Academic Regulations for the B.Sc. in Textile Engineering Courses

BANGLADESH UNIVERSITY OF TEXTILES
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Approved by the Syndicate, Vide its Meeting No.: 34, Date: 26-02-16 on the recommendation of Academic Council (Meeting No.: 31, Date: 02-02-16)

Effective from the Level-I of session 2015-2016 and onwards.

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1.0 Definitions
In this regulations, unless the context otherwise requires
1.1  “University” means the Bangladesh University of Textiles abbreviated as BUTex;
1.2  “Regulations” means Academic Regulations;
1.3  “Syndicate” means the Syndicate of the University;
1.4  “Academic Council” means the Academic Council of the University;
1.5  “Academic Committee” means Academic Committee of Degree Awarding Departments.
1.6  “Vice-Chancellor” means the Vice-Chancellor of the University;
1.7  “Dean” means the Head of a Faculty of the University.
1.8  “Registrar” means the Registrar of the University.
1.9  “Department” means concerned Academic Department of the University;
1.10 “Head” means the Head of the Academic Department;
1.11 “Chairman” means the Chairman of the Examination Committee.
1.12 “Controller” means the Controller of Examinations of the University;
1.13 “Equivalence Committee” means the Equivalence Committee of the University;
1.14 “Level” means an academic year, consisting of Term-I and Term-II.
1.15 “Term” means a semester.
1.16 “Student” means a student admitted in any degree awarding department of the University.
1.17 “Course System” means pass or fail on course basis.
1.18 “Failed Courses” means the courses registered but not appearing at the examination or not passed after appearing at the examination.
1.19 “Discontinuity” means failure to appear in all courses (Theory and Practical/Sessional) in a particular Term/Level.

2.0 Faculties and Departments
The University shall have the following faculties
2.1 Faculty of Textile Engineering
   (a) Department of Yarn Engineering
   (b) Department of Fabric Engineering
(c) Department of Jute & Allied Fiber Process Engineering

2.2 Faculty of Textile Chemical Engineering
(a) Department of Wet Process Engineering
(b) Department of Material Science & Engineering
(c) Department of Environmental Science & Engineering
(d) Department of Dyes and Chemical Engineering

2.3 Faculty of Textile Fashion Design & Apparel Engineering
(a) Department of Apparel Engineering
(b) Department of Textile Fashion & Design
(c) Department of Apparel Merchandizing

2.4 Faculty of Textile Management & Business Studies
(a) Department of Textile Engineering Management
(b) Department of Industrial & Production Engineering
(c) Department of Humanities & Social Science

2.5 Faculty of Science & Engineering
(a) Department of Textile Machinery Design & Maintenance
(b) Department of Physics
(c) Department of Chemistry
(d) Department of Mathematics & Statistics

2.6 Any other Faculties to be instituted by the Syndicate on the recommendation of the Academic Council from time to time.

3.0 Degree to be offered
The University shall offer courses leading to the award of the following Degrees
(a) B. Sc. in Textile Engineering (Yarn)
(b) B. Sc. in Textile Engineering (Fabric)
(c) B. Sc. in Textile Engineering (Wet Process)
(d) B. Sc. in Textile Engineering (Apparel)
(e) B. Sc. in Textile Engineering (Management)
(f) B. Sc. in Textile Engineering (Fashion & Design)
(g) B. Sc. in Textile Engineering (Industrial & Production)
(h) B. Sc. in Textile Engineering (Machine Design & Maintenance)
(i) Any other degree may be offered by a department on the approval of the Syndicate.

4.0 Student Admission
4.1 Students shall be admitted to the Level-I, Term-I class of B. Sc. in Textile Engineering Program.

4.2 An Admission Committee shall be formed in each academic session by the Academic Council for admission to Level-I Term-I of B. Sc. in Textile Engineering program.
4.3 Candidate for admission to the Level-1, Term-I class must have passed the H.S.C. Examination from a Higher Secondary Education Board in Bangladesh (after 12 years of schooling) with Physics, Chemistry and Mathematics as his/her subjects of Examination or any examination in Higher Secondary Level of examination recognized as equivalent by Equivalence Committee and must also fulfill all other requirements as may be prescribed by the Admission Committee.

4.4 The Rules and conditions for admission into various courses of studies of Department shall be framed by the academic council on the recommendation of the Admission Committee.

4.5 All candidates for admission into the courses of B.Sc. in Textile Engineering must be the citizens of Bangladesh unless the candidature is against the seats which are reserved for foreign 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 course after the beginning of the corresponding session, i.e., when the classes start.

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/Course 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 immediate 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, he/she will not be allowed to Level-1 courses and his/her admission will be cancelled.

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.
5.0 Medium of Instruction

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

6.0 The Curriculum & Courses

6.1 The undergraduate curricula of Bangladesh University of Textiles is based on course system. The salient features of course system are:

(a) Provision for continuous evaluation of students performance through Attendance, Class Test, Practical/Sessional class etc.

(b) Evaluation of the performance of course/courses 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 & related courses of other discipline. Emphasis shall be given to introduce courses dealing with professional protective, project planning and management, socio-economic and environmental aspects of development projects, communication skills, etc.

6.2 Number of Terms in an Academic Year (Level)

The duration of Bachelor Degree program shall be 04 (four) academic years and 8 (eight) Terms. The four academic years of study for the degree of B.Sc. in Textile Engineering shall be designated as Level-1, Level-2, Level-3 and Level-4 in succeeding higher Levels of study. Each academic year comprises two semesters, i.e. Term-I and Term-II.

6.3 Duration of Terms

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

**Term -I**

<table>
<thead>
<tr>
<th>Classes</th>
<th>15 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recess before Term final Examination</td>
<td>02 weeks</td>
</tr>
<tr>
<td>Term final examination</td>
<td>03 weeks</td>
</tr>
<tr>
<td>Inter Term Break</td>
<td>01 Week</td>
</tr>
</tbody>
</table>

**Term -II**

<table>
<thead>
<tr>
<th>Classes</th>
<th>15 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recess before Term final Examination</td>
<td>02 weeks</td>
</tr>
<tr>
<td>Term final examination</td>
<td>03 weeks</td>
</tr>
<tr>
<td>Holidays, Vacations and Result Publication</td>
<td>11 weeks</td>
</tr>
</tbody>
</table>

Total : 52 Weeks
6.4 Definition of Courses

6.4.1 Syllabus of different Department shall consist of several courses. Following structure shall be followed to articulate the courses. There shall be 05 (Five) types of courses as follows:

(i) **Theoretical Courses**: Includes Class-teaching, Open discussion, Academic tasks etc.

(ii) **Practical/Sessional Courses**: Includes Laboratory experiment/Field Work etc.

(iii) **Industrial Attachment**: The students must undergo 2 (two) months' intensive Industrial Training program in the relevant area of specialization after completion of Level-III, Term-II.

(iv) **Project and Thesis**: During the Level-IV of study each student will be required to complete a Project and Thesis in the relevant field of their specialization. For such a work the students will be guided by a teacher of the concerned Department.

(v) **Comprehensive Viva**: The Comprehensive Viva will cover the whole each Level course of study as per course structure. No specific class hour will be assigned for the Comprehensive Viva.

6.5 Course Designation & Numbering

Each course shall be designated by a two to four letter word identifying the Department which offers it followed by a three digit with the following criteria. The first digit shall represent the Level in which the course is taken by the students. The two digits shall represent a theoretical course when it is odd number and a Sessional/Laboratory/Design-subject/Course when it is even.

The courses designation system is illustrated by examples as shown below:

(Theoretical subject)

```
<table>
<thead>
<tr>
<th>YE 2 13</th>
<th>Yarn Manufacturing-I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Subject Title</td>
</tr>
<tr>
<td></td>
<td>Last odd digit indicates a theoretical subject</td>
</tr>
<tr>
<td></td>
<td>Level of study / year</td>
</tr>
<tr>
<td></td>
<td>Department identification code</td>
</tr>
</tbody>
</table>
```
6.6 Departmental and Non-Departmental Courses

In every Department, courses offered should be either 'Departmental courses' or 'Non-departmental courses'. Non-departmental courses are the courses of other disciplines.

The offered Non-departmental courses shall be taught either by the concerned Department or by the faculties of the related Department as and when requested by the concerned Department.

6.7 Minimum Credit Point

Minimum Credit Point required for the award of Bachelor Degree in Textile Engineering will be decided by Academic Committee subject to the approval of the Academic Council. However, at least 164 credit points for Textile Engineering must be earned to be eligible for graduation.
6.8 Assignment of Credits & Contact Hours

6.8.1 Theoretical Courses
One Lecture per week per Term will be equivalent to 1 (one) Credit. There shall be at least 15 contact hours for each theoretical credit point in each Term. Each theoretical class duration will be 50 minutes.

6.8.2 Practical/Sessional
There shall be normally 02 (two) contact hours in a week and 30 contact hours in a Term for each credit point of Practical/Sessional course.

6.8.3 Industrial Attachment
Credit point for Industrial Attachment will be 3.00.

6.8.4 Project and Thesis
The students will be allowed 06 (six) working hours per week exclusively dedicated for the Project Work. Credit Point for Project and Thesis will be 3.00.

6.8.5 Comprehensive Viva
Credit Point for Comprehensive Viva will be 3.00.

6.9 A student must register for the requisite number of credits points per Term as per course layout.

6.10. Academic year of B. Sc. in Textile Engineering program will be from July to June.

6.11 A course plan for each course approved by respective Head, showing the details of Lectures to complete the course, is to be announced by the concerned teacher at the beginning of the Term.

6.12 Time Limit for Completion of Bachelor Degree
For the degree of B. Sc. in Textile Engineering maximum allowable number of Terms is 14. But an additional Term may be granted after judging the merit of individual case.

6.13 Syllabus & Curriculum Development
6.13.1 The Curricula of the B. Sc. in Textile Engineering Degree in the different Departments shall be as proposed by the Syndicate.

6.13.2 The Academic Committee & Committee of Courses and Studies of the concerned Department and Executive Committee of respective faculty shall review the curricula at least once in every academic year and put forward the recommendations to the Academic Council.
7.0 Grading System :

7.1 Grades and Grade Points:

Grades and Grade Point will be awarded on the basis of marks obtained in the Written, Oral or Practical Examinations/Laboratory performances according to the following scheme:

<table>
<thead>
<tr>
<th>Marks obtained (%)</th>
<th>Grade</th>
<th>Grade point</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 to 100</td>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>75 to &lt; 80</td>
<td>A</td>
<td>3.75</td>
</tr>
<tr>
<td>70 to &lt; 75</td>
<td>A-</td>
<td>3.50</td>
</tr>
<tr>
<td>65 to &lt; 70</td>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>60 to &lt; 65</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>55 to &lt; 60</td>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>50 to &lt; 55</td>
<td>C+</td>
<td>2.50</td>
</tr>
<tr>
<td>45 to &lt; 50</td>
<td>C</td>
<td>2.25</td>
</tr>
<tr>
<td>40 to &lt; 45</td>
<td>D</td>
<td>2.00</td>
</tr>
<tr>
<td>Less than 40</td>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td>--</td>
</tr>
<tr>
<td>Withheld</td>
<td>W</td>
<td>--</td>
</tr>
</tbody>
</table>

7.2 Calculation of GPA/CGPA

A student obtaining 'D' or higher grade will be counted as credits earned by him/her. A student obtaining 'F' grade will not be counted towards his earned credits. The GPA (grade point average) will be calculated according to the following formula:

\[
\text{GPA} = \frac{\sum (\text{Grade points in a course} \times \text{Credits for the course})}{\text{Total Courses Passed/Completed}}
\]

\[
\text{CGPA} = \text{Cumulative GPA for different Level}
\]

- The overall or Cumulative GPA 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 hours.

- Both GPA and CGPA will be rounded off to the second place of decimal for reporting.
8.0 Distribution of Marks

Theory
(a) Continuous Assessment
   (i) Class Attendance : 8%
   (ii) Class Test : 20%
(b) Term Final Exam. : 72%
Total : 100%

a) Practical/Sessional
   (i) Class Attendance : 20%
   (ii) Experiment & Performance : 40%
   (iii) Report & Viva : 20%
Total : 80%

(b) Practical (Final) : 20%
Total : 100%

Industrial Attachment
(a) Continuous Assessment : 50%
(b) Final Exam. : 50%
Total : 100%

Project and Thesis
(a) Continuous Assessment : 50%
(b) Final Exam. : 50%
Total : 100%

Comprehensive Viva : 100 Marks

9.0 Evaluation System

9.1 Basis for marking class participation and attendance will be as follows:

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Theory</td>
</tr>
<tr>
<td>90% and Above</td>
<td>8</td>
</tr>
<tr>
<td>85% to 89%</td>
<td>7</td>
</tr>
<tr>
<td>80% to 84%</td>
<td>6</td>
</tr>
<tr>
<td>75% to 79%</td>
<td>5</td>
</tr>
<tr>
<td>70% to 74%</td>
<td>4</td>
</tr>
<tr>
<td>65% to 69%</td>
<td>3</td>
</tr>
<tr>
<td>60% to 64%</td>
<td>2</td>
</tr>
<tr>
<td>Less than 60%</td>
<td>0</td>
</tr>
</tbody>
</table>

A student is required to attend at least 60% of all classes held in every course.
9.2 Class Test
(a) The number of Class Test for a course will be 04 (four) with equals marks. Summation of four Class Tests will be the total marks obtained.
(b) Duration of each Class Test shall be 15 minutes.
(c) The dates for the Class Tests shall be announced by the Course teacher.
(d) The result of each individual Class Test will be published for information of the students before the next Class Test is held.
(e) The final computed marks sheet of the Class Tests and Class Attendance will be submitted in 2 (two) separate sealed envelope by the course teacher to the Chairman of concerned Examination Committee before preparatory leave for Term final examination. One copy of mark sheet along with answer scripts of all the Class Tests must be submitted to the Controller of Examinations.

9.3 Project and Thesis
50% marks for Continuous Assessment to be evaluated by respective Supervisor. 50% marks for final examination to be evaluated by Project Evaluation Committee.

9.4 Formation of Project and Thesis Evaluation Committee:
Formation of Project and Thesis Evaluation Committee will be as follows:

<table>
<thead>
<tr>
<th>1. Respective Dean</th>
<th>Convener</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Respective Head of Department</td>
<td>Member</td>
</tr>
<tr>
<td>3. Respective Supervisor</td>
<td>Member</td>
</tr>
<tr>
<td>4. One Teacher from other degree awarding Department</td>
<td>Member</td>
</tr>
<tr>
<td>5. One Industrial/External expert in relevant field.</td>
<td>Member</td>
</tr>
</tbody>
</table>

9.5 Industrial Attachment
50% marks for Continuous Assessment to be evaluated by respective Supervisor and relevant Officer of the concerned industry. 50% marks for Final Examination to be evaluated by Evaluation Committee

9.6 Formation of Industrial Attachment Evaluation Committee:
Formation of Industrial Attachment Evaluation Committee will be as follows:

<table>
<thead>
<tr>
<th>1. Respective Dean</th>
<th>Convener</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Respective Head of Department</td>
<td>Member</td>
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<tr>
<td>3. Respective Supervisor</td>
<td>Member</td>
</tr>
<tr>
<td>4. One Teacher from other degree awarding Department</td>
<td>Member</td>
</tr>
<tr>
<td>5. One Industrial/External expert in relevant field.</td>
<td>Member</td>
</tr>
</tbody>
</table>
9.7 Comprehensive Viva: 100 Marks

9.8 Formation of Comprehensive Viva Committee:

Formation of Comprehensive Viva Committee will be as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Respective Dean</td>
</tr>
<tr>
<td>2.</td>
<td>Respective Head of Department</td>
</tr>
<tr>
<td>3.</td>
<td>One senior Teacher of the respective Department</td>
</tr>
<tr>
<td>4.</td>
<td>Two teachers from other different Department (Determined by the Deans Committee)</td>
</tr>
</tbody>
</table>

10.0 Term Final Examination Procedure (Theory & Practical)

10.1 Examination Date

Date for Term final examination will be announced by the controller of examinations as proposed by the chairman of the respective examination committee.

10.2 Examiner’s Panel

There shall be a panel of examiners for all the subjects of a Department, proposed by the respective Department through Dean and approved by the Academic Council.

10.3 Practical Final

Two course Teacher of respective subject will conduct Practical Final Examination. It will be completed in the last 02 (two) weeks before the preparatory leave starts.

10.4 Examination Committee

The Examination Committee for each Level shall consist of 5 (five) members subject to the approval of the Vice-Chancellor. One Dean will act as Chairman & 4 (four) members will be amongst the Head of the Departments.

10.5 Function of the Examination Committee

(i) The Chairman of the relevant Examination Committee shall send the names of 2 (two) Question Setters and Examiners for each theory courses from the panel of examiners to the Controller of Examinations who shall issue appointment letters subject to the approval of the Vice-Chancellor.

(ii) For Practical: Name of the examiner will be proposed by the chairman of the examination committee to the Controller of Examinations who shall issue appointment letters subject to the approval of the Vice-Chancellor.

(iii) The Examination Committee shall arrange moderation and printing of question papers.
10.6 All Term Final Examinations shall be conducted by the concerned Examination Committee with the assistance of the Office of the Controller of Examinations. The Controller of Examinations shall be responsible for the safe custody of manuscript, question papers and answer scripts. On the date of examination, the Controller of Examinations shall handover the respective question paper to the chairman of examination committee.

10.7 Duration of Term final Examination

There shall be 03 (three) hours examination for each theory course.

10.8 Term Final Script Evaluation

- Each theoretical paper of the Term Final Examination will have two parts (Part-A & Part-B). Part-A will be evaluated by 1st examiner and Part-B will be evaluated by the 2nd examiner separately. Separate Answer Scripts shall be used for the two parts.

- The 1st examiner & 2nd examiner will take delivery of the answer scripts from the Office of the Controller of Examinations on the date of examination and will return the answer scripts to the Controller of Examinations within the specific date, and simultaneously send two copies of the mark sheet in sealed envelope to the Chairman of the Examination Committee and the third copy of the mark sheet in sealed envelope to the Controller of Examinations, who will keep it in safe custody.

10.9 Scrutinizer

Each theoretical paper (Both of Part-A & B) evaluated by the examiners will be scrutinized by scrutinizer appointed by the controller of examinations with the approval of Vice-Chancellor.

11.0 Tabulation

11.1 The Controller of Examinations will appoint 02 (two) tabulators with the approval of Vice-Chancellor. The tabulators will add up the marks of Class Attendance, Class Test, Practical /Sessional, Term Final Examination, Industrial Attachment, Project and Thesis Work and Comprehensive Viva to produce Letter Grade, Grade Point Average and Cumulative Grade Point Average.

11.2 The tabulation shall not begin until marks of all the courses are received.
11.3 The tabulators will finalize the tabulation sheets separately and then compare together.

11.4 Fractional marks of Class Attendance, Class Test, Practical /Sessional, Term Final Examination etc. of a course will be rounded off only once to the next higher number.

11.5 The Examination Committee will finalize the result and send the tabulation sheet and all other documents to the Controller of Examinations for preservation.

12.0 Publication of Results

12.1 The Controller of Examinations will publish the final results on Department basis with the approval of the Vice-Chancellor subject to the approval of the Syndicate on recommendation of the Academic Council.

12.2 Re-examination

Re-examination of any script shall not be allowed.

12.3 Preservation of the Examination Documents

The Controller of Examinations will preserve all the documents of examination.

13.0 Promotion Rules

13.1 The minimum passing grade in a theory course shall be ‘D’ or 2.00 and the minimum passing grade in a Practical or Sessional/Industrial Attachment/Project and Thesis/Comprehensive Viva course will be ‘C’ or 2.25.

13.2 If a student fails to earn minimum grade ‘C’ or 2.25 in a Practical or Sessional/Industrial Attachment/Project and Thesis/Comprehensive Viva course will not be promoted to the next Term. He/she shall have to register the same as a regular student.

13.3 A student will be promoted from Term-I to Term-II of any Level when he/she passes in all the Practical/Sessional courses of Term-I and must fill-up the entry form for term final examination.

13.4 When a student fails to appear some of the courses in the Term-I Final Examination, he may also be promoted to Term-II, considering his/her previous result & number of absent/failed courses.

13.5 Those who earn CGPA 2.20 or more and the cumulative total number of failed courses does not exceed the highest limit of 4 (four) will get promotion from Level-1 to Level-2, Level-2 to Level-3 and Level-3 to Level-4.
13.6 A student who obtains ‘F’ grade in any theory course in any Term, will have to repeat the course(s) at a convenient time decided by the authority. When a student repeat a course in which he/she previously obtained ‘F’ grade, he/she will not be eligible to get a grade better than ‘B’ in such course. A student will normally get one chance of clearing ‘F’ grade of a course.

13.7 ‘F’ grade will not be counted for GPA calculation but 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.

13.8 The minimum CGPA requirement for the award of B.Sc. in Textile Engineering Degree is 2.25 without ‘F’ grade/withheld remaining for any of the courses.

14.0 Honours, Dean’s List and University Gold Medal

14.1 Honours
Candidates for B.Sc. in Textile Engineering will be awarded the degree with Honours if he/she obtains CGPA 3.75 or above.

14.2 Dean’s List
In recognition of excellent performance, the names of students who maintain a GPA of 3.75 or above in 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 name in the Dean’s list. Student who have earned ‘F’ grade in any course during any of the two regular Terms will not be considered for Dean’s list in that year.

14.3 University Gold Medal
University Gold Medal for outstanding graduates will be awarded to the students who secure the 1st position with CGPA not below 3.75 in each Department. The student must have completed his/her undergraduate course work within four consecutive academic years. Student who have earned ‘F’ grade in any course during any Terms will not be considered for University Gold Medal.

15.0 Improvement of Grade

15.1 If a student obtains a grade lower than ‘B’ in a course, he/she will be allowed to repeat the course only once for the purpose of grade improvement by forgoing his/her earlier grade, but he/she will not be eligible to get a grade better than ‘B’ in such a course. A student will be permitted to repeat for grade improvement purposes a maximum of four courses in B.Sc. in Textile Engineering.
15.2 No improvement shall be allowed in Continuous Assessment, Practical/Sessional courses.

16.0 Re-admission

16.1 A student of Level-I, Term-I, failing to appear in the Term final examination, unless otherwise the clause 20.3 is applicable, may be allowed to get Re-admission with the Level-I, Term-I of the immediate next batch. A re-admitted student however, shall always be assigned by the original registration number.

16.2 If a student fails to appear at any Term final examination due to shortage of required percentage of attendance, or failure to pay the dues or expulsion for the University or any other reason as the case may be, she/he shall have to get herself/himself re-admitted to the same Term of the subsequently available batch.

16.3 If a student fails to fulfill the conditions for promotion from any Term to the next may seek Re-admission with the same Term of the subsequent available batch.

16.4 On Re-admission the student shall have to retake all the failed course-works (such as Project and Thesis/Industrial attachment/Comprehensive Viva and Final Examinations) of that Term.

16.5 A student shall not get chance for Re-admission more than three times during the entire Program.

16.6 For Re-admission, a student shall have to apply within 07 (seven) working days after publishing result of the concerned Term.

17.0 Admission for the second and subsequent Terms

At the beginning of each Term, the students who are promoted will have to take admission for the second/subsequent respective Terms by paying requisite fees as determined by the University authority.

18.0 Registration Procedure

18.1 Students must register for each Term in which they will participate. Each student will fill up his/her Course Registration form after admission in consultation with and under the guidance of the Course Co-ordinator. The original copy of the Course Registration form will be submitted to the Registrar’s Office, and then the requisite number of photo copies will be made by the Registrar’s Office for distribution. The date, time and venue will be announced in advance by the Registrar’s Office.

18.2 Every regular student, if he/she wants to study, shall have to register the courses before the beginning of the class of each Term of each Level.
19.0 Entry-form fill up

19.1 The Entry-form fill up of examination shall have to be conducted by the Academic section of Registrar Office. Each student needs to fill up his/her Entry form to appear at examination. The date, time and venue for filling up the entry forms to appear at the examination will be announced by the Office of the Registrar.

19.2 Requirement of Entry-form fill up

(a) A student shall be allowed to appear at the Term Final Examination if his/her class attendance is at least 75% in theory/practical course.

(b) 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 determined by the University authority.

(c) Students having percentage less then 60% in any course, will not be allowed to appear in Term final examination.

(d) Student having well disciplined and good manner to be certified by the Head of the Department.

(e) Clears all dues of Library and Residential Hall.

(f) Pays requisite fees as determined by the University Authority.

19.3 Head of the Department will send the list of eligible students for filling up the Entry-form to Registrar Office through Dean.

19.4 Entry form will be signed by the Chairman of the concerned Examination Committee.

20.0 Drop-out (Admission Cancelled)

20.1 A student will be dropped out of the program if he/she can not pass within 07 (seven) academic years.

20.2 If a student fails in the same Term/Level two times, his/her studentship will be stand cancelled.

20.3 If a student remains totally absent without any permission from all classes for 2 (two) weeks after the start of Level-1, Term-I classes, his/her admission should be cancelled on the recommendation of the Head of the concerned Department.

21.0 Withdrawal from a Term

21.1 If a student is unable to complete the Term Final Examination due to illness, accident or any other valid reason etc., 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 Practical course if the grade obtained in such a course is 'D' or higher and he/she has to indicate that clearly in the withdrawal application. 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.

21.2 Term withdrawal is not allowed for the Level-1, Term-I students.

22.0 General

22.1 Academic Calendar
Registrar Office will announce the academic schedule for each Term before the start of the class on the approval of the Academic Council.

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

22.3 Attendance

22.3.1 All Students are expected to attend classes regularly and one is required to attend at least 60% of all classes held in every course.

22.3.2 The students whose average percentage of attendance fall short of 75% in any of the theory, Practical/Sessional/Industrial Attachment courses for which he/she has registered in one academic year shall not be eligible for the award of any type of Scholarship/Stipend/Grant for the following academic session.

22.4 Unfair means

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

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

<table>
<thead>
<tr>
<th>(i)</th>
<th>Vice-Chancellor</th>
<th>Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
<td>All Deans</td>
<td>Member</td>
</tr>
<tr>
<td>(iii)</td>
<td>One non-salaried member of the Syndicate nominated by Vice-Chancellor</td>
<td>Member</td>
</tr>
<tr>
<td>(iv)</td>
<td>Proctor</td>
<td>Member</td>
</tr>
<tr>
<td>(v)</td>
<td>Director (Student Welfare)</td>
<td>Member</td>
</tr>
<tr>
<td>(vi)</td>
<td>Registrar</td>
<td>Member</td>
</tr>
<tr>
<td>(vii)</td>
<td>Controller of Examinations</td>
<td>Member Secretary</td>
</tr>
</tbody>
</table>
22.5 Conduct and Discipline

22.5.1 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.

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.

22.5.2 Cases of misconduct & breach of discipline (other than examination offences) shall be dealt with according to the respective Rules/Regulations of the University.

22.6 Student(s) who failed to pass in different course(s) in the previous course system will be absorbed in the new course system of curricula when such situation will arise.

22.7 The Syndicate on recommendation of Academic Council shall have the authority to decide all matters which are not covered by provision of this Regulation in such manner as it may deem fit.

22.8 The University shall have the authority to amend the Academic Regulations at any time & in any manner as it may be considered necessary in the interest of the University.

(Prof. Md. Monirul Islam) Registrar (Additional Charge)  (Prof. Engr. Mashud Ahmed) Vice-Chancellor