

**FACULTY OF ARTS AND SOCIAL SCIENCE (FASS)**



**BSS Honors in Economics  
Department of Economics  
2015**

# Contents

<b>1. Economics Curriculum .....</b>	<b>4</b>
<b>1.1 Objective of Economics Program .....</b>	<b>4</b>
<b>1.2 Degree Requirements .....</b>	<b>4</b>
<b>1.3 Semester System .....</b>	<b>4</b>
<b>1.4 Distribution of Credit.....</b>	<b>4</b>
<b>2 Economics Curriculum and Syllabus .....</b>	<b>5</b>
<b>2.1 Course Code.....</b>	<b>5</b>
<b>2.2 Semester wise Distribution of Courses .....</b>	<b>5</b>
<b>3 Rules and Regulations for Economics Program.....</b>	<b>7</b>
<b>3.1 Admission Procedure .....</b>	<b>7</b>
<b>3.1.1 Eligibility for Admission.....</b>	<b>7</b>
<b>3.1.2 Selection Process .....</b>	<b>8</b>
<b>3.2 Admission in the Program.....</b>	<b>8</b>
<b>3.3 Tuition and other Fees.....</b>	<b>8</b>
<b>3.3.2 Current Fee Structure .....</b>	<b>9</b>
<b>3.3.3 Review of Fee Structure.....</b>	<b>10</b>
<b>3.3.4 Deadline for Submission of Fees/Dues.....</b>	<b>10</b>
<b>3.4 Course Load to Student.....</b>	<b>10</b>
<b>3.5 Conduct of Courses .....</b>	<b>10</b>
<b>3.6 Examination and Assessment System .....</b>	<b>11</b>
<b>3.7 Supplementary Final Examination.....</b>	<b>11</b>
<b>3.8 Performance Evaluation System.....</b>	<b>12</b>
<b>3.8.1 Grading System.....</b>	<b>12</b>
<b>3.8.2 Distribution of Marks for Evaluation.....</b>	<b>13</b>
<b>3.8.3 Computation of CGPA.....</b>	<b>13</b>
<b>3.9 Incomplete Grades.....</b>	<b>13</b>
<b>3.10 Repeating/Retaking Course(s) .....</b>	<b>14</b>
<b>3.11 Students' Grievance Procedure.....</b>	<b>14</b>
<b>3.12 Rules for Withdrawal and Dismissal .....</b>	<b>14</b>
<b>3.12.1 Probation and Withdrawal for Poor Performance .....</b>	<b>14</b>
<b>3.12.2 Withdrawal on Own Accord .....</b>	<b>14</b>
<b>3.12.2.1.Temporary Withdrawal .....</b>	<b>14</b>

<b>3.12.2.2. Permanent Withdrawal .....</b>	<b>15</b>
<b>3.12.3 Dismissal on Disciplinary Ground .....</b>	<b>15</b>
<b>3.12.3.1 Unfair Means .....</b>	<b>15</b>
<b>3.12.3.2. Expulsion.....</b>	<b>15</b>
<b>3.12.3.3 Other Breach of Discipline .....</b>	<b>15</b>
<b>3.13 Class Attendance .....</b>	<b>15</b>
<b>3.14 Discipline and Code of Conduct.....</b>	<b>16</b>
<b>3.15 Dress Code .....</b>	<b>16</b>

## 1. Economics Curriculum

### 1.1 Objective of Economics Program

The Undergraduate Program in Economics at Bangladesh University of Professionals seeks to provide our students with a clear understanding of the basic principles of economic theory and policy and to train them in the utilization of mathematics, statistics and modern technology as tools of economic analysis.

### 1.2 Degree Requirements

The degree requirements for Economics program are:

- 1) Securing a passing grade in all the courses (passing grade is D) individually and maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.50 in a 4.00 point rating scale at the end of the program.
- 2) Securing pass marks in comprehensive final examination (covering lessons of full semester) in each course in a semester.

### 1.3 Semester System

The Economics Program is a 4 years full time regular undergraduate program. The program is divided into 8 semesters of 6 months each (2 semesters in each year). In each semester, minimum 16 weeks is dedicated for classroom learning, while remaining weeks are utilized for final examination and other curricular and co-curricular activities. The students are required to register for minimum five courses in each semester. Usually two classes of 90 minutes each in a week for each course is planned during the semester i.e. minimum contact hours for each course in a semester are 48.

### 1.4 Distribution of Credit

The distribution of credit hours for Economics program as per semester is shown below:

Semester	Credit	Remarks
1 <sup>st</sup>	12	
2 <sup>nd</sup>	15	
3 <sup>rd</sup>	15	
4 <sup>th</sup>	15	
5 <sup>th</sup>	15	
6 <sup>th</sup>	15	
7 <sup>th</sup>	15	
8 <sup>th</sup>	18	
Comprehensive Viva- Voce	03	
<b>Total Credit</b>	<b>123</b>	

## 2 Economics Curriculum and Syllabus

### 2.1 Course Code

The course code is a three digit numerical prefixed by 3- letter course title. The first digit from right is the course serial indicator and second digit is the semester indicator and the third is the year indicator (e.g. ECO111 indicates it is the first course of first semester of the first year).

### 2.2 Semester wise Distribution of Courses

#### Semester -1

Course Code	Course Title	Credit	Marks
ECO-1101	Principles of Microeconomics (Compulsory)	3	100
ECO-1102	Introduction to Computer Analysis (Compulsory)	3	100
ECO-1103	Mathematics - I (Compulsory)	3	100
ECO-1104	Statistics for Economics- I (Compulsory)	3	100
TOTAL		12	400

#### Semester -2

Course Code	Course Title	Credit	Marks
ECO-1201	Principles of Macroeconomics (Compulsory)	3	100
ECO-1202	Mathematics - II (Compulsory)	3	100
ECO-1203	Statistics for Economics- II (Compulsory)	3	100
ECO-1204	English (Compulsory)	3	100
ECO-1205	1x optional	3	100
TOTAL		15	500

#### Semester -3

Course Code	Course Title	Credit	Marks
ECO-2310	Intermediate Microeconomics- I (Compulsory)	3	100
ECO-2302	Intermediate Macroeconomics- I (Compulsory)	3	100
ECO-2303	Development Economics-I (Compulsory)	3	100
ECO-2304	Business and Finance (Compulsory)	3	100
ECO-2305	Mathematics for Economics (Compulsory)	3	100
TOTAL		15	500

**Semester -4**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>	<b>Marks</b>
ECO-2401	Intermediate Microeconomics -II (Compulsory)	3	100
ECO-2402	Intermediate Macroeconomics- II (Compulsory)	3	100
ECO-2403	Economy of Bangladesh (Compulsory)	3	100
ECO-2404	Development Economics-II (Compulsory)	3	100
ECO-2405	1x optional	3	100
<b>TOTAL</b>		<b>15</b>	<b>500</b>

**Semester -5**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>	<b>Marks</b>
ECO-3501	Econometrics- I (Compulsory)	3	100
ECO-3502	International Trade (Compulsory)	3	100
ECO-3503	Health Economics (Compulsory)	3	100
ECO-3504	History of Economic Thought (Compulsory)	3	100
ECO-3505	Mathematical Programming and Dynamic Optimization (Compulsory)	3	100
<b>TOTAL</b>		<b>15</b>	<b>500</b>

**Semester -6**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>	<b>Marks</b>
ECO-3601	Econometrics- II (Compulsory)	3	100
ECO-3602	International Finance (Compulsory)	3	100
ECO-3603	Money and Banking (Compulsory)	3	100
ECO-3604	Research Methodology (Compulsory)	3	100
ECO-3605	1x optional	3	100
<b>TOTAL</b>		<b>15</b>	<b>500</b>

**Semester -7**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>	<b>Marks</b>
ECO-4701	Advanced Microeconomics –I (Compulsory)	3	100
ECO-4702	Advanced Macroeconomics –I (Compulsory)	3	100
ECO-4703	Cross section and Time series Econometrics (Compulsory)	3	100
ECO-4704	Economics of Planning and Project Analysis (Compulsory)	3	100
ECO-4705	Public Sector Economics (Compulsory)	3	100
<b>TOTAL</b>		<b>15</b>	<b>500</b>

## Semester -8

Course Code	Course Title	Credit	Marks
ECO-4801	Advanced Microeconomics- II (Compulsory)	3	100
ECO-4802	Advanced Macroeconomics –II (Compulsory)	3	100
ECO-4803	Labor Economics (Compulsory)	3	100
ECO-4804	Resource and Environmental Economics (Compulsory)	3	100
ECO-4805	Dissertation (Compulsory)	3	100
ECO-4806	1x optional	3	100
	Comprehensive Viva-Voce	3	100
Total		18	600
Comprehensive Viva-Voce		3	100

**Note:** The distribution of course may be changed by the authority, if necessary.

### 3 Rules and Regulations for Economics Program

#### 3.1 Admission Procedure

BUP seeks applications from prospective candidates, who fulfill Economics admission qualifications as specified in BUP Admission Guideline. The program is offered annually to fresh candidates only. The admission notice is circulated usually in the month of July/August of each year through media advertisement and BUP website notice board. The candidates are asked to apply online. The detailed admission procedure has been spelled out in Admission Guideline, which is available in BUP website ([www.bup.edu.bd](http://www.bup.edu.bd)).

##### 3.1.1 Eligibility for Admission

To be eligible for admission in Economics program of BUP, a candidate must pass SSC and HSC examinations or its equivalent in any discipline. A candidate who has passed HSC or equivalent examination in the current year or a year before is allowed to apply. However, the candidates must obtain following GPA or points:

1. Minimum GPA of 3.50 in SSC/equivalent and HSC/equivalent and collective GPA of 8.0.
2. Minimum average grade point of 2.5 in GCE O-Level and 2.0 in GCE A-Level. Letter grades of O-Level and A-Level subjects are converted to grade points as A = 4, B = 3, C = 2, D = 1. Average grade point is calculated by averaging the grade points of 5 best grades for O-Level (including Mathematics) and the 3 best grades for A-Level. However, the candidate must not have any 'F' grade in any subject of both levels.
3. A candidates who has passed in the latest HSC/equivalent examination or a year before is allowed to apply. Applicants passed HSC or equivalent prior to that are not eligible to apply.
4. A candidate must have minimum grade point 4/ equivalent in Mathematics / Statistics / Economics/ Accounting/ Computer Accounting in H.S.C/ Equivalent level.

No waiver in written admission test is admissible for SAT.

### 3.1.2 Selection Process

Selection of candidates is made on the basis of their position in the combined merit list. The selection process that is followed in BUP is:

- 1) **Written Admission Test.** All candidates are required to attend a written admission test of 100 marks, where he/she will have to qualify. The test is conducted on the subjects covering General Mathematics, English and Analytical Ability.
- 2) **Communication Test (Interview/Viva-Voce).** The candidates are selected for communication test based on their written test result. Panels of faculty members take the communication test/interview, which carry 25 marks.
- 3) **Marks from Past Public Examinations.** The results of past public examinations carry 25 marks, where 15% is from HSC and equivalent and 10% from SSC and equivalent. The marks are calculated in a simple linear distribution method from candidates' GPA.
- 4) **Final Selection.** Final selection is made on the basis of merit. The merit list is prepared according to combined marks obtained by candidates in the written admission test (50% of marks scored), score in communication test (interview/viva voce) and in past public examinations.

### 3.2 Admission in the Program

After final selection, the candidates are asked to go through a medical checkup at BUP Medical Centre to ascertain their medical fitness. The selected candidates must collect Admission Form from Admission Section of Registrar Office and complete admission and registration formalities within the given time frame with respective BUP Admission Section and Faculty by paying required fees. The following rules will apply in this regard:

- 1) Candidate failing to complete admission formalities within the prescribed date and time will have his/ her selection considered as cancelled.
- 2) Students failing to attend the class within two weeks of the commencement of 1st semester class will have his/her admission considered as cancelled.

In case the prescribed vacancies are not filled up by the candidates in the first merit list, other merit list(s) will be published from the waiting candidates for admission, who will have to follow the same procedure for admission.

### 3.3 Tuition and other Fees

#### 3.3.1 Security Money

The students must pay specific amount as security money, which is refundable on completion of last semester. The following rules will apply for refund of security money:

- 1) There will be no forfeiture, if a student opts to withdraw before the closing of admission activities allowing another candidate to avail the seat.



2) 25% of the security money will be forfeited, if a student opts to withdraw before completion of one year after admission. However, rest of the money will be refunded on completion of 1<sup>st</sup> year.

3) For withdrawal after 1<sup>st</sup> year of study, there will be no forfeiture of security money. But all other fees/charges (case by case basis) may be refunded to the student, and in such case the security money will be converted into caution money and the same may be refunded excluding any claim from BUP, if any.

### 3.3.2 Current Fee Structure

The current fee structure for Economics program is given below:

Ser	Category of Fees/ Charges	Amount/ Rate (Tk)	Frequency	Total Amount in Program (Tk)
1.	Application Processing Fee	500.00	Once	500.00
2.	Admission Fee	10000.00	Once	10000.00
3.	Registration Fee	1000.00	Once	1000.00
4.	Library Fee	500.00	Each Semester	4000.00
5.	Security Money	20000.00	Once, Refundable	20000.00
6.	Exam Fee/Course Registration Fee	1500.00	Per Subject	60000.00
8.	Grade sheet Fee	500.00	Each Semester	4000.00
9.	Tuition Fee	2000.00	Each Semester	16000.00
10.	Medical Fee	600.00	Each Semester	4800.00
11.	Sports Fee	600.00	Each Semester	4800.00
12.	Computer Lab and Training Aid Fee	600.00	Each Semester	4800.00
13.	Student Welfare Fee	2000.00	Each Semester	16000.00
14.	Education Enhancement Fee	600.00	Each Semester	4800.00
15.	Cultural/Magazine Fee	300.00	Each Semester	2400.00
16.	ID Card Fee	100.00	Once	100.00
17.	Center Fee	500.00	Each Semester	4,000.00
18.	MT Development Fee	2,000.00	Once	2,000.00
19.	Transport Fee	500.00	Each Semester	4000.00
20.	Recreation Fee	300.00	Each Semester	2400.00
21.			<b>Grand Total:</b>	<b>163000.00</b>

### Additional Fees/Payments (As Required)

Ser	Categories of Fees/Charges	Amount (Tk)
1.	Re-admission	5000.00
2.	Migration	500.00
4.	Provisional / Original Certificate Fee	375.00
5.	Supplementary Final Exam Fee	4000.00

At the beginning of the semester, the students will be issued with payment schedule for the particular semester.

### **3.3.3 Review of Fee Structure**

All fees mentioned in the above table will be reviewed as and when necessary by the university authority and the students will be liable to pay the fees as per changed/reviewed fees.

### **3.3.4 Deadline for Submission of Fees/Dues**

The 1st year students will have to clear all the fees during the admission process after publication of result. For subsequent semesters, the payment of all fees/dues must be maintained semester wise and the following rules will apply in this regard:

- 1) The semester fees can be paid within 15 days after commencement of each semester without any penalty.
- 2) The students may pay their fees after 1st 15 days within one month time by paying a penalty of Tk 200.00 for each 15 days.
- 3) If a student fails to pay the semester fees within one and a half month, his/her name will be dropped and the student will have to apply for re-admission, should he/she desires to continue his/her study. If approved, he/she may take re-admission paying required re-admission fee.

### **3.4 Course Load to Student**

The students must enroll for 5 courses in each semester. However, the load may be relaxed duly approved by competent authority as per existing rule. As a general rule, students are not allowed to take more than 5 courses in a semester. However, maximum six courses will be allowed, when a student is repeating a course for obtaining 'F' grade. This will be allowed only once in a program and if the course is offered in the particular semester.

### **3.5 Conduct of Courses**

Single teacher is assigned to plan and teach a particular course in a semester. The following guidelines will be followed for conduct of courses:

- 1) At the beginning of the semester, the course teacher will prepare a course outline incorporating the course syllabus, performance evaluation and grading system (as laid down in the policy), list of suggested text books/references, and a tentative schedule of classes, examinations and events. He/she will distribute a copy of the same to each student registered for the course and will submit a copy to the Program Office.
- 2) At least 2 (two) classes of 90 minutes each per week for each batch should be planned. Of 90 minutes, 15 minutes may be catered for individual Presentation/consultation as per the course outline.
- 3) The course teachers are expected to ensure conduct of minimum 7 (seven) quizzes/weekly tests in a semester for each course.
- 4) A term paper, a project or a research work should be assigned, either individually or in groups on any issue pertaining to the course.

- 5) A number of individual and group assignments, case studies, presentations, etc should be assigned to students as per the course requirements.
- 6) In order to enhance communication and presentation skills, a student must be assigned to conduct at least two individual presentations in each course of a semester on any topic or case. The presentations must be short and miscellaneous periods or 15 minutes in each day's class may be utilized for the purpose.
- 7) The students must appear 2 (two) Mid Term examinations in a semester as per given schedule. As a rule, retake of Mid Term Examination are not allowed, except for sickness, hospitalization or other unavoidable circumstances, provided the student has valid supporting documents and he/she has been permitted by the course teacher and the program office before the examination commences. In such cases, 25% of total weightage assigned against each midterm exam may be deducted.
- 8) Any fraction in the marks obtained is to be rounded up to the advantage of student i.e. any fraction to be rounded up to the next number.
- 9) Attendance in all classes is mandatory. A certain percentage of marks are allotted for class attendance.

### **3.6 Examination and Assessment System**

BUP follows a single examiner system and continuous assessment is done to evaluate a student in a semester. The following rules will apply for all tests and examinations:

- 1) All tests, assignments, term papers, presentations, class performance will be evaluated by the course teacher. He/she will show the scripts, assignments, term papers, etc to the students in the classroom in the following week. However, the scripts of final examination will not be shown to them.
- 2) The course teacher is required to submit all scripts, assignments, etc with a compiled up-to-date result summary for all the tests/performance evaluated prior to semester final examination to the Controller of Examination of BUP.
- 3) The questions for the semester final examination will be set by the course teacher, who will submit the same to the Controller of Examination. The Controller of Examination may moderate the question through Moderation Committee, if necessary.
- 4) The course teacher alone will evaluate the scripts and submit marks obtained to the Controller of Examination.

### **3.7 Supplementary Final Examination**

As a general rule, supplementary examinations of any kind are not allowed. However, if a student fails to appear scheduled semester final examination for extremely unavoidable and valid reasons, he/she may be allowed to appear this examination on case by case basis under the following guidelines:

- 1) He/she should appear supplementary final examination preferably within 45 days from date on which the particular examination was held.

- 2) Students should apply to Dean FASS with required supporting documents describing the reasons for his/her inability to appear scheduled semester final examination. The Dean, if convinced, will forward the same to the office of the Controller of Examination duly recommended for approval and making arrangements to conduct the subject examination.
- 3) Student will have to pay the required fees as per the university policy for appearing supplementary examination and complete other examination formalities for the course(s) so appeared.
- 4) Not more than 'B+' grading will be awarded to the students for supplementary examinations.
- 5) The student, who will have to appear supplementary examination for a course, which is pre-requisite for a course(s) in next semester, he/she will be allowed to register in the same and continue with the next semester. However, in case the student fails to obtain a passing grade; it will automatically lead him/her to withdraw from the relevant course(s).
- 6) The existing rules of semester final examination will apply to the conduct of supplementary examinations e.g. question setting, moderation, evaluation, and result publication etc.

### 3.8 Performance Evaluation System

#### 3.8.1 Grading System

Letter grades are used to evaluate the performance of a student in a course. The following grading system is currently followed for performance evaluation of the students:

Numerical Grade	Letter Grade		Grade Point
80% and above	A+	(A Plus)	4.00
75% to < 80%	A	(A Regular)	3.75
70% to < 75%	A-	(A Minus)	3.50
65% to < 70%	B+	(B Plus)	3.25
60% to < 65%	B	(B Regular)	3.00
55% to < 60%	B-	(B Minus)	2.75
50% to < 55%	C+	(C Plus)	2.50
45% to < 50%	C	(C Regular)	2.25
40% to < 45%	D		2.00
< 40%	F		0.00
-----	I		Incomplete
-----	W		Withdrawn

The BUP authority reserves the right to review/revise the above grading system.

### 3.8.2 Distribution of Marks for Evaluation

The grade in a course will be based on an overall evaluation of a student's performance in assignments, examinations, quizzes, term papers, project works, class attendance, class participation etc. The distribution of marks for assessment in a course will be as under:

1)	2 x Mid-term examinations of approximately 1 hour duration each	:	20%
2)	Comprehensive Semester Final Examination	:	50%
3)	Quizzes and/or weekly tests	:	10%
4)	Term paper and/or project work including presentation	:	5%
5)	Assignments, case studies, class participation	:	5%
6)	Individual presentations	:	5%
7)	Class attendance and participation, etc	:	5%
<b>Total</b>			<b>:</b>
			<b>100%</b>

However, depending on the nature of course, minor modifications can be made by respective course teacher, provided it is incorporated in the course outline.

### 3.8.3 Computation of CGPA

CGPA will be computed after each semester to determine the academic standing of the student in the program. The following 4-step procedure will be followed to calculate CGPA of a student:

- a. **Step 1.** Grade Points earned in each course will be computed basing on credit hours in that course and the individual grade earned in that course by multiplying both.
- b. **Step 2.** All subject grade points (determined at Step 1) will be added to determine the Total Grade Points Earned.
- c. **Step 3.** Credits of all courses will be added together to determine the Total Number of Credits.
- d. **Step 4.** CGPA will be determined by dividing the results of Step 2 by result of Step 3.

### 3.9 Incomplete Grades

A student will be assigned 'Incomplete' grade for incomplete course work, provided he/she is permitted by Academic Council. This will be recorded as 'I' with an alternative grade based on the work completed at that point in time. The alternative grade will come into effect if the student fails to complete the course requirement within 4 weeks from the publication of the provisional results in a semester.

### **3.10 Repeating/Retaking Course(s)**

The repeating/retaking course(s) will be guided by the following rules:

- 1) A student earning an 'F' grade in any course shall be required to improve the grade by retaking the course offered in the subsequent semester(s), since achieving a passing grade in all courses individually is a degree requirement.
- 2) A student earning an **A (-) grade or below** may also elect to improve the grade by repeating a course, when offered in the subsequent semester(s). The following rules will apply for in this regard:
  - a) In order to repeat a course, the student must apply to the Dean of the Faculty at least 4 (four) weeks before the commencement of a semester. A student desiring to repeat a course in final semester shall have to apply to the Dean to withhold his/her graduation too.
  - b) The grade earned on the repeated course will be shown in the transcript by 'R' symbol meaning 'Repeat'. The grade earned on such course(s) would be used for computing the final CGPA.
  - 6) A course can be repeated only once. However, repeating a course is not allowed after the graduation.

### **3.11 Students' Grievance Procedure**

The Controller of Examination reserves the right to arrange re-scrutiny of a student's script or re-evaluation of grading, if a student submits a grievance application to Controller of Examination within one week of publication of provisional results.

### **3.12 Rules for Withdrawal and Dismissal**

#### **3.12.1 Probation and Withdrawal for Poor Performance**

A student, when obtaining a CGPA of less than 2.00 at the end of any semester, shall be withdrawn from the program. As a general rule a student will have to maintain a CGPA of 2.50 at the end of each semester. In case a student fails to maintain a CGPA of 2.50 at the end of a semester, but obtains a CGPA 2.00 or more, will be placed on probation. If a student placed on probation, fails to raise the CGPA to 2.50 in the next immediate semester, he/she will be withdrawn from the program.

#### **3.12.2 Withdrawal on Own Accord**

##### **3.12.2.1. Temporary Withdrawal**

A student may be allowed a temporary withdrawal on account of unsatisfactory performance or for any other valid reasons; provided he/she has completed at least one semester, maintaining a CGPA of 2.80 at the time of application and it is approved by the Academic Council. A student, when taking temporary withdrawal, will have to complete the program within valid registration period (i.e. 6 years) from the date of initial registration.

### **3.12.2.2. Permanent Withdrawal**

A student may apply for a permanent withdrawal due to poor academic performance or for any other valid reason, provided it is approved by the Academic Council. The admission and registration of the student will be cancelled, when he/she is allowed a permanent withdrawal. When a student is permanently withdrawn, he/she will require a fresh admission and fresh registration for re-entry into the program like any other new candidate.

### **3.12.3 Dismissal on Disciplinary Ground**

A student may be dismissed or expelled from the program for adopting unfair means; unruly behavior, or any other breach of discipline. The implication of dismissal may include cancellation of admission and expiry of registration. Once a student is dismissed, he/she will require a readmission and fresh registration to re-participate in the program.

#### **3.12.3.1 Unfair Means**

Adopting unfair means by a student may lead into his/her dismissal from the program and expulsion from the university. The following will be considered as unfair means adopted during examinations and other contexts:

- 1) Communicating with fellow students for obtaining help in the examination.
- 2) Copying from another student's script/report/paper.
- 3) Copying from desk or palm of a hand or from other incriminating documents/gadgets.
- 4) Possession of any incriminating document or gadgets whether used or not.
- 5) Approaching a teacher directly or indirectly in any form to influence his/her grades.

Any student found adopting unfair means during semester final/midterm examinations will result into cancellation of all the examinations of that particular semester as an instant action and will be referred to Discipline Board for final disposal as per existing rule.

#### **3.12.3.2. Expulsion**

A student may be expelled from the university on disciplinary ground. A student, if expelled, will never be allowed re-entry in the particular program or any other program in BUP and be subjected to other terms and conditions as set by the authority while approving the expulsion order. However, a student, if expelled temporarily, may be allowed re-entry into the course/program on expiry of the punishment period and on fulfillment of other terms and conditions (if any) as set by the authority while approving the temporary expulsion order.

#### **3.12.3.3 Other Breach of Discipline**

Academic council may dismiss a student on disciplinary ground for any kind of breach of discipline or unruly behavior, which may disrupt the academic environment or program or is considered detrimental to BUP's image.

### **3.13 Class Attendance**

Students are responsible to attend classes regularly and contrary to this rule will be viewed seriously. Absence in more than 25% classes without permission and without valid reason in

any course will disqualify a student to appear semester final examination of the same. A student must obtain permission from his/her course teacher for any kind of absence on valid reason and must inform the program office too.

### **3.14 Discipline and Code of Conduct**

Adherence to strict discipline is considered to be a core concept of building future business leaders at FASS. The students must abide by the rules, regulations and code of conduct of the university. Students are forbidden either to be a member of or to organize students' organization, club, society etc. other than those set up by the University authority. They must maintain a quiet and congenial atmosphere in the academic building particularly adjacent to the classroom, library, faculty rooms etc. The students will not be allowed to enter the classroom, if he/she is in contrary to the following rules:

- Arriving late in the class
- Not wearing appropriate dress as per the dress code

The Students' Discipline Rules are available in BUP website.

### **3.15 Dress Code**

The way a student dress up in the classroom determines how people perceive him or her as a professional/executive. It is assumed that the students understand about the professional attire. However, the authority has the right to implement some kind of dress code for its students particularly the students as classroom attire. The FASS prefers that it's students will wear appropriate executive dress during classroom/academic activities. The dress code for FASS students, which will be effective from January 2014, is given below:

- **Male**
  - **Summer**
    - Sober colored trouser/pant
    - Collared button-down full sleeved shirt duly tucked in
    - Appropriate leather belt
    - Appropriate leather shoes
    - Business suit/blazer/sports coat (optional during summer)
  - **Winter**
    - Sober colored trouser/pant
    - Collared button-down full sleeved shirt duly tucked in
    - Business suit/blazers/Sports coat (preferred)
    - Sober colored Jacket/Sweaters
    - Appropriate leather belt
    - Appropriate Tie (optional)
    - Appropriate leather shoes
- **Female**
  - **Summer**
    - Sober colored salwar and kamiz or trouser/pant and kamiz with appropriate scarf (orna)
    - Appropriate shoes/Dress Sandals



- Women suit/blazer with collared shirt (optional)
  - **Winter**
    - Sober colored salwar and kamiz or trouser/pant and kamiz with appropriate scarf (orna)
    - Women suit/blazer with collared shirt (preferred)
    - Sober colored Jacket/Sweater/Cardigan
    - Appropriate shoes/Dress Sandals
- **Accessories and Jewellery**
  - Accessories should be tasteful, professional
  - Jewellery should be worn in good taste
- **Makeup, Perfume/Cologne**
  - A professional appearance is encouraged and excessive makeup is unprofessional. Someone may be allergic to the chemicals in perfumes and makeup, so one should wear these substances with restraint.
- **ID Card**

Students must hang their ID card as part of the dress code in a manner so that it is visible while they are in the campus
- **Do not wear**
  - T-shirt, frayed or faded shirts
  - Sleeveless kamiz/blouses, tops, sweatshirt, sweatpants
  - Leggings, stretch pants, cargo style pants, pants that are frayed, holes or are faded, all kind of skirts
  - Denim/Jeans (pants or shirts), leather trousers/pants
  - Birkenstock type sandals or flip flops/slippers, athletic or hiking shoes
  - Shorts or three-quarters
  - Any kind of indecent clothing

**Disclaimer:** The university authority reserves the right to cancel/ modify/ change any information given in this prospectus.

Snapshots from BUP photo gallery

## Snapshots from BUP photo gallery

1. Inter batch champion Football team of 2013 with Vice Chancellor



2. Vice Chancellor pays courtesy visit to Hon'ble President



**3. Inauguration Ceremony of Newly Constructed building of BUP by Hon'ble President**



**4. BUP Debate Team with the Chief Guest.**

