



Bangladesh University of Professionals
Faculty of Arts and Social Sciences
Department of Sociology

ACADEMIC GUIDELINE

BSS (Hons) in Sociology

ID NO : _____

Name : _____

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 Internship/Placement

There is a committee to provide required assistance to the students for placement in the organizations as part of internship program. The committee is comprised of Faculty Dean, Department Head/Chairman, Batch Faculty Adviser and Placement Officer.

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/Migration Fee	1,000.00
3	Tuition Fee	2,000.00
4	Examination Fee/Course Registration Fee (5 x Courses)	7,500.00
5	Grade Sheet Fee	500.00
6	Centre Fee	500.00
7	Provisional/Original Certificate Fee	
8	Study Tour/Visit/ Picnic/ Batch Trip Fee	400.00
9	Library Fee	500.00
10	Computer Lab and Training Aid Fee	600.00
11	Transport Fee	500.00
12	Recreation Fee	300.00
13	Annual Picnic	500.00
14	Medical Fee	600.00
15	MT Development Fee	2,000.00
16	Sports Fee	600.00
17	Center Fee	500.00
18	BUP Tie/Scarf Fee	500.00
19	Student Welfare Fee	2,000.00
20	ID Card Fee	100.00
21	Cultural/Magazine Fee	300.00
22	Education Enhancement Fee	600.00
Grand Total =		31,000.00
In Word: Thirty One Thousand Only		

First Year 2nd Semester - 4th Year 1st Semester: Each semester Total Courses

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 One Thousand One Hundred Only							
Refundable =							20,000.00

Total Cost =	1,50,100.00
In Words: One Lac Fifty One 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

2.10 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.

2.11 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.

2.12 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.

2.13 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.

2.14 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.

2.15 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 FBS (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	50%
One Mid-term	20%
Four Class Tests	10%
Term Paper (Individual) including	7%
Presentation	3%
Assignments and Case Studies (Individual/Group) including Presentation	5%
Class attendance	5%
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
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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 SOCIOLOGY

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, six departments are functioning. They are department of Sociology, 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 to support 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 Sociology
- Department of Disaster and Human Security Management (DHSM)
- Department of Development Studies (DS)
- Department of English
- Department of Public Administration (PA)
- Department of Economics

3. **Dean:**

Brig Gen Ridwan-Al-Mahmood, ndc, afwc, psc

Dean

Faculty of Arts and Social Sciences

4. **Mailing Address:**

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5. **Department of Sociology**

Sociology is an interdisciplinary field of study concerning with the issues, problems and policy options encountered by the developing world. With the growing necessities of better quality and skilled professionals in the arena of development, both at home and abroad in near future for the undergraduate level of education in Bangladesh. Bangladesh University of Professionals has decided to introduce undergraduate program in Sociology from academic session 2017. The department is determined to create and maintains its reputation by establishing excellent academic environment that provide for ample opportunity to think critically and apply sociology to students' personal experiences. Bangladesh has huge manpower, which can be the main weapon for the development. NGOs in Bangladesh are also very much interested to utilize this manpower as it is cheaper than other countries. Many development organizations work along with the government organizations in Bangladesh. Majority of the development organizations in Bangladesh not only operate development programs and projects in Bangladesh, but also conduct research. They facilitate research without applying any relevant analytical lens, which reflects the poverty of their independent thinking. They desire for progressive development in practice. Undergraduate program in Sociology aspires to fill up that gap between the theory and practice in development. It believes that the capability of independent thinking and analysis and epistemological development among the students can be fulfilled at the undergraduate level of their education.

5.1 Sociology program is a combination of honors degree, allowing students to blend a critical awareness of international development, with a solid grounding in another discipline. Sociology is the study of social transformation or change. Students of Sociology examine the problems, processes, and prospects for the development of human and material resources in what are generally thought to be the less developed areas of the world. The development in Bangladesh is urgent, massive, and enormously complex, and they transcend the boundaries of conventional academic disciplines. To study comparative development effectively, one must draw upon many disciplines and construct a balanced understanding of historical and contemporary processes. Sociology is a combination of political science, economics, administrative science, psychology, anthropology, geography, history, natural resources, environmental science and many other upcoming issues.

5.2 Undergraduate program of Sociology in Bangladesh University of Professionals will cover a long-term social, political, and economic changes, have accompanied industrialization and the growth of the regional developing countries.

6. Semester wise Distribution of Courses:

Semester	Course Code	Course Title	Credit Hours
1st Semester (Total credit hours: 15)	SOC-1101	Introduction to Sociology	3
	SOC-1102	Social History and Civilization	3
	SOC-1103	Social Anthropology	3
	SOC-1104	Functional English	3
	SOC-1105	Presentation Skill Development	3
2nd Semester (Total credit hours: 15)	SOC-1206	Foundation of Social Statistics	3
	SOC-1207	Social Psychology	3
	SOC-1208	Gender and Society	3
	SOC-1209	Sociology of Marriage and Family	3
	SOC-1210	Bangladesh Studies	3
3rd Semester (Total credit hours: 15)	SOC-2311	Economy and Society	3
	SOC-2312	Sociology of Environment	3
	SOC-2313	Sociology of Education	3
	SOC-2314	Sociology of Religion	3
	SOC-2315	Optional 3 rd Language	3
4th Semester (Total credit hours: 15)	SOC-2416	Classical Sociological Theories	3
	SOC-2417	Social Stratification and Inequality	3
	SOC-2418	Sociology of Work, Organization and Industry	3
	SOC-2419	Moral Philosophy	3
	SOC-2420	Rural Sociology	3
5th Semester (Total credit hours: 15)	SOC-3521	Medical Sociology	3
	SOC-3522	Sociology of Race, Ethnicity and Minority	3
	SOC-3523	Urban Sociology	3
	SOC-3524	Sociology of Life Course and Aging	3
	SOC-3525	Foundations of Social Research	3
6th Semester (Total credit hours: 15)	SOC-3626	Quantitative Data Analysis	3
	SOC-3627	Sociology of Development and Underdevelopment	3
	SOC-3628	Social Capital	3
	SOC-3629	Sociology of Deviance and Crime	3
	SOC-3630	Social Demography	3
7th Semester (Total credit hours: 15)	SOC-4731	Contemporary Sociological Theories	3
	SOC-4732	Sociology of Human Sexuality	3
	SOC-4733	Qualitative Methods in Sociology	3

	SOC-4734	Political Sociology	3
	SOC-4735	Global Society	3
8th Semester (Total credit hours: 21)	SOC-4836	Sociology of Poverty	3
	SOC-4837	Social Change and Social Movement	3
	SOC-4838	Sociology of Migration and Diaspora	3
	SOC-4839	Risk and Communication	3
	SOC-4840	Social Media, Culture and Society	3
	SOC-4841	Research paper (Thesis, Presentation and Defense)	3
	SOC-4842	Comprehensive Viva-Voce (30+30+40)	3

Department of Sociology



Chairman
Lt Col A K M Maksudul Haque



Assistant Professor
Josinta Zinia



Assistant Professor
Abul Kalam Azad



Section Officer
Md. Abu Nayem