination of scripts of course/courses in a meeting presided over by the Chairman and recommend to the Controller of Examinations the name of a relevant third examiner for each course for appointment from the panel of examiners other than a member of the Examination Committee or tabulators, provided further that he/she was not an examiner of this course.
- viii. The Examination Committee shall compare tabulation sheet and finalize the results submitted by tabulators with all documents. The same tabulation sheets duly signed by the Chairman and Members of the Committee shall be submitted to the Controller of Examinations for publication of results.
- ix. The Examination Committee shall recommend the name of preparer and comparer of Grade Sheet/Academic Transcript who will be the members of the Committee to the Controller of Examinations. The Grade Sheet/Academic Transcript will prepare showing course-wise grades and the GPA/CGPA of the candidate.
- x. The results of the examination shall be finalised for publication within 30 days (for semester) and 45 days (for annual system) from the date of last theoretical course examination.
- xi. The answer scripts of candidates at University examination shall not be re-examined.

3. FUNCTIONS OF THE CHAIRMAN OF THE EXAMINATION COMMITTEE:

The Chairman of the Examination Committee shall:

- i. Convene a meeting of the Examination Committee for making list of paper setters and script examiners and send it to the Controller of Examinations for necessary action.
- ii. Convene a meeting of the Examination Committee for moderation of question papers and inform it to the Controller of Examinations. In case of any vacancy or inability of a member to attend the meeting or if the manuscript is not received either from first or second examiner the moderation work shall not be invalidated.
- iii. Convene a meeting to fix dates to conduct practical and viva-voce examination.
- iv. Make arrangement for writing and printing of the question papers.
- v. Be responsible for safe custody of manuscript and question papers and will act as Chief Supervisor of the Examination hall, in absence, the senior most member of the Committee will act as Chief Supervisor.
- vi. Issue instructions concerning the standard to be adopted in evaluating scripts.
- vii. Code the answer script and give it to 1st script examiner and on receipt from 1st script examiner shall distribute to the 2nd examiner along with necessary papers for evaluations if the 2nd examiner within this University.
- viii. Hand over all documents for tabulating the results to the tabulators.
- ix. Present all kinds of report from the tabulators regarding tabulation of the results in a meeting of the Examination Committee.
- x. Send three copies tabulated results in final form and Grade Sheets/Academic Transcript sheets to the Controller of Examinations for the announcement of the final results along with a set of copies of all documents.
- xi. Or his/her nominee (committee member) compares the result sheet of that examination which will be prepared by the Controller of Examinations and then sign in the prepared result sheet.
- xii. Hand over a set of copies of all documents after publication of results regarding examination of the year to the Chairman/Director of the Department/Institutes.
- xiii. Preserve the examined scripts up to three months. The evaluated scripts shall not be handed over to any other authority outside the University within three months. After that, scripts shall be disposed off to the office of the Controller of Examinations of this University.

4. FUNCTIONS OF COURSE TEACHER / EXAMINER:

- i. The course teacher shall provide the students with the course outline indicating the textbooks to be followed, probable dates of sessional (tutorial, term paper, class test, field works, field tour, study tour, class attendance etc.) at the beginning of the session.
- ii. The course teacher shall conduct and evaluate the script or tutorial, term paper, class test, field works, field tour, study tour etc. and he/she shall sign on the scripts of these examinations. Tutorial, term paper, class test shall be taken according to the syllabus in force.

- iii. The course teacher shall take at least three class tests/tutorial examinations in theoretical part of a course and shall submit four copies of the average of all sessional (tutorial, term paper, class test, field works, field tour, study tour, class attendance etc.) marks to the Chairman/Director of the Department/Institutes.
- iv. The course teachers will give theoretical (if any) and practical marks to the students on the basis of their class performance and four copies of mark sheets submitted to Chairman/Director of the Department/Institutes within a week of completion of a course.
- v. The teachers of the Department/Institute/RCMPS in this University shall be responsible for invigilation works, tabulation, finalization of results and such other works connected with the examinations.
- vi. The teacher who will be the 1st examiner of any examination shall receive the answer scripts with acknowledgement from the Chairman of the Examination Committee along with necessary papers on the date at the end of each semester/annual examination. If s/he fails to receive the answer scripts on the date of examination, s/he will collect the same as soon as possible from the Chairman.
- vii. If there is any relation of teacher s/he shall not participate in any activity of the examination.
- viii. Each examiner (1st and 2nd) will be given time to evaluate scripts at the rate of six, eight and ten answer scripts per day for 100, 75 and 50 marks respectively and additional ten days from the date of receipt of the answer scripts by the Chairman of the Examination Committee/ the Controller of Examinations. The examiner shall prepare four copies of detailed marks sheets and give three copies to the Chairman of the Examination Committee and one copy to the Controller of Examinations.
- ix. Two examiners neither of whom shall be aware of the marks assigned by the other examiner shall independently examine each script.
- x. Each examiner should give his total marks in round figure and not in fractions. If there be a fraction in the sum total of marks assigned to a candidate it should be increased to the next whole number.
- xi. If there is any excess answer in the scripts, the last answer will be cancelled.

5 FUNCTIONS OF TABULATORS AND FINALIZATION OF THE RESULTS

- i. Three tabulators shall tabulate the result of the semester/annual examination. The Chairman of the Examination Committee shall hand over all marks and necessary documents to the tabulators.
- ii. The tabulators will have to verify separately whether mark is assigned to each answer, all the marks are correctly entered and added up or have been left unmarked or answered excess. If any discriminancies arise it should be reported to the Chairman of the Examination Committee.
- iii. The tabulators will prepare course-wise list of scripts where marks of 1st and 2nd examiners vary by more than 16, 12, 8 and 4 marks out of 100, 75, 50 and 25 marks, respectively and shall report to the Chairman of the Examination Committee for third examination of the answer scripts. Each tabulator should give his/her average marks in round figure and not in fractions.
- iv. In case of third examination, the average of the two nearest marks would be taken. In the event of equal difference of marks among the three examiners, the average of the two higher marks shall be awarded. In case of third examination of unmarked question/s in the scripts/s, the marks of the examiner who evaluated partially will not be considered and the average of the marks of the rest two examiners shall be awarded.

- v. Tabulators will individually post the marks of each candidate and finalize all the results and hand over to the Chairman of the Examination Committee.
- vi. For the irregular and improvement categories, tabulators will individually post the improved marks along with all other marks of a particular candidate from the previous year's tabulation sheet to the current tabulation sheet and hand over to the Chairman of the Examination Committee.
- vii. Tabulators shall deposit the tabulation sheets after finishing the tabulation to the Chairman of the Examination Committee duly signed by them along with all documents and their comments for finalization of results.

6. FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS REGARDING EXAMINATIONS AND PUBLICATION OF THE RESULTS:

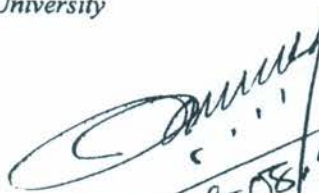
- i. The Controller of Examinations will issue appointment letters to the Chairman and members of the Examination Committee, paper setters, script examiners, tabulators, and who will prepare and compare the grade sheet/academic transcript subject to the approval of the authority.
- ii. If the script examiners are from outside of this University, the Controller of Examinations shall distribute the answer scripts to the 2nd examiner appointed from other University.
- iii. The Controller of Examinations will prepare three different types of tabulation sheets for the regular, irregular/improvement categories of students in each examination or as decided by the University Authority from time to time. These tabulation sheet and grade sheet/academic transcript should be in English.
- iv. The Controller of Examinations will receive three copies tabulated results in final form from the Chairman of the Examination Committee for the announcement of the final results along with a set of copies of all connected working papers including grade/academic transcript sheets.
- v. The Controller of Examinations may compare the result submitted by the Chairman of the Examination Committee. If there is any discrepancy may send back to the respective Chairman of the Examination Committee for necessary correction.
- vi. The Controller of Examinations shall prepare result sheet of each examination that will be compared by the Chairman of the Examination Committee or his/her nominee (committee member).
- vii. The Controller of Examinations shall publish the results of the programme and shall provide the grade sheet/academic transcript showing course-wise grades and the GPA/CGPA of the candidates.
- viii. The Controller of Examinations shall publish final results of each examination provisionally subject to approval of the Vice-Chancellor and report to the Syndicate and thereafter send a copy of the tabulation sheet duly signed by him/her with date to the Chairman/Director of the concerned Departments/Institutes.

7. The above rules and regulations are also applicable to the affiliated colleges/institutes of the Chittagong University.

The above rules and regulations framed herein and being passed by the appropriate authority shall come into force immediately and anything in any ordinance of the University for any Degree/Certificate/Diploma contrary to the provision herein shall be deemed cancelled and invalid.

As per recommendation of 221st Extraordinary meeting of the Academic Council vide resolution no-1 (Kha) held on 24-07-2010 & approved by 467th meeting of the Syndicate vide resolution no. 6 held on 09-08-2010 and later on amended and revised as per the Syndicate empowerment).

Dated, August..28, 2010
Chittagong University
Chittagong


28/08/2010
A.K.M. Fazlul Hoq Pasha
Deputy Controller of Examinations
Academic Section
Registrar Office
University of Chittagong.

.....
(Professor Dr. Muhammad Shah Alam)

Registrar
(In-charge)
University of Chittagong
Chittagong, Bangladesh.