

২৯ মে ২০১০ অনুষ্ঠিত রিজেন্ট বোর্ডের ১০ম সভায় অনুমোদিত 'নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়ের মাস্টার্স অর্ডিন্যান্স :

**1. Degree offered**

1.1 Masters' degree shall be offered by different departments of NSTU to a candidate subject to the fulfillment of the rules and regulations as described hereunder and also of other relevant rules and regulations to be promulgated by the competent authorities of the university from time to time.

1.2 Masters' degree in the following subjects will be offered by NSTU

- a. Master of Science in Computer Science and Telecommunication Engineering (Computer Science and Engineering/Telecommunication Engineering)
- b. Master of Pharmacy (M. Pharm) in Pharmaceutical Chemistry/Pharmaceutical Technology /Clinical Pharmacy and Pharmacology
- c. Master of Science in Fisheries and Marine Science (Aquaculture/Fisheries Management/Fish Biology and Genetics/Fisheries Technology/Marine Science)
- d. Master of Science in Applied Chemistry and Chemical Engineering
- e. Master of Science in Microbiology
- f. Any other subjects opened later on.

**2. Admission requirement**

2.1 Candidates seeking admission to Masters' degree program must possess Bachelor Degree from NSTU or equivalent degree from other university or institutions relevant to the desired subjects of specialization.

2.2 Application for admission shall be invited through regular means of advisement and shall be received by the registrar of the university.

2.3 On the recommendation of the Admission Committee of the respective department, admission into the university for postgraduate studies shall be framed from time to time by the Academic Council.

2.4 The eligibility of the candidates having degrees from other universities shall be assessed by the Admission Committee of the respective department.

2.5 An in-service candidate if selected for admission as a full time student must obtain necessary clearance from his/her employer.

2.6 The candidates for admission to Masters' degree program shall be selected by the Board of Advanced Studies (BOAS) on the recommendation of the Admission Committee of the respective department. A candidate must possess at least cGPA 3.0 in the required degree examination.

2.7 The Admission Committee for Masters' degree program shall consist of four members. One member is the Chairman of the department and other two members

will be selected from among the teachers of the department not below the rank of Associate Professor. In case teachers of the rank are not available then Assistant Professor(s)/Lecturer(s) may be nominated as members. The BOAS will nominate the fourth member from outside the department. The Chairman of the department will act as the Chairman of the Admission Committee.

**2.8** Every selected candidate unless s/he has already been registered, shall get himself or herself registered with the university.

**2.9** After admission, an adviser among the teachers of the department not below the rank of Assistant Professor (lecturer of the department may be considered as an adviser up to 2015) shall be assigned for each student by the appropriate admission committee. The adviser will form an advisory committee for each student within 15 days after the commencement of Term-I. In advance of each enrollment and course registration of any term, the advisor shall check and approve the students' schedule for subjects and other prerequisites. The student is expected to consult his or her advisor on all academic matter. But it is responsibility of the individual student to see that his schedule conforms to the course requirements.

**2.10** The maximum number of students to be admitted to the department in a particular academic year shall be decided by the departmental admission committee, on the basis of availability of teaching and research facilities in the department.

### **3. Duration of Program**

**3.1** An academic year shall consist of two terms. In a term there shall be 65 working days covering teaching, research and assignment and 5 (2+3) weeks for preparatory leave and examinations.

**3.2** The minimum duration for Masters' Program shall ordinarily be three terms.

**3.3** A candidate for Masters Degree must complete all the requirements for the degree within three calendar years from the date of his/her first admission.

### **4. Course requirements**

**4.1** Master's degree program shall run on course credit system. One lecture/contact hour per week shall be considered one credit hour; for practical/sessional classes three class hours a week shall be considered one credit hour. Each course shall carry 100 marks.

**4.2** The total credit hours will be at least 43 of which 30 credit hours will be for courses. 12 credit hours will be for thesis research work and 01 credit hour for seminar. A student may be assigned a minimum of 15 credit hours and a maximum of 18 credit hours of courses per term. The advisor however may assign a student more courses (a non-

credit/audit course) without altering the credit hours in thesis research if such assignment is needed for carrying out the thesis research.

**4.3** The advisor may assign a student a maximum of 6 credit hours of optional course from other relevant subjects.

**4.4** The advisor shall recommend a program of courses for a student to the Chairman, BOAS, through the Chairman of the department and Executive Committee of the Faculty.

**4.5** The students shall be registered with the University each term on payment of necessary fees as per university rules.

## **5 Examination procedures**

**5.1** Theory courses: In any theory course the distribution of total marks (100%) will be as follows: a) Continuous assessment 30% and b) Written examination 70%.

**5.2** The total marks (30%) of continuous assessment will be constituted of: Class participation of attendance: 5% and class test, assignments, term-papers etc: 25%.

**5.3** The class test, assignments, term-papers etc. carrying 25% will be arranged according to the following table:

<b>No. of credit of the course</b>	<b>Total no. of assessments required</b>	<b>No. of best assessments to be considered for grading</b>
1	2	1
2	3	2
3	3	2

**5.4** Duration of a class test will be 20-45 minutes and it will preferably be taken during class hour.

**5.5** Each of the continuous assessment will finally carry equal marks or weightage. Answer script of the assessment may be shown to the student. The concerned teacher would submit the evaluated answer-script and attendance register to the Chairman of the Department.

**5.6** If a student repeats a course for which the obtained F grade (in any previous Term), he will not be allowed to repeat the continuous assessment (i.e. class

test/quiz/assignment/term paper). The marks of class participation will be taken from the previous record.

**5.7** The duration of the term final examination shall be of 4 hrs for all courses.

**5.8** In order to qualify for final examination, a student must attend 70% of the classes taken. If any obtains 60-69% attendance s/he may be allowed to appear at the examination on payment of Tk. 1000 (one thousand) as fine. Students with attendance below 60% shall not be allowed to appear at the final examination.

**5.9** The controller of Examinations, in consultation with the Dean of the Faculty shall prepare and circulate the schedule for final examinations of the courses offered by the department in a particular term at least 1 (one) week before the commencement of the examinations.

**5.10** The examination committee shall be formed with the following members:

- |   |           |
|---|-----------|
| <b>a.</b> The Chairman of the department  | Chairman  |
| <b>b.</b> Two teachers, not below the rank of Assistant Professor of the department having at least Master's degree | Members . |
| <b>c.</b> One external member, not below the rank of Associate Professor.   | Member    |

**5.11** The Examination Committee shall prepare a panel of question-setters and examiners. The Chairman of Examination Committee shall send the panel of question setter and examiners to the Chairman, BOAS, who shall get it approved by the Academic Council.

**5.12** The Controller of Examinations will appoint question paper setters and answer script examiners as recommended by the Academic Committee. In case any examiner is unable to prepare question paper or evaluate answer script he will inform the Controller of Examinations within 2 days after receiving the appointment letter, in that case the EC will recommended another examiner from the panel to the Controller of Examinations.

**5.13** If a relative of a person (such as wife/husband, son/daughter, brother/sister, brother/sister of wife/husband, first cousins of self and spouse and in laws there of) is an examinee, he/she can not be the Chairman, examiner or member of the EC.

**5.14** The EC would organize and manage all activities including moderation of questions, scrutinizing of answer scripts and appointment of tabulators for completion of the examination process. The EC Chairman will call a meeting of the committee to finalize the results. The committee will recommend the results and the Chairman, EC will send the results to the Controller of Examinations for publication.

**5.15 Setting question—paper, Moderation, Evaluating and Scrutinizing answer-script and Preparation of Marks Sheet:**

- i) For a theory course of each Term-Final Examination two examiners will be appointed. Every examiner will set questions and examine the answer-script.
- ii) The question—paper setters will submit the sealed manuscripts of questions directly to the EC Chairman or will seal and send both internal and external envelopes containing manuscripts of questions to the EC Chairman through insured-postal service. After receiving the question—papers the EC Chairman will make arrangement for moderation of question—papers.
- iii) The EC Chairman will appoint answer-script scrutinizers and they will scrutinize the answer-scripts. Scrutinizers will inform the EC chairman if any answer is not evaluated or if any mistake is found in summation of marks. The EC Chairman will arrange to evaluate the answer or correct the summation.
- iv) The course teachers will submit marks of theory courses (marks of class participation and continuous assessment), class-assessment and viva of sessional courses in sealed envelopes, two copies directly to the EC Chairman and one copy to the Controller of Examinations. These marks should be displayed in the notice board before the starting of the preparatory leave.
- v) The scri t examiners will prepare two copies of mark sheets and submit to the EC Chairman in sealed envelope by hand or insured postal service. The scrutinized copies of mark sheets will be submitted to the Controller of Examinations by the EC Chairman before the publication of results.
- vi) If the marks awarded by the first and second examiner vary 20% or more as reported by tabulators a third examiner is to be appointed from the panel of examiners. Among these numbers average of the nearest two numbers will be considered for grading. However, if the marks given by the third examiner happen to stand at the middle of the marks given by the first two examiners, the average of the higher two marks will be considered for grading.
- vii) EC Chairman will appoint two tabulators for each Term of each year and will distribute mark—sheets for tabulation. If any tabulator becomes unable to complete tabulation for the Term, EC Chairman will appoint new tabulator as replacement. Tabulation will be made in two formats: Student—wise and Course—wise. Two tabulators can work together to prepare tabulation sheets, but they will individually cross-check the correctness or tabulation before making it final.
- viii) The question—paper setters, answer-script examiners, scrutinizers and tabulators will consider all the documents and information related to the examination as very confidential and shall keep them secured.
- ix) In case the concerned person(s) make any change or correction in manuscript of question—paper, marks on answer-script or grades written in grade—sheet he/she must sign there. In case of marks one should cross the wrong marks and write the correct one beside it and should avoid overwriting.
- x) The question paper-setters will not make drastic change in the standard and Form of questions from one to another session. Repetition of the same questions in consecutive sessions is also not desirable. No question should create any confusion in meaning or become unintelligible. Questions must be set in such a way that they encourage test of originality and uniqueness of the examinee.

xi) The question—paper setters will be given regulatory advice about the required Field of knowledge, syllabus and chapters of approved text book (if any) of the Concerned course that are included for examination.

xii) For each theory course maximum 25% options can be given in the total number of questions. Question must be set in such a way that one can generally answer within the stipulated time.

xiii) Following steps should be maintained by the question-paper setter:

a) The question—paper setter shall write question—paper/manuscript in clean and legible handwriting or typed written. Name of any object or person and technical term must be written correctly.

b) Any part or copy of the question paper cannot be kept within computer and all related rough papers must be incinerated/deleted.

c) The question-paper setter shall put his/her signature in each page of the manuscript.

xiv) If any question- paper setter or answer—script examiner is unable to accept his/he appointment before starting of the examination or during examination, he/she should notify that to the Controller of Examinations within two working days.

xv) Seven days are stipulated for evaluation after receiving the answer scripts. Tk.100 / Course will be deducted from his remuneration bill for each day of delay .

xvi) The first examiner will submit the evaluated answer scri t to the controller within stipulated time. The second examiner will receive the answers scripts from the controller of examinations in due time and also submit to the controller of examinations within stipulated time. The controller of examination will handover the examined answer scripts to the EC chairman immediately for scrutiny and preparation of results.

xvii) On receiving the answer—script packet the examiner will compare the number of answer—script/s and other information against the preamble given inside the packet. If any discrepancy is found, that shall be notified in writing to the Controller of Examinations within three days after receiving the answer-scripts. Otherwise it will be taken as granted that everything mentioned in the preamble was found all right. If mistakenly script of other course is supplied, he/she will instantly return that to the Controller of Examinations.

xviii) The examiners will give marks to every answer within the mark sheet and add them. If any student answers more number of questions that are asked for, then "the examiner will scratch the last redundant answer(s).

xix) In the end of the total summation by the tabulators, if there is any fraction of 0.5 or more the next integer will be taken, otherwise the fraction is to be truncated.

xx) During evaluation of answer-script if the examiner finds reason to believe that unfair means was adopted by the examinee, he/she will instantly send confidential report to the EC Chairman on the matter mentioning the basis along with a copy to the Controller of Examinations.

xxi) If the examinee or anybody on behalf of the examinee tries to influence the examiner in evaluating answer-script, the examiner will instantly notify that to the EC Chairman.

xxii) The course teachers, question-paper setters, answer-script examiners, question—paper moderators, answer-script scrutinizers, tabulators, relevant persons etc., will send Remuneration Bill to the Controller of Examinations through the EC Chairman. Postal charge along with voucher/s other relevant expenses should be included with this bill.

xxiii) Immediately after scrutiny the EC Chairman will handover answer-scripts to the Controller of Examination of all students. The Controller of Examination will preserve all answer—scripts of each student till five more years after a student's final passing out from the University.

**5.16** Numerical grading shall be made after evaluating all examination scripts, attendances, sessional reports, homeworks, assignments and thesis research. The final grading to be reported to the Controller of Examinations shall be in the letter grade system as detailed below:

Letter grades and corresponding grade points will be awarded in accordance with provision shown below:

<b>Numerical grade</b>	<b>Letter grade</b>	<b>Grade point</b>
80% or above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less then 45%	D	2.00
Less than 40%	F*	0.00
Withdrawal	W	-
Incomplete	I**	-
Continuation (For Thesis)	X	-

\*A student who gets F grade in any subject shall not be counted towards credit hour requirements and for the calculation of Grade Point Average (GPA).

\*\* Grade I (incomplete) is awarded only when a student is unable to complete the course because of reasons beyond his/her control.S/he must inform his/her inability to the chairman of the respective department prior starting the exam. of respective course.

**5.17** If a student fails to obtain grade point 2.0 in thesis, the Chairman of the BOAS may allow the student another chance to repeat the thesis preparation, on recommendation of the advisor/supervisor and chairman of the department, provided that the student passes the course within the tenure of the study period(1<sup>st</sup> ,2<sup>nd</sup> and special term).

## **6. Research requirements:**

**6.1.** A student for Master's degree programme specializing in any subjects under NSTU shall undertake a research under the guidance of a teacher of the department. Supervision shall also be allowed from professionals from any recognized Research

Institutes/Organizations. A teacher or a professional, to be eligible for providing supervision of thesis research must have prior approval from the BOAS.

**6.2.** The Chairman of the Department shall submit the names of thesis supervisors together with the titles of the thesis of the students to the BOAS ordinarily within first term of the students' enrolment. '

**6.3.** The research work must be carried out in this University, or at a place (s), approved by the supervisor, in consultation with the Chairman of the Department

**6.4.** The students must submit through the supervisors to the Chairman of the Department, the required number of type written copies of thesis in the approved format on or before a date to be fixed by the Chairman of the Department, in consultation with the supervisor concerned.

**6.5.** Each student shall certify that the research work was done by himself/herself and that the work has not been submitted elsewhere for any other degree or diploma except for publication.

**6.6.** The thesis, should demonstrate an evidence of generation of satisfactory knowledge in the field of research undertaken by the student.

**6.7.** The marks, assigned to thesis shall be distributed as follows for the purpose of grading:

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- |                 |            |
|-----------------|------------|
| (i) Thesis      | : 70 marks |
| (ii) Defense    | : 20 marks |
| (iii) Viva-Voce | : 10 marks |

## **7. Thesis evaluation:**

**7.1** The Head of the Department, in consultation with the supervisor, shall suggest to the Chairman, BOAS, name of examiners for thesis and oral examination for approval. Thesis will be examined by two examiners, one from the department (other than supervisor and co-supervisor) approved by the examination committee (internal) and another examiner (external) from other departments of NSTU or outside NSTU. The examination committee shall conduct oral examination.

The examination committee shall be constituted as follows:

- |   |          |
|---|----------|
| (i) Chairman of the Department                  | Chairman |
| (ii) One external member outside the department | Member   |
| (iii) Three members within the Department       | Member   |

**7.2** If any examiner is unable to accept the appointment or has to relinquish his/her appointment before/during the examination, the Chairman of the Department in consultation with the examination committee shall select another examiner, get that approved by the Chairman, BOAS and communicate the decision to the Controller of Examination who shall issue necessary appointment letter.

**7.3** Every student, submitting a thesis in partial fulfillment of the requirements of a degree, shall be required to appear at an oral examination, on a date, or dates, fixed by the Chairman of the Department and must satisfy the examiners that he/ she is capable of intelligently applying the results of his/her research to the solution of problems, undertaking independent work, and also of affording evidence of satisfactory knowledge, related to the theory and technique used in his/her research work.



## 8. Publication of Results:

The results of a term should be prepared by the EC Chairman within 40 days and sent to the Controller of examinations for publication. The EC Chairman would send one copy of the tabulation sheets to the Controller of Examinations. The Controller of Examinations will arrange to publish the results following official procedure. Another copy of all tabulation sheets will be kept in the office of the respective department.

9. A special term will be conducted for MS students with F and I grade of up to 6 credits only. This will be a non-taught term to clear any failed/I of theory courses of any term. The examination of special term will start 4 (four) weeks after the publication of 2<sup>nd</sup> term results will spread over a period of not more than 10 days. Students will be allowed to register for a maximum of up to 6 credits in this term. The continuous assessment marks 30% (class test 25% and attendance 5%) will be carried over from previously registered theory course (s) to the concerned theory courses(s) of special term. Special term final examination will carry the remaining 70% marks. However, it must be. within the allowed limits of the special term credits. The Chairman may allow a student to register for the special term as well as the regular first term of the MS.

## 10. Academic fees:

Fees for Master's degree programme shall be as follows:

University Registration Fee	Taka 2000/=
Admission Fee	Taka 1000/=
Course Registration Fee	Taka 200/=
	(per credit hour per term, payable in 1 installment)
Thesis Registration Fee	Taka 2400/= (200X12)
	(on 1st thesis registration)
Fees for final Transcript	Taka 1000/=
Caution Money at first enrollment	Taka 1000/=
Library caution Money	Taka 1000/=
Hall caution Money	Taka 1000/=
Industrial Training/Field work fee	Taka 500/=

এছাড়া অনার্সস্নডরের অন্যান্য প্রয়োজনীয় ফি-চার্জ অন্তর্ভুক্ত হবে।

Caution Money may be refunded if the student withdraws himself/herself officially from all the courses including thesis, or at the end of his/her academic programme, and the amount will be determined from the statement of clearance from all departments/Offices of NSTU.

## **The members of the committee for preparing the Masters ordinance :**

Chairman, Deptt. of CSTE. NSTU

Chairman, Deptt. of Pharmacy. NSTU

Chairman, Deptt. of FIMS. NSTU

Chairman, Deptt. of ACCE. NSTU

**(Prof. Dr. Sanjoy Kumar Adhikary)**

Vice-Chancellor and Convenor of this committee, NSTU