UITS

UNIVERSITY OF INFORMATION TECHNOLOGY & SCIENCES

INFORMATION BOOKLET
FOR
UNDERGRADUATE STUDENTS

Department of
CIVIL ENGINEERING

INFORMATION BOOKLET
FOR
UNDERGRADUATE STUDENTS

Second Edition: January 2021

Editorial Committee

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The Department of Civil Engineering of University of Information Technology and Sciences (UITS) reserve the right to make, at anytime without notice, changes in and addition courses, regulations, conditions governing the conduct of students, requirements of degrees, course contents, fees and any other information or statement contained in this booklet. No responsibility will be accepted by the Department of Civil Engineering for hardship or expenses encountered by its students or any other person or persons because of such changes.

ACKNOWLEDGEMENT
Cooperation of all faculty members of the Department of Civil Engineering for preparing respective course profile is highly appreciated.

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Preface

I am extremely happy that the Department of Civil Engineering is publishing its 1st/2nd edition of 'Information Booklet for Undergraduate Students'. The booklet covers most of the information that an undergraduate student of the department vis-á-vis his/her adviser may need to know for smoothly carrying out their academic activities. The curricula and syllabuses included in the booklet are approved by the University Grants Commission (UGC) and resembles to the syllabuses prescribed by the other recognized universities of Bangladesh such as BUET, CUET, RUET, KUET, DUET etc. It may be mentioned here that University of Information Technology and Sciences (UITS) has emerged as one of the very few private universities worth international standard as per the official assessment of the UGC.

I thank the members of the editorial board of the booklet for performing a commendable job in bringing out the booklet with updated get up.

I hope that the booklet will be beneficial use to the undergraduate students as well as their advisers in conducting their education in the department.

(*Aysha Akter*)
Chairman
Department of Civil Engineering
University of Information Technology and Sciences (UITS)

Dhaka
January 1, 2020

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Chapter I

<u>UITS – At a Glance 2021</u>

1.1 HISTORY OF UITS

University of Information Technology and Sciences, abbreviated as UITS, is the first IT based institution for the study of Engineering, Pharmacy, Business, Law, Literature and Social Sciences in Bangladesh. University of Information Technology and Sciences (UITS), the first IT-based private The University was founded in 7 August 2003 as a non-profit organization. **Information Sciences and Technology Solution Ltd. (ISTS)**, a concern of PHP group headed by Alhaj Sufi Mohamed Mizanur Rahman is the sponsor of UITS. The guiding spirit behind the endeavor is "divine blessings, mixed with hard work, backed by good intentions, can make miracles."

The government was pleased to accord permission with effect from 07 August 2003 to function this University as per its Vision, Mission, Goals and Commitment to low cost Quality Education with moral, ethical and social values with a view to shape a complete, effective and efficient humane power. It endeavors to remain at the cutting edge of building knowledge and skills, integrated with human values and ethical practices in Bangladesh. It is a science and technological knowledge-based center of excellence that provides marketable skills for younger generations who may be gainfully employed both national and international organizations.

The UITS campus is situated in **'Holding 190, Road 5, Block J, Baridhara, Maddha Naya Nagar, Vatara'** the prominent area of the city of Dhaka. The physical expansion of the University over the last few years has been remarkably impressive with construction of new academic building with student support services: cafeteria for students and faculties, medical center, gymnasium, student stationary services, female common room and breast feeding center, male and female prayer room, indoor and outdoor playground, modern library facilities, multipurpose hall, modern laboratories, student welfare services, student online service portal, internet facilities, institutional quality assurance cell, research cemter, transfort facilities etc.

1.2 Archives of Our Establishment

- On August 7, 2003 the University began its journey with 3 Schools and the main purpose of the University was to create new areas of knowledge and disseminate this knowledge to the society through its students.

- On March 10, 2004 the Bachelor of Business Administration the First under graduate program of UITS was started under Business Studies Department.

- On August 22, 2004 the Bachelor of Arts in English and Master of Computer Applications was started under Department of English and Computer Science & Engineering.

- On October 18, 2004 the International Master of Business Administration was started under Business Studies Department

- On September 13, 2005 the programme Bachelor of Science in Computer Science & Engineering was started under Department of Computer Science & Engineering.

- On October 9, 2005 the programme Bachelor of Science in Electronics & Communication Engineering and the Master of Science in Telecommunications were started under the Department of Electronics & Communication Engineering.

- On November 20, 2005 the programme Bachelor of Laws was started under the Department of Law.

- On March 22, 2006 the programme Master of Laws was started under the Department of Law.Master of Arts in English was started under the Department of English and Bachelor of Science in Information Technology was started under Department of Information Technology.

- On May 3, 2006 the programme Master of Science in Telecommunication was started under the Department of Electronic & Communication Engineering.

- On July 27, 2008 the programme Bachelor of Laws (2 years) was started under the Department of Law.

- On December 21, 2008 the programme Bachelor of Science in Electrical & Electronic Engineering was started under the Department of Electrical & Electronic Engineering.

- From Fall 2008, the programme Bachelor of Science in Civil Engineering was started under the Department of Civil Engineering.

- On October 22, 2013 the programme Bachelor of Social Sciences in Social Work and Master of Social Sciences in Social Work was started under the Department of social work.

- On December 3, 2013 the programme Bachelor of Pharmacy was started under the Department of Pharmacy.

1.3 Board of Trustees

**Al-Haj Sufi Mohamed Mizanur Rahman Chowdhury,
Chairman, Board of Trustees, UITS**

Mrs. Tahmina Rahman Chowdhury, Member, Board of Trustees, UITS

Mohammed Mohsin Chowdhury, Member, Board of Trustees, UITS

Mohammed Iqbal Hossain Chowdhury, Member, Board of

Engr. Mohammed Anowarul Haque Chowdhury,Member, Board of Trustees, UITS

Mohammed Ali Hossain Chowdhury, Member, Board of Trustees, UITS

Mohammed Amir Hossain Chowdhury ,Member, Board of

Mohammed Zahirul Islam Chowdhury, Member, Board of

Mohammed Akther Parvez Chowdhury, Member, Board of

Prof. Dr. Mohammed Solaiman Vice Chancellor & Member, Board of

Chapter II
SCHOOLS AND DEPARTMENTS

2.1 Introduction

The University has ten (10) teaching Departments under three (03) Schools. All Departments offer degree programmes; however, some of them offer postgraduate (PG) degrees only. School wise list of the Departments with the status of the degrees offered is given below:

Schools	Deans
School of Science and Engineering	**Dr. Md. Mazharul Hoque** Professor mazharul@uits.edu.bd
School of Business	**Dr. Mohammad Shahidul Islam** Professor dean.sb@uits.edu.bd
School of Liberal Arts and Social Sciences	**Dr. Arifatul Kibria** Associate Professor arifatul.kibria@uits.edu.bd
School of Law	**Dr. M. Shah Alam** Professor shah.alam@uits.edu.bd

2.2 School of Science and Engineering

Departments	Degree Offered	Head of the Department
Department of Civil Engineering	B.Sc. in Civil Engineering	**Ms. Aysha Akter** Assistant Professor aysha.akter@uits.edu.bd
Department of Electrical and Electronic Engineering	B.Sc. in Electrical and Electronic Engineering, M.Sc.in Telecommunication	**Dr. Md. Mizanur Rahman** Associate Professor mizanur.rahman@uits.edu.bd
Department of Electronic and Communication Engineering	B.Sc. in Electronic and Communication	**Mr. Md. Mahmudul Hasan** Assistant Professor

	Engineering	mahmudul.hasan@uits.edu.bd
Department of Computer Science and Engineering	B.Sc. in Computer Science and Engineering, M.Sc. in Computer Science and Engineering	**Mr. Al-Imtiaz** Assistant Professor al.imtiaz@uits.edu.bd
Department of Information Technology	B.Sc. in Information Technology	**Mr. Md. Al Shayokh** Assistant Professor al.shayokh@uits.edu.bd
Department of Pharmacy	Bachelor of Pharmacy	**Mr. Md. Mofazzal Hossain** Assistant Professor mofazzal.hossain@uits.edu.bd

2.3 School of Business

Departments	Degree Offered	Head of the Department
Department of Business Studies	Bachelor of Business Administration, Master of Business Administration	**Mr. Md. Sayed Parvez** Assistant Professor sayed.parvez@uits.edu.bd

2.4 School of Liberal Arts and Social Sciences

Departments	Degree Offered	Head of the Department
Department of English		**Ms. Syeda Afsana Ferdousi** Associate Professor syeda.afsana@uits.edu.bd
Department of Social Work		**Dr. Arifatul Kibria** Associate Professor arifatul.kibria@uits.edu.bd

2.5 School of Law

Departments	Degree Offered	Head of the Department
Department of LAW		**Mr. Mohammad Ikbal Hasan** Assistant Professor ikbal.hasan@uits.edu.bd

2.6 OFFICES

Office of Controller of Examination

Directorate of Students' Welfare

Office of the Proctor

Office of the Registrar

Library

2.7 FACILITIES of UITS

Transport

Online Banking

Outdoor and Indoor games

Programming Contest

Civil Fest

Electro Fest

Zero-One Fest

Law Fest

Lit Fest

Picnic

2.8 INSTITUTES AND CENTERS

Institutes of UITS:

1. Institute of Quality Assurance Cell (IQAC)
2. Civil Engineering Research Institute (CERI)

Centers of UITS:

1. UITS Research Center
2. UITS Language Center

Chapter III
GOLD MEDALS, SCHOLARSHIPS AND REWARDS

3.1 Waiver policy

This policy shall cover all types of stipend or waiver or scholarship or any financial concession to any student in any name or under any head at any level of study which will be collectively called as "Waiver". The university shall provide the following types of waivers to the student in a semester subject to the fulfillment of the conditions specified for each type:

1. Waiver for the sons and daughters of freedom fighters

2. Waiver for meritorious students of remote and underdeveloped areas

3. Sufi Mizan Foundation stipend

4. Relational Stipend

5. Waiver at the time of admission

6. Board of Trustee's stipend

7. Vice Chancellor's stipend

3.1.1 Waiver for the Sons and Daughters of Freedom Fighters

Sons and daughters of freedom fighters are eligible to get the benefits of 100% scholarship on tuition fees. The waiver will cover 3% of the total students admitted in a semester. The waiver given to a student shall continue in the subsequent semesters on the general criteria of waiver.

3.1.2 Waiver for the Students of Remote and Underdeveloped Areas including Merit Based Scholarship

Meritorious but poor students of remote and underdeveloped areas of the country are eligible to get 100% waiver on tuition fees. It includes the stipend to be awarded to the students based on the GPA obtained in the immediate past semester. It will cover 3% of the students admitted in a semester. The percentage of financial waiver may be appropriately reduced to extend the benefits to a greater number of students. The waiver given to a student shall continue in the subsequent semesters on the general criteria of waiver.

3.1.3 Sufi Mizan Foundation Stipend

Meritorious students admitted to a program in a semester subject to the fulfillment of general criteria will get the benefits of this scholarship to be determined by the GPA obtained in the immediate past semester.

3.1.4 Relational Stipend

The following categories of relational stipends are available for the students on meeting the general criteria at the rate(s) specified as under:

- Each spouse student will get 25% waiver on tuition fees.

- Each sibling student will get 25% waiver on tuition fees.

- UITS employee relations will get 50% waiver on tuition fees.

- PHP family employee relations will get tuition fee waiver at a rate to be determined by the authority of PHP family.

- Students pursuing graduate program on successful completion of undergraduate program at UITS will get 15% waiver on tuition fees.

3.1.5 Waiver at the time of Admission

- Merit based scholarships are available for students of undergraduate programs based on the results of SSC and HSC examinations. Students having A+ at both SSC and HSC levels excluding the marks of additional subject (course) will get 100% waiver on tuition fees. Students passing both SSC and HSC with a combined GPA (including marks of 4th subject) of

  - 0 will get 50% waiver on tuition fees,

  - 5 but less than 10 will get 45% waiver on tuition fees,

  - 0 but less than 9.5 will get 40% waiver on tuition fees,

  - 5 but less than 9.0 will get 35% waiver on tuition fees,

  - 0 but less than 8.5 will get 30% waiver on tuition fees.

- Students passing both SSC and Diploma with a combined GPA of

  - 0 will get a 50% waiver on tuition fees,

  - 5 but less than 9.0 will get 45% waiver on tuition fees,

  - 0 but less than 8.5 will get 40% waiver on tuition fees,

  - 5 but less than 8.0 will get a 35% waiver on tuition fees,

  - 0 but less than 7.5 will get a 30% waiver on tuition fees.

Merit based scholarships will continue in the subsequent semesters if the students meet the general criteria of waiver.

3.1.6 Board of Trustee's Stipend
Fifteen stipends will be awarded to students of different programs by the Hon'ble chairman and members of BOT on their own consideration in a semester.

3.1.7 Vice Chancellor's Stipend
The Hon'ble Vice Chancellor will give five stipends in a semester to the deserving students.

3.2 General Criteria for Waiver

- The students shall produce all necessary papers in original (certificates, mark sheets of SSC, HSC, diploma, academic transcripts, freedom fighter's certificate, relevant relationship certificate, and certificates relating to the particular area of living) and submit attested copies of all required papers.

- The student must register for all the courses in the current semester.

- The waiver given to a student shall continue in the subsequent semester on condition of earning the credits of all the courses registered in the immediate past semester.

- Students having 'F' or 'I' or 'Nil' grade in any subject in the immediate past semester will not be eligible for any waiver.

- No student having break of study in the immediate past semester will be entitled to any waiver.

- No student having report of misconduct or disciplinary action shall be entitled to any waiver.

- **A student having eligibility for more than one category of waiver will in all get 100% waiver on tuition fees.**

Chapter IV
COURSE and Exam Policy

4.1 Introduction

The following are the rules and regulations for administering undergraduate course curriculum through the course system. The following articles have been reproduced from R*ules and Regulations for Course System.*

4.2 Rules, Regulations, Course Offering

4.2.1. Organizational Framework of the Bachelor's Degree Programs of the Course System

The undergraduate curriculum at University of Information Technology and Sciences (UITS) is based on the course system. The salient features of the course system are:

(i)   Reduction of the number of theoretical courses and examination papers to around five in each term,

(ii)   The absence of a pass or a fail on an annual basis,

(iii)   Continuous evaluation of student's performance,

(iv)   Introduction of some additional optional courses and thus enable students to select courses according to his/her interests far as possible,

(v)   Opportunity for students to choose fewer or more courses than the normal course load depending on his/her capabilities and needs,

(vi)   The flexibility to allow the student to progress at his/her own pace depending on respective ability or convenience, subject to the regulations on credit and minimum Grade Point Average(GPA) requirements, and

(vii)   Promotion of teacher-student contact.

In the curriculum for the undergraduate programs, besides the professional courses pertaining to each discipline, there is a strong emphasis on acquiring a thorough knowledge in the basic sciences of Mathematics, Physics and Chemistry. Due importance is also given for the study of several subjects in Humanities and Social Sciences which, it is expected will help the student to interact more positively with the society. Thus, the course contents of the undergraduate programs provide a harmonious blend of basic sciences and their applications as well as their social relevance. The first two terms of Bachelor's Degree programs consist of courses in basic sciences, mathematics, humanities and social sciences, basic engineering and architecture subjects. The third and subsequent terms build directly on the knowledge of the basic subjects gained in the first two terms and go on to develop competence in specific disciplines.

4.2.2. Student Admission

Students will be admitted in undergraduate curriculum in the Departments of Civil Engineering, as20existing rules of the University. The Registrar's Office will continue to serve as Admissions Office and the Department will deal with course registration in addition to student admission.

4.2.3. Number of Terms in a Year

There will be two semesters (Spring and Autumn) in an academic year.
The duration of each of Spring (March-August) and Autumn(September-February) will be 18 weeks which will be used as follows:

Classes	*15 weeks*
Term-final examination (including	
Preparatory leave and intervals between	*3 weeks*
successive exams).	
Total	*18 weeks*

4.2.4. Course Pattern and Credit Structure

The entire undergraduate program is covered through a set of theoretical and laboratory/ sessional/ design courses.

4.2.5 Course Designation and Numbering System

Each course is designated by a two to four letter word identifying the Department and a three-digit number with the following criteria:

(a)   The first digit will correspond to the year/level in which the course is normally taken by the students.
(b)   The second digit will be reserved for Departmental use for such things as to identify different areas within a Department. For example, '1' stands for Environmental Engineering, '2' stands of Geotechnical Engineering, '3' stands for Transportation Engineering, '4' stands for Water Resources Engineering and '5' & '6' stand for Structural Engineering.
(c)   The last digit will usually be odd for theoretical and even for laboratory or sessional courses.
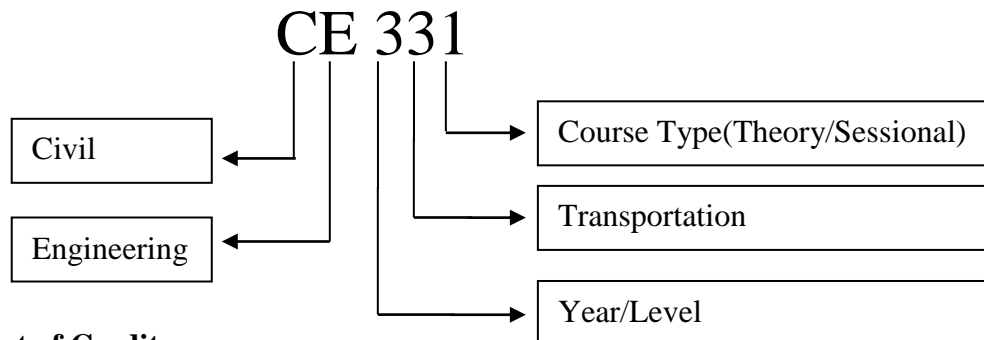
4.2.6 Assignment of Credits

(i)   Theoretical Courses
        One lecture per week per semester will be equivalent to onecredit
(ii)   Laboratory/ Sessional/ Design
        Credits for laboratory/sessional or design courses will be half of the class hours per week per semester

Credits are also assigned to project and thesis work taken by students. The amount of credits assigned to such work may vary from discipline to discipline.

The curriculum does not demand the same rate of academic progress from all students for obtaining the degree but only lays down the pace expected from a normal student. A student whose background or capacity for assimilation is lower will be permitted to complete the program at a

slower pace by studying less number of courses during a given semester (subject to a minimum course load). He may keep pace with his class by taking those courses in the following semesters which he had dropped during the regular semesters, or by covering the entire degree program over an extended period without developing any feeling of inferiority complex.

4.2.7 Types of Courses

The courses included in undergraduate curricula are divided into several groups as follows:

4.2.7.1 Core Courses

In each discipline a number of courses will be identified as core courses which form the nucleus of the respective Bachelor's Degree program. A student has to complete all of the designated core courses for his discipline.

4.2.7.2 Pre-requisite Courses

Some of the core courses are identified as pre-requisite courses. A pre-requisite course is one which is required to be completed before some other course(s) can be taken. Any such course, on which one or more subsequent courses build up, may be offered in each of the two regular semesters.

4.2.7.3 Optional Courses

Apart from the core courses, students will have to complete a number of courses which are optional in nature in that students will have some choice to choose the required number of courses from a specified group/ number of courses.

4.2.8. Course Offering and Instruction

The courses to be offered in a particular semester will be announced and published in the Course Catalogue along with a tentative Semester Schedule before the end of the previous term. Whether a course is to be offered in any semester will be decided by the Department. The Department may arrange to offer one or more prerequisite or core courses in any semester depending on the number of students who dropped or failed the course in the previous semester.

Each course is conducted by a teacher. The course teacher is responsible for maintaining the expected standard of the course and for the assessment of student's performance.

For a course strength necessitating two or more parallel classes or sections, one of the course teachers or any other member of the teaching staff of the Department is designated as course batch coordinator. He/she has the full responsibility for coordinating the work of the other members of the Department involved in that course.

4.2.9. Departmental Monitoring Committee

Consistent with its resilient policy to keep pace with new developments in the field of science and technology, the university will update its course curriculum at frequent intervals (at least every three years). Such updating aims not only to include the expanding frontiers of knowledge in the various fields but also to accommodate the changing social, industrial and professional need of the country. This can be done through deletion and modification of some of the courses and also through the introduction of new ones.The Department will constitute a Departmental Monitoring Committee with three teachers of the Department. This committee will monitor and evaluate the performance of the

Course System within the Department. In addition to other teachers of the Department, the committee may also propose any changes and modifications needed for upgrading the Undergraduate Curriculum and the Course System from time to time to the Academic and Planning Committees of the Department.

4.2.10. Teacher Student Contact

The proposed system encourages students to come in close contact with teachers. For promotion of teacher-student contact, each student is assigned to adviser/batch coordinator and the student is free to discuss with his Batch Coordinator all academic matters, especially those related to courses taken and classes being attended by him. Students are also encouraged to meet with other teachers any time for help on academic and extra-curricular matters.

4.2.11. Student Adviser/Batch Coordinator

One Adviser/batch coordinator would normally be appointed for a batch of student by the Department who will advise each student on the courses to be taken by the student. The batch coordinator will discuss with the student on his/her academic program and then decide the number and nature of courses for which he/she can register. However, it is the student's responsibility to keep contacts with his batch coordinator who will review and eventually approve the student's specific plan of study and check on subsequent progress.

For a student of second and subsequent semesters, the number and nature of courses for which he/she can register will be decided on the basis of his/her academic performance during the previous semester. The batch coordinator will advise the students to register for the courses during the next semester within the framework of the guidelines in respect of minimum/maximum credit hours limits, etc. which are elaborated at appropriate places in this report. The batch coordinator is also authorized to permit the student to drop one or more courses based on his/her academic performance and the corresponding categorization.

4.2.12. Registration Requirements

Any student who makes use of class room or laboratory facilities or faculty time is required to register formally. Being admitted to the University, each student is assigned to a student batch coordinator. The student can register for courses he intends to take during a given term only on the basis of the advice and consent of his/her coordinator.

4.2.13. Registration Procedure

Students must register for each class in which they want to participate in consultation with his/her coordinator. This can be done online within a specified deadline at http://ucam.uits.edu.bd where a student can select courses in the online course registration form. The student is thenrequired to meet his/her coordinator to finalize and confirm the registration. Much counseling and advising is accomplished at the registration time. It is absolutely necessary that all students register at the specified time.

4.2.14. Limits on the Credit Hours to be taken

A student must be enrolled in at least 12 credit hours. He may be allowed to enroll in up to a maximum of 24 credit hours if recommended by his/her Adviser. A student must enroll for the prescribed sessional/laboratory courses in the respective semester within the allowed credit-hour limits. In special cases where a student cannot be allotted the minimum required 12credit hours in a semester, the Department may approve a lesser number of credit hours to suit individual

requirements. Such cases shall only be applicable to students needing less than 12 credits for graduation.

4.2.15. Pre-condition for Registration

Some courses involve pre-requisite courses. Students will bellowed to register in those courses subject to the satisfaction of prerequisite courses. If a student fails in a pre-requisite course in any semester, the Department may allow him to register for a course which builds on the pre-requisite course provided his/her attendance and grades in continuous assessment in the said pre-requisite courses found to be satisfactory.

Registration will be done at the beginning of each term. The Registration program with dates and venue will be announced in advance. Late registration is, however, permitted within the 6th week after starting the classes on payment of a late registration fee. Students having outstanding dues to university shall not be permitted to register. All students have, therefore, to clear their dues and get a clearance or no dues certificate, on the production of which, they will be given necessary permission to complete the course registration procedure. For the First Year students, prior Department-wise enrolment/admission is mandatory. A Departmental pre-orientation program will be conducted for them at the beginning of the first semester when they will be handed over the registration package on producing enrollment slip/proof of admission.

4.2.16. Pre-registration

Pre-registration for courses to be offered by the students in a particular semester will be done on specified dates before the end of the previous term. All students in consultation with their course coordinators are required to complete the pre-registration formalities. If a student who does not pre-register, may not get the courses desired by him subsequently.

4.2.17. Registration Deadline

Student must register for the courses to be taken before the commencement at a due date within the first 2 weeks in each semester and no late registration will be accepted after one 6th week of classes. Late registration after this date will not be accepted unless the student submits a written appeal to the Registrar through the concerned Head and can document extenuating circumstances such as medical problems(physically incapacitated and not able to be presented) from a Medical Officer of the University or other Hospitals.

4.2.18. Penalty for Late Registration

Students who fail to register during the designated date for registration are charged a late registration fee of Tk. 300.00 (three hundred taka only). This extra fee will not be waived whatever be the reason for late registration.

4.2.19. Course Adjustment Procedure

A student will have some limited options to Add or delete & Dropping courses from his/her registration list, within the first six weeks from the beginning of the class. However, minimum credit requirements mentioned in the article 10.2 need to be fulfilled after the adjustments. She/he may add courses only within the first six weeks of a regular semester. In case of dropping a course a student will be allowed to do so within six weeks after the commencement of a regular semester. Adjustment

of initially registered courses in any semester can be done by duly completing the **Course Adjustment Form.** These forms will normally be available in the Registrar's Office. For freshman students such forms can be included in the registration packet at the time of orientation.

Any student willing to add or drop courses will have to fill up a Course Adjustment Form in consultation with and under the guidance of his/her coordinator. The original copy of the Course Adjustment Form will be submitted to the Registrar's Office, and then the requisite number of photo copies will be made by the Registrar's Office for distribution to the concerned batch coordinator, Head, Dean, Controller of Examination and the student.

All changes in courses must be approved by the batch coordinator and the Head of the Department concerned. The Course Adjustment Form will have to be submitted to the Registrar's Office after duly filled in and signed by the concerned persons. To add/drop a course respective teacher's consent will be required. Late Registration Fee is not necessary in these cases.

4.2.20. Withdrawal from a Semester

If a student is unable to complete the Semester Final Examination due to serious illness or serious accident, he/she may apply to the Head of the Department for total withdrawal from the semester within a week after the end of the Semester Final Examination. However, he/she may choose not to withdraw any laboratory / sessional / design course if the grade obtained in such a course is 'D' or better. The application must be supported by a medical certificate from the Medical Officer of the University or other Hospital. The Academic Council will take the final decision about such application.

4.3 Course Evaluation and Grading

4.3.1.The Grading System

The total performance of a student in a given course is based on a scheme of continuous assessment. For theory courses this continuous assessment is made through a set of quizzes/in class evaluation, class participation, homework assignments, and a semester final examination. The assessment in laboratory/sessional courses is made through observation of the student at work in class, viva-voce during laboratory hours, and quizzes. As discussed earlier, each course has a certain number of credits which describe its weightage.A letter grade with a specified number of grade points is awarded in each course for which a student is registered. A student's performance is measured by the number of credits that he/she has completed satisfactorily and the weighted average of the grade points that he/she has maintained. A minimum grade point average is required to be maintained for satisfactory progress. Also a minimum number of earned credits should be acquired in order to qualify for the degree as prescribed.

Letter grades and corresponding grade-points will be awarded in accordance with provisions shown below:

Numerical grade	Letter Grade	Grade Point
80% or above	A+ (A plus)	4.00
75% to less than 80%	A (A regular)	3.75
70% to less than 75%	A- (A minus)	3.50
65% to less than 70%	B+ (B plus)	3.25
60% to less than 65%	B (B regular)	3.00
55% to less than 60%	B- (B minus)	2.75

50% to less than 55%	C+ (C plus)	2.50
45% to less than 50%	C (C regular)	2.25
40% to less than 45%	D	2.00
less than 40%	F	0.00
Continuation (for project & thesis / design courses)	X	----

4.3.2 Distribution of Marks

Thirty percent (30%) of marks shall be allotted for continuous assessment i.e., quizzes, class tests and homework assignments, in class evaluation and class participation. The remainder of the marks will be allotted to SEMESTER FINAL Examination which will be conducted centrally by the University. There will be internal and external examiners for each course in the term Final Examination. The duration of each semester final examination will be 3 hours. The distribution of marks for a given course will be as follows:

(i)	Class Attendance	10%
(ii)	Class Test/ Class Assessment	20%
(iii)	Final Examination (3 hours)	70%
	Total	100%

Basis for awarding marks for class participation and attendance is generally as follows:

Attendance	Marks
90% and above	10
85% to less than 90%	9
80% to less than 85%	8
75% to less than 80%	7
70% to less than 75%	6
65% to less than 70%	5
60% to less than 65%	4
Less than 60%	0

"The Class Test/ Class Assessment Marks may comprise of Class Tests and Assignments. The Number of Class Tests of a course shall be at lease 'N+1', where 'N' is the number of credits of the course. Evaluation of the performance in Class Tests will be on the basis of the best 'N' Class Tests."

For 2 credit courses 2 best out of 3, for 3 credit courses 3 best out of 4, and for 4 credit courses 4 best out of 5class tests may be considered for awarding grade. These may be considered as the minimum recommended number of class tests for any course.

4.3.3 Earned Credits

The courses in which a student has obtained `D' or a higher Grade will be counted as credits earned by him/her. Any course on which a student has obtained `F' grade will not be counted towards

his/her earned credits. A student who obtains an `F' grade in any Core Course in any term, he/she will have to repeat the course. If a student obtains an `F' grade in an Optional Course, he/she may choose to repeat the course or take a substitute course if available.

4.3.4. Honors

Candidates for Bachelor's Degree in Civil Engineering will be awarded the Degree with honors if their overall GPA is 3.75 or higher.

4.3.6. Calculation of GPA

Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses passed/completed by a student. For example, if a student passes/completes five courses in a semester having credits of C1, C2, C3, C4, and C5 and his grade points in these courses are G1, G2, G3, G4, and G5, respectively then

$$GPA/CGPA = \frac{\sum C_n G_n}{\sum C_n}$$

Suppose a student got grade point "4.0" in a 3 credit hours course and "3.5" in 1.5 credit hours course then his/her GPA/CGPA will be as follows:

$$GPA/CGPA = \frac{(3 \times 4) + (1.5 \times 3.5)}{3 + 1.5} = 3.83$$

4.3.7. Student Classification

For a number of reasons it is necessary to have a definite system by which to classify students as First Year/Level 1, Second Year/Level2, Third Year/Level 3, and Fourth Year/Level 4. At UITS, regular students are classified according to the number of credit hours earned towards a degree. The following classification applies to the students.

4.3.8. Registration for the Second and Subsequent Terms

A student is normally required to earn at least 12 credits in a semester. At the end of each semester, the students will be classified into the following two categories:

Category 1

Consisting of students who have passed all the courses prescribed for the previous semester and have no backlog of courses. A student belonging to *Category 1*will be eligible to register for all courses prescribed for the next semester.

Category 2

Consisting of students who have earned at least 12 credits in the semester but do not belong to *Category 1*.A student belonging to *Category 2* is advised to take one or two backlog courses along with all the courses in the next semester subject to the condition that he/she has to register for such backlog courses as may be prescribed by the batch coordinator.

4.3.9. Performance Evaluation

The performance of a student will be evaluated in terms of two indices, viz. semester grade point average, and cumulative grade point average, which is the grade average for all the semesters. The semester grade point average is computed dividing the total grade points earned in a semester by the number of semester hours taken in that semester. The overall or cumulative grade point average (CGPA) is computed by dividing the total grade points accumulated up to date by the total credit hours earned. Thus a student who has earned 275 grade points in attempting 100 credit hours of courses would have an overall grade point average of 2.75.

Students will be considered to be making normal progress toward a degree if their cumulative or overall GPA for all work attempted is2.25 or more. Students who regularly maintain Semester GPA of 2.25 or better are making good progress toward their degrees and are in good standing with the University. Students who fail to maintain this minimum rate of progress will not be in good standing. This can happen when one or more of the following conditions exist:

(i)   Semester GPA falls below 2.25 or
(ii)   Cumulative GPA falls below 2.25
(iii)   Earned credits fall below 12 times the Number of Semesters
        Attended/Studied

All such students can make up deficiencies in GPA and credit requirements by completing courses in next semester(s) and backlog courses, if there be any, with better grades. When GPA and credit requirements are achieved, the student is returned to good standing.

4.3.10. Academic Progress, Probation and Suspension

Academic Progress: Undergraduate students will be considered to be making normal progress toward a Degree if their cumulative or overall GPA for all work attempted is not less than 2.25.

Probation and Suspension: Undergraduate students who regularly maintain Semester GPA of 2.25 or better are making good progress toward their Degrees and are in good standing with the University. Students who fail to maintain this minimum rate of progress may be placed on academic probation.

The status of academic probation is a reminder/warning to the student that satisfactory progress towards graduation is not being made. A student may be placed on academic probation when either of the following conditions exists:

(i)   The Semester GPA falls below 2.25 or
(ii)   The cumulative GPA falls below 2.25

Students on probation are subject to such restrictions with respect to courses and extracurricular activities as may be imposed by the respective Dean of School.

The minimum period of probation is one Semester, but the usual period is for one academic year. This allows the student an opportunity to improve the GPA through the completion of additional course work during the period that the student is on probation. The probation is extended for additional semesters until the student achieves an overall GPA of 2.25 or better. When that condition is achieved the student is returned to good standing.

4.3.11. Measures for Helping Academically Weak Students

The following provisions will be made as far as possible to help academically weak students to enable them to complete their studies within the maximum period of six years in engineering:

a)   All such students whose cumulative grade point average(CGPA) are less than 2.25 at the end of a semester may be given a load of not exceeding four courses in the next semester.

b)   For other academic deficiencies, some basic and core courses may be offered in the next semester in order to enable the student to partially make-up for the backlog courses.

Following criteria will be followed for determining academically weak students:

a)   CGPA falling below 2.25.
b)   Semester grade point average (SGPA) falling below 2.25 points below that of previous semester.
c)   Earned credit falling below 12 times the number of semesters attended.

4.3.12. Special Courses

a) These courses, which include self-study courses, will be from amongst the regular courses listed in the course catalog, a special course can be run only in exceptional cases with the approval of the Academic council.

b) Whether a course is to be floated as a special course will be decided by the Head of concerned Department in consultation with the teacher/course co-coordinator concerned if it is required to be offered in the following semesters.

c) The special course may be offered to any student at any semester if it helps students for graduation. It will be offered only if the course is not running in that semester as a regular course.

d) Normally no lecture will be delivered for the special course but laboratory/design classes may be held if they form a part of the course. The course coordinator/course teacher will also assign home works; administer quizzes/class tests and final examination for giving his or her assessments at the end of the semester.

4.3.13. Minimum Earned Credit and GPA Requirements for Obtaining Graduation

Minimum credit hour requirements for the award of Bachelor of Science (B.Sc.) Degree in Engineering will be decided by the respective Degree Awarding Committee of the Department. However, total 160.0 credit hours for Civil Engineering must be earned to be eligible for graduation, and this must include the specified core courses.

The minimum Grade Point Average (GPA) requirement for obtaining Bachelor of Science in Civil Engineering Degree is 2.25.

4.3.14. Application for Graduation and Award of Degree

A student who has fulfilled all the academic requirements for Bachelor's Degree will have to apply to the Controller of Examinations through his/her Head for graduation. Provisional Degree will be awarded on completion of credit and GPA requirements. Such provisional Degrees will be confirmed by the Academic Council.

4.3.15. Industrial/Professional Training Requirements

Depending on each department's own requirement student may have to complete a prescribed number of days of industrial/professional training in addition to minimum credit and other requirements, to the satisfaction of the concerned department.

Letter grade 'S' may be used for Satisfactory
Letter grade 'U' may be used for Unsatisfactory
In case of Unsatisfactory Performance he/she has to repeat the Industrial/Professional Training until he/she has earned 'S' grade.

13. Credit Transfer Policy

Transfer of credit from institutions having equivalent curriculum, comparable grading system, and grading standard will be up to a maximum of 40% of the credits which are required for graduation. Transfer of credit will be considered only after a student enrolls in the respective program fulfilling the admission requirements as laid down for regular students. The Departmental Academic and Planning Committee will evaluate and make necessary equivalence for courses according to the university credit transfer policy. The Academic and planning committees of the Department will provide final approval for the courses to be completed at UITS for Bachelor of Science in Civil Engineering Degree. Necessary documents in support of their application must also be provided.

4.3.16. Time Limits for Completion of Bachelor's Degree

A student must complete his studies within a maximum period of six years for Civil Engineering.

4.3.17. Inclusion of Repeaters

Repeater students from the old syllabus system will need to take the equivalent courses from the new syllabus system. The irregular/repeater students will be subjected to the following rules and regulations:

1. If the original course in the old syllabus has only one equivalent course in the new syllabus

The following rules apply for such courses:

a. If he/she had received an 'F' or had not registered for the original course before, he/she has to complete the equivalent course as per the new syllabus and the earned credit will be equal to the credit of the equivalent course.

b. If the student had received an 'F' in the original course in the old syllabus, he/she has to register for the original course (of old syllabus) and then he/she can get 'A+' in the equivalent course of the new syllabus.

c. If the student got low grade in the original course and wants to retake the course for improvement, he/she has to register for the equivalent course as per the new syllabus (provided he/she fulfills the other conditions of registration).

2. If two or more of the original courses in the old syllabus have only one equivalent course in the new syllabus:

The following rules apply for such courses:

a. If the student had received an '**F**' or had not registered for **one/both** of the original courses before, he/she has to complete the equivalent course as per the new syllabus.

b. The student will be considered to have completed the original courses if he/she has received passing grade in the equivalent course.

c. If the student had registered in **all** of the original courses and have received an 'F' in **one/more** of those, he/she can get 'A+' in the equivalent course.

d. If the student had not registered for **at least one** of the original courses in the old syllabus before, he/she can get 'A+' in the equivalent course.

e. If the student had obtained passing grade in **all** of the original courses below and had received lower grade(s) in one/more courses he may be allowed to retake the equivalent course for improvement (provided he/she fulfills the other conditions of registration).

3. If the original course in the old syllabus has two/more equivalent courses in the new syllabus:

The following rules apply for such courses:

a. If the student had received an 'F' or had not registered for the original course before, he/she has to complete **all** the equivalent courses as per the new syllabus.

b. If the student had registered for the original course before and have received an 'F' in the course, he/she can get 'A+' in **all** of the equivalent courses.

c. If the student had not registered for the original course before, he/she can get 'A+' in any of the equivalent courses.

d. If the student had received lower grade in the original course he/she may be allowed to retake any of the equivalent courses for improvement (provided he/she fulfills the other conditions of registration).

4.4 Attendance, Conduct, Discipline

4.4.1 Attendance

All students are expected to attend classes regularly. The university believes that attendance is necessary for effective learning. The first responsibility of a student is to attend classes regularly, and one is required to attend at least60% of all classes held in every course.

4.4.2. Conduct and Discipline

A student shall conform to a high standard of discipline, and shall conduct himself, within and outside the precincts of the university in a manner befitting the students of a university of national importance. He shall show due courtesy and consideration to the employees of the university, good neighborliness to his fellow students and the teachers of the university and pay due attention and courtesy to visitors.

To safeguard its ideals of scholarship, character and personal behavior, the university reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient.

4.4.3. Absence during Term

A student should not be absent from quizzes, class tests, etc. during the semester. Such absence will naturally lead to reduction in points/marks which count towards the final grade. Absence in Semester Final Examination will result in 'F' grades.

A student who has been absent for short periods, up to a maximum of four weeks due to illness should approach, the course teacher(s) or the course coordinator(s) for make-up quizzes/class tests or assignments immediately on returning to the classes. Such request should be supported by medical certificate from a Medical Officer at the University of other Hospital(s).

4.5 EXAMINATION RELATED RULES AND GUIDELINES

Examinees who are/will be alleged of breaking the university would be punished according to the following regulations. In case of discard of any exam, the examinee will receive an 'F' Grade in that respective course/semester.

1. In the exam hall if any examinee tries to communicate with other examinee s or tries to see other examinee's script or writes any answer in the question script, in that case, she/he will (a) At first be warned, if needed his sitting position will be changed (b) Secondly she/he will be deducted 5% of the total number (c) Thirdly will rusticated from the classroom and will be deducted 10% of the total marks.
2. During the examination if a examinee brings any written paper with answers or any electronic device like mobile phone, digital diary etc. (a) The device will be seized from him/her (b) The examinee will immediately be rusticated from the classroom (c) Be suspended for all the courses of that semester (d) will be rusticated from the university for two to four semesters.
3. If question script is found from a examinee before the examination starts, she/he (a) The examinee will immediately be rusticated from the classroom (b) Be suspended for all the courses of that semester (c) will be rusticated from the university for two to four semesters.
4. If a examinee acts immodestly or violently in the examination hall with the examiner or exam guard, she/he (a) The examinee will immediately be rusticated from the classroom (b) Be suspended for all the courses of that semester (c) will be rusticated from the university for lifetime.
5. If an examinee brings things not related to the respective exam like any writing or any electronic device like mobile phone, digital diary etc., during the exam, she/he will (a) Be seized of those things (b) Will be warned for such act in future.
6. If an examinee tries to influence the examiner, his examination script will be regarded as null and void.
7. If an examinee is found cheating from a writing or an or any electronic device like mobile phone, digital diary etc., during the exam,(a)The examinee will immediately be rusticated from the classroom (b) Be suspended for all the courses of that semester (c)will be rusticated from the university for two to four semesters.
8. If another person gives/ tries to give the exam instead of an examinee, (a) The examinee will immediately be rusticated from the classroom (b) Be suspended for all the courses of that semester (c) will be rusticated from the university for lifetime.
9. If an examinee tries to take help or write answers from someone during the exam hall, ,(a)The examinee will immediately be rusticated from the classroom (b) Be

suspended for all the courses of that semester (c)will be rusticated from the university for two to four semesters.

10. If an examinee writes anything in any part of his body or in his chair or instrument box, (a) The examinee will immediately be rusticated from the classroom (b) Be suspended for all the courses of that semester (c)will be rusticated from the university for two to four semesters.

11. If an examinee brings other calculator other than the permitted calculator, (a) The device will be seized from him/her (b) Theexaminee will immediately be rusticated from the classroom (c) Be suspended for all the courses of that semester (d) Will be rusticated from the university for two to four semesters.

Chapter V
Library

5.1 Introduction

The university devotes a considerable effort and resources to the development of an outstanding library with a large collection of books and journals to meet the expanding need of teaching and research and to serve as a resourceful reference center. The library is located at the 3rd floor corner side. All library services are available for both faculty and students. Except for certain designated official holidays, the library open from 8:00 AM to 9:00 PM daily. Library service includes:

Lending: Students and faculty members both can lend books through the issue of library card .But they have to return the books within one week. After one week later they have to pay certain amount of money. Besides both students and faculty members maintain rental library from which they can borrow books Student can find easily departmental books, assignments and lab reports at a certain cost.

Photo-coping: There is a photo-copy machine here. Anybody can photocopy anything. The amount of money per page is 2 taka.

Document delivery services: The general library has approximately 14,939 number of books and 230 number of local journals and a good number of master's thesis books. Student can read the journals and thesis papers or other documents only at the library.

Study and Internet browsing facilities: Soon there will be formed automated library and digital library with a good amount of computers. There will be full access of Wi-Fi facilities. A seminar library will be formed soon where approximately 100-150 students can sit at a time to study.

Library personnel:

Mr. Md. Anwar Hossain	Librarian (Acting)
Ms. Nasima Nargees	Asst. Librarian

5.2 Internet and computing facilities

The University has a central library where study materials related to civil engineering program such as books, journals, daily newspaper, project works, posters and students' dissertations are available. The library has good sitting arrangements and multimedia projectors; therefore, this room is often used for performing students' group work of the sessional classes. The library is rich in collecting multi-disciplinary study materials. The library facilitates with high speed internet including Wi-Fi connection.

The information regarding the current accessibility of internet services maintained by UITS IT Division is tabulated below:

Total Bandwidth	115 MBps
Total Bandwidth Allocated for Wi-Fi access	50 MBps
Total Coverage Area of Wi-Fi	Full Campus
Hours of Operation	8:00 am to 9:00 pm total 9 hours daily (in special cases 24 hours)

For students usage the PCs of Micro-Computer Lab are available during the operational hours of the university.

Chapter VI
Directorate of Students' Welfare

6.1 Introcuction

The Directorate of Student's Welfare is responsible for organizing and coordinating various students related activities including

⇒ Providing medical services through university medical centre
⇒ Assisting the students obtaining employment
⇒ Supervising the program of physical education
⇒ Supervising the extra-curricular activities of the students
⇒ Maintaining contact with the alumni of the university

Office of the Director of the Students welfare

Advisor
Professor Dr. Nazrul Islam
Professor, Department of IT

6. 2 Counseling and Guidance: The students Counseling and Guidance Service is an integral part of the academic programmes of students of the Directorate of Students welfare of the University. It aims at helping students to adjust to campus life, effectively pursue curricular as well as co-curricular activities, develop their abilities for making wise choices and plans, and solve individual problems through counseling.

The following are the principal activities of the Counseling and Guidance Service:

1. Pre-admission course guidance and academic information for students
2. Orientation programme for all new students of the University followed by formal assemblies of students at appropriate time and place
3. Organization of Departmental Advisory programme through teacher-advisors of respective
4. Departments and Institutes
5. Group guidance of students, and
6. Individual counselling of students having personal problems.

6.3 Career Club: There formed a career club where student are getting opportunities through seminar, quiz competition, cv reviewing and also for future job securities.

6.4 Alumni Association: Since the inception of the UITS in the year 2003, it has produced a significant number of graduates, many of whom are well established, experienced and eager to set a link of graduates, many of whom are well established, experienced and eager to set a link with their Alma mater and do something good for the University to flourish it as a center of excellence in the academic arena of the world. The university also needs the contribution of its magnificent Alumni to cherish its goal. To ease the reciprocal procedure, the University has embarked on a plan to introduce in its administrative organogram the ALUMNI sector in an attempt to establish contacts with the old students, home and abroad, and to benefit from their counseling, guidance and help in every respect for the all-round development of their Alma Mater. The UITS Alumni Association (UAA) engages alumni in supporting the University. We provide exceptional value and ongoing support to our alumni by offering a sense of belonging, community, connection, and pride. To actively engage and support current and future alumni in a life-long

relationship with UITS. UITS Alumni Association (UAA) has 16,000+ members till now. And they can enrolled in the ALUMNI association through the registration.

6.5 Office of Proctor

The University has a well developed proctorial system. A Proctorial Team consisting of one Proctor and three Assistant Proctors is responsible for the discipline and conduct of the students within the University Campus. The team also performs other duties required by the Vice- Chancellor regarding discipline of the students.

Proctor
Md. Tarikul Islam
Assistant Professor, Department of CE

Assistant Proctor

Ms. Halima Akhter	Mr. Abdul Motaleb	Mr. Shuvo Das
Assistant Professor, Department of Business	Lecturer, Department of IT	Lecturer, Department of English

6.6 RULES AND REGULATIONS RELATING TO DISCIPLINE

General Discipline

1. There shall be Board of Discipline to control and supervise the discipline of the students of the university.
2. The Board shall consist of the following members:

i.	Vice-Chancellor	Chairman
ii.	Two Deans (To be mentioned by academic council)	Member
iii.	Three Heads (Two from Engineering department and one from Non Engineering department) (To be mentioned by academic council)	Member
iv.	Director (Students' Welfare)	Member Secretary

3. At least 50% of the total members of the board shall form a quorum. The term of nominated office members shall be two years.

4. All incidents which appear to be acts of indiscipline and misconduct committed by any student , including immediate action taken, if any, shall be reported to the Vice-Chancellor by the Head of the department in respect of indiscipline and misconduct in the class rooms, laboratories, work-shops, all parts of academic premises and any other place in the campus, and by the invigilator through the Chief invigilator in respect of indiscipline and misconduct in Exam Halls, and by the person concerned (Through respective Head/Section Chief) from the students and employees of UITS in respect of indiscipline and misconduct committed outside of campus.

5. A student who neglects his studies , disobeys and/or denounces orders, rules and regulations, ordinances, statutes of University, shows misbehavior towards the employees of the University or commits any other offence which will be deemed by the Vice-Chancellor or Director of Students' Welfare or teachers of the University as misconduct and breach of discipline, will be liable to disciplinary action which may range from warning, imposition of fines, suspension to expulsion for good from the University depending on the magnitude of the offence as will be deemed fit by the authorities competent to take disciplinary action as defined in section 6.

6. Authorities to take disciplinary action with their respective powers to the extent to which they can impose punishment on any student or group of students are:

Authorities for taking disciplinary action	*Power	Appellate Authority
Board of Discipline	(i) Warning (ii) Imposing Fine (iii)Suspension from University for any length of time (iv)Expulsion from University for good	Academic Council
Vice-Chancellor	(i) Warning (ii) Imposing Fine (iii)Suspension from University for any length of time (iv)Expulsion from University for good	Board of Discipline
Head of the department (On students of his department)	Warning and Imposing Fine up to Tk. 1000/-	Vice-Chancellor
Director of Students' Welfare	(i) Warning (ii) Imposing Fine up to Tk. 1000/-	Vice-Chancellor

*Respected authority may impose one or more punishment(s) at a time. Any of the above authority will inform the Director of Students' Welfare for any type of punishment imposed on any student for record.

7. If the Vice-Chancellor feels that the action taken against a student or a group of students (by any of the above authorities other than Board of Discipline) on an offence brought to him is not appropriate or that no action has been taken on any offence observed by him, he will take disciplinary the action taken against a student or a group of students.

If however, in any case of breach of discipline the Vice-Chancellor is of the opinion that a punishment more than a suspension of two years is required he shall refer the matter to the Board of Discipline for a decision.

8. A student or a group of students against whom an action has been taken by appropriate group of authority mentioned in column (1) of section 6 may prefer an appeal to the appropriate appellate authority mentioned in column (3) of section 6.

9. The Director of Students' Welfare will be responsible for enforcement of the disciplinary action taken against a student or a group of students. He shall remain a register and shall record therein all actions taken against a student for indiscipline and misconduct and shall record all in Character Certificates and Testimonials issued by the Director of Students' Welfare to offenders, those actions taken against then if so indicated by the Vice-Chancellor and the Board of Discipline, unless allowed to be expunged/ condoned by the Vice-Chancellor on written prayer from the offenders.

10. Character Certificates/Testimonials issued by the Director of Students' Welfare shall be produced by the students when requested for that certificate.

6.7 WHERE TO GET NOTICES REGARDING STUDENTS STUDENT

Type of Notice	Where to find
Registration	https://uits.edu.bd/
Grades of different courses	https://uits.edu.bd/
Class routine	https://uits.edu.bd/ And Departmental Notice Board
Exam Routine	https://uits.edu.bd/
Important Notices	https://uits.edu.bd/ And Departmental Notice Board
Library related notices and book search	https://uits.edu.bd/uits-library/ Library Notice Board And Departmental Notice Board
University related notices	https://uits.edu.bd/

6.8 UNIVERSITY PERSONNEL

Vice-Chancellor	Professor Dr. Mohammed Solaiman
Pro Vice-Chancellor	Professor Dr. Md. Abu HashanBhuiyan
Treasurer	Dr. Siraj Uddin Ahmed
Other Officers	
Registrar	Mohammad Kamrul Hasan
Controller of Examinations	Professor A. N. M. Shareef
Advisor (Students Welfare)	Professor Dr. Nazrul Islam
Proctor	Md. Tarikul Islam
Director UITS Research Center	Professor Dr. Palash Chandra Karmokar
Librarian (Acting)	Mr. Md. Anwar Hossain
Director, Finance and Accounts	Sobhit Bikash Barua
IT Advisor (UITS)	Md. Mahmudul Hasan

Chapter VII
UITS UCAM USER MANUAL (For Students)

CONTENTS

Introduction

About UITS UCAM

UITS UCAM is an information management system for the students and teachers of UITS.

A student can get various academic information including class routine, exam routine, course history and incomplete courses, results and grades, course registration report, notices, academic calendar and holidays, bill and payment history etc.

A student can also get his admit cards for exams, give feedback about courses, pay tuition fees online, update his student profile.

Guide

Open UITS UCAM

Visit http://ucam.uits.edu.bd/ from a web browser.
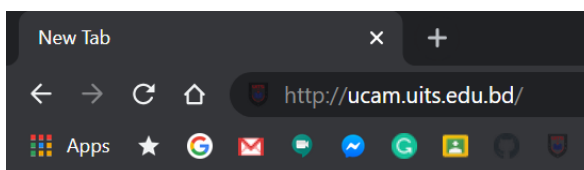
Log In

Log in with your *Login ID* and *Password* provided by the Registrar office.

If you haven't got your *Login ID* and *Password*, please contact the **Registrar Office** on the second floor of the administrative building.
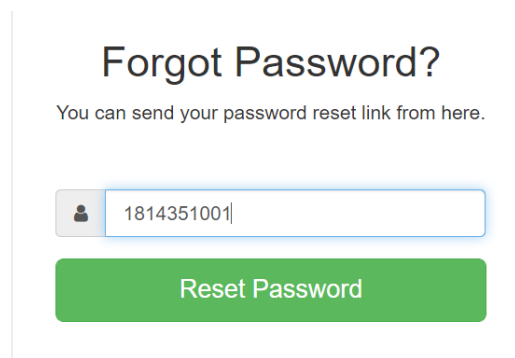
Reset/Change Password

If you've forgot your password, you can reset the password by following these steps-

- Click on <u>Forgot Your Password?</u>, located beside the <u>Login</u> button.
- Enter you *Login ID*

- Click on <u>Reset Password</u>
- An email will be sent to your registered email address with a new password
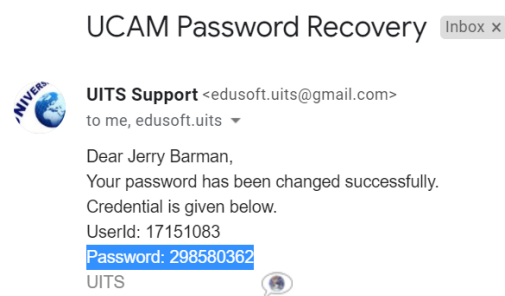
- Use the new password to Login
- After a successful login, you can change the password anytime by going to

  - <u>Admin Control</u> > <u>User Management</u> > <u>Password Change</u>
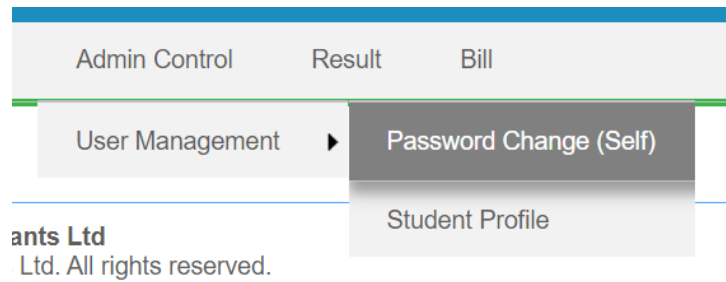
Class Routine, Room Numbers, Assigned Course Teachers
Go to-
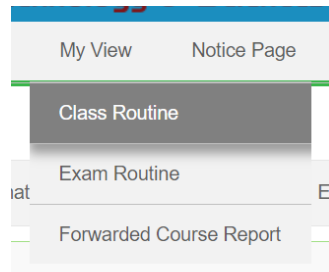
- My View > Class Routine

A Class Routine for your currently enrolled courses (current semester) along with the room numbers

Class Routine

Student ID : 17151083   Trimester Fall 2020   [View Class Routine]

University of Information Technology and Sciences(UITS)
Class Routine (Fall 2020)

Course Code	Course Title	Teacher Code	Day	Room	Time Slot	Section
CSE 436	Machine Learning Lab	SAM	Wed	501	11:0 AM - 12:40 PM	12B
CSE 454	Software Development & Project Management	AI	Tue	618	11:0 AM - 1:30 PM	12 (A+B)
CSE 468	Robotics Lab	SHR	Sun	102	9:30 PM - 11:0 PM	A(Special)
CSE 490	Project	SRN	Sun	B-102	2:21 PM - 3:10 PM	A
GED 113	Financial & Managerial Accounting		Tue	412	2:31 PM - 5:0 PM	12A

and the assigned course teacher names will be shown.

You may also view the Class Routines of your previous semesters by following these steps-

- Click on the Drop Down menu (where your current semester name is written) labeled as
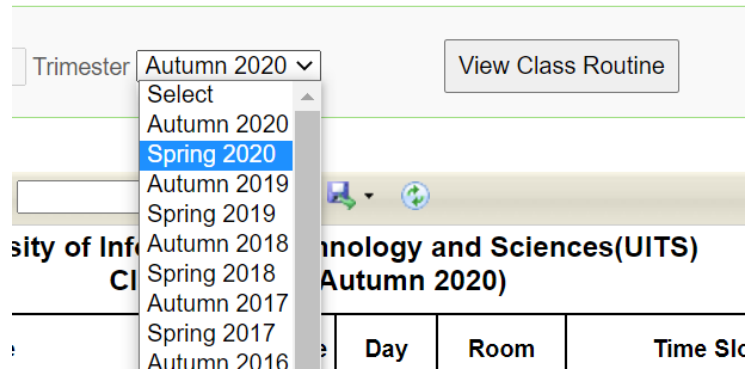
Semester/Trimester/Dual-semester

- Select a semester name
- Click on <u>View Class Routine</u>

Exam Routine
Go to-

- <u>My View</u> > <u>Exam Routine</u>
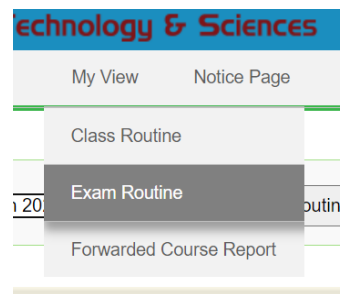
You'll get the Exam Routine of your upcoming/running exam along with the exam hall room numbers.

Note: This feature will be available only during the examinations.

Admit Card for Exams

Follow these steps-
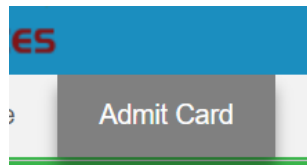
- Go to- Admit Card
- Select the exam term from the drop down menu labeled as *Exam Name*
- Click on Download Admit Card and a *Save As* dialog box will be opened

- Browse to the folder/location where you want to save your admit card
- Click on Save

Your admit card will be downloaded and saved as a *.pdf* file.

Course History and Incomplete Courses

Go to-

- Course History
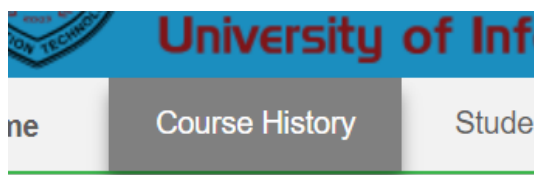
At the top of the page, you'll get your-

- CGPA
- Batch
- Credits Earned
- Credits Attempted

				Total Credits Earned: **102.5**				

				Total Credits Attempted: **120.5**				

Total Credits Earned: **102.5**

Total Credits Attempted: **120.5**

Total Credits Required: **156.0**

SL	Semester	Course Code	Course Title	Credit	Grade	Grade Point	Course Status
1	Spring 2018	CSE 102 (Dual)	Introduction to Computer Systems Lab	1.0	A+	4.00	Passed
2	Spring 2018	CSE 101 (Dual)	Introduction to Computer Systems	2.0	A	3.75	Passed

- Credits Required

Next in the table, you'll get a complete history of your completed, failed, dropped and running courses, earned credit points and grades, name of the respective semesters.

To view your Incomplete Courses-

- Go to the bottom of the page (Course History)
- Click on Show Incomplete Courses

Incomplete courses

Course ID	Course Name	Credit
GED 103	English	3.00
GED 101	The Four Skills of Communication in English I	3.00
GED 187	English	3.00
EEE 251	Electronic Devices and Circuits	3.00

You'll get another table containing the list of your incomplete courses.

Results and Grades

Follow these steps-

- Go to- Result > Grade Sheet > Result History

Result	Bill
Grade Sheet ▶	Result History
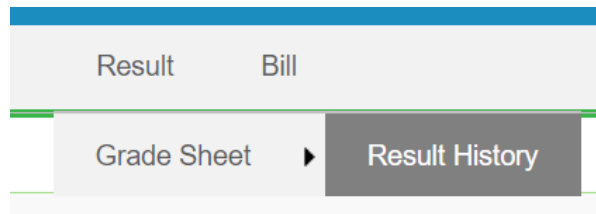
- Choose a semester name from the drop down menu labeled as *Semester/Trimester/Dual-semester*
- Click on Show Result Report

You'll get a summary (CGPA, registered courses, credits, grades, assigned course teachers etc.) of the selected semester.

Give Feedbacks on the Course Experiences

Follow these steps-
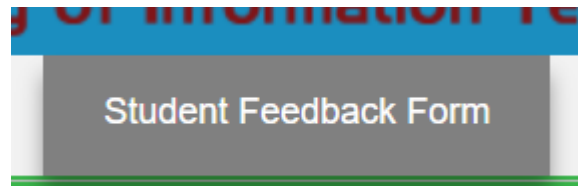
- Go to Student Feedback Form
- Select a *Course Name* from the drop down menu labeled as Course/Subject
- Give ratings and comments in all the sections sincerely then click on Submit/Save. Please note that, once you've **submitted** the answers you **cannot** edit or change them.

Note:
- *The Student Feedback feature will be available only at the end of each semester.*
- *You are especially advised to fill up this feedback form with all sincerity, based on exact information and being free from all personal liking or disliking.*

Course Registration Report

Follow these steps-

- Go to- My View > Forwarded Course Report
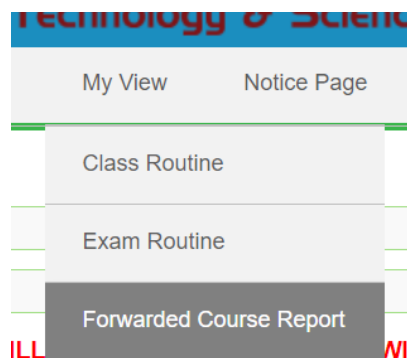
- Course Registration Report should be loaded automatically, if not, click on Load.

Notices

Follow these steps-

- Go to- Notice Page > View Notice
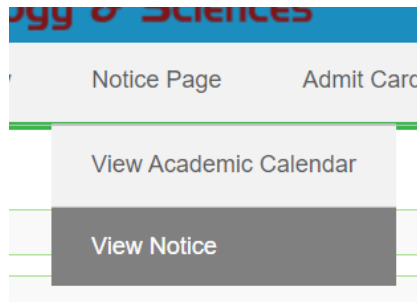
- List of notices will be available
- Click on a notice to view the details

Notices
Message:

Search: [   ] Submit

SL	NOTICE TITLE	DATE
1	Notice of 2nd Installment (4 Month Trimester) Fall 2020	Tuesday, 29 September 2020
2	Due List Autumn 2020 (6 Month Semester)	Sunday, 06 September 2020
3	Due List Fall 2020 (4 Month Semester)	Sunday, 06 September 2020
4	Notice for Course Registration Fall 2020 (4 Month Semester)	Saturday, 05 September 2020
5	Notice for Extension of Registration time (Autumn 2020)	Monday, 31 August 2020
6	Notice for Course Registration Autumn 2020 (6 Month Semester)	Saturday, 11 July 2020
7	Notice of Reduce Transportation Fee and Late Fee.	Sunday, 05 July 2020

Search for notices-

- Type search keywords, topics or a notice name in the *Search Box*
- Click on Search

Academic Calendars and Holidays

Follow these steps-

- Go to- Notice Page > View Academic Calendar
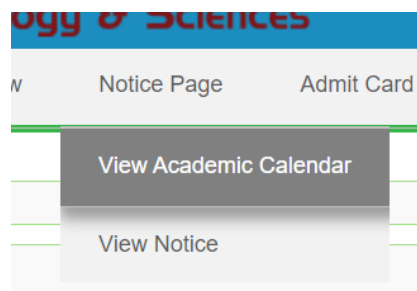
- Click on a Semester Name from the list

Bill and Payment History

Go to-

- <u>Bill</u> > <u>Report</u> > <u>Student Bill and Payment History</u>
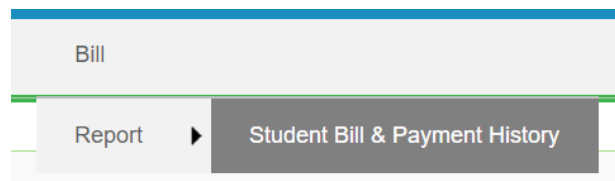
The Bill and Payment History page will be opened.

In this page you'll find the following information-

- **Balance:** Your current due. If the due amount is negative (i.e. -34850.00) then you don't have any due, but you have this account balance in advance.
- **Total Fee:** Total amount of fees (both paid and unpaid).
- **Total Paid:** Total amount of fees you have paid.

Payable till 1st Installment : 6450.00	Last Date: 11/07/2020	Upto Spring 2020 Arear	: 150.00 [Due]
Payable till 2nd Installment : 20650.00	Last Date: 03/09/2020	Semester Autumn 2020 Payable : 42750.00	
Payable till 3rd Installment : 34850.00	Last Date: 11/11/2020	Semester Autumn 2020 Paid	: 7900.00

- **Payable till 1st installment:** The amount due for the first installment. Last date refers to the last date of payment for the first installment.

- **Payable till 2nd installment:** The amount due upto the second installment (including the first installment, if not paid). Last date refers to the last date of payment for the second installment.
- **Payable till 3rd installment:** The amount due upto the third installment (including the first and second installment, if not paid). Last date refers to the last date of payment for the third installment.

Sl. No	Fee Type	Fees	Advance/Discount	Payment	Trimester Name	Date	
1	Tution Fee	6,600			2020 Jul - Dec	18-Jul-20	
2	Tution Fee	2,200			2020 Jul - Dec	18-Jul-20	
3	Tution Fee	6,600			2020 Jul - Dec	18-Jul-20	
4	Tution Fee	2,200			2020 Jul - Dec	18-Jul-20	
5	Tution Fee	6,600			2020 Jul - Dec	18-Jul-20	
6	Tution Fee	4,400			2020 Jul - Dec	18-Jul-20	
7	Tution Fee	6,600			2020 Jul - Dec	18-Jul-20	
8	Tution Fee	4,400			2020 Jul - Dec	18-Jul-20	
9	Student Activity Fee	750			2020 Jul - Dec	18-Jul-20	
10	Lab Fee	1,500			2020 Jul - Dec	18-Jul-20	
11	Library Fee	750			2020 Jul - Dec	18-Jul-20	
12	Transportation Fee				2020 Jul - Dec	18-Jul-20	
13	Computer Lab Fee				2020 Jul - Dec	18-Jul-20	
14	Student Payment			7,900		07-Jul-20	
15	Student Payment			11,800		26-Jun-20	
16	Student Payment			11,000		08-Mar-20	
17	Late Fee	300			2020 Jan - Jun	04-Mar-20	Late fee
18	SSC & HSC		-19,360		2020 Jan - Jun	15-Jan-20	SSC & HSC 40.00%

The table contains your billing and payment history-

- The *payment* field refers to the amount you have paid / added to you account balance (e.g. rows 14, 15, 16)
- The *fees* field refers to the amount deducted or to be deducted from your account balance (e.g. rows 1, 2, 3)
- The *Advance/Discount* field refers to discounts in your dues (e.g. row 18)

Pay Tuition Fees Online

Follow these steps-
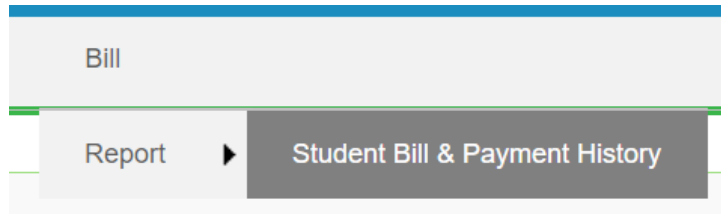
- Go to- Bill > Report > Student Bill and Payment History

- Scroll to the section *Online Payment* section

- Enter an amount in the *I want to pay ট:* input box
- Click on Pay Online
- Click on one of these payment methods-
  - CARDS
  - MOBILE BANKING
  - NET BANKING

- Enter the required information
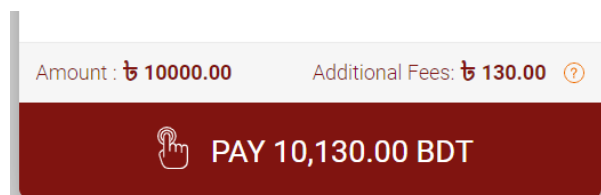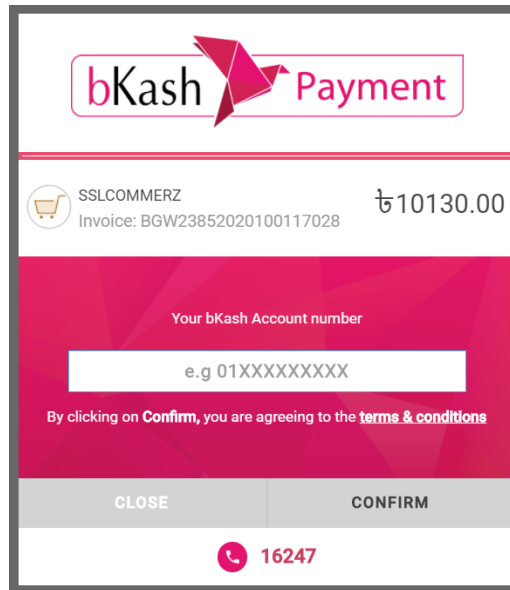
- Click on PAY ... BDT

- Follow the further instructions

To pay by **BKash**, follow these steps-

- Go to- Bill > Report > Student Bill and Payment History
- Scroll to the section *Online Payment* section
- Enter an amount in the *I want to pay* ৳: input box
- Click on Pay Online
- Click on MOBILE BANKING
- Select BKash
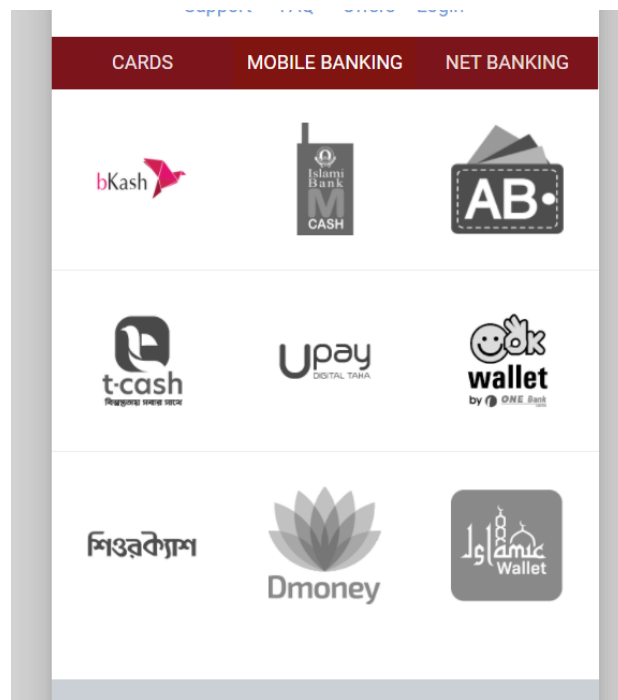
● click on PAY … BDT

- Enter your *BKash Account Mobile Number*, then click on <u>CONFIRM</u>

- Enter your *BKash Pin Number*, click on <u>Pay</u>

You will get a confirmation message of the payment.

Update Student Profile

Follow these steps-

- Go to- <u>Admin Control</u> > <u>User Management</u> > <u>Student Profile</u>
- Click on the entry fields, change or update them as required
- Click on <u>Save</u>
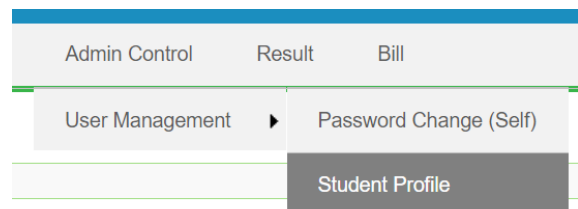
Chapter VIII

Google Classroom User Manual

1. Create an Account

If you already have a Google Account, you can skip these instructions.

a) Open up your internet browser by clicking on the internet icon. (This could be Firefox , Google Chrome , Internet Explorer , etc., whichever internet explorer you use most often.)

b) In the toolbar of your internet browser, type in the following URL : classroom.google.com and press enter.

c) Click the "**Sign In**" button in the middle of the page.

d) Create a Google Account by clicking on the "**Create account**" link.

e) On the right side of the page, fill in the necessary information to create your Google Account . You will have to choose your own username and password. (It is recommended to write this information down elsewhere so that you don't forget it.

f) After you have filled out all of the necessary information, click the "**Next Step**" button.

g) Click the **"Continue to Classroom"** button in the middle of the page.

You have now successfully created a Google Classroom account!

2. Customize your Notifications

a) At the top left, click Menu ≡

b) Click Settings in the bottom left (you might need to scroll down).
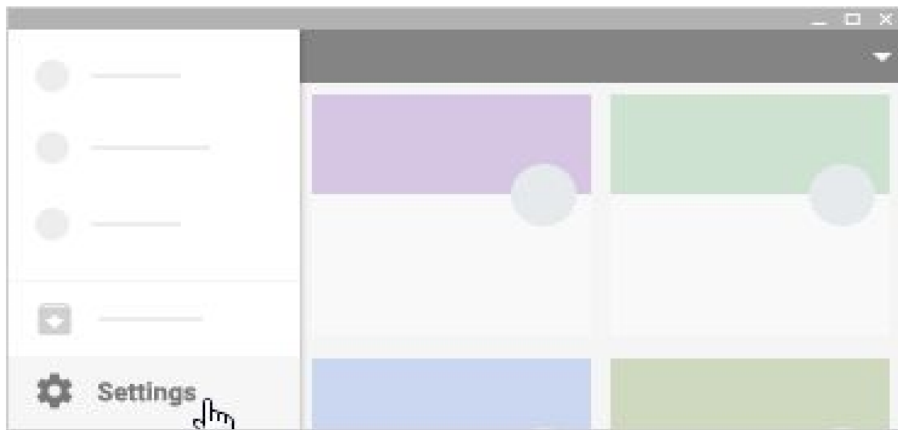
c) Click any notification to turn it on or off.
d) (Optional) To turn all notifications off, at Receive email notifications , click Turn off

3. Join a Class

Join a Class with a Class Code

    a) Go to classroom.google.com. If it is your first login, be sure to select your role as Student (see previous page).

    b) Click the + on the top right of the page to Join Class.

    c) Enter the Class Code given to you by your teacher, and click Join.
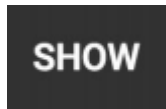
4. Comment on an Announcement

1. If you are not already on the Stream page, click on the button.

2. Your screen may say "Stream was updated" in the top middle. If it does, click on the button.

3. Near the middle of the screen there will be a post to the class stream. Click on the "Add a class comment" to type your comment on the post.

Hello and welcome to the training class!

Add class comment...

Click here to type your comment on the post
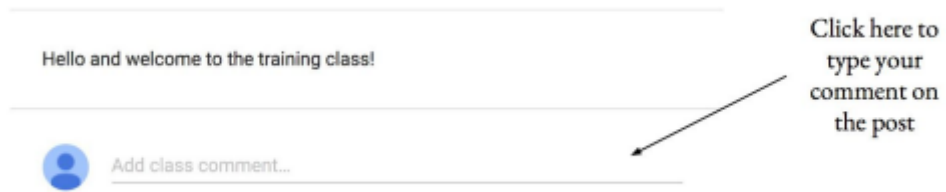
4. After you have typed your comment out, click the button **POST** to post your comment for the rest of the class to see.

5. Post an Announcement

1. Click on a class.

2. At the bottom right of the page, click + and then click **Create post**.

Create post
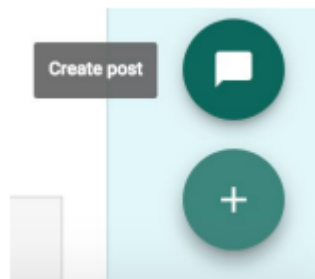
3. In the **Share with your class box**, enter your message.

4. To post your announcement, click **POST**

Attach a File From Your Computer

1. Click on the paper clip icon

2. Click **Select files from your computer**, find the file on your computer, then double click on the file.

3. Click **Upload**

Attach a File From Google Drive

1. Click on the Google Drive icon

2. Select the file, then click **Add**

Attach a Youtube Video

1. Click on the Youtube icon

2. Search for the video using the search bar. Once you have found the video, click **Add.**

Attach a Link

1. Click on the link icon

2. Paste the link in the **Link** box
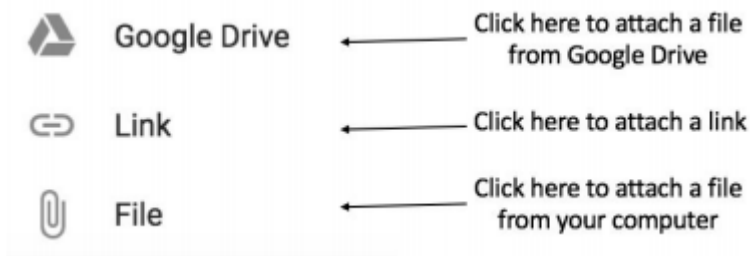
3. Click **ADD LINK**

6. Complete a PDF Assignment

1. Click a class.

2. Scroll until you find the article assignment, and then click on the title of the assignment.

3. This will bring you to a new page
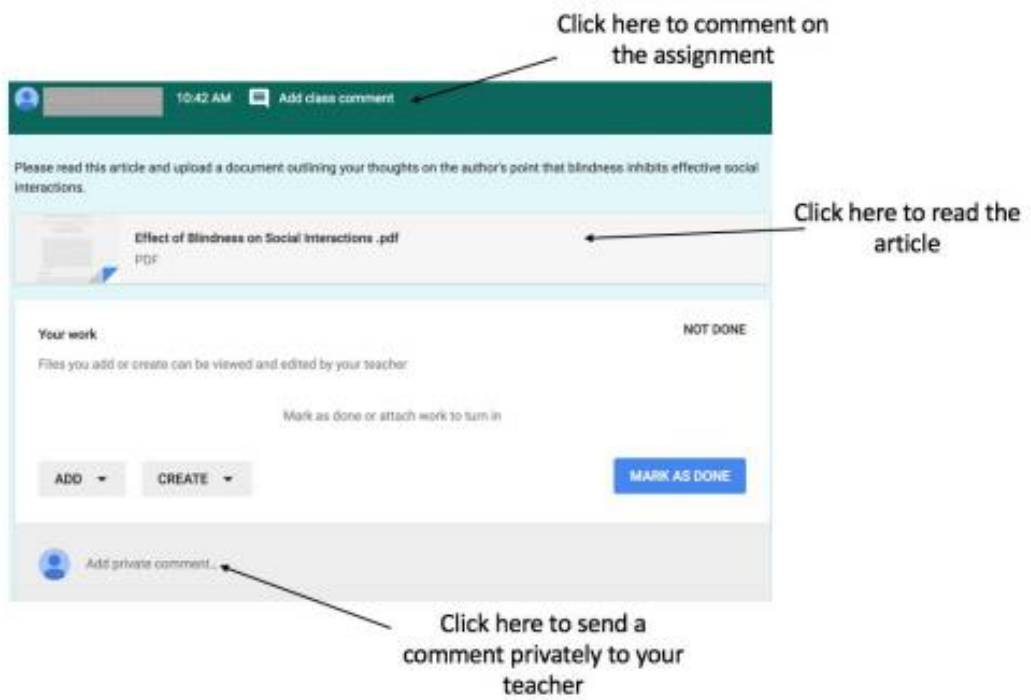
Attach an Already Existing File

1. To attach a file that you have already created, click ADD, which will bring up the following drop down menu.
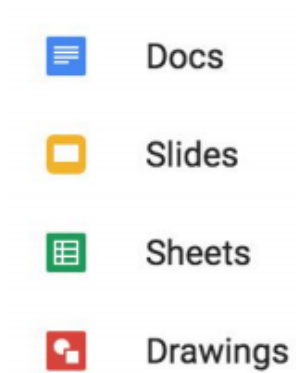

2. After attaching your submission, click TURN IN.

3. This will open the following pop up, asking if you would like to submit your work. Click TURN IN again to submit your assignment.
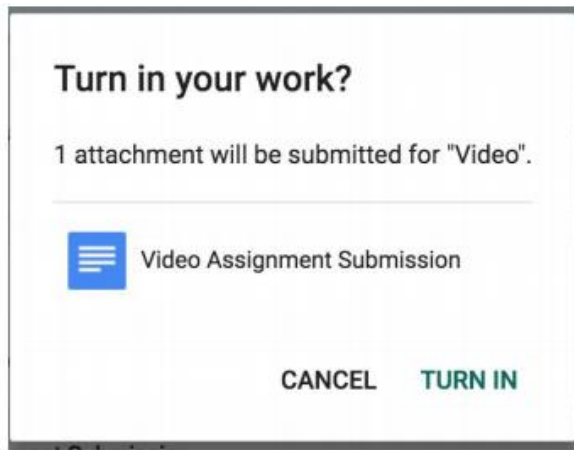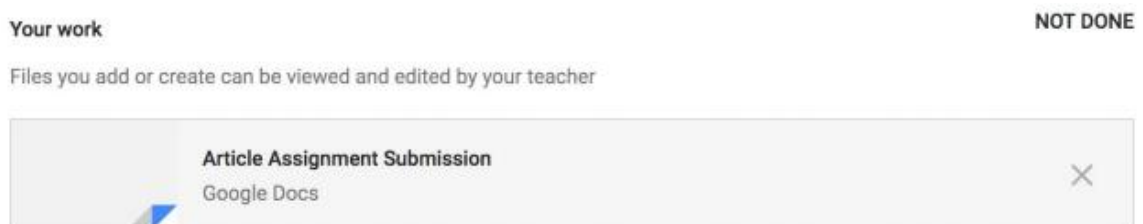
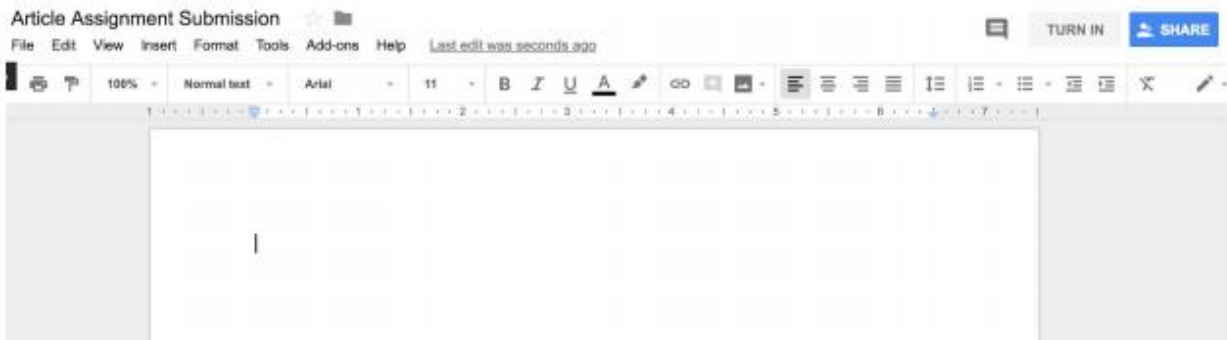*Create a New File to Complete Your Submission*

1. To create a file from scratch on Google Drive, click CREATE, which will bring up the following drop down menu.
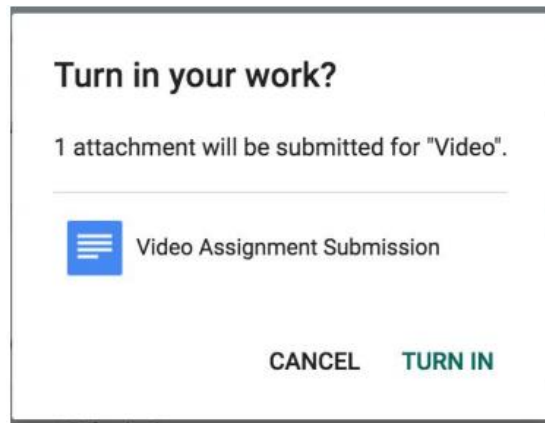

2. Click on one of the options, and this will develop a file for your submission.

3. Click on the file and a new tab will open up for you to edit the file and complete the assignment.
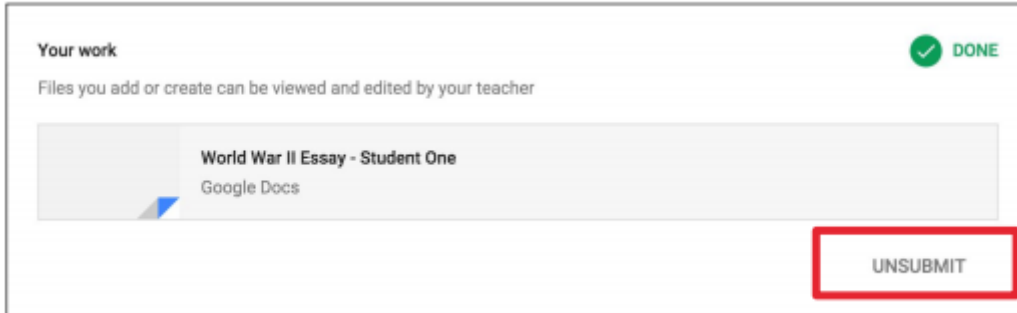
4. Once you have completed the assignment, click TURN IN in the top right corner.


Turn in your work?

1 attachment will be submitted for "Video".

Video Assignment Submission

CANCEL   **TURN IN**

5. This will open the following pop up, asking if you would like to submit your work. Click TURN IN again to submit your assignment.

7. Unsubmit an Assignment

1. If the assignment is a Google file type, it will become view-only for the student once it has been Turned In. If a student needs to revise or add attachments, they will need to click Unsubmit. The file can then be edited and revised again.


2. A pop-up reminder will appear to let students know they must resubmit once they have completed their revisions to the assignment. Click Unsubmit to confirm.
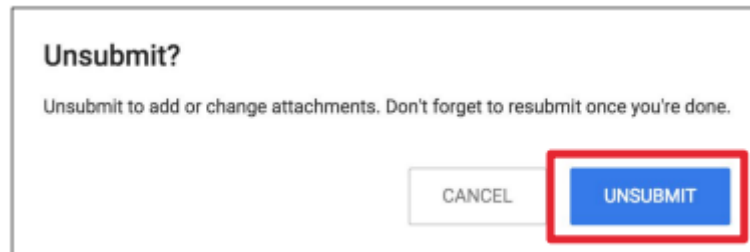
3. After the student has made their revisions or added or changed attachments, they will then need to click Turn In again to resubmit the assignment to Google Classroom.

8. Homepage view

1. Below is an example of a Google Classroom homepage. There is a "card" for each class that you have joined.
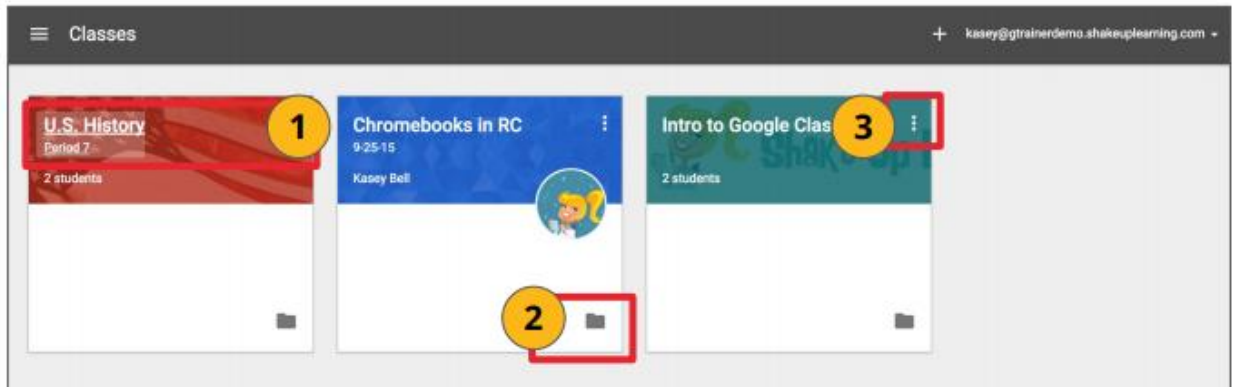
2. Click the title of the class to go directly to that class.

3. Click the folder icon in the bottom-right of each card to go directly to the folder for that class in Google Drive.

DIVINE BLESSINGS ,
MIXED WITH HARD WORK ,
BACKED BY GOOD INTENTIONS ,
CAN MAKE MIRACLES

- Sufi Mohammed Mizanur Rahman

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