

Guidelines

for
Academic Activities
at
Different Campuses



الجامعة الإسلامية العالمية شيتاغونغ
International Islamic University Chittagong

IIUC combines quality with morality

Guidelines
for
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at
Different Campuses



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Prepared based on the recommendations of the motivational meetings held between the Pro Vice-Chancellor of IIUC and the Heads of all Departments held on 14th May & 05th June 2012 which were subsequently approved by the Academic Council held on 24.06.2012 and Syndicate meeting held on 10.07.2012. And also based on the follow up meetings on 15th July, 26th August, 15th September, 14th October, 13th November 2012, 12, 13, 14 & 16th March 2013 between the Pro Vice-Chancellor and Heads of different Departments under the Faculty of Shariah & Islamic Studies, Science & Engineering, Business Studies, Arts & Humanities & Laws

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International Islamic University Chittagong

Prof. Dr. M. Delawer Hossain (Dean, Faculty of Sciences & Engineering and the then Pro Vice-Chancellor) was entrusted with the responsibilities to find ways & means to ensure quality education at IIUC. The objective was to suggest (within the premise of the Academic Council & Syndicate decision) about:

- a. Reformative measures to be taken in the education process including syllabi modernization, campus-wise class routine, examination, publication of results etc.
- b. Administrative Coordination.

As a result the following recommendations, reformative measures have been suggested after a series of meetings with the heads of Depts. / Deans/ Directors/ Administrative offices.

The University authorities **have endorsed the recommendations**. The relevant rules of IIUC have been cited in appropriate places for ease of adherence. All the Academic Depts. /Offices concerned are urged to follow the recommendations as made here to ensure smooth running of Academic programs, examinations, timely publication of results, arrangements of extra load and adjunct faculty etc which are expected to contribute towards attaining quality education at IIUC.

1. Class Routine:

To make effective students' study time and for optimum utilization of class room space, the classes for Odd and Even semesters shall be started at 1st & 3rd period and ended at 5th & 7th period, respectively as shown in **Table-1**. **Classes will be on five day (from Saturday to Wednesday) schedule.** Thursdays shall be reserved as off-lecture day for the students and for make-up classes due to unexpected contingencies. This system shall save the authority from providing large number of vehicles for transportation of the students and providing big number of classrooms at a time and shall save the department from providing large number of teaching staff simultaneously.

For efficient and economical use of IIUC Bus and considering the typical travel time to campus for teachers and students, it is recommended that the class starting time schedule at PC, City (Male) and City (Female) campuses of IIUC will be 9.10 am, 9.00 am and 8.30 am, respectively. Therefore time-tables for class-routines are different for different campuses. Normally duration of each period shall be 50min on **Saturday to Wednesday** schedule as shown in **Table-1**. Each course (theory) of **3 contact** hours shall be offered in three **different classes** of 50 minutes duration.

On special reason the duration of class period may be 80 minutes only on **Sunday & Tuesday** schedule (as shown in **Table-2**) for the Departments of Law, BBA, DIS & QSIS as per decision of the meetings held on 12,13, 14 & 16 March, 2013 between **Honorable Pro Vice-Chancellor** and the Heads/the Coordinators of these Departments. Each course (theory) of 3 contact hours shall be offered in two different classes of 80 minutes duration. However, the norm of **five day class schedule** (from Saturday to Wednesday) as shown in **Table-1** shall be upheld.

Table-1: Campus-wise time-tables for class-periods for **five days (Saturday to Wednesday)** schedule.

Sl. No	Permanent Campus	City Campus (Male)	City Campus (Female)	Duration	Semester	Semester
1st Period	09.10 am to 10.00 am	09.00 am to 09.50 am	08.30 am to 09.20 am	50min	O D D	XXX
2nd Period	10.10 am to 11.00 am	10.00 am to 10.50 am	09.25 am to 10.15 am	50min		XXX
3rd Period	11.10 am to 12.00 am	11.00AM to 11.50 am	10.20 am to 11.10 am	50min		E V E N
4th Period	12.10 pm to 01.00 pm	12.00AM to 12.50 pm	11.15 am to 12.05 pm	50min		
5th Period	02.00 pm to 02.50 pm	02.00 pm to 02.50 pm	12.10 pm to 01.00 pm	50min		
6th Period	02.50 pm to 03.45 pm	02.55 pm to 03.45 pm	02.00 pm to 02.50 pm	50min	XXX	
7th Period	03.50 pm to 04.40 pm	03.50 pm to 04.45 pm	02.55 pm to 03.45 pm	50min	XXX	

Break for Salatuz Zuhr: 01.00 pm to 02.00 pm.

Table-2: Campus-wise special time-tables for Sunday & Tuesday schedule.

Sl. No	Permanent Campus	City Campus(Male)	City Campus (Female)	Duration	Semester
1st	09.10 am to 10.30 am	09.00am to 10.20am	08.30am to 09.50 am	80min	ODD
2nd	10.35 am to 11.55 am	10.25am to 11.45am	09.55am to 11.15 am	80min	
3rd	12.00 pm to 01.15 pm	11.50am to 01.10pm	11.20am to 12.40 pm	80min	ODD/EVEN
4th	02.00 pm to 03.20 pm	02.00pm to 03.20PM	01.30am to 02.50 pm	80min	EVEN
5th	03.25 pm to 0.45 pm	03.25 pm to 04.45 pm	02.55pm to 04.15 pm	80min	

Break for Salatuz Zuhr: 01.00 pm to 02.00 pm for PC & CC (Male) & 12.40 pm to 01.30 pm for CC (Female)

No course can be offered twice with the same group of students in a particular day excepting under unavoidable circumstances e.g. that the course is of specialized nature which has been offered to an adjunct expert who cannot afford to take this course more than one day a week. Under the above-circumstances a gap of at least one period between two classes shall have to be ensured.

The advisor shall specify **at least two periods a week** which will be displayed in their time table and ensure that they are available at their offices in specific periods to enable the students to meet their advisors in general and for registration of the courses in particular.

From the next Semester (Autumn-2013) maximum efforts shall have to be made to **avoid assigning the courses of Permanent Campus to the adjunct faculty members** and to try for assigning most of the courses to the regular Faculty Members working at the City Campus. In this case they will be assigned their courses in 2 (two) days a week.

2. Meeting and Seminar Day:

To maximize participation of faculty members in the departmental meetings and University programs, Thursday shall be assigned as the day for Academic Committee, Planning Committee, Examination Committee meetings and/or for any other meetings, workshops and Seminars and other University's program. It is also expected that each Department shall try to arrange at least one departmental seminar in each month.

The Head In-Charge of the Department, during the absence of the Head on Casual or brief Earned Leave (EL) **should not call statutory meeting** like P&D Committee / Academic Committee.

3. Curriculum Modernization:

To ensure an updated and an International Standard Curriculum, it is mandatory for each Department to update the syllabi through the respective Academic Committee in every academic year. In this regard:

- All departments should follow the same format containing 8 (eight) paragraphs with objectives, 3 (three) paragraphs for Mid-term examination and 5 (five) paragraphs for Final examination.
- Courses on Project/Thesis (3-4CH), Research Methodology (2-3CH) and Viva-Voce (1-4CH) have been introduced for the first time to undergraduate syllabi for each Department as compulsory courses.
- In each Semester, the Director of ACAD shall serve a notice to each department to update the syllabi of the coming semester for getting approval of the competent authority.

4. Uniform Format on Marks distribution in a course:

To enforce academic discipline of teaching at IIUC, a uniform format on marks distribution for theoretical courses and projects (100 marks) has been introduced as follows:

Marks distribution for theoretical course (100 marks):

Class Tests/Assignments (at least two)	= 10 Marks
Class Attendance	= 10 Marks
Mid- term Examination	= 30 Marks
Final Examination	= 50 Marks

Marks distribution for projects/thesis (100 marks):

Project/Thesis evaluation by Supervisor	= 35%
Project/Thesis evaluation by Examiner	= 35%
Viva-Voce	= 30%

N.B.: Marks on attendance shall be calculated according to the proportion of attendance in the classes.

5. Uniform Format on Questions Setting:

To uphold the highest standards of teaching at IIUC, a uniform format on questions setting has been introduced as follows:

International Islamic University Chittagong

Department of...

Mid-Term/Final Examination

Course Code:

Full Marks:

Program: B.Sc. /B.A Honors/BBA

Semester: Spring/Autumn:.....

Course Title:

Time:

a. Mid-Term Examination: Marks = 30. Time = 1.5 Hrs. Four questions are to be set out of which any three are to be answered. Each question will carry 10 marks. There may be two/three parts in each question. 10 marks (one question) are preferably to be specified for MCQ type question.

b. Final Examination: Marks = 50. Time = 2.5 Hrs. Seven questions are to be set out of which any five to be answered. Alternatively there would be two groups as Group A and B. Group-A will carry 20 marks, where 3 questions are to be set out of which are 2 to be answered. Group-B will carry 30 marks, where 4 questions are to be set out of which 3 are to be answered. There may be two/three parts in each question.

c. The question setter is not required to set the same type of questions every year. The question shall be so framed that there shall be no ambiguity of meaning. The questions should be set within the prescribed syllabus in such a way that originality and individuality of the candidates may be encouraged.

6. Questions Moderation and Double Examiners System:

To enhance the standard of the teaching system at IIUC, the moderation of the question papers and double-examiner system in the Final Examination have been introduced. There shall be two question setters and two examiners for each course. Question papers shall be moderated by the respective examination committee. **Based on this principle, Questions moderation is already operating in all Departments since the Spring-2012 Semester.**

To avoid uncoordinated examination arrangements, it is recommended that the examination for the courses of **Special Final Examination** and the **Specially arranged Examination** will be held during the **3rd week** and the **8th week** of the semester, respectively. Question papers of these examinations shall be moderated and the concerned Department will be responsible for conducting the examination. **In each semester, the examination date for these Special Examinations will be announced during final examination by Controller of Examination with proper approval from the competent authority.**

7. Master Routine for Examination:

In order to conduct the Mid-Term and Final Examinations smoothly and to minimize schedule conflicts and examination-gaps, a Master Routine for Examinations has been prepared for all Departments. In this regard, the Mid-Term Examination will be held in **three slots** in a day [as 1st slot: 9.30 am to 11.00 am; 2nd slot: 11.30 am to 1.00 pm & 3rd slot: 2.30 pm to 4.00 pm] within **12 working days** as shown in **Table-3**. This schedule is working since Autumn-2012 Semester.

Day/Time	9:30 am – 11:00 am	11:30 am – 1:00 pm	2:30 pm – 4:00 pm
Day 1	URC/REC/RAL	URC/REC/RAL	URC/REC/RAL
Day 2	URC/REC/RAL	URC/REC/RAL	URC/REC/RAL
Day 3	Semester I & IV	Semester II & V	Semester III & VI
Day 4	Semester I & VII	Semester II & VIII	Semester III
Day 5	Semester IV& VII	Semester V& VIII	Semester VI
Day 6	Semester I & IV	Semester II & V	Semester III & VI
Day 7	Semester VII & I	Semester VIII & II	Semester III
Day 8	Semester IV& VII	Semester V& VIII	Semester VI
Day 9	Semester I & IV	Semester II & V	Semester III & VI
Day 10	Semester VII & I	Semester VIII & II	Semester III
Day 11	Semester IV & VII	Semester V & VIII	Semester VI & V
Day 12	Semester I & IV	Semester II & V	Semester III & VI

The following timetable shall be followed if the Mid-Term Exam is scheduled on Friday due to unavoidable circumstance:

1st Shift	2nd Shift	3rd Shift
9.15 AM – 10.45 AM	11.15 AM – 12.45 PM	2.30 PM – 4.00 PM

- Day-1 & Day-2 of Mid-Term Exam exclusively be reserved for URC/REC/RAL courses.
- All Exams of the same Semester shall be held in a specific slot (e.g. morning, noon or afternoon).
- If the semester of the Examinee defers with the Semester of any course then he shall have to follow the slot of the relevant course with all other students.
- If any Examination is not held within the due date due to unavoidable circumstances, the Examination will be held on the next Friday/Holiday/at the end of the schedule date.** This will be announced by the CoE with the permission of the competent authority.

Final Examination will be held in **two slots** a day within **20 working days** as shown in **Table-4**.

Table-4. Final Examination Routine

Day/Time	10:00 am – 12:30 pm	02:00 pm – 4:30 pm
Day 1	Study Class (I & V)	Study Class (III & VII)
Day 2	Study Class (II & VI)	Study Class (IV)
Day 3	URC/REC/RAL	URC/REC/RAL
Day 4	URC/REC/RAL	URC/REC/RAL
Day 5	URC/REC/RAL	URC/REC/RAL
Day 6	Semester I & V	Semester III & VII
Day 7	Semester II & VI	Semester IV & VIII
Day 8	Semester I & V	Semester III & VII
Day 9	Semester II & VI	Semester IV & VIII
Day 10	Semester I & V	Semester III & VII
Day 11	Semester II & VI	Semester IV & VIII
Day 12	Semester I & V	Semester III & VII
Day 13	Semester II & VI	Semester IV & VIII
Day 14	Semester I & V	Semester III & VII
Day 15	Semester II & VI	Semester IV & VIII
Day 16	Semester I & V	Semester III & VII
Day 17	Semester II & VI	Semester IV & VIII
Day 18	Semester I & V	Semester III & VII
Day 19	Semester II & VI	Semester IV & VIII
Day 20	Any Semester	Any Semester

8. Course Registration:

To identify the exact number of registered courses taken by a student (or the number of students registered in a particular course) during an on-going semester, it is now decided **(for the first time from Autumn-2012 semester)** to issue an Admit-card to the students for the Mid- Term examination. In this regard, it is recommended that the Head of the department shall not forward any Course Registration Form after the last date of registration. Course registration must be done on the basis of the immediate past semester GPA of the student, and the workload policy as shown in **Table-5**.

The advisor shall ensure that the students are following the **workload policy of the University**. The advisor shall provide the copy of the University's policy of workload to their advisees. The Advisor if deemed suitable can hold a briefing session with his advisees to make sure that they are following the policy without fail.

Table-5: Advisable Semester Workload for the undergraduate students under open Credit Hour System based on GPA.

Range of GPA	Maximum Load Allowed	
	Faculty of Shariah Islamic Studies, Business Studies, Arts & Humanities and Law	Faculty of Science and Engineering
3.75 or above	24 Credit Hours (CH)	28 Credit Hours (CH)
3.50 to less than 3.75	20 to 22 CH	26 CH
2.75 to less than 3.50	18 to 20 CH	24 CH
2.25 to less than 2.75	15 to 18 CH	22 CH
2.00 to less than 2.25	12 to 15 CH	20 CH
1.70 to less than 2.00	12 CH	15 CH
Below 1.70 or Repeat case	9 to 12 CH	12 CH

Students who will not clear all prescribed courses of 1st & 2nd Semester within the 4th Semester he/she **would not be allowed to get registered in the 5th Semester** and students who will not clear all prescribed courses of 3rd & 4th Semester within the 6th Semester he/she **would not be allowed to get registered in the 7th Semester**.

Course wise registered **Students' list** and **Admit card** shall be ensured by the Controller of Examination to each department before the commencement of Mid-Term/Final examinations. **Without registration, student shall not get Admit-card and will not be allowed to sit for Mid-Term as well as Final Examination.** Such a compulsion will influence the students to complete their Registration on time, and allow academic and examination work to proceed smoothly.

9. Some Specific Issues Related to the Departments under the Faculty of Shariah & Islamic Studies:

As per the new policy the students admitted to various departments under the Faculty of Shariah & Islamic Studies (FSIS) are required to complete the common courses under the common ID No. for 4 (four) Semesters (Semester I – IV). However, those students who will fail in the Arabic Placement Test (APT) shall have to take Remedial Arabic Language (RAL) Courses for a Semester prior to commencement of their regular Semester. So far the RAL courses were of 24 Contact Hours with zero Credit. But considering the scarcity of properly trained up teachers on language teaching and that the students cannot get due benefit from taking two skills of language e.g. Reading & Writing skill, so these two skills have been merged together and the total contact hours are reduced to 18 CH from 24 CH. In future it may be reduced to 12 contact hours.

In distributing the work load for teaching the common courses, both the departments will participate in the light of available resources on the basis of equitable distribution policy.

10. Extra Loads and Adjunct Faculty Members:

In order to regular and smooth functioning of the classes, all Heads shall submit the list of courses being offered with the corresponding name(s) of the course teacher and the name(s) of the teachers for extra loads as well as adjunct faculty to Pro-VC and VC, respectively **prior to the commencement of the Semester**. It is expected that the Head of the Department should maintain the status of the adjunct faculty member as per the required qualifications for IIUC teachers. Academic bio-data (i.e., at least one first class either at the Honors level or Master's level in the relevant field. No third Class during his career) of the adjunct faculty must be submitted to the relevant authority of IIUC at time of assigning classes.

A teacher with one year experience or more **can take up to six contact hours (two courses) as extra class load per week** beyond his/her normal teaching loads. Under very special circumstances more than six contact hours extra loads are allowed subject to obtaining prior permission from the competent authority before the commencement of the semester, provided the maximum extra load cannot exceed 9CH under any circumstances. Adjunct faculty members are also not allowed to take more than six contact hours per week.

11. Same Course Code for Same Course Title:

To avoid the problem on the inter-disciplinary course codes and titles, there shall be same course code for the same course title (with same syllabus) of the inter-disciplinary courses as shown in Table - 6. These courses are on Mathematics, Statistics, Economics, Physics, Chemistry, Computer Science, Law, Management and Accounting. The examination schedule of these inter-disciplinary courses shall be same for all Departments like URC Courses.

Table-6: Course Codes and Course Titles of same syllabus.

Sub.	Course Code	Course Title	Credit Hours	Contact Hours	Department
Computer	CSE-1101	Computer Fundamentals	2	2	CSE,EEE, ETE, Pharm
	CSE-1102	Computer Fundamentals Sessional	1	2	
	CSE-2351	Introduction to Computer	3	3	QSI, DIS, ELL, EB & BBA
	CSE-2452	Intro. to Comp. Sessional 1	1.5	3	
	CSE-3554	Intro. to Comp. Sessional 2	1.5	3	
	CSE-2454	Computer in Business Sessional-1	1	2	BBA
	MIS-3501	Management Information System	3	3	
Economics	ECON-1201	Macroeconomics in Business	3	3	BBA
	ECON-2302	Microeconomics in Business	3	3	
	ECON-2403	Principle of Islamic Economics	3	3	
	ECON-2401	Introduction to Islamic Economics	3	3	ELL
	ECON-3501	Principles of Economics	3	3	
	ECON-3501	Principle of Economics	2	2	CSE, EEE, ETE
	ECON-2403	Principles of Islamic Economics	3	3	QSI,DIS
	BNKG-2401	Money and Banking in Islamic Perspectives	3	3	
	ECON-3506	Bangladesh Economics	3	3	
Accounting	ACC-2401	Financial and Managerial Accounting	2	2	CSE, EEE, ETE
Management	MGT-3601	Industrial Management	2	2	
Law	LAW-3506	Legal Environment in Business	3	3	BBA,EB
	LAW-4709	Business and Cyber Law	2	2	CSE
	LAW-4721	Law and Professional Ethics	2	2	EEE, ETE
Mathematics	MATH-1101	Math I (Diff. & Integral Calculus)	3	3	CSE, EEE, ETE
	MATH-1103	Mathematics for Pharmacist	2	2	PHARM
	MATH-1201	Math II (Co-Ordinate Geometry and Higher Trigonometry)	3	3	CSE,EEE
	MATH-1203	Math II (Complex Variable, Fourier Analysis, Z-Transform)	3	3	ETE
	MATH-2301	Math III (Differential & Partial Diff. Equations)	3	3	CSE, EEE, ETE

Tables-6 (Contd.)

Sub.	Course Code	Course Title	Credit Hours	Contact Hours	Department
Mathematics	MATH-2401	Math IV (Linear Algebra, Matrices and Vector Analysis)	3	3	CSE, EEE, ETE
	MATH-3501	Math V (Complex Variable, Laplace's and Fourier Analysis, Z-Transform)	3	3	CSE, EEE,
	MATH-3503	Math V (Co-Ordinate Geometry and Higher Trigonometry)	3	3	ETE
	Math-1102	Foundation of Mathematics	3	3	BBA, EB
	MATH-1202	Mathematics for Decision Making	3	3	BBA
	MATH-1204	Mathematics for Economist	3	3	EB
Statistics	STAT-1101	Introduction to Statistics	3	3	EB
	STAT-1202	Statistics for Business & Economics	3	3	
	STAT-2301	Introduction to Statistics -I	3	3	BBA
	STAT-2402	Business Statistics	3	3	
	STAT-1201	Statistics	2	2	CSE, EEE, PHARM
	STAT-1202	Statistics Lab.	1	2	PHARM
Physics	PHY-1101	Physics-1	3	3	CSE, EEE, ETE
	PHY-1102	Physics Sessional-1	1	2 ✓	
	PHY-1201	Physics-II	3	3	
	PHY-1202	Physics Sessional-11	1	2 ✓	
Chemistry	CHEM-2301	Chemistry	3	3	CSE, EEE, ETE
	CHEM-2302	Chemistry Sessional	1	2	EEE, ETE
Eng. Drawing	CE-1202	Engineering Drawing	1	2	CSE, EEE, ETE

12. Study, URC and REC Classes:

With regard to proper monitoring of Study Classes, STAD shall send the list of 'Study Class-Teachers' to Heads of the respective Departments beforehand at the beginning of the Semester. A set of Study Class materials will be supplied by STAD, which will be preserved at the Departmental Office. Respective teachers will collect relevant materials from the departmental office. STAD will also send the offer letter and students' list of the study class group to the concerned teachers in time.

Heads are requested to keep proper monitoring of URC classes so that both the students and teachers become serious about URC. These courses are very important. Central Routine for Study, REC and URIS classes have been recommended and implemented by the Heads accordingly. Duration of theory class shall be 1 hour instead of 1.5 hours.

REC teaching will be in the same system (i.e. 2 REC in the first Semester and the remaining 2 REC in the second Semester) in all the departments of IIUC

from the forthcoming Autumn-2012 Semester i.e. all the concern students shall start REC along with the core subject from 1st Semester. REC classes of 3 periods will be held in three days (i.e. one period of 50 minute duration in each day) in each department.

13. Final Result Publications:

To avoid delay in Final result publication, it is recommended that the CoE will invite the names of 2-3 groups (even more) of teachers from each Department before Final Examination for necessary approval from the competent authority for final result tabulation. Each group consists of 2 teachers, which will be nominated by the academic committee. Tabulation work for graduation result shall be completed **within 2 weeks from the date of the publication of semester result.**

14. Formation of Various Committees Related to Teaching:

For smooth running of administrative and academic activities in a Department the policy of the formation of the Planning Committee, Committee of Courses and Studies, Examination Committee and Faculty Committee are recommended. The regulations as well as the functions of these committees have been approved by the competent authority.

15. Number of Examination Committees:

For smooth and efficient arrangement of examinations, there shall be four examination committees for undergraduate degree. These are:

- i. One examination committee for the Semester 1 and 2
- ii. One examination committee for the Semester 3 and 4
- iii. One examination committee for the Semester 5 and 6
- iv. One examination committee for the Semester 7 and 8

Chairman of the Examination Committee: The Chairman of the Examination Committee may be the Head or a senior teacher of the department shall be proposed by the departmental Academic Committee. Each examination committee shall consist of 5 members: (a) Chairman of the committee and three other members belonging to the department concerned, nominated by the Academic Committee, (b) One expert member from outside the Department/University.

Head of the Department will forward the names of the members of examination committees to the Controller of Examination for getting approval of the Vice-chancellor.

Functions of the Examination Committee: (1) Propose the names of the question setters and script/dissertation/project examiners from the teachers of the Department/outside of the Department.

(2) Moderate examination questions of all courses. (3) Propose examination schedule (for approval of the departmental Academic Committee) to

conduct the examinations properly. (4) Make necessary arrangements for holding the examination of all Theoretical, Laboratory as well as Board Viva voce. (5) Recommend the names of the tabulators.

16. Preservation of Students Data Sheet and Semester Results:

For quick access to information regarding students, each Department shall preserve student's data sheet (Name, Address, Guardians Name, Mobile No, SSC/HSC result etc.) from the beginning of the Semester-1. Soft copy of these data should be supplied from ACAD. Each Department shall also preserve a binding volume of the **Semester Wise Result Book**. This result book will help to analyze about the attendance as well as performance of students in the academic committee meeting.

Application for re-evaluation of script shall not be received by the Head of the Department after 15 days of the publications of semester result. Course wise, all answer scripts shall be preserved in the respective. Department as per semester-wise at least for 02 Semesters. Answer scripts other than last 2 semesters shall be collected by the Controller of Examination with records for necessary disposal with the permission of the competent authority of IIUC. Final result (after graduation) of the outgoing students shall also be preserved in each department (both in soft and hard copy).

Heads shall not issue any testimonial of final graduation grade to a student without financial clearance from ACFD as well as authentic document. Register Book/Stock Register must be maintained in each Department for proper recording.

17. Teacher's Responsibility Regarding Examination:

Examination responsibilities of a teacher are as follows:

(i) Departmental Seal must be stamped at the front page of the main Answer Script which will be ensured by the Chief Invigilator. Signature of Invigilator on the main Answer Script & Additional Answer Scripts must be ensured. Serial number of additional Answer Script shall be written down on the main Answer Script & serial number of main Answer Script shall also be written down on the additional Answer Script. Original attendance sheet (not photocopy) of the Examinations will be submitted to the office of the CoE on the day of Examination which will be ensured by the Chief Invigilator.

(ii) Students shall not be allowed in the Examination Hall without Admit Card. The responsibility should be shouldered by the Invigilators, in case such things happen.

(iii) Examiner must put their signature on the top page of the answer scripts. Question-wise marks must be posted inside the scripts as well as on the first/front page of the Answer Scripts. There must also be Answer Scripts for Practical Examinations.

(iv) All corrections and alterations in the manuscripts, question papers, marks placed in the scripts and marks entered in the mark sheets must invariably be initiated by the person making the correction. Over-writing in the case of marks should be avoided. The wrong figures should be crossed out and the correct figures written in convenient places. **Doubtful entries should be indicated by words as well.**

(v) Course teacher must submit the aggregate marks on the basis of 10 for attendance, 10 for class tests and 30 for Mid-terms examination (i.e. total of 50 marks) in the prescribed marks sheet to the Head of the Department. This should be done before the commencement of Final Examination. Such marks must be announced to the students as promptly as possible (within 7 days). **Final examinations marks must also be submitted within seven days of the date of examination commandment to the Chairman of the examination committee as well as to the Head of the Department.**

(vi) Violations (part or full) of the above rules including negligence, insincerity and late submission regarding posting of students' marks will be considered as serious offence on the part of the examiner.

18. Motivation Lectures for Teachers:

In order to motivate the teachers, discussion meetings with the faculty members were held in the beginning of Autumn-2012 Semester on 8th, 13th and 18th September, 2012 at the Permanent, Female and Dhaka campuses, respectively. The goal of the discussion meeting was to reinforce the slogan of **"IIUC Combines Quality with morality."** The key points of discussion are as follows:

- Without combined efforts it is not possible to reach the above goal. For this, teachers to be particularly interactive with the students during the lecture period as well as outside classroom and to be attentive for student feedback. They must try to grow a thirst for knowledge in the students.

- Teachers must be present in the class room on time, to be well prepared for each lecture and draw attention of the students towards the key points of the topics at the beginning as well as on the eve of each lecture. They will try to provide a life-long foundation in values, ethics and cultural understanding, which will enable student to take up leadership for the welfare of the society.

- The teachers are expected to take regular attendance from the students as well as to alert them about the consequence of non-collegiate/dis-collegiate problems that arise due to less than 70% and 60% attendance, respectively. Dis-collegiate student will be barred from attending the Final Examination. **This measure is found to have positive impact on the students, and as a result the student's class attendance has increased.**

- It is strongly advised to be a teacher rather than a lecturer. For this, it

is necessary to update academic knowledge through research and publications, which will uphold teacher's professional honor. Hard work is the key to success. Greatness is achieved only through hard work. Discipline is always admired which can be achieved by developing a law abiding attitude. IIUC urges everyone to try to uphold discipline in all respect.

19. Motivation to Students:

Respective Semester Advisor shall motivate the lower GPA holds students (on the basis of last semester result) having GPA 2.00 or less so that students get alert to improve their GPA. Lower GPA result will be available from Controller's of Examination office (CoE). CoE shall send **a letter of warning to the guardian of such students**. From the last Autumn-2011 semester CoE is issuing letter to them. This has a positive impact on the students.

A teacher of a department upon completion of one year's service shall be assigned academic advising of one or two sections. He/She will keep the proper records of his/her advisees. He/s he is co-opted to play the role of a guide for his/her advisees to ensure the best possible GPA of his/her advisees.

Teachers are expected to seize the moment to motivate the students to attend class with regularity, seriousness of study, honesty in their academic work. They should increase awareness about cleanliness in all respects, forbid them to write anything on the walls as well on the desks, develop positive character, get rid of corruption, be respectful towards parents as well as teachers and even visitors to the University, encourage to adopt a healthy smoking-free life style with a law abiding attitude, and upholding moral standards.

20. Application Procedure:

To maintain the administrative as well as academic discipline, it is recommended that any application from a student or from a teacher be forwarded by the Head of the Department. Academic application from a Head of the Department must be through Dean to the Registrar or other competent authority of IIUC. All applications must have proper (scientific) reference numbers for correct recording as well as for future trace.

Letters/Notes from a Department regarding Examination Committee, External Examiner, Viva-Board, Marks Correction and Special Arrangement Examinations shall be made through the Controller of Examinations (CoE) for getting approval of the Vice Chancellor.

21. Requisitions and Office File System:

It has been observed that at IIUC, office files and requisitions are being placed to the executive offices without keeping records, without reference number and not taking account of the background. Without all these meta information in a file, it is difficult to give proper decision for execution. To overcome such problems, a discussion meeting was held on 06.08.2012 with Administrative

Directors for introducing a scientific file system at IIUC. An effective and efficient system should be developed in near future.

22. Teaching Efficiency Rating (TER):

One set of questionnaire of TER has been recommended. The TER will be conducted on 11th & 12th week of the Semester. Students of the 1st Semester of all departments and students of the 2nd to 8th Semester having GPA 3.00 or above will be eligible to participate in TER Survey. The TER will be coordinated by Hon'ble Pro VC and supervised by the respective Head of the Department. It has been implemented from the Autumn-2012 semester.

23. Comments:

Efforts were also initiated for making some Ordinances and Resolutions by IIUC which are as follows:

- a) Science and Engineering Faculty Ordinance- Approved in the 166th Syndicate meeting
- b) Ordinance for DLIS - Approved in the 172th Syndicate meeting (10.09.12)
- c) The recommendations from the motivation meetings regarding academic curriculum - Approved in the 28th AC meeting (24.6.12) & 171th Syndicate meeting (10.07.12)
- d) Examination related irregularities- Approved in the 172th Syndicate meeting (10.09.12)

Final Comments by the Recommending Body:

The adherence of the recommendations by the Faculty members of IIUC has shown/allowed smooth completion of the Spring-2012 Semester Final examination. Further the teachers efforts on course completion, question moderation, strict invigilation, marking of scripts submission of marks in due time, result publications etc. are seen to be encouraging.

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