

ORDINANCE RELATING TO DISCIPLINE

(Approved by the Syndicate on the recommendation of the Academic Council)

General Discipline

1. There shall be a Board of Discipline to supervise and control the discipline of the students at the University.
2. The Board shall consist of the following members:
 - i. Vice-Chancellor Chairman
 - ii. Two Deans Member (To be nominated by the Academic Council)
 - iii. Three Heads (Two from Engineering and Member One from Non-Engineering Departments) (To be nominated by the Academic Council)
 - iv. Two Provosts of Halls of Residence Member (To be nominated by the Academic Council)
 - v. Director (Students' Welfare) Member Secretary
3. At least 50% of the total members of the board shall form a quorum. The term of office of the nominated member 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 respective Provost in respect of indiscipline and misconduct in the Halls of Residence and their premises, and by the Head of Department in respect of indiscipline and misconduct in the class rooms, laboratories, work-shops, all parts of the academic premises and any other place in the campus, and by the Invigilator through the Chief Invigilator in respect of indiscipline and misconduct in the Examination Halls, and by the person concerned (through respective Head/Section Chief) from among the students and employees of the University in respect of misconduct committed outside the University campus.
5. A student, who neglects his studies, disobeys and/or denounces orders, rules and regulations, ordinances, statutes of the 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
(1)	(2)	(3)
Board of Discipline	(i) Warning (ii) Imposing fine (iii) Suspension from Halls/ University	Academic Council

	for any length of time and (iv) Expulsion from Halls/ University for good	
Vice-chancellor	(i) Warning (ii) Imposing fine and (iii) Suspension up to 2 (two) years from Hall/University (iv) Expulsion from the Hall for good	Board of Discipline
Head of the Department (On students of his Department)	(i) Warning and (ii) Imposing fine up to Tk. 1000/-.	Vice-Chancellor
Director of Students' Welfare	(i) Warning (ii) Imposing fine up to Tk. 1000/- (iii) Suspension from the Halls up to 2 (two) years and (iv) Expulsion from the Hall for good.	Vice-Chancellor
Provosts (on resident or attached students of his Hall of residence)	(i) Warning (ii) Imposing fine up to Tk. 500/- and (iii) Suspension from the Hall for a period of up to 2 (two) years.	Director of Students' Welfare

*Respective authority may impose one or more punishment(s) at a time. Any of the above authorities will inform the Director of Students' Welfare of any punishment imposed on any student for the 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 offense brought to him is not appropriate or that no action has been taken on any offense observed by him, he will take appropriate disciplinary action 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 the appropriate 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 maintain a register and shall record therein all actions taken against a student for indiscipline and misconduct and also shall record in all Character Certificates/Testimonials issued by the Director of Students' Welfare to offenders, those actions taken against them 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.

Discipline of Examinations

11. The Chief invigilator shall be responsible for maintenance of discipline in the examination halls.
12. An Invigilator on duty in Examination Hall shall report to the Chief Invigilator in case of breach of discipline in the examination hall. The Chief invigilator may expel the examinee concerned from the hall debarring him from appearing in that particular examination.
13. Breach of discipline in the examination halls shall be reported by the Invigilator through the Chief Invigilator to the Vice Chancellor.
14. The candidates shall strictly follow the following instructions:
 - i. Candidates are forbidden to write their names on the cover or any part of the answer script. If any candidate does so, his answer script will not be assessed.
 - ii. Each candidate must write legibly his Examination Student Number on the cover of scripts. If any candidate omits to write his Examination Student Number and Registration Number on the cover of his answer script, the paper may not be assessed.
 - iii. When more than one answer script is used, each additional script should be stitched to the first script immediately after it is supplied, and the Examination Student Number and Registration Number should also be written by the candidate on the cover of the additional script or scripts immediately.
 - iv. No loose paper will be provided for scribbling, and no paper is to be brought in for this purpose. Any candidate found with loose paper in his possession will be expelled from the examination hall. All works must be done in the scripts provided and pages must not be torn out. The scripts provided must be submitted; it cannot be replaced by another, but, if necessary, additional scripts will be given. All works intended for assessment by the examiner should be written on both sides of the paper.
 - v. Candidates are forbidden to write anything whatsoever on the question paper. In any matter not specifically mentioned in these rules, candidates are required to abide by decision of the invigilator in the examination room.
 - vi. No candidate will be allowed to leave the examination room until one hour has elapsed from the time when the question papers are given out.
15. Disciplinary action will be taken against candidates reported to have violated the instructions under Section 14 or resorted to unfair means and/or acts of indiscipline at the different examinations as follows:
 - i. Attempts to communicate with other examinee or examinees in the examination hall: first time warning which may be accompanied by a change of seats; second time- deduction of 5% of the total marks of paper; third time- expulsion from examination hall for that paper.
 - ii. Possession of materials related to that particular subject of examination or copying from any other source: expulsion from examination hall and cancellation of the examination and expulsion from the University for one to two years. Writings in the person of examinee or in his apparels, in papers, drawing instruments, typing in mobile phones and scales etc. found with him or near the desk, bench or chair will be considered as writings in possession of examinee.
 - iii. Possession of mobile phones, media players etc.: Deduction of 5% of the total marks of the paper.
 - iv. Use of violent language and holding out threats to examiners and invigilators:

- expulsion from the whole examination and/or expulsion from the University for good.
- v. Attempts to get possession of the question paper or examination scripts before the examination: expulsion from the whole examination and expulsion from the University for one to two years.
 - vi. Writings on loose papers not related to the examination (viz. blotting paper, question paper etc.); seizure of the writings and cancellation of the answer script and expulsion from the examination hall.
 - vii. Impersonating or causing to impersonate in the examination hall: cancellation of the whole examination and expulsion from the University for good.
 - viii. Attempts to influence the examiner: cancellation of the paper.
 - ix. Insertion in the examination script, answer to any question or questions written outside the examination hall: cancellation of the whole examination and expulsion for one to two years.
 - x. Having a question answered by someone else: cancellation of the whole examination and expulsion for two years.
 - xi. If a student or outsider appears at the examination for any student: cancellation of the whole examination for both students, expulsion for two years for the student who appears at the examination for any student and one year for other student.
16. The invigilator is empowered to warn a student and deduct his mark up to 5% as mentioned in section 15 (i) above. The Chief Invigilator is empowered to expel students from the examination room/hall if he is satisfied after an on-the-spot enquiry that the student is guilty of misconduct mentioned in section 15, above. In all such cases the matter must be reported to the Vice-Chancellor with incriminating documents, if any. Decisions for cancellation of the examination and expulsion from the University for a period of not exceeding 2 (two) years will be taken by the Vice-Chancellor. For expulsion for a period more than 2 (two) years, the Vice-Chancellor shall refer the matter to the Board of Discipline provided in Section 6.
17. As the Class Test/Quiz is the part of whole examination, therefore, disciplinary action for any misconduct in this examination will also be applicable as mentioned in section 11 through 16.