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ACADEMIC GUIDELINES

DEPARTMENT OF PUBLIC ADMINISTRATION

January, 2016

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PART ONE: GENERAL

1. Introduction:

Bangladesh University of Professionals (BUP), which is one of the public universities of Bangladesh, was established on June 5, 2008. The aim was to facilitate professional degrees and to run under-graduate, graduate and post graduate degrees through its faculties, affiliated and embodied colleges, institutes, academies or organizations. BUP, with its own unique features, is set up in a green landscape of Mirpur Cantonment located in Dhaka Metropolitan City. The university provides a tranquil, pollution free and secured campus life and above all, a congenial academic atmosphere.

BUP deals with not only the education of the Armed Forces personnel but also the students of civilian community from home and abroad. It welcomes those students who intend to dedicate their total attention and devotion to serious academic pursuits to build up better tomorrow for the nation. BUP is dedicated to provide high quality education that delivers real benefits for the students. Thus, BUP is the unique academic entity in the country, where blending between the civilian and the Armed Forces students of diverse skills, experience, exposure and attitude is possible.

2. Student Services

2.1 Guidance and Counseling

The guidance and counseling service is available to students on academic and other matters of interest. A faculty member is assigned as Faculty Adviser for each section of a batch, who, as a routine matter, meets the students at least once a week and also attends them whenever the students feel necessary. The faculty adviser keeps close contact with the students in understanding and solving the problems relating to their academic program, facilities and other issues, if any.

2.2 Scholarship

Each year scholarships and stipend are granted to a large number of students based on criteria set by the university. The aim of the scholarships is rewarding the best performing students and also supporting the students who need financial assistance. The students are granted scholarships and stipends duly scrutinized by a committee.

2.3 Research Project

Research projects will be conducted by the students, in the final semester, under the direct supervision of senior faculty members of the Department of Public Administration. The committee will be comprised of Faculty Dean, Department Head/Chairman and Supervisor.

2.4 Extra-Curricular and Club Activities

From the inception of FASS, the students of this faculty voluntarily participate in extra-curricular and club activities in order to enhance their physical, intellectual, moral and ethical development. The clubs are active and contribute successfully in arranging different events in the university. They organize inter-batch/Department competitions, teams for inter-university and other competitions etc. They also organize different important events like cultural, sports, debate etc and participate in different events and competitions. The students of BUP are also connected with other universities through different clubs. The clubs that are functional in BUP are:

- Cultural Club (Sponsor: Department of Disaster & Human Security Management, FASS)
- Career Club (Sponsor: Department of Business Administration (General), FBS)
- Sports Club (Sponsor: Department of Management Studies, FBS)
- Business and Communication Club (Sponsor: Department of Marketing, FBS)
- Literature and Debating Club (Sponsor: Department of English, FASS)
- Global Affairs Council (Sponsor: Department of International Affairs, FSSS)

In coming days, the number of clubs will be more covering other important and interesting matters.

2.5 Study Tour/Excursion and Industrial/Organizational Visits

FASS organizes visits to different industries and organizations for all the programs of FASS and Study Tour/Excursion for the students of BSS/MSS final year as part of their academic curriculum.

2.6 Guest Lectures/Seminars

Seminars/workshops on important academic/business issues and lectures/presentations by eminent academician/professionals/experts are organized throughout the academic year for the students.

2.7 Tuition and other Fees

1st Year (1st Semester), Total Courses: 5 (Credits: 3 × 5 = 15)

1st Semester

Serial	Category of Fees / Charges	Amount (Tk.)
1	Admission Fee	10,000.00
2	Registration Fee	1,000.00
3	Security Money/Caution Money (Refundable)	20,000.00
4	Tuition Fee	2,000.00
5	Examination Fee/Course Registration Fee (5 x Courses)	7,500.00
6	Library Fee	500.00
7	Grade Sheet Fee	500.00
8	Medical Fee	600.00
9	Sports Fee	600.00
10	Computer Lab and Training Aid Fee	600.00
11	Student Welfare Fee	2,000.00
12	Education Enhancement Fee	600.00
13	Cultural/Magazine Fee	300.00
14	Center Fee	500.00
15	Transport Fee	500.00
16	Recreation Fee	300.00
17	MT Development Fee	2,000.00
18	ID Card Fee	100.00
19	BUP Tie/Scarf Fee	500.00
20	BUP Prospectus Fee	300.00
21	BUP SMS Fee (for Two Years)	100.00
22	BUP Picnic Fee	500.00
Grand Total =		51,000.00
In Word: Fifty One Thousand Only		

First Year 2nd Semester to 4th Year 1st Semester: Total Expenditure Per Semester

Serial	Category of Fees / Charges	Amount (Tk.)
1	Tuition Fee	2,000.00
2	Examination Fee/Course Registration Fee (5 x Courses)	7,500.00
3	Library Fee	500.00
4	Grade Sheet Fee	500.00
5	Medical Fee	600.00
6	Sports Fee	600.00
7	Computer Lab and Training Aid Fee	600.00
8	Student Welfare Fee	2,000.00
9	Education Enhancement Fee	600.00
10	Cultural/Magazine Fee	300.00
11	Center Fee	500.00
12	Transport Fee	500.00
13	Recreation Fee	300.00
Grand Total =		16,500.00
In Words: Sixteen Thousand Five Hundred Only		

4th Year (2nd Semester)**Total Courses: 5 (Credits: 3 × 5 = 15)****Research Project: 3, Viva Voce: 3****Total Credit = 15 + 3 + 3 = 21)****8th Semester**

Serial	Category of Fees / Charges	Amount (Tk.)
1	Tuition Fee	2,000.00
2	Examination Fee/Course Registration Fee (5 x Courses)	7,500.00
3	Library Fee	500.00
4	Research Project Fee	2,000.00
5	Provisional Certificate Fee	500.00
6	Grade Sheet Fee	500.00
7	Medical Fee	600.00
8	Sports Fee	600.00
9	Computer Lab and Training Aid Fee	600.00
10	Student Welfare Fee	2,000.00
11	Education Enhancement Fee	600.00
12	Cultural/Magazine Fee	300.00
13	Center Fee	500.00
14	Transport Fee	500.00
15	Recreation Fee	300.00
16	Viva-Voce	2,000.00
Grand Total =		21,000.00
In Words: Twenty One Thousand Only		

Summary

SERIAL	YEAR	SEMESTER	COURSE	RESEARCH PROJECT	VIVA-VOCE	CREDIT	AMOUNT (TK.)
1	First	1 st	5	-	-	15	50,100.00
2		2 nd	5	-	-	15	16,500.00
3	Second	3 rd	5	-	-	15	16,500.00
4		4 th	5	-	-	15	16,500.00
5	Third	5 th	5	-	-	15	16,500.00
6		6 th	5	-	-	15	16,500.00
7	Fourth	7 th	5	-	-	15	16,500.00
8		8 th	5	3 Credits	3 Credits	21	21,000.00
Total =						126	1,70,100.00
In Words: One Lac Seventy Thousand One Hundred Only							
Refundable =						20,000.00	
Total Cost =						1,50,100.00	
In Words: One Lac Fifty Thousand One Hundred Only							

Additional Fees/Payments (As Required):

SER	CATEGORIES OF FEES/CHARGES	AMOUNT (TK)
1.	Re-admission Fee	5000.00
2.	Migration Certificate Fee	500.00
3.	Supplementary Final Exam Fee	4000.00

2.8 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:

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

2.9 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.

2.10 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:

- The semester fees can be paid within 15 days after commencement of each semester without any penalty.
- The students may pay their fees after 1st 15 days within one month time by paying a penalty of Tk. 500.00 for each 15 days.

- 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.

2.11 Course Load to Student

The students must enroll for **5** courses in each semester. Generally, in the **1st** semester there are **5** courses. As a general rule, students are not given 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 or they want to improve their previous grade. This will be allowed only once for a particular course and if the course is offered in the particular semester.

2.12 Conduct of Courses

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

- 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 Department Office.
- At least 2 (two) classes of 90 minutes each per week for each batch should be planned. Of 90 minutes, 30 minutes may be catered for individual Presentation/ consultation as per the course outline.
- The students must appear 1 (one) Mid Term examination in a semester as per given schedule. As a rule, retake of Mid Term Examination is 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 weight assigned against midterm exam may be deducted.
- The course teachers are expected to ensure conduct of minimum 6 (six) class tests in a semester for each course.
- An individual term paper will be assigned to the students that will be followed by presentation.
- Minimum two individual and group assignments, case studies etc should be assigned to students followed by presentations, as per the course requirements. The presentations must be short. For that miscellaneous periods or 15-30 minutes in each day's class may be utilized for the purpose.
- One analytical team assignment and individual presentation should be included in a course. As per requirement, field trips may be organized.
- 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.
- Attendance in all classes is mandatory. A certain percentage of marks are allotted for class attendance.

2.13 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:

- 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.

- 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.
- The questions for the semester final examination will be set by the course teacher, who will submit the same to the Controller of Examination. More than one teacher can take a single course in different section of a batch. In that case, a combined set of question/s will have to be prepared. The Controller of Examination may moderate the question through Moderation Committee, if necessary.
- The course teacher alone will evaluate the scripts and submit marks obtained to the Controller of Examination.

2.14 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:

- He/she must appear the supplementary within four weeks from date on which the particular examination was held.
- Students should apply to Dean FASS (through respective Department) within seven days after final examination 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.
- 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.
- Not more than 'B' grading will be awarded to the students for supplementary examinations. However, special cases may be considered with prior approval of the VC.
- 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. Performance Evaluation System

3.1 Distribution of Marks for Evaluation

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:

Remarks	Distribution
Final Exam	35%
One Mid-term	15%
Six Class Tests	12%
Term paper (Individual) including Presentation	10%
Assignments and Case Studies (Individual/Group) including Presentation	10%
Regular Class participation and Presentation	5%
Class attendance	10%
Attitude/Conduct/Manner	3%
Total:	100%

The BUP authority reserves the right to review/revise the above grading system. However, depending on the nature of course, minor modifications can be made by respective course teacher, provided it is incorporated in the course outline.

3.2 Grading System

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	-	Withdrawal/Withdrawn

3.3 Calculation of GPA (Grade Point Average) and CGPA (Cumulative Grade Point Average)

Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses passed/completed by a student. CGPA will be computed after each semester to determine the academic standing of the student in the program. GPA is calculated for specific semester whereas CGPA is calculated considering all past records. GPA and CGPA is calculated using following simple formula:

$$\text{GPA} = \frac{\text{Total Grade Point earned in a particular Semester}}{\text{Number of Courses in that particular Semester}}$$

$$\text{CGPA} = \frac{\text{Total Grade Point so far earned}}{\text{Number of Total Courses Taken}}$$

- When a course is repeated for improvement, better grade shall be counted for calculation of GPA and CGPA
- Performance in all the subjects including all the 'F' grades shall be reflected in the transcript.

3.4 Promotion Policy

For getting promotion to the next semester students should maintain their result according to the following table:

Serial	Undergraduate Program	
	Semester	CGPA
1	1 st – 2 nd	2.00
2	2 nd – 3 rd	2.00
3	3 rd – 4 th	2.25
4	4 th – 5 th	2.25
5	5 th – 6 th	2.50
6	6 th – 7 th	2.50
7	7 th – 8 th	2.50

3.5 Incomplete Grades

A student will be assigned 'Incomplete' grade for incomplete course work, provided he/she is permitted by Department Academic Committee. 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 2 weeks from the publication of the provisional results in a semester.

3.6 Retaking/Improvement of Grade(s)

Improvement of grade(s) will be guided by the following rules:

- 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.
- A student earning a '**Below B grade**' may chose to improve the grade by repeating a course, when offered in the subsequent semester(s). The following rules will apply for in this regard:
 - In order to repeat a course, the student must apply to the Dean of the Faculty at least 4 (four) weeks through respective Departments before the commencement of a semester. A student desiring to repeat a course in final semester shall have to apply to the Dean through respective Department to withhold his/her graduation too.
 - 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.
- If any student gets grade 'less than 'B' she/he can give improvement exam with the next batch but in that ease previous result of that course will not be considered. Improvement exam result will be the final one for that particular course. Such scope for a specific course will be given once for a specific course.
- He/she will be allowed to repeat/retake/improve a course only once with the next batch when offered.
- Failing in a course twice will warrant a student to be permanently withdrawn from the program/university.
- Repeating a course is not allowed after the graduation.

3.7 Rules for Withdrawal and Dismissal

3.8 The rules on withdrawal

- **Withdrawal on Poor Performances:** Students may be withdrawn from the program because of their poor performance. A student is advised to always maintain a minimum CGPA of 2.50 in a 4.00 point rating scale in the program. However, a student may be promoted to next semester or year as per promotion policy as indicated in earlier paragraph. Any student having a CGPA less than 2.00 will be withdrawn from the program. Any student failing to maintain corresponding CGPA mentioned in promotion policy will be relegated to the next batch. Such relegation for more than once will warrant permanent withdrawal of the student from the program.
- **Temporary Withdrawal:** The term Temporary Withdrawal means that the student has been allowed by the Academic Council, BUP to discontinue temporarily. The student, so withdrawn, may re-enter the course as per terms and conditions set by the authority.
- **Permanent Withdrawal:** The term 'permanent withdrawal' means a permanent, voluntary discontinuity from the program. The implication of permanent withdrawal includes cancellation of admission and expiry of registration. Once a student is permanently withdrawn, he/she will require a readmission and fresh registration to re-enter in the program.

4. 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.

PART-TWO

DEPARTMENT OF PUBLIC ADMINISTRATION

1. Introduction - Faculty of Arts and Social Sciences (FASS)

The Faculty of Arts & Social Sciences (FASS) of Bangladesh University of Professionals (BUP) started its journey from 2009 with the motto of achieving 'Excellence through Knowledge'. At present, five Departments are functioning. They are Departments of Economics, Disaster and Human Security Management, Development Studies, English and Public Administration. The faculty will expand gradually other programmes in undergraduate level. It is noteworthy that this faculty is responsible for supporting the under graduate programs of BMA, BNA and BAFA.

To achieve the desired level of excellence, the FASS emphasize on the following issues:

- A meticulous admission and selection process for best possible screening.
- Interactive sessions in the classroom and uninterrupted curriculum.
- Effective teaching through innovative methods blended with latest trends and developments in the world and with its state of the art facilities.
- Competent internal faculties with flexibility to outsourcing expert resource persons.
- Regular guest lectures and visits to organizations.
- Well thought-out and continuous feedback and assessment system.
- A culture of discipline, punctuality and commitment.
- Emphasis on Code of Conduct and Dress Code.
- Focus on developing students as a good human being with all possible attributes of a successful administrators and managers.
- A tranquil, external turbulence free secured campus life.

2. Departments under the Faculty of Arts and Social Sciences

There are **five (05)** Departments under Faculty of Arts and Social Sciences:

- Department of Economics
- Department of Disaster and Human Security Management (DHSM)
- Department of Development Studies (DS)
- Department of English
- Department of Public Administration (PA)

3. Dean:

Air Commodore M. Aminul Islam, ndu, afwc, psc, GD (P)
Dean
Faculty of Arts and Social Sciences

4. Mailing Address:

Faculty of Arts and Social Sciences (FASS)
Mirpur Cantonment Dhaka-1216. Phone: 02-8715926, Ext: 1900
E-mail: dean.fass@bup.edu.bd, Website: www.bup.edu.bd

5. Department of Public Administration

The vision of the Department of Public Administration is to develop skilled human resource with specialized education and training in administrative policy planning and implementation. The Department is committed to enlighten the students with a comprehensive knowledge in the pitch of public administration and management. The Department is presently offering BPA program and has plan to introduce MPA program in due course of time. Faculty members are highly qualified and committed to their noble duties of imparting knowledge to students and they are actively engaged in contemporary academic research. The purpose of the catalog is to acquaint our prospective and present students and other stakeholders with the programs of the Department.

6. Semester-wise Distribution of Courses:

Year	Course code	Course title
1 st year 1 st semester	PA 1101	Introduction to Public Administration
	PA 1102	Functional English
	PA 1103	Presentation Skill Development
	PA 1104	Fundamentals of Sociology
	PA 1105	Fundamentals of Political Science
1 st year 2 nd semester	PA 1206	Human Resources Administration
	PA 1207	Computer Application and Information Management
	PA 1208	Public Administration in Bangladesh
	PA 1209	Fundamentals of Economics
	PA 1210	Introduction to Social Statistics
2 nd year 1 st semester	PA 2311	Local Governance in Bangladesh
	PA 2312	Introduction to Political Economy
	PA 2313	Environmental Policy and Administration in Bangladesh
	PA 2314	Optional Foreign Language
	PA 2315	Politics and Government
2 nd year 2 nd semester	PA 2416	Moral Philosophy
	PA 2417	Financial Administration and Management
	PA 2418	Rural Development in Bangladesh
	PA 2419	Administrative Systems Analysis
	PA 2420	Governance and Globalization
3 rd year 1 st semester	PA 3521	Constitution of Bangladesh
	PA 3522	Gender Concept in Development and Administration
	PA 3523	Administration of South and South-east Asia
	PA 3524	Sustainable Development
	PA 3525	Comparative Public Administration
3 rd year 2 nd semester	PA 3626	New Public Management: Concepts and Strategies
	PA 3627	Legal System of Bangladesh
	PA- 3628	Philosophy, Planning and Management of Development Organization in Bangladesh
	PA 3629	Sociology of Public Administration
	PA 3630	Industrial and Labour Relations Management
4 th year 1 st semester	PA 4731	Land Administration of Bangladesh
	PA 4732	Public Private Partnerships (PPPs)
	PA 4733	Urban Development and Governance
	PA 4734	Performance Management: Theory And Practice
	PA 4735	Research Methodology
4 th year 2 nd semester	PA 4836	History of Public Administration in Bangladesh
	PA 4837	Public Policy Analysis
	PA-4838	Administrative Reforms in Bangladesh
	PA 4839	Governance: Issues and Problems
	PA 4840	Police Administration
	PA 4841	Research Paper
	PA 4842	Comprehensive Viva Voce

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