



### WELCOME STUDENTS!

Dear student,

Congratulations on your admission at Presidency University!

You have made a great decision by choosing Presidency University for your higher studies. We welcome you to this premier institute of higher learning. As a new student at Presidency University, you may have questions regarding different aspects of university life. The 'Students Advising' is designed to address the questions you have, and provide you information about campus resources, programs, and services.

The Advising is in the operating departments as follows:

- a. Department of Business Administration**
- b. Department of Civil Engineering**
- c. Department of Electrical & Computer Engineering**
- d. Department of English**

Please report to your Department Coordinator's Office and s/he will guide you onward. The Advising Program is a good opportunity for you to learn how to navigate the campus. During the program you will begin to build a network of resources that will help you start your PU journey on the right path and have a bon voyage.

Additionally, during Advising Program you will learn tips from existing students, faculties, and staff who will serve as your guides during your stay at PU. Your faculty and departmental staff will be around throughout your stay at PU and they are ready to respond to your queries about life on campus.

Your attention is drawn to the Academic Calendar. Please read it carefully, take notes of the deadlines of different important academic events and adhere strictly to the calendar. You will be notified in due course in case of any change in the calendar.

Hope your journey at Presidency University will be exciting and invigorating with a myriad of multidisciplinary learning opportunities. Make the best use of the time available at your disposal. We look forward to making your stay at Presidency University most productive and comfortable. We urge upon you to be arduous, assiduous, devoted and diligent to reap and optimize benefits out of the available resources at PU.

Wish you all the very best.

Registrar

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### ACADEMIC CALENDAR SPRING 2022

Date	Day	Events
2-Jan	Sun	Advising/Course Registration for Spring 2022 (Day & Evening Students)
3-Jan	Mon	Advising/Course Registration for Spring 2022 (Day & Evening Students)
5-Jan	Wed	1st MW Classes
6-Jan	Thurs	1st R Classes
7-Jan	Fri	Advising/Course Registration for Spring 2022 (Weekend Students) 1st F Classes
8-Jan	Sat	1st A Classes
9-Jan	Sun	1st ST Classes <b>After 9 January late registration fee Tk. 400/- will be included (Day &amp; Evening students)</b>
14-Jan	Fri	Advising/Course Registration for Spring 2022 (Weekend Students) <b>After 14 January late registration fee Tk. 400/- will be included (Weekend students)</b>
16-Jan	Sun	<b>Last day of Late Registration (All students)</b> <b>End of Add/Drop period (All students)</b> <b>Last day to withdraw with full refund (All students)</b> <b>Last day to change section (All students)</b>
31-Jan	Mon	<b>Last day to remove 'I' grade for Fall 2021</b>
2-Feb	Wed	<b>Last date of payment of 1st installment: 40% of total tuition fee (All students)</b> (If payment is made after 2 February and must be before 2nd installment Tk. 350/- Late Fee will be added)
4 - 11 Feb	Fri - Fri	Midterm Exam - I
14-Feb	Mon	Admission closes for Spring 2022 semester
15-Feb	Tues	Classes start for fresher students (Departments may decide to start earlier)
16-Feb	Wed	Central Orientation program for fresher students Spring 2022
21-Feb	Mon	Holiday: Shahid Dibosh / International Mother Language Day
27-Feb	Sun	<b>End of Add/Drop period (Fresher students Spring 2022 semester)</b> <b>Last day to change section (Fresher admitted students Spring 2022 semester)</b>
2-Mar	Wed	<b>Last date of payment of 2nd installment:30% of total tuition fee (All students)</b> (If payment is made after 2 March and must be before 3rd installment Tk. 350/- Late Fee will be added)
4 - 11 Mar	Fri - Fri	Midterm Exam - II
8-Mar	Tues	Department to submit the schedule of Final Exam Spring 2022 to Registrar's office
13 - 16 Mar	Sun - Wed	Faculty Evaluation by students
17-Mar	Thurs	Holiday: Birthday of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman
19-Mar	Sat	Holiday: Shab-E-Barat (Subject to moon sighting)
24-Mar	Thurs	Department to submit the Class Schedule for Summer 2022 to Registrar's office
26-Mar	Sat	Holiday: Independence Day
31-Mar	Thurs	<b>Last day to withdraw without refund (All students)</b> <b>Last day to reinstate withdrawn course</b>
1-Apr	Fri	Last F Classes



# Presidency University

## Information Booklet Spring 2022

Date	Day	Events
2-Apr	Sat	Last A Classes
6-Apr	Wed	<b>Last date of payment of 3rd installment: Remaining amount of the tuition fees (All students)</b> (If payment is made after 6 April and must be before Final Examinations Tk. 350/- Late Fee will be added)
5-Apr	Tues	Last ST Classes
6-Apr	Wed	Last MW Classes
7-Apr	Thurs	Last R Classes
<b>8 - 18 Apr</b>	<b>Fri - Mon</b>	<b>Final Exam Spring 2022</b>
14-Apr	Thurs	Holiday: Bangla new year
19-Apr	Tues	Submission of student's grade for Spring 2022 start
23-Apr	Sat	Last date for submission of grades and announcement of results Spring 2022 semester
24 - 28 Apr	Sun - Thurs	Semester break
29-Apr	Fri	Holiday: Shab-e-Qadar (Subject to moon sighting)
1-May	Sun	Holiday: May day
2 - 5 May	Mon - Thurs	Holiday: Eid-UI-Fitr
6-May	Fri	University Reopen (Summer 2022 start) Advising/Registration for Summer 2022

**Note:** Total Classes: ST = 26, MW = 26, A = 11, R = 13, F = 13. Additional classes can be arranged, if necessary.

### POINTS FOR SPECIAL ATTENTION

Following points are of much importance:

#### 1. Website

The University has a website [www.pu.edu.bd](http://www.pu.edu.bd) and Facebook page [fb.com/presidencyuniversity](https://fb.com/presidencyuniversity). Please visit the university website and FB page to keep you up to date with the developments and events at PU.

#### 2. Student Portal

Every student has an account in the PU Students' Portal. You will get the necessary briefing regarding Student Portal at the computer lab on the Advising Day. Make sure you understand the functions of the Student Portal properly. All messages, notices, class instructions, home tasks, class routine, semester grades, account summary etc will be sent to your Student Portal. You should check your Student Portal account regularly to remain updated. Following link is to login to your portal. Link: <http://www.sims.pu.edu.bd/>



### 3. Payment of tuition fees and Registration Fee

Payment of tuition fees may be made in 3 installments. You will be fined Tk. 350 each time in case of a delayed payment. Payment schedule for every semester is provided in the Academic Calendar of the semester.

- ✓ *Late Registration Fee: Tk. 400/-*
- ✓ *Delayed Tuition Fee Payment Fine (After declared last date of payment): Tk. 350/-*
- ✓ *Students/Guardian can pay fees in any branch of Dhaka Bank Ltd. and BRAC Bank. Payment details are given below.*

ফি জমাদান পদ্ধতি ব্র্যাক ব্যাংকঃ



ব্র্যাক ব্যাংক এ ফি জমা দেয়ার সময় ছাত্র-ছাত্রীর নাম ও আইডি উল্লেখ করে ব্যাংকের সাধারণ ডিপোজিট স্লিপ এর মাধ্যমে অথবা ডিপোজিট মেশিনের (সিডিএম) মাধ্যমে ফি জমা দেয়া যাবে। একাউন্ট নাম: PRESIDENCY UNIVERSITY , একাউন্ট নম্বর: ১৫০৭১০৪০২৮৪৯১০০১ । নিম্নে ব্যাংক ডিপোজিট স্লিপের নমুনা দেয়া হল।

BRAC BANK		Date : 12/10/2018	
Account Number 1 5 0 7 1 0 4 0 2 8 4 9 1 0 0 1		1. Please use separate deposit slip for local cheques/outstation cheques and cash. 2. All cheques accepted for deposit will be credited subject to final clearance and payment.	
Account Name PRESIDENCY UNIVERSITY		Drawee Bank & Branch	
Amount (In Words) Twelve thousand seven hundred and fifty only.		Cheque Number & Date	
Depositor's Name Shitol Mrong		Cash Denominations	
Depositor's Address ID # 182-255-038		Amount	
Depositor's Phone No. 01712 522075		1000X	
Depositor's Signature		500X	
Teller stamp and initial		100X	
		50X	
		20X	
		10X	
		5X	
		2X	
		1X	
		Total Amount	
		1 2 7 5 0 /-	


ফি জমাদান পদ্ধতি ঢাকা ব্যাংকঃ



১. নগদ/চেকের মাধ্যমে ফি জমা: নগদ বা চেকের মাধ্যমে ফি জমা দানের ক্ষেত্রে ছাত্র-ছাত্রীর আইডি নম্বরটি উল্লেখ করে জমা দিতে হবে।
২. অনলাইনে ফি জমা: ডেবিট বা ক্রেডিট কার্ডের মাধ্যমে টাকা জমা দেয়ার ক্ষেত্রে, ব্যাংক কর্তৃক প্রদত্ত ইউজার আইডি ও পাসওয়ার্ড ব্যবহার করতে হবে। ঢাকা ব্যাংকের অনলাইন পোর্টালে প্রদত্ত ফি জমাদান নির্দেশনা অনুসরণ করতে হবে। বিশেষ প্রয়োজনে যোগাযোগ - মো: সাইফুর রহমান (সিনিয়র প্রিন্সিপাল অফিসার), মোবা: ০১৮৪১-৭৩৮২৪৫/০১৭১৭-৫০৮৭৮৫।



বিঃদ্র: উভয় ব্যাংকে ফি জমাদানের ক্ষেত্রে অবশ্যই ফি জমাদান স্লিপটি সংগ্রহ করে সংরক্ষণ করতে হবে। প্রতিবার ফি জমাদানের পর নিজস্ব পিইউ পোর্টাল (বাগব) এ তা আপডেট হয়েছে কিনা চেক করতে হবে। বিশেষ প্রয়োজনে যোগাযোগ- হিসাব শাখা, গুলশান ক্যাম্পাস, টেলি- (০২) 55052194-99 (এক্স-209/210)|

ফি জমাদান পদ্ধতি বিকাশঃ 

বিকাশের মাধ্যমে ফি জমাদানের ক্ষেত্রে প্রেসিডেন্সি বিশ্ববিদ্যালয়ের বিকাশ নম্বর ০১৬২৮১৮১২২৬ তে জমা দিতে হবে। স্টুডেন্ট পোর্টাল বা নিম্নোক্ত লিংক থেকে 'বিকাশ পেমেন্ট ফ্লো-চার্ট' ডাউনলোড করে ফি জমাদান পদ্ধতি অনুসরণ পূর্বক ফি জমাদান করতে হবে।

লিংক- [http://sims.pu.edu.bd/uploads/bKash\\_Apps\\_Flow\\_Chart.pdf](http://sims.pu.edu.bd/uploads/bKash_Apps_Flow_Chart.pdf)

#### 4. Attire

**ID card** must be worn at all times while in campus. It is important that a student carry the ID card on person to have access to library facilities, computer lab, or while collecting any document from the Registrar's Office.

#### 5. Academic Adviser

An Academic Adviser will be assigned to each student who will guide you regarding all academic matters/issues. Find out on the Advising Day from the Department Coordinator, the name of your Academic Adviser. Meet him / her whenever the need arises.

#### 6. Class Timings

Classes are held on all days of the week. The duration of a class is 1 hour and 20 minutes. In between classes there is a 10 minutes recess. Class routine will be displayed on the notice board and Students' Web Portal. Day class will start at 0900 hrs and last class of the day will finish at 1750 hrs. Evening class will start at 1830 hrs and last class will finish at 2230 hrs. Weekend classes will start at 0830 hrs and last class will finish at 2230 hrs.

**Class code** is mentioned on the class routine, which denotes: *A for Saturday; S for Sunday; M for Monday; T for Tuesday; W for Wednesday; R for Thursday.*  
*Example: ST classes means classes on Sundays and Tuesdays*

**Absence from Class** is viewed seriously at PU. Unless you have genuine reasons, do not remain absent or miss classes. Each and every class is important



and any lesson missed will make you fall back in class and it will be difficult for you to cover up the lessons.

### 7. Transfer of Credits

- Credit Transfer from any other institution must be reported to the Head of the Department at the earliest by a student desirous to transfer credits from his/her previous institution. An Equivalence Committee at the University will decide on how many credits will be accepted.
- A minimum of 50% credit hours has to be completed from the respective program at Presidency University for the Under Graduate & Graduate programs. A student may apply for exemption from courses attended at other universities if the course (s) contents match at least up to 85% with the contents of the corresponding course at PU.
- Transfer of credits from comparable educational institutions may be considered after admission and **on** completion of verification of all transcripts and documents by the Registrar's office.
- If a student is transferred from more than one university, pursuing the same degree, all his/her transferred credits will be recorded on the transcript at Presidency University and also that transferred credits may only be accepted after proper verification by the Registrar's Office.
- Foreign students are eligible to get Admission/Transfer of Credits with fulfill Admission/Transfer Criteria as per the policies of UGC and PU. Admission processing fees are applicable (**Tk. 5000/-**) for the admission.

### 8. Advising/Registration

Once you are informed who your Academic Adviser is, please contact him/her immediately and be advised about the courses you shall take during the semester. This process is done online.

Previous dues must be settled before proceeding for advising/registration for a semester. If there are any unpaid fees, you will not be able to access your records and your advisor will not be able to advise you for courses. In case of any issues related to dues, please report to the Accounts Office, settle your dues and request the Registrar's Office for restoring your account for advising.



### 9. Full-Time Student

- Undergraduate Programs: An under-graduate student must register for *at least 9 credits* to be considered full-time. Generally, students are allowed to register for *a maximum of 18 credits* in a semester.
- Graduate Programs: A graduate student must register for *at least 6 credits* to be considered full-time. Generally, graduate students are allowed to register for *a maximum of 12 credits* in a semester.

### 10. Late Registration

You have to be registered according to the date of *Advising/Course Registration mentioned in the Academic Calendar*, after which date you may register but with a late fee of Tk. 400/- till *the last date to Late Registration mentioned in the Academic Calendar*.

### 11. Reinstatement Fees

- A student may be allowed for three consecutive semesters as authorized leave. If any student remains on leave for more than three consecutive semesters and seeks to continue with his/her study after, a reinstatement fee may be charged. The reinstatement fee will be *50% of that student's admission fee*.
- As regard unauthorized absence, a student may only be allowed for maximum of two consecutive semesters as unauthorized absence. If this absence exceeds more than two semesters, a reinstatement fee (*50% of admission fee*) will be charged if the student seeks to continue with his/her study.

### 12. Rules of Attendance

Please be mindful that paying tuition and fees are not the only conditions to continue in a course. Regular participation in classes and exams are mandatory.

Faculty members may authorize withdrawal of students who are irregular, disruptive, or have missed **4 (four) classes** in a semester.

### 13. Section Change

You must attend classes in the section in which you are registered to. If needed, change your section within *the last date of section change as mentioned in the*



*Academic Calendar*. Contact the Department Office for assistance. The number of the form for Section Change is **PUF-12**.

### 14. Add and Drop Period

You can drop (with refund) and add courses from your schedule through the first two weeks of classes i.e. till *the last date of Add/Drop as mentioned in the Academic Calendar*. Changes during this period are not shown on transcripts. You cannot add/drop any course after *the last date of Add/Drop as mentioned in the Academic Calendar*. The number of the form for Add/Drop is **PUF-2**.

### 15. Withdrawal from Course (s)

- Students enjoying tuition waiver or any other advantages from the University are not entitled to any refund on any ground after *the last date to withdraw (with full refund) as mentioned in the Academic Calendar*.
- If you withdraw from a course after *the last date to withdraw (with full refund) as mentioned in the Academic Calendar* or on or before *the last date to withdraw (without refund) as mentioned in the Academic Calendar*, the grade **W** will be assigned to your academic record/transcript for the course(s) dropped. The number of the form for Withdrawal from course (s) is **PUF-8**.
- After *the last date to withdraw (without refund)* you cannot withdraw from any course and a final grade **F** will be assigned if you will be absent in the Final Examinations.

### 16. Waiver Policy

Student must maintain the result as per the Waiver Conditions of PU Waiver Policy, which s/he has got during admission or in the semester that s/he was enrolled.

### 17. Waiver Review

- After final examinations in every semester, waiver will be REVIEWED as per result and as per Waiver Conditions of PU Waiver Policy and a notice will be circulated. If a student finds any changes/decrease in his/her waiver after Waiver Review, student can contact Registrar's office to be clear of the changes.
- After final examinations if student improves the result as per Waiver





Conditions, h/she must inform the Registrar's office to update his/her waiver, which s/he entitled to as per Waiver Policy.

### **18. Must Attend in Final Examination**

A student shall have to sit for final examination before s/he can be declared to have passed the semester. And present arrangement of 2 (two) mid-term examinations would continue.

### **19. Incomplete Grade (I)**

- The grade 'I' (Incomplete) may be assigned only under special circumstances at the end of a semester to a student whose work is progressing, but who has left unfinished a small amount of work without further class attendance. The student has the responsibility of completing the unfinished work as specified by the instructor. In case of project/thesis/dissertation the time limit may be relaxed. In the unlikely event that the instructor, who assigned the 'I', is not available the disposal of the case involving the incomplete grade resides with the Head of the Department.
- Students who will remain absent in the final examination will receive an 'F' grade irrespective of their marks obtained in previous tests/examinations. However, a student may be assigned an 'I' grade in case the student had informed the concerned faculty in writing or verbally, and if the concerned teacher seems the case to be genuine and appropriate.

### **20. Make-Up Examinations**

If a student is unable to attend Mid-Term or Final examinations in scheduled time as per Academic Calendar & if s/he wants to sit for Make-up examinations, s/he must pay Make-up examinations fees of **Tk. 1000/-** (per course) for Mid-Term examinations & of **Tk. 2000/-** (per course) for Final examination before sitting for the Make-up examinations. Students must sit for the Final Make-up Exam within **15 days** from start of the next semester or as per the date mentioned in the Academic Calendar. The number of the form to pay Make-up Examinations fee is **PUF 06**.

### **21. Exam Script Re-Check**

- A student can apply for rechecking of Examination scripts for any course



within **30 (Thirty) days** after the publication of Final results to the Registrar's Office/Controller of Examinations through his/her Departmental Head.

- Student will pay a fee of **Tk.500** per course for Exam Script Re-Checking by the form number **PUF 58**.

### **22. Course Retaken**

- In order to improve GPA, an undergraduate student can retake courses maximum up to 12 (twelve) times for the entire program. To be precise, it can be three 3 (three) times a course or 12 (twelve) courses 1 (one) time each.
- Masters program students can improve his/her GPA and may retake or repeat up to 4 (four) courses in their degree program in which they have already earned a passing grade.
- Only students availing grade '**B+**' or below '**B+**' may apply for a retake.
- A course, in which a student has failed, may be retaken up to 3 (Three) times to replace the '**F**' grade with a passing grade.
- In the transcript, a '**R**' is shown against the course to indicate that the course has been repeated and '**RR**' indicate taking a different elective course in lieu of another failed elective course.
- In all instances, the grade earned in the last attempt will be used in calculating the GPA.
- When a student passes an already earned '**F**' grade in a course, s/he **MUST** immediately inform a Faculty or the Department Coordinator Officer about the new grade earned, so that the previous '**F**' is converted into '**R**' grade (If the information is not given to the Faculty/Department Coordinator Officer upon occurrence, student will suffer because waiver, if any received by the student will not be adjusted till '**F**' grade is converted into '**R**' grade).
- A student obtaining '**F**' grade in any course in any semester will have to "**Re-take**" the course with full payment of tuition fees as per his/her waiver.



### 23. Grading Policy

Sl	Letter Grade	Grade Point	Percentage	Comment
1	A+	4.00	80 – 100	-
2	A	3.75	75 – 79	-
3	A-	3.50	70 – 74	-
4	B+	3.25	65 – 69	-
5	B	3.00	60 – 64	-
6	B-	2.75	55 – 59	-
7	C+	2.50	50 – 54	-
8	C	2.25	45 – 49	-
9	D	2.00	40 – 44	-
10	F	0.00	0 – 39	-
11	W	0.00	-	Withdrawn
12	I	0.00	-	Incomplete
13	R	0.00	-	Re-taken

Note: If asterisk (\*) is placed before a grade (Like \*A+, \*B, \*R) then the grade will not be counted in GPA calculation.

### 24. Degree Requirements of your Program

A Student must pass in each course and maintain a minimum CGPA as shown under in the program s/he has attended and earned credit hours as under on a scale of 4.00 in order to obtain his/her degree.

School	Program	Credit Required	Minimum Required CGPA (on scale of 4.00)
School of Business	BBA	123	2.50
	MBA	60	
	EMBA	45	
School of Business	BSS in Economics	120	2.25
	MSS in Economics	30 (Including a thesis)	



School of Engineering	B.Sc. in Civil Engg.	146	2.25	
	B.Sc. in CSE	139		
	B.Sc. in EEE	140		
	B.Sc. in ETE	138		
School of Liberal Arts	BA in English	120	2.50	
	MA in ELT	36 (Graduate in English)		2.50
		48 (Graduate in other Subject)		
60 (Graduate in Pass Course)				

### 25. Time allowed for a degree and Medium of Instruction

From the time of admission (admitting semester) students are allowed **8 (eight)** years to fulfil requirements for an Under Graduate degree and **6 (six)** years to fulfill requirements for a Graduate degree. Any exception must be approved by the Academic Council. **English is the medium of instruction at this university.**

### 26. Program Migration

Students seeking to change their Program (like: ECE to BBA etc.) must fill up form **PUF-52** and submit to the respective Dean/Chairman. Upon recommendation from the Dean/Chairman to which the student intends to transfer, the appropriate/relevant office of the university shall make the necessary changes in the student's record and program (like: ECE to BBA etc.) change charge (**Tk. 1,000/-**) will be required.

### 27. Program's Shift Migration

Students seeking to change their Program's shift (like-Day to Evening to Weekend) must fill up form **PUF-51** and submit to the respective Dean/Chairman. Upon recommendation from the Dean/Chairman to which the student intends to transfer, the appropriate/relevant office of the university shall make the necessary changes in the student's record and program shift change charge (**Tk. 15,000/-**) will be required.

### 28. Grade Points

Grade points are numerical values obtained by multiplying the Grade Point of the corresponding letter grade earned by the student in a course times the number of credits earned in that course.



### 29. Semester GPA

The Grade Point Average (GPA) of a semester is a numerical value obtained by summing up all the grade points earned in a semester and then dividing it into the total number of credits completed in that semester.

### 30. Cumulative GPA (CGPA)

The Cumulative Grade point Average (CGPA) is a numerical value obtained by summing up all the grade points earned in all preceding semesters and then dividing it into the total number of credits completed in all preceding semesters.

### 31. Credits Earned

- Course in which a student has obtained a **D** or a higher grade is counted as credits earned. Any course in which a student has obtained an **F** grade will not be counted as credits earned.
- A student who has obtained **F** grade in a **Core Course** will have to repeat the course.
- If a student obtained **F** grade in an **Elective Course**, the student may choose to repeat the course or take a substitute course, if available. Such **F** grades will not be counted in calculating the GPA but will be reported on transcripts and grade report.

### 32. Changes to Your Record

Please note that no change in your transcript is automatic. If you notice that your academic record as well as your personal information needs an update, you must act instantly. Consult your Advisor regarding the academic issues and start the necessary paper works to authorize changes to your record. Contact the department coordinator for the necessary application form.

**Department Coordinators:** You may contact your Department Coordinator for any query. Their contact details are as follows:

- Department of Business Administration: Ms. Lubna/Mr. Mizanur, Tel: (02) 55052194-99 (Ext-306), Mob: 01961-409565
- Department of Civil Engineering (Day & Evening Students): Mr. Faridul/Mr. Farid, Tel: (02) 55052194-99 (Ext-500), Mob: 01632-180790



➤ Department of Civil Engineering (Weekend Students): Mr. Aminul Islam/Mr. Monirul Islam, Tel: (02) 55052194-99 (Ext-212), Mob: 01906-857353

➤ Department of English: Ms. Nargis, Tel: (02) 55052194-99 (Ext-400), Mob: 01623-184932

➤ Department of Electrical & Computer Engineering: Mr. Mortuza/Mr. Iqbal, Tel: (02) 8831840 / 8831853 / 8831891 (Ext-111), Mob: 01741-378493

### **33. Course & Teacher Evaluation**

It is to be completed online a week before your semester final examination or the date of Faculty Evaluation mentioned in the Academic Calendar. You must ensure that you complete the Course & Teacher evaluation format understandably for a proper feedback to the management. You will be briefed on the online Course & Teacher Evaluation process during the computer lab visit on Advising Day.

### **34. Application forms for various purposes**

Various application forms are available both at the Department Coordinator's office and Student Portal (SIMS). The list of commonly used forms is:

- Provisional Certificate/Transcript Form : PUF 01
- Course Add/Drop Form : PUF 02 etc.

If you cannot find a form for a purpose very unique for you, use the General Application Form **PUF-14**.

### **35. Students Facilities & Special Offer**

- Financial Aid or reward for semester based good result
- 100% Tuition waiver for the children of Freedom Fighters
- Several student clubs for extra-curricular activities
- Rich Library facility
- Rich Computer Lab facilities
- Separate Male and Female Common Rooms
- Standard Laboratory facilities
- Separate prayer rooms for male and female
- Part Time/Full Time job opportunity, internship facility to the deserving



students under Cooperative Education Program by MoU (Memorandum of Understanding) agreement with several reputed Groups of Companies and Corporate Houses

- Affordable tuition fee and fabulous waiver on tuition fees
- 50% discount on admission fees during Admission Fair
- Need and merit based special discount and scholarships to the deserving students
- ❖ **Canteen is available** on the top floor in both Gulshan and Baridhara campuses. You can have your meals and light snacks in the canteen at your own cost.
- ❖ **Smoking** in the campus is strictly forbidden. Please stick to the rules.
- ❖ **Disciplinary Standards** must be well maintained in the campus. This is your Alma Mater and you must ensure its proper sanctity.

### SENIOR MANAGEMENT

Vice Chancellor (Acting)	Prof. Dr. Mohammed Muniruzzaman
University Adviser	
Registrar (In Charge)	Maj Gen Kazi Ashfaq Ahmed, psc (Retd)
Controller of Examinations (In Charge)	
Dean, School of Engineering & Chairman, Dept. of ECE	Prof. Abul Lais M.S. Haque, Ph.D.
Chairman, Dept. of Civil Engineering	Dr. Md. Sultanul Islam, Associate Professor
Chairman, Dept. of Business Administration	Mr. Muzakkeerul Huda, Associate Professor
Chairman, Dept. of English	Mr. Md. Habibullah, Associate Professor
Director, MBA Program, Dept. of Business	
Director, Civil Engineer (Weekend Program), Dept. of Civil Engineering	Dr. Md. Mahbubur Rahman, Assistant Professor
University Proctor	Mr. Md. Habibullah, Associate Professor

**End**