



গঙ্গা বিশ্ববিদ্যালয়

০৩ আগস্ট, ২০১৬ (১৯ শ্রাবণ, ১৪২৩)

বিভাগীয় প্রধান

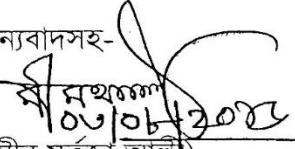
ভাষা যোগাযোগ ও সংস্কৃতি, ইংরেজি, রাজনীতি ও প্রশাসন, আইন, সমাজ বিজ্ঞান ও সমাজ কর্ম, ব্যবসায় প্রশাসন, আন্তর্জাতিক সম্পর্ক, ফার্মেসী, মাইক্রোবায়োলজী, ফিজিওথেরাপী, প্রাণ রসায়ন ও মলিকুলার বায়োলজী, ভেটেরিনারি এন্ড এনিমেল সায়েন্স, মেডিকেল ফিজিক্স এন্ড বায়োমেডিকেল ইঞ্জিনিয়ারিং, কম্পিউটার সায়েন্স এন্ড ইঞ্জিনিয়ারিং, ফলিত গণিত, পদার্থ ও রসায়ন বিজ্ঞান, ইইই, পরিবেশ বিজ্ঞান, নীতিবোধ ও সমতা, অর্থনীতি, পরিসংখ্যান, পেডাগজি বিভাগ।

বিষয় : সংশোধিত **Four year Bachelor (Honours) Degree Ordinance, 2009** বাস্তবায়ন প্রসঙ্গে।

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, **Four year Bachelor (Honours) Degree Ordinance, 2009** সংশোধন সংক্রান্ত কমিটি কর্তৃক সংশোধিত **Four year Bachelor (Honours) Degree Ordinance, 2009** গঙ্গা বিশ্ববিদ্যালয়ের একাডেমিক কাউন্সিল এবং সিন্ডিকেটে অনুমোদিত হয়েছে।

নির্দেশক্রমে জানানো যাচ্ছে যে, উক্ত **Ordinance** টি এখন থেকে বলবৎ হবে এবং সে মতে পরীক্ষা কার্যক্রম পরিচালিত হবে।

এ বিষয়টি বিভাগীয় শিক্ষকবৃন্দের সাথে আলোচনা করে তাঁদেরকে অবহিতকরণসহ প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ জানানো হচ্ছে।

ধন্যবাদসহ-

(মীর মুর্তজা আলী)
পরীক্ষা নিয়ন্ত্রক ও

সদস্য সচিব, **Four year Bachelor (Honours) Degree Ordinance, 2009** সংশোধন সংক্রান্ত কমিটি

অনুলিপি :

১. উপাচার্য মহোদয়, গঙ্গা বিশ্ববিদ্যালয়।
২. রেজিস্ট্রার, গঙ্গা বিশ্ববিদ্যালয়।
৩. ডীন, স্বাস্থ্য ও চিকিৎসা বিজ্ঞান অনুষদ, গঙ্গা বিশ্ববিদ্যালয়।
৪. ডীন, ভৌত ও গাণিতিক বিজ্ঞান অনুষদ, গঙ্গা বিশ্ববিদ্যালয়।
৫. ডীন, কলা ও সামাজিক বিজ্ঞান অনুষদ, গঙ্গা বিশ্ববিদ্যালয়।
৬. অধ্যক্ষ, গঙ্গা স্বাস্থ্য সমাজ ভিত্তিক মেডিকেল কলেজ।
৭. প্রধান হিসাবরক্ষণ কর্মকর্তা, গঙ্গা বিশ্ববিদ্যালয়।
৮. সহকারী রেজিস্ট্রার, গঙ্গা বিশ্ববিদ্যালয়।
৯. অফিস কপি।

Gono Bishwabidyalay

Four year Bachelor (Honours) Degree Ordinance, 2009

Examination, Credit and Grade Assessment System

(Effective from the Academic Semester 2009-2010)

(Revised : 2015-16)

1. This ordinance is termed as "Bachelor (Honours) Degree Ordinance, 2009" for 4 year Bachelor (Honours) Degree Programme based on the Semester Final Examination. The evaluation will be under a Credit and Grade Point Average (GPA) system of assessment. This ordinance shall be applicable for all the Departments/Institutes offering the degree from the Academic Semester 2009-2010.

1.1 The Programme

The programme of study for Bachelor (Honours) Degree shall extend over a period of 4 (four) years and is divided into 8 (eight) semesters, each of 6 (six) month's duration.

Semester Final Examination will be held at the end of each semester after completion of the course of study of the semester. **The course of study of the programme has to be completed by a student over a maximum period of 12 (twelve) consecutive semesters.**

1.2 Duration of Semester

Details of a Semester over 26 weeks will be as follows :

Classes (Lectures, Tutorials, Problem session, Practical, Tests, Quizzes etc.)	18 weeks
Revision (Lecturers, Tutorials etc.)	2 weeks
Semester break	1 week
Examination including Practicals and Viva, Results	4 weeks
Vacation	1 week

1.3 Admission to the Programme

Admission of the Students to the Honours Degree Programme shall be guided by the Admission Rules of the University and as prescribed by the University Grants Commission from time to time.

2. Courses and Credit Hour

The courses of study for the Degree in a discipline will be determined in terms of Credit Hours (abbreviated as "Credit").

2.1 Theory Course Credit

a) 4-Credit Theory Course:

A theory course with at least 4- hour classes per week per Semester, one of which may be a problem session, assignment, tutorial, test, quiz etc. will be regarded as a 4-credit course. The total contact hours for a 4-credit course will usually be between 72-80 class hours. However Semester Final Examination will be of 3 hours duration.

b) 3-Credit Theory Course:

A theory course with 3- hour classes per week per Semester, one of which may be a problem session/assignment/quiz/tutorial/test with a total contact hours of 54-60 class hours. Semester Final Examination will represent a 3- credit course of 3 hours duration.

c) 2-Credit Theory Course:

A theory course with 2 hour classes per week per Semester, one of which may be a practical session/assignment/quiz/tutorial/test will constitute a 2-credit course. The total contact hours over the semester will usually be between 36-40 class hours. Semester Final Examination will be of 2-3 hours duration depending on the course content.

d) 1-Credit Theory Course:

A theory course with 1 hour class per week per Semester will constitute a 1- credit theory course. The total contact hours over the semester for a 1-credit theory course will usually be between 18-20 class hours. Semester Final Examination will be of 1-2 hours duration depending on the course content.

2.2. Practical/Field work Course Credit.

- a) A 3-credit Practical/Field work course will constitute a minimum of 6 hours of practical /field work per week per semester with a total contact hours of 108-120 hours during a Semester.
- b) A 2-credit Practical/Field work course will constitute a minimum of 4 hours of practical/field work per week per semester with a total contact hours of 72-80 hours during a Semester.
- c) A 1-credit Practical/Field work course will constitute a minimum of 3 hours of contact hours of practical/field work per week per semester with total contact hours of 54-60 hours during a Semester.

2.3 Viva Voce Course Credit

There will be a Viva Voce examination at the end of each Semester Final Examination and will constitute 1 credit/2 credits as decided by the Departmental Course Curricula.

For project dissertation/thesis work there will be a separate Viva examination and will be separately credited as prescribed by the Departmental Course curricula.

3. Distribution of Courses

- a) The degree programme in a discipline will be an integrated programme of study which will include courses of the Honours Subject (Core courses) and other allied subjects (Supporting courses) deemed essential for a comprehensive knowledge on the Honours subject.
- b) The programme will comprise of courses over a range of 130-200 credits including the courses on practical/field work as well as Viva voce of each Semester. The supporting courses normally shall be about 20-25% of the total credits offered over the entire course. The practical/field work courses shall be between 20-35% of the total credits over the entire courses of study as prescribed by Course Curriculum for the discipline.
- c) Each department will prepare a standard syllabus in the light of the subject matter to be taught in different courses. The syllabus has to be endorsed by the Committee of Courses of the department, the Faculty and the Academic Council of the university and approved by the UGC.

A Department will offer courses totaling 15-30 credits in each Semester. In the Final Year (7th and 8th Semester) the students should be assigned advanced academic work such as research project/ review work through Literature Search/ Internship/ Laboratory work. The report submitted by the student has to be presented in a Departmental Seminar and the Final viva-voce examination will be held on the work where the members of the Examination Committee will evaluate the presentation and grade the students.

3.1 Distribution of Marks

The total marks allocated for a course will be on the basis of the course content. For example, 100 marks for a 3-4 credit course, 50 and 25 marks for a 2 and 1 credit courses respectively.

4. Evaluation of Students' Performance.

Evaluation of Students' Performance in a Course will be determined on marks obtained in:

- i) Semester Final Examination (Written examination in the case of a Theoretical Course and Practical Examination in the case of a Practical/Field work course);
- ii) Continuous assessment marks in the form of Assignment/ Tutorial Class Test/ Problem Session/ Quiz.
- iii) Mid-Term Examination
- iv) Class Attendance

The distribution of marks for a course will be as follows:

a) Semester Final Examination	70%
b) Continuous Assessment	10%
c) Mid-Term Examination	10%
d) Class Attendance	10%

4.1 Semester Final Examination.

Semester final examination will be held after the completion of 20 weeks of classes and revision in a semester. Students having less than 70% attendance in a course will not be eligible to sit for the examination in that course. However, prayers of students having 55-69% attendance in a course may be entertained by the Head of the Department and Dean of the concerned Faculty on reasonable grounds. Such students will have to pay an additional fee as determined by the university for each of the courses in which the attendance is below 70%. But no student with less than 55% attendance in a course will be allowed to sit for the examination in the course.

4.2 Mid-Term Examination

Mid-Term Examination for a course shall normally be held after completion of 50% of the course content. The answer scripts for class tests and other evaluation works shall be given to the students to assess themselves, and to rectify the mistakes they have committed in the examinations.

4.3 Continuous Assessment

The minimum number of Tutorial, Class Tests, Assignment/Problem Session spread over the Academic Semester for each course will be as prescribed below:

a) for a 4-credit theoretical/ practical/ field work course	4 written / 2 practical tests
b) for a 3- credit theoretical/ practical/ field work course	3 written / 2 practical tests
c) for a 2- credit theoretical/ practical/ field work course	2 written /1 practical test
d) for a 1- credit theoretical/ practical/ field work course	1 written /1 practical test

4.4 Quizzes

Course teachers may arrange Quiz Tests at the end of each chapter or section of a subject matter to assess the ability of the students in grasping the contents of the lectures delivered by the course teachers. Tests might be of MCQ type, fill in the blanks, selection of true or false statements. At the end of the semester, the marks of the quiz tests will be credited for continuous assessment.

4.5 Problem Session and Seminar Presentation.

Problem session shall be held once every month. In these sessions students will present the problems they have faced in understanding any particular topic. The teacher will be willing to solve the problem faced by students in understanding a part or the whole of the lecture.

The teacher will also design specific problems and provide guide line for the solution of the problems so that the student can understand the problems and solve them at home and submit them back to the teacher on specified dates. The problems may involve some calculations, data processings, analyses of facts or issues of some interests etc.

Students from 5th to 8th semester should be encouraged to present seminars on the topics decided by the department. Members of the department will evaluate the presentation of the students. Marks, allocated for the presentation of seminar is equivalent to one of the problem session in the semester and marks commensurable with presentation in the seminar will be awarded to the student to benefit his continuous assessment.

4.6 Class attendance

Credit in the form of marks will be awarded to students as follows:

Class Attendance		Marks allocated (%)
95% or above		10
90% to less than	95%	9
85% to less than	90%	8
80% to less than	85%	7
75% to less than	80%	6
70% to less than	75%	5
55% to less than	70%	4

The average marks of quizzes/tests, class tests, problem sessions and seminar presentations will be added together by the course teacher. It should be sent along with the marks obtained by the students for class attendance to the Chairman of the Examination Committee (clause-8-9), Head of the Department and Controller of Examinations, before the semester final examination in sealed covers. Marks of continuous assessment should be submitted without rounding up fraction. Fractions will be rounded up to a whole number for the entire course in the aggregate. Fractions equal to 0.5 and above should be rounded to the next higher whole number, fractions less than 0.5 should be similarly rounded up to the next lower number.

The Chairman of the Examination Committee will give the marks of Continuous Assessments, Mid-Term Examination and Class Attendance along with the marks of Semester Final Examination to the Tabulators (clause-10) for tabulation of the marks.

5. Practical Classes and Examinations

Thirty percent of the marks allocated for Practical Examinations on a course will be evaluated through continuous assessment depending on the number of credit for the course. Rest of the 70% marks shall be awarded in final examinations of the practical course. Practical examinations will be held during the duration of the course and evaluated by the course teacher.

6. Script Examination

Answer scripts of the courses of Semester 1-3-5 and 7 will be examined by the Internal Examiner only. However the answer scripts of the courses of Semester 2-4-6 and 8 will be examined by two examiners, one Internal and one External. The course teacher will be the Internal Examiner and the External Examiner will be selected by the Departmental Examination committee, not below the rank of an Assistant Professor, preferably from a public University or a member of Research organization, Establishment having a position equivalent to that of an Assistant Professor.

The Script Examiners will send two copies of marks to the Chairman of the Examination committee and one copy to the Controller of Examinations under separate covers. In case of examinations of 2-4-6 and 8 Semesters the average of the two marks awarded to an examinee by the two examiners for any script will be credited for determining the grade.

(Note : The scripts of the core courses of Semesters 1-3-5 and 7 will be examined only by the Internal Examiner, the Question Papers will be duly moderated by an Examination Committee)

7. Duration of the Semester Final Examination

The duration of the semester final examination of a theoretical course will be 3 hours for 3-4 credit course, 2.5 for 2- and 2 hours for 1- credit course. The Department will decide as to the duration of the Semester Final Practical Examination.

8. Examination Committee

An Examination Committee will consist of at least two Internal and one External members, the total number of members will not be more than four. The Examination Committee will be formed by the members of the Department for each Semester. External member should be a Senior Faculty member not below the rank of an Assistant Professor of the relevant subject of another university preferably from a public university. This committee will be approved by the Academic Council..

9. Functions of the Examination Committee

The Examination Committee will recommend the names of the Internal and External Examiners for the core courses for the Semesters 2-4-6 & 8. Final Examinations from a panel of Examiners constituted by the members of the Department and send the list to the Controller of Examinations for appointment. The Examiners will be asked to send the question papers to the Chairman of the Examination Committee. The Committee will moderate the question papers received from the Internal and External Examiners. The Examination Committee will finalize a set of questions for the core courses, type them and make required number of copies for the examination. They will finally send the prepared question papers to the Controller of Examinations in sealed covers at least 7 days before the examination. The Examination Committee will conduct the Semester Final Viva-Voce Examination.

10. Function of the Tabulators

Two members of the Examination Committee will be appointed as Tabulators. The Tabulators will scrutinize the marks of continuous assessment. They will compile the marks of the Internal and External Examiners where applicable, determine the average and tabulate accordingly. If the tabulators observe any gross departure amounting to a difference of 20% or more in marking a script by the two Examiners they will bring it to the notice of the Chairman of the Examination Committee. The Committee on thorough scrutiny will appoint a third examiner to evaluate the answer script. Of the three marks, the two marks closer to each other will be averaged to represent the marks of the answer script.

11. Finalization of Results

11.1 Grading System

The total numerical marks obtained by a student in each course (Theoretical as well as Practical covering Semester Final and Continuous Assessment marks) will be converted into Letter Grades and Grade Points. A four point (4.00) grading scale corresponding to 10 letter grades will be followed for the evaluation of a student.

The following Letter Grades and corresponding Grade Points will be used to determine a student's Grade Point Average (GPA).

Numerical grade	Letter grade	Grade point
80% and above	(A+)	(4.00)
75% to 79%	(A)	(3.75)
70% to 74%	(A-)	(3.50)
65% to 69%	(B+)	(3.25)
60% to 64%	(B)	(3.00)
55% to 59%	(B-)	(2.75)
50% to 54%	(C+)	(2.50)
45% to 49%	(C)	(2.25)
40% to 44%	(D)	(2.00)
Below 40%	F*	(0.00)

*F means fail.

11.2 Grade Description

The Grades (with numeric values) are described as follows:

A+	Exceptional performance. / excellent
A	Outstanding performance.
A-	Brilliant performance.
B+	Very good performance; most of the course objectives achieved; objectives met in a consistently thorough manner.
B	Good performance.
B-	Above average.
C+	Average, at least majority of the course objectives achieved; objectives met satisfactorily.
D	Minimally acceptable performance; less than the majority but more than the minimum required course objectives achieved; objectives achieved at a minimally acceptable level.
F	Unacceptable performance; minimum required course objectives not met; objectives not met for minimally acceptable level; no credit earned.

- (a) A Course in which a student has obtained "D" or a higher grade will be counted as Credits earned by him/her. Any course in which a student has obtained "F" grade will not be counted towards his/her earned credit.

11.3 Grade Point Average (GPA)

Grade point Average (GPA) is the weighted average of the Grade Points obtained by the students in all the courses in the examination of the Semester. For example, if a student passes/ completes, five courses in a semester having credits C1, C2, C3, C4 and C5 and his grade points in these courses are G1, G2, G3, G4 and G5 respectively then

$$\text{GPA} = \frac{\sum C_i G_i}{\sum C_i} \quad \text{where } i = 1 \text{ to } 5$$

For example if a student takes 6 courses in one semester and obtains the following grades,

Course	Credits	Letter Grade	Grade points
01	4	A+	4.00
02	4	C+	2.50
03	4	A-	3.50
04	2	B-	2.75
05	2	B	3.00
06	2	F	0.00

then the GPA for the semester, calculated to two digits after decimal point will be

$$\text{GPA} = \frac{4(4.00) + 4(2.50) + 4(3.50) + 2(2.75) + 2(3.00) + 2(0)}{(4+4+4+2+2+2)} \\ = 2.86$$

11.4 Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the weighted average of the GPA secured over the total number of Semesters for a course of studies.

Semester	GPA	Credit
1	4.00	20
2	3.00	30
3	3.50	25
4	3.00	20

The CGPA in this case will be

$$\frac{(20 \times 4) + (30 \times 3) + (25 \times 3.5) + (20 \times 3)}{20 + 30 + 25 + 20} = 3.34$$

11.5 Improvement of Grade

- If a student obtains a Grade equal to or lower than "B" in a course, he/she will be allowed to repeat the course only once during the following Supplementary Examination but he/she will not be eligible to get a Grade better than B+ in such a course.
- If a student fails to improve his Grade then his/her earlier Grade will be retained
- If a student likes to improve the Grade earned in a course of 4th year (8th semester), he must apply for such improvement examination before the issuance of transcript. Improvement examination shall not be allowed once the degree is awarded

11A. Re-examination of Answer Scripts.

If a student feels aggrieved that his answer script has not been marked properly he may apply to the Controller of Examinations for re-examination of the script. The Controller, on approval of the Vice-Chancellor, may appoint an Examiner on discussion with the Head of the relevant department for re-examination. Re-examination of script will not involve examination of the whole script but scrutinization to assess whether all the answers have been evaluated. Students applying for re-examination of script has to pay a fees as determined by the University.

12. Promotion to Higher Semester

- (a) A student must secure at least a GPA of 2.00 in Semester Final Examination for promotion to next higher Semester subject to the condition that he/she has not failed in more than two core courses in Semester. Semester viva examination will be considered as a core course.
- (b) A student who has failed in the Semester Final Examination will, however, be able to repeat the failed courses of the Semester after readmission (See clause 13).
- (c) **A student who obtains F grade or abstains from the examination in any course will be allowed to sit in Supplementary Examinations to earn credits. These Examinations will take place preferably in between the two Semester Final Examinations. Such student will get two chance for pass the course. In Supplementary Examinations the course Teacher will be the only Question Setter and Script Examiner; however the question, papers will be duly moderated by the Internal members of the Examination Committee.**
- (Note – In any event a student has to complete the Bachelor Honours programme within a period of 6(six) years (12 semesters) from the date of first admission)
- (d) “F” Grade will not be counted for GPA calculation and will stay permanently on Grade Sheet and Transcript. When a student will sit for the Supplementary Examination for a course in which the student previously obtained “F” grade he/she will not be eligible to get a Grade better than “B+” (Grade point 3.25) in that course.

13. Readmission

- i) A Student who (a) is debarred from appearing at the examination due to shortage in class attendance or (b) fails in a Semester Final Examination may seek readmission within two weeks after the announcement of the results of the Semester. The student will have to pay prescribed fees for the Semester and a Readmission Fee as prescribed by the University. After readmission the student has to attend the classes regularly and must obtain 70% attendance from the date of readmission.
- ii) Marks earned earlier in Midterm/Assessment Examination of such students will be retained. Such students will be required to retake Semester Final Examination only in the failed courses.

14. Irregular Students

A student who appears at the 8th Semester final examination but fails to secure a minimum GPA of 2.00 will cease to be a regular student of the university. Such a student will however be allowed to sit for Examination in the following year as an Irregular candidate subject to the recommendation by the Head of the respective Department duly approved by the Dean of the Faculty. The student has to bear the fees prescribed by the university before he/she can sit for the examination.

Marks that have been obtained by the student in Tutorial/Test/Class Attendance and others will be duly credited to the results of the student.

15. Eligibility for Bachelor (Honours) degree

- a) A successful candidate who has secured a minimum CGPA of 2.00 at the end of 8th Semester Final Examination will be awarded a degree of Bachelor with Honours in the relevant subject of an appropriate Faculty.
- b) Students securing a CGPA of 3.75 and above will be awarded a Bachelor Honours degree with distinction and citation of such achievement will be recorded in the transcript and certificate.
- c) A student who has qualified for a degree programme may be awarded a Provisional Certificate by the University. Such Provisional Certificate will have to be confirmed by the Academic Council & Syndicate.

16. Transcripts

Transcripts of the results of each Semester will be provided to the students on payment of prescribed fees as decided by the University.

17. Amendments

Addition, deletion, alteration, modification, change in the provisions of this ordinance may be effected from time to time by the Academic Council & Syndicate and ratified by the Board of Trustees of the University.

18. Appointment of External Auditor/Assessor

A renowned reputed teacher of a public university or a member of the Board of Trustees of Gono Bishwabidyalay may be appointed by the Board of Trustees as an External Auditor/Assessor to observe teaching method, examination procedure, seminar and problem sessions, selection procedure of External Examiner etc. and will report the observations to the Vice Chancellor.

External auditor will also receive students' complaints in confidence and will report the finding directly to the Vice-Chancellor for onward transmission to the Board of Trustees. No public disclosure shall be made by the External Auditor. His appointment will be for a period of two years and may be extended further.