

ADMINISTRATIVE INSTRUCTIONS

- 1. <u>Introduction</u>. Welcome to the Bangladesh University of Professionals (BUP) which is a unique public university administered by Bangladesh Armed Forces with the motto "Excellence through Knowledge". At present the university has thirteen Departments under four Faculties. The teaching and administrative facilities in BUP are unique. Besides the academic activities, this institute gives highest priority to the discipline and punctuality of the students.
- 2. <u>Aim</u>. To apprise the new students on various administrative aspects of the University.
- 3. <u>Vision of the University</u>. Bangladesh University of Professionals will emerge as a leading university for both professionals and general students through need-based education and research with global perspective.
- 4. Core Values.
 - **a. Integrity**: Highest ethical and moral uprightness.
 - **b. Discipline**: Strict discipline in all activities.
 - **c. Creativity**: Creativity in all spheres.
 - **d. Commitment:** High quality academic standards.
 - **e. Wisdom:** Enhanced education and research.

5. The Objectives of BUP.

- a. To become a leading public university in Bangladesh and in the region.
- b. To promote knowledge in the field of science and technology, business, medicine, social science, strategy and security.
- c. To promote leadership and civil-military relationship.
- d. To develop intellectual and practical expertise.
- e. To provide the best possible academic atmosphere.
- f. To preserve the spirit of national culture, heritage and traditions.
- g. To facilitate higher education in the Armed Forces.
- h. To prepare the Faculty and Staff with necessary competencies.
- j. To deliver competent professionals relevant to the demands of the society.
- k. To sustain collaborative relationships with communities and educational partners.
- I. To provide efficient services to support programs, campus, campus community and quality of life.

6. Our Strength.

- a. Developing the new Faculty- Promoting the practice of "Teaching and Learning" and action research.
- b. A rigorous admission and selection process for best possible screening.
- c. Interactive sessions in the classroom.
- d. Regular guest lectures and visits to organizations.
- e. Developing a culture of timeliness, commitment and un-interrupted curriculum.
- f. Flexibility in choosing competent faculties through outsourcing.
- g. Well thought-out and continuous feedback and assessment system.
- h. Effective teaching through innovative methods incorporating latest trends and developments in the world.
- j. Emphasis on code of conduct and dress code.
- k. Focus to develop students as a good human with all possible attributes of a successful business leader.
- I. A tranquil, pollution free and secure campus life.

8. Facilities.

- a. <u>BUP Campus and Building</u>. The campus is located at the Mirpur Cantonment. The academic building is the northern wing of BUP complex with 6 floors, which is going to be extended up to 14 floors by 2016. The classrooms, faculty chambers, library, computer lab and cafeteria are housed in the same building. As per existing Master Plan, there would be another four 14 storied buildings to house all facilities as the university follows through its expansion plan.
- b. <u>Library</u>. The faculty and its students use the central library facility located on the 1st floor of the academic building. The library is growing fast with stock of books to meet the requirements of the teachers and the students. The library is focused to build its eresources keeping in view the recent trend in publication of reading material in the eplatform. The library is spacious and provides computer work stations with internet facility, hard copies of text and reference books, e-book readers etc. It subscribes many journals, periodicals, newspapers, web resources etc.
- c. <u>Wi-Fi Network</u>. In order to provide dynamic access to the students to e-resources and to facilitate easy communication, BUP has installed high speed Wi-Fi network, which has the coverage at both academic and administrative buildings.
- d. <u>BUP Auditorium (Bijoy Auditorium</u>). There is an auditorium at the 5th floor of the administrative building of BUP campus with 500 seat capacity, which is used for central programs like seminar, workshop, central lectures and presentations, cultural events etc.

e. Students' Accommodation.

- (1) Pending the construction of purpose-built halls for the students, ad-hoc arrangements have been made to accommodate limited number of male and female students in two separate rented houses at Mirpur DOHS. The seats in the hall are allotted on the basis of need of the students and availability. The halls are fully furnished and there are administrative staffs to support the tenants. The students pay rent for accommodation and meet expenses for food, services, security etc.
- (2) Besides, BUP has been allotted with 200 x rooms in two students hall named 'Projanmo' and 'Mongal Dip' located at the Nirjhar Complex in Dhaka Cantonment.
- f. <u>Transport</u>. At present BUP has 10 new buses in her transportation fleet. It covers following routes:
 - (1) New Market Shamoli-Mirpur 1 Mirpur 11 BUP.
 - (2) Shahbag Farmgate Mirpur 10 BUP.
 - (3) Mouchak Rampura Kuril Fly Over Dhaka Cantonment BUP.
 - (4) Abdullahpur Bus Stand Dhaka Cantonment Matikata, ECB Circle BUP.
 - (5) Mirpur 10 Kafrul Banani Mohahkali Dhaka Cantonment Jahangir Gate CMH BUP.

BUP plans to inflate her transportation fleet soon when necessary funds are available. The number and frequency of route coverage will increase as BUP acquires more buses.

- g. <u>Computer Lab</u>. There is a computer lab facility for the students on the ground floor of the academic building. The lab computers are connected by both WiFi and broadband internet network. This facility has been established with a view to catering for enhancing computer literacy and skill of the students.
- h. <u>Cafeteria</u>. A well decorated and air-conditioned cafeteria is located on the ground floor of the academic building, which is operated on contract basis. It provides quality food items at reasonable price. A stationery shop is also run by the café as an extension, which sells stationery, confectionery and gift items and also provide printing, reproduction and binding facilities.
- j. <u>Medical Centre</u>. BUP is equipped with a Medical Centre located at the ground floor of the Administration Building beside the ICT Centre. It is designed to provide the necessary first aid and emergency medical support to the students. Serious patients are immediately transported to the nearby hospital by BUP's own ambulance.

8. Discipline and Code of Conduct.

- a. <u>Dress Code</u>. The way a student dress up in the classroom determines how people perceive him or her as a professional/executive. BUP Students have to wear appropriate dress during classroom/academic activities.
 - (1) The dress code for students is given below:

Male		Female
Summer		
	Sober colored pant Collared button-down full sleeved shirt duly tucked in Appropriate leather belt Appropriate leather shoes Business suit/blazer/sports coat (optional during summer)	 ■ Sober colored Salwar and Kamiz or trouser/pant and Kamiz with appropriate scarf (Orna)/Saree ■ Appropriate shoes/Dress Sandals Women suit/blazer with collared shirt (optional during summer)
Winter		
H H H H H	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	 Sober colored Salwar and Kamiz or trouser/pant and Kamiz with appropriate scarf (Orna)/Saree Women suit/blazer with collared shirt (preferred) Sober colored Jacket/Sweater/Cardigan Appropriate shoes/Dress Sandals

(2) <u>Accessories and Jewellery</u>.

- (a) Accessories should be decent looking.
- (b) Minimum jewellery should be worn, which must be of good taste.
- (3) <u>Makeup, Perfume/Cologne</u>. A smart appearance is encouraged but excessive makeup is not expected at all. Someone may be allergic to the chemicals in perfumes and makeup, so one should wear these substances with restraint.

(4) <u>ID Card</u>. 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

(5) **Do Not Wear**.

- (a) T-shirt frayed or faded shirts.
- (b) Sleeveless kamiz/blouses, sweatshirt, sweatpants.
- (c) Leggings, stretch pants, pants that are frayed, holes or are faded, all kind of skirts.
- (d) Denim/Jeans (pants or shirts), leather trousers/pants.
- (e) Flip flops/slippers, athletic or hiking shoes.
- (f) Shorts or three-quarters.
- (g) Any kind of indecent clothing.

b. <u>Class Attendance</u>.

- (1) Students are responsible to attend classes regularly and contrary to this rule will be viewed seriously.
- (2) Door will be closed 5 minutes prior to the start of all classes. Students cannot miss any class without medical reasons. Absence in more than 25% classes without permission and valid reason in any course will disqualify a student to appear semester final examination of the same.
- (3) 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.

"BUP Classroom Doors close on time as per class schedule"

c. <u>Dismissal on Discipline Ground</u>. A student may be dismissed or expelled from the program for adopting unfair means; unruly behaviour, 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 reparticipate in the program.

(1) Unfair Means.

(a) 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:

- i. Communicating with fellow students for obtaining help in the examination.
- ii. Copying from another student's script/report/paper.
- iii. Copying from desk or palm of a hand or from other incriminating documents/gadgets.
- iv. Possession of any incriminating document or gadgets whether used or not.
- v. Approaching a teacher directly or indirectly in any form to influence his/her grades.
- (b) 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.
- (2) <u>Expulsion</u>. 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 fulfilment of other terms and conditions (if any) as set by the authority while approving the temporary expulsion order.
- (3) Other Breach of Discipline. Academic council may dismiss a student on disciplinary ground for any kind of breach of discipline or unruly behaviour, which may disrupt the academic environment or program or is considered detrimental to BUP's image.
- 10. <u>Games and Sports</u>. To encourage students in games and sports, BUP organizes interdepartment competition on both indoor and outdoor games and sports items.
- 11. <u>Conclusion</u>. 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. BUP wishes all the success to the all newly joined students in fulfilling their long cherished dreams.