LAW
Hand Book

Premier University

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Message

Chattogram is one of the oldest port-cities of the world. There is a tradition that says, Bijoy Singha went to Ceylon from Chattogram a millenium before the birth of Christ. The name 'Ceylon' is derived from the word 'Singhala' bearing Bijoy Singh's name. Chattogram Port had been visited by Marco Polo and Ibn Batuta. In the 17th century, it was the most famous port of the Indian sub-continent. Portugeese traders and adventurers used to call it 'Porto Grande' or the great port, while Hoogli Port was termed 'Porto Picono' or small port. Today, Chattogram is the largest port of Bangladesh. In fact, it is the heart of the body economy of the country.

The scenic beauty of Chattogram is overwhelming and unique. Wordsworth said :

> Two Voices are there
> One is of the sea
> One of the mountain
> Each a mighty one.

Chattogram has both. The impact of these two natural phenomena on the people of Chattogram have made them generous and hospitable. Chattogram has been the abode of various cultures. Here we find the mingling of the Hindus, the Buddhists, the Muslims, the Christians and even Animists. Muslim sufi-saints came to Chattogram and preached their message of love long before the Muslims established their rule over the sub-continent. The Buddhists had a famous University in Chattogram which acquired fame as 'Pundit Bihar'. Sitakunda is one of the holiest places of the Hindus. Till today Chattogram bears the heritage of Portugeese Culture in its many churches and buildings.

Chattogram will always be a place where people will come to seek material wealth and spiritual solace. The region is also renowned for its unique educational, artistic and folk traditions. Its poets, writers and scholars have greatly and immensely contributed to Bangla literature. Also, in our war of liberation and anti-colonial movement Chattogram occupies a special place.

Premier University, though established at the beginning of the 21st century, upholds these rich traditions of Chattogram.

Premier University values most the quality of education it provides. Needless to say, your studies at this university will enrich and equip you for an enlightened and bright future.

Professor Dr. Anupam Sen
Vice - Chancellor
Premier University

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PREMIER UNIVERSITY

1.1   Background

Since ancient times, education has been recognized as an important factor for the amelioration of human conditions in a social setting. Greek thinkers like Socrates, Plato, and Aristotle were all aware of the role of education in society. Plato, in fact, had a very comprehensive scheme of education for his contemplated ideal state. He clearly understood that the philosopher king should have sufficient education to conduct the affairs of the state. In other civilizations also education was accorded an important place in their scheme of things, especially in their objective of attaining a good society.

Although education has been recognized as something important, it is in recent times that there have been theorizations about the causal link between education and development. Economists like Theodore Schultz, Gary Becker, and Amartya Sen have written extensively on the contribution of human capital to economic growth. They theorize that education, through providing skills, can make people more productive, and this gives them chances to earn higher wages in the labour market. Human capital has been defined as "the stock of useful, valuable and relevant knowledge built up in the process of education and training." Investment in human capital, through schooling, increases the productivity of labour. Education not only increases productivity, but also has many spillover effects. Several World Bank studies show strong support in favor of this school. The World Bank concludes from their analysis of the experiences of 192 countries that human and social capital comprises two-thirds of the wealth of nations. Social capital has been understood to mean, sound institutions and good governance. Theorists cite the case of Japan as a glaring example in support of the human capital thesis. It is said in the case of Japan that human and social capital contributed 85% to the total national wealth while physical capital (machinery, building, and physical infrastructure) 14% and natural capital only 1%. It can be inferred from this phenomenon that the dearth of natural capital may be compensated easily through the development of human capital, but the reverse may not be true. "Empirical evidence further shows that there is no industrial society today with an adult literacy rate less than 80%. No illiterate society has ever become an industrial tiger of any stripe or color."

From the foregoing discussion, it is evident that education is crucial for economic

development in the modern world. In fact, higher education can transform human beings into human capital, which ultimately becomes one of the vital ingredients of nation-building itself. We see that only those societies that have acquired the basic tools of essential knowledge and skill can successfully compete in today's global markets. This fact has been borne out by the experiences of Japan and other East Asian industrializing countries such as South Korea, Hong Kong, Singapore, Malaysia and China. These countries have abundant human labour. But, this factor alone could not raise them to their present height of market leadership. They could scale up to this pinnacle of prosperity and massive labour productivity only when they combined knowledge and skill with abundance of low-wage labour through education. Thus, in terms of human development objectives, education is an end in itself and not just a means to an end.

1.2   Genesis

Education has always been considered as an important issue for the development of human beings. Studies confirm that it transforms human beings into human capital, and economists like Theodore Schultz, Gary Becker, and Amartya Sen have recognized the significance of human capital for economic growth of a country. Ancient Greek thinkers like Socrates, Plato and Aristotle were also well aware of the role of education in the society. Education instills knowledge, skills, and abilities into human beings to make people more productive. It improves their capacity to generate more economic value for them as well as for their nation. That is why education is believed to be a treasure around the world.

Chattal Bir Alhaj ABM Mohiuddin Chowdhury, inspired by these ideas, conceived the idea of establishing a university in Chattogram, which he dreamed would impart quality education. He thought of establishing this university as a private university which would offer its education at a low cost. To transform his idea into reality, he initiated a 'Needs Assessment Study' in 1998 and submitted a project proposal for Premier University to the Ministry of Education of the People's Republic of Bangladesh in May 2001. In the same year, the government of the People's Republic of Bangladesh approved the proposal under the Private University Act, 1992 (Amended in 1998). The University Grants Commission (UGC) approved its curricula as well. Premier University then came into being and started its academic programs on January 21, 2002, with two departments: Department of Business Administration and Department of Computer Science & Engineering.

Since the origination of the idea to establish this academic institution, late Alhaj ABM Mohiuddin Chowdhury had led the university as its Founder Chairman and continued to do so until his sad demise on December 15, 2017. His dedication and persistent efforts made Premier University not only a center of excellence for higher education and learning but also one of the leading universities in this region.

1.3   Accreditation

Premier University has been accredited by the Government of the People's Republic of Bangladesh, and its curricula, as well as its programs have been approved by the University Grants Commission (UGC). The President of the People's Republic of Bangladesh is the Chancellor of Premier University.

1.4   Vision

The vision of Premier University is to become a leading academia in the country and beyond for quality education, research and innovations in higher education.

1.5   Mission

The overall mission of Premier University is to develop human resources through teaching, training, and guidance as well as creating knowledge conducive to the socio-economic realities of developing societies in general and of Bangladesh in particular.

1.6   Scope

The university holds the power and authority to provide education, training and degrees related to all areas of knowledge. However, currently the university restricts itself to offering four-year and five-year bachelor degrees and one-year and two-year master degrees in a limited number of subjects: these are Business Administration (from the year 2002), Computer Science and Engineering (from the year 2002), English Language and Literature (from the year 2004), Law (from the year 2004), Economics (from the year 2006), Electrical and Electronic Engineering (from the year 2007), Architecture (from the year 2011), Mathematics (from the year 2013), Chemistry (from the year 2013), and Sociology and Sustainable Development (from the year 2015). As the university grows and institutional capacity builds up, learning will be provided in other disciplines too. The university will eventually offer M. Phil. and Ph. D. programs in all subjects. It may also offer special courses tailored for people in the work force, diploma courses, etc.

1.7   Faculties and Departments

There are six faculties under which departmental programs are carried out. The faculties and the departments are the followings:

1. Faculty of Business Studies
    *   Department of Business Administration
    (Major in Accounting, Finance, Human Resource Management, Management and Marketing)

2. Faculty of Engineering
    *   Department of Computer Science and Engineering
    *   Department of Electrical and Electronic Engineering
    *   Department of Architecture

3. Faculty of Arts
    *   Department of English Language and Literature

4. Faculty of Law
    *   Department of Law

5. Faculty of Social Science
    *   Department of Economics
    *   Department of Sociology and Sustainable Development

6. Faculty of Science
    *   Department of Mathematics
    *   Department of Chemistry

1.8 Programs

The following undergraduate and postgraduate programs are offered under different faculties:

1.8.1   Undergraduate

  –   Bachelor of Business Administration (BBA);

  –   Bachelor of Science (Engineering) in Computer Science and Engineering (CSE);

  –   Bachelor of Arts (Honors) in English;

  –   Bachelor of Law (LL.B.);

- Bachelor of Social Science (Honors) in Economics;
- Bachelor of Science (Engineering) in Electrical and Electronic Engineering (EEE);
- Bachelor of Architecture;
- Bachelor of Science (Honors) in Mathematics;
- Bachelor of Science (Honors) in Chemistry;
- B.S.S. (Honors) in Sociology and Sustainable Development;
- B.A. (Honors) in Bangla Language and Literature.

1.8.2   Graduate
- Master of Business Administration (1-year);
- Master of Business Administration (1.5-year)
- Master of Business Administration (2-year);
- Master of Arts in English;
- Master of Law (LL.M.);
- Master of Social Science in Economics;
- Master of Science in Mathematics;
- Master of Science in Chemistry;
- M.S.S. in Sociology and Sustainable Development.

1.8.3   Certificate
- CISCO Certified Network Associates (CCNA).

In future, Premier University will expand its activities and offer degrees in other branches of knowledge.

1.9 The Campus

Chattagram is a picturesque city of vivid beauty with lush green hills and colorful landscapes. The Bay of Bengal, only about 15 kilometers to the east of the city, has made it a delightful place to live in. The university has several academic buildings to run different faculties and departments. All of these are very close to Chattagram zero point, the railway station, the central bus depot, and can be reached within 5 to 10 minutes from any one of these points. The university provides the students with quality infrastructure – air conditioned and multimedia classrooms, computer facilities, well-structured labs and libraries.

1.10   The Faculty

The teaching staff of the university consist of highly qualified full-time teachers with

solid academic background in their respective disciplines. The university also invites adjunct teachers from other universities, business houses, government organizations and research bodies. Senior executives from multinational corporations and foreign banks offer, on invitation, lectures on real life ambience of their organizations. Occasionally, Premier University also invites visiting professors from foreign universities.

1.11   Quality Education

Premier University has been imparting quality education since its inception. The quality education of Premier University is based on its committed and highly qualified teachers, supportive administration and a large pool of learning resources. Premier university prepares a student to face the challenges of the world; its open credit system provides a student a better choice to go abroad for higher studies. Many alumni of Premier University are now occupying important positions in many renowned universities, including universities in the USA, European Union and the UK. Premier University puts great emphasis on creative learning.

1.12   Classrooms

Classrooms of the university are equipped with AC, fixed multimedia projectors, and other modern and necessary implements and appliances. The Classroms are compatiable with online class.

1.13   Computer Lab

The university has several state-of-art computer labs with more than 500 computers. These labs are staffed by professional systems managers and lab assistants. The students can access to all kinds of computer facilities as part of supervised classes by instructors and/or on their own to complete assignments in related courses.

1.14   Library

The Premier University has one central library supported by four departmental libraries located in two separate academic buildings feeding the needs of the students. These libraries have rich collections of books, periodicals, and research journals and e-resources on related areas of knowledge. The services of the libraries include lending of text books, providing assistance to students and rendering reference and bibliographical services. The libraries are fully automated through KOHA (Integrated Library Management System), while they subscribe to world renowned e-resources, e.g. Academic Search Premier, EBSCO host, the ACM Digital Library, Annual Reviews, Brills, Cambridge University Press, Duke University Press, EBSCO CMMC, EBSCO Host Research Databases, Edinburgh University Press,

Emerald, IEEE Explore Digital Library, IMF e-Library, Indian Journals, JSTOR, Palgrave Macmillan Journals, Project MUSE, Society for Industrial and Applied Mathematics, Springer e-Journals, Taylor and Francis e-Bestseller Packages, University of Chicago Journal, Willey Online Library, etc., through LiCoB and UGC Digital Library Consortium. The lilbrary also maintains DSpace repository software. To sum up, more than 41,000 online journals' articles, 1,00,000 e-books, 1700 world renowned e-magazines can be accessed and downloaded from Premier University LAN and Wi-Fi zones. In addition, the central library subcribes to all major local and national dailies on a reguler basis. The Central Library has also archived around 25,000 volumes of printed books which are available to readers.

1.15   Academic Activity Automation

PU offers online-based course registration and advising systems where students can complete their course registration for each semester, print class schedules and course registration details, and check their examination grades. Faculty members also benefit from a centrally-governed online integrated faculty resource-system, which allows for tasks like grade submission to be performed securely, remotely and easily. The IT office that provides these services also maintains hardware, software and network infrastructure at PU, with an easy repairing facility cell.

1.16   Campus and Club Activities

Premier University ensures the opportunities for broadening the experience of students and staff through participation in sports, music, drama, visual arts, and other cultural activities. As a result, the students of Premier University are actively involved in several kinds of extra-curricular activities. Students enthusiastically participate in the activities of the Debating Clubs, Language Clubs, Photography Clubs, Programming Clubs, Robotics Clubs, and Cultural Clubs. Till date, our students have won numerous National Awards by participating in different national events through the aforementioned clubs.

1.16   Sports

In order to ensure an all-round growth of the students, Premier University has formed a Central Sports Body, called PU Sports Development Committee, which has been organizing different sports, i.e., cricket, football, indoor games, etc., for the students round the year on campus. Students have so far successfully participated and won national and international awards in cricket and football events held in Dhaka and Chattogram at home, and in India.

2. GENERAL ACADEMIC GUIDELINES

2.1.   Student Admission Guideline

The admission committee of each department of the university will conduct their own admission process. The students will be admitted in the first semester of an academic year in the individual program. Schedule for admission tests and other essential requirements regarding admission will be available to the students through university website and newspaper circulation in advance.

A. Undergraduate Program

The candidate for admission into Lavel-1 class must have the following requirements:

i. Minimum GPA of 2.5 (or second division) in S.S.C. and H.S.C. examinations (or their equivalent), or at least one GPA 2.00 but aggregate GPA of 6.00 in S.S.C. and H.S.C. or G.C.E. "O" Level in 5 subjects and "A" Level in 2 subjects with at least Four (4) B Grade or GPA 4.00 and Three (3) C Grade or GPA 3.50 (using scale of A=5, B=4, C=3.5, D=2, E=1)

ii. However:
- Sons/daughters of freedom fighters will be eligible for admission if they have an aggregate GPA of 5.0 in S.S.C. and H.S.C.
- Equivalent performance under other educational systems (e.g. American High School Diploma, IB, etc.) will also be accepted.
- A combined SAT score of 1100 also accepted in lieu of Admission Test for High School Graduates in any system.
- Transfer of credits from comparable educational institutions may be considered after admission.
- Students will have to pass an admission test to get admission at PU.

iii. Any problem or confusion relating to the degree or diploma obtained from home or abroad of any applicant for admission in the undergraduate and graduate or for other purposes will be referred to and resolved by the Degree Equivalence Committee of PU.

iv. A foreign degree holder seeking admission to any of the programs in this university must submit equivalence certificate (issued by Ministry of Education) at the time of admission.

B. Graduate Program

    a. All requirements needed for undergraduate program, and

    b. Minimum GPA 2.00 in undergraduate program.

    c. Any problem or confusion relating to the degree or diploma obtained from home or abroad of any applicant for admission in the undergraduate and graduate or for other purposes will be referred to and resolved by the Degree Equivalence Committee of PU.

Application Procedure

A candidate should apply for written admission test within the time limit in the prescribed application form available from Premier University Information desk, on payment. Information regarding admission can be obtained from the Information Office, Premier University Building, 1/A O.R. Nizam Road, Panchalish, Chittagong.

The Admission Committee of Premier University uses the following as basis for evaluating each applicant:

a. A complete application form for admission,

b. Official transcript of records,

c. Non-refundable application fee,

d. Test scores of the admission test administered by the Premier University

e. Performance in the interview.

2.2.   Duration of Program

All programs at the PU follow a two terms per academic year (bi-semester) system. The two terms per year system will be as follows:

- Term I (Spring semester)   - between March and August,
- Term II (Fall Semester)   - between September and February

The duration of each term in two terms per year system will be a minimum of 23 weeks, which will be used as follows:

A. Term-I

Classes	13 weeks
Mid Term (Generally after 50% of the Term Duration)	1 week
**Preparatory Leave for Examination	1 week

Term Final Examination Period Duration (2 days interval/course)	*3 weeks 1 day
Total	18 weeks 1 day
Publication of result	2 weeks
Inter Term Break	1 week
Course enrollment and result correction	2 weeks
Total	23 weeks 1 day

B. Term-II

Classes	13 weeks
Mid Term (Generally after 50% of the Term Duration)	1 week
**Preparatory Leave for Examination	1 week
Term Final Examination Period Duration (2 days interval/course)	*3 weeks 1 day
Total	18 weeks
Publication of result	2 weeks
Inter Term Break	1 week
Course enrollment and result correction	2 weeks
Total	23 weeks 1 day
C. Ramadan, Puja and other Vacations throughout the Level	5 weeks 1 day
Total	51 weeks 3 days

* Designed for 05 theory courses

** There will be strictly no class/exam during this period

** The remaining 3 days are for any special vacation/holidays decided by the university authority.

The particular dates of the terms may vary from year to year due to official holiday variables or special circumstances, but the minimum duration of each term will always be maintained.

Students admitted to PU must complete their graduation within eight years (10 years for B.Arch.) from the date of first enrollment.

However, students admitted to Master degree programs should finish their programs within (program duration x 2 + 1) years time.

2.3. Course Pattern and Credit Structure

The entire bachelor and master degree programs are covered by a set of theoretical, practical/ laboratory/sessional/studio and seminar courses. A short description of every course will be published by the curriculum committee of each program.

2.4. Course Numbering

The university uses three-digit numbering system preceded by three capital letters, which indicate the subject area or name of the department.

The three-digit numbers have the following interpretation:
a) The first digit of the three-digit number corresponds to the year/level intended for the students.

b) The second digit is reserved for departmental use to identify a specific area of study within the department.

c) The last digit is used to identify a course within a particular department. This digit can be used sequentially to indicate a follow up course. For engineering generally an odd number is used for theoretical courses and an even number for Sessional/ Laboratory/Design-Subject course.

For clarity, an explanation of course numbering system is given below graphically:

| MGT | | 3 | 0 | 5 |

Course Code
Level
Empty
Subject Code
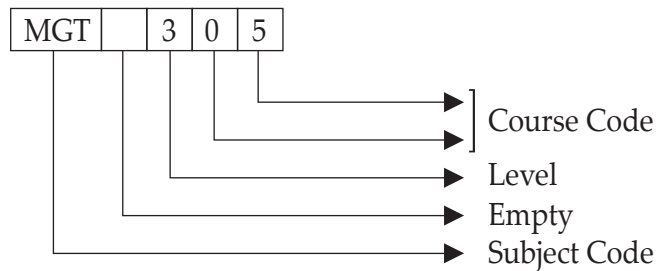
2.5. Course Level

The four academic years of study for the degree of B.Sc., B. Sc.(Engg.), BBA, and BA shall be designated as Level-1 class, Level- 2 class, Level-3 class and Level-4 class in succeeding higher Levels of study.

The five academic years of study for the degree of B. Arch shall be designated as Level-1 class, Level-2 class, Level-3 class, Level-4, and Level-5 class in succeeding higher Levels of study. Students shall be admitted into the Level-1 class.

The graduate courses shall be designated as Level-5 class and, Level-6 class.

2.6. Assignment of Credits

The length of a semester consists of 13 calendar weeks of instructional time. Students take courses each semester and these courses have credits assigned to them and the credits are counted towards the degree. The "credit hour" (one credit hour) is defined as the amount of work represented in intended learning outcomes and verified by evidence of student achievements, that is, an institutionally established equivalency that reasonably approximates not less than

1. One hour of class room or direct faculty instructions (so-called contact hour) and a minimum of two hours of out-of-the class student work (homework, assignment etc) each week.

2. At least an equivalent amount of work as required in previous paragraph of this definition for other academic activities as established by the institution, including laboratory work, internships, practical work, studio work, and other academic work leading to the award of credit hour.

The contact hour(s) of the teaching load(s) shall have to counted according to the following guideline:

A. Term-I

SL. No.	Nature of the course	Contact Period (in a term)	No. of Credit
1	Theory courses	1 hour per week	1.00
2	i) Laboratory	1.5 hours per week	0.75
	ii) Sessional	2 hours per week	1.00
	iii) Design Studio	2 hours per week for level 1	1.00
	(for B. Arch.)	1.5 hours per week for level -2,3, and 4	1.00
		1.25 hours per week for level-5	1.00
3	Project and Thesis	2 hours per week	1.00
4	Field work	2 weeks of field work	1.0
5	Internship	8 weeks of organizational attachment	3.00
6	Industrial Training (EEE)	2 weeks	Non Credit

Credits are also assigned to Seminar, projects, fieldwork and thesis work taken by the students. The amount of credits assigned to such work varies from one discipline to another.

2.7.   Classification of courses:

The types of courses included in the undergraduate curricula are divided into the following groups:

A) Core Courses

In each program, a number of courses are identified as core courses. Every student registered has to complete all the designated core courses of his/her program.

B) Prerequisite Courses

Some of the core courses are identified as prerequisite courses for a specific subject. A prerequisite course is the one that 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 Terms.

C) Optional /Elective Courses

Apart from the core courses, the students can choose from a set of optional courses. A required number of optional courses from a specified group have to be chosen. The number of optional course vary from program to program.

2.8.   Medium of Instruction and Examinations

English shall be the medium of instruction and examinations of all academic programs at PU. Each course focuses on the intellectual development of the students, and incorporates a variety of teaching methods in order to make the students proficient in the course.

2.9.   Credit Transfer

A student may apply for transfer of credits earned from a similar course/degree at another university/institution. Credit transfer from another university to Premier University will be decided upon by the Equivalence Committee of the concerned department/program or the Admission Committee of the university and this committee will decide how many credit hours will be accepted by the university. Credit transfer decisions are made on a case-by-case basis where the quality and standard of the institution and/or academic program will be taken into account.

Students selected for credit transfer shall have to pay Credit Transfer Fee in addition to all applicable fees as per the rule of the university at that time in force.

Documentations Needed for Credit Transfer:
1. Submission of an application in a prescribed form available at the respective program office.
2. A complete official Transcript from the university/institution record to date.
3. Complete syllabus of the subjects that are applied for transfer.
4. Prospectus of the university/program showing academic system, grading system and course descriptions (course outlines, if available), etc. should be submitted with the credit transfer form.
5. Any other paper/document made necessary by the PU authorities at any point in time.

Courses that are similar in content with PU or that have equivalence with PU may be considered for transfer. However, courses that are not directly equivalent or similar to PU courses may be transferred as elective courses based on approval of the credit transfer committee.

The total credits transferred by a student from other universities should not exceed 50% of the total credits applicable for a particular degree at PU. For Bangladeshi institutions, transfer of credits will be considered if the institution has been approved by the UGC.

However, Premier University would neither incorporate in its transcripts the name of the courses accepted as transferred courses nor bring the grade point of those transferred courses in its CGPA calculation. Only the total number of transferred credit hours will be shown as earned "transfer credit hours". CGPA calculation would be made only on the courses completed in Premier University. To prove the completion of their degrees they have to carry the transcript of the previous institution from where their credit hours have been accepted by Premier University.

Note: Student who is already admitted in one department may change his department /transfer his credits by paying only the tuition fees. Accepted credits will be transferred to the desired department. The course that cannot be transferred will be shown in the transcript as non-credit course.

2.10.   Academic Calendar

Before the end of a calendar year (preferably within November), the Head of the Department (HoD) will propose an academic schedule for all academic Levels to the Vice Chancellor for approval through Dean of the respective Faculty. The academic schedule of all of the departments (for both Undergraduate and Master program) will be compiled together, published along with the yearly holiday lists, and will announce the same before the starting of the classes.

2.11.   Course Offering

The courses to be offered in a particular term are announced and published in the Course Catalog along with the tentative Term Schedule before the end of the previous term. Respective departments may arrange to offer one or more prerequisite or core courses in any term depending upon the number of students who dropped or failed the course in the previous term. Each course is conducted by a course teacher who is responsible for maintaining the expected standard of the course and for the assessment of student 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 be designated as course coordinator. He/she has the full responsibility for coordinating the work of the other members of the department involving in that course.

Courses will not be offered if there are less than 25 Students on any Regular and Recourse. In such case, students will be offered substituted courses for each non-offered course. The respective department can also designate course instructors who will instruct the students for non-offered courses.

2.12.   Student Adviser

Academic Advising is an integral part of PU's academic policy for students' overall development. To promote a high level of teacher-student interaction, each student is assigned to an Academic Advisor (a Faculty Member designated to advise) at the beginning of their academic lives at PU. The student is free to discuss with his adviser all academic matters. An academic advisor will be their main contact for academic or other issues arising during their time at PU.

Advisers will meet respective students at least twice in a term to discuss their progress at PU. The Adviser assesses performance and potential of a student and

suggests which courses he/she should take in a given semester and what are the associated pre-requisite courses, if any, to take.

2.13. Academic advising

A new student is automatically advised in the first semester courses at the time of admission. However, if a new student has credit transfer or course exemption/waiver, he/she must collect the name of his academic advisor from the concerned HoD Office/Department Office of the program, contact him/her and complete advising. Before enrolling or advising, a student must carefully study the Academic Rules, Semester Calendar, Advising Rules, Program Course sequence and class schedule of the semester. However, the Academic Advisor of the student shall confirm his/her course enrollment and if a student has not followed enrollment rules properly, he/she will be notified to meet the advisor. If a student faces any problem in registration, enrolment or advising, he/she should contact his/her Advisor. Students are encouraged to contact their Advisers for any problem- academic or otherwise.

2.14. General Rules Regarding Enrollment

Every regular student, if he/she wants to study, shall have to register the course(s) before the beginning of the class of each term of each level. From July 2014, all of the students of Premier University should select and enroll in courses using PUAIS (Premier University Academic Information System) with the following rules:

a. Students have to select and enroll themselves to the courses within 10 working days of last semester result publication.

b. Course enrollment for a semester is conducted in accordance with the previously published academic calendar.

c. Students cannot enroll after the scheduled date of enrollment mentioned in the academic calendar except by special permission of the HoD.

d. To avoid paying late fee, students must pay their tuition fees within the scheduled period, i.e., 45 days from the beginning of their first class.

e. Course enrollment for a semester is conducted in accordance with an academic calendar. It starts immediately preceding the commencement of classes and continues up to the second week of classes.

f. Credit Transfer students are provided with the opportunity to register in advance on specific registration days meant for new students.

g. Mere attendance does not constitute registration in a class.

h. Changes of courses can only be made through the processing of an official registration form.

i. Total fees for each semester can also be paid in one installment in advance. A student will not be registered online until fees are paid according to the schedule given above and will not also get admit card for examination.

j. Newly admitted students (including Credit Transfer Students) can pay applicable fees with 2 installments only in their first semester. Admission notice will declare such dates (First one is immediate and the next one is usually within 11 weeks from the commencement of classes).

k. Students may not drop a course merely by stopping attending classes. Dropping of courses will not be possible after mid-term examination without written permission of the HoD. A student in no case can drop a course if he/she has valid marks in a particular course.

2.15. Registration Procedure for new students

1. A new student must pay the necessary fees and get an ID number from the Accounts;

2. The department will then assign an academic advisor for the new student;

3. The student is given the first term courses advised by assigned faculty member(s) as per the course flowcharts/four-year distribution in their respective departments;

4. The students have to register themselves into PUAIS and enroll to the advised courses;

5. The enrollment form will then be printed and signed by both student and the advisor;

6. In following term they will follow the procedures stated below to complete enrollment.

2.16. Course registration for existing students (for second and subsequent term)

a) The date, time and venue of registration are announced in advance by the concerned department office signed by the respective HoD. It is absolutely essential that all of the students seeking enrollments must remain present according to the schedule;

b) A student will sit with his/her academic advisor to select courses as per his/her term status and the four-year course distribution chart provided in the syllabus of the respective department;

c) Students will then enroll themselves to the selected course entry will be given online and a enrollment form will be printed soon after the course entry;

d) Both the faculty advisor and the student will sign the enrollment form;

e) The signed enrollment form will be sent to the Accounts Office and/or office of the Controller of Examinations (CoE) for verification.

f) After the verification, the signed forms will then return to the department. They are then ready for distribution to facilitate the payment of tuition fees.

g) Any changes in Registration like withdrawing or changing the courses should again be made online through faculty advisers within 7 days from the last date of course registration.

h) A student shall be allowed to register course(s) up to one week after starting of classes of the Term if (s)he have a convincing reason. This time may be extended further up to mid term if the HoD gives written permission.

i) A student shall not be allowed for registration of any course after midterm period elapsed. But, this may be relaxed for students completing Level 5 Term-II for B. Arch and Level 4 Term-II for the others with recommendation from the Adviser and Head of the Department;

j) No students will be allowed to register advanced courses if does not complete its pre-requisite course.

k) Student should register his failed course on immediate next semester.

l) Students registering for next term's courses for the first time will be given priority over students who are registering for a course a second or further time.

m) Departments will ensure that students taking courses into the higher levels must complete the courses of lower levels.

2.17. Course Types, Load and Sequence

For the purpose of enrollment, courses are divided into 4 types, i.e., Regular, Recourse, Retake and Drop.

- A Regular course is that course in which no payment had been done previously or the fresh course.
- Recourse indicates courses when students take a course again or repeat as a whole.
- Retake only includes appearing at the final examination leaving the other assessment marks (generally first-50% marks) intact.
- Drop means cancelled courses after enrollment.

The course sequence and load vary from program to program and the students are advised to consult their respective program curriculum. A student must follow the course sequence stipulated in the program curriculum. A student must pass all prerequisite courses in order to be eligible to enroll for a higher-level course required for a given program. Course load is allocated according to the course sequence of the program.

For undergraduate courses, the normal course load (regular and recourses) per term is maximum 21 credits for Arts, Business and Law faculties. The maximum course load for the students of Engineering and Science faculties is 25 credits including regular and repeated courses. Apart from this load, all of the students also can register themselves for 6 more credits for retake.

The total load including regular, recourse and retake should not exceed more than 31 credits for Engineering and Science faculties and 27 credits for the others. For Special case, the final semester students can register 6 more credits in all programs.

A student may take a reduced load under extenuating circumstances only with his or her advisor's approval. Taking a reduced load in the first year is strongly discouraged except for a Credit Transfer Students. A student may take additional courses beyond the normal load only if his/her CGPA is 3.0 or above and the departmental head approves it on the recommendation of the faculty advisor.

2.18.   Registration Deadline

The Registration program with dates and venue will be announced in advance. Student must register for the courses to be taken before the commencement of each term and no late registration will be accepted after one week of classes. Late registration after this date will not be accepted unless the student submits a written appeal to the concerned Head through advisor and can document extenuating circumstances, such as medical problems (physically incapacitated and not able to be presented) from the doctor or some other academic commitments which precluded enrolling prior to the last date of registration.

2.19.   Add, Drop and Section Change (Course /semester)

An undergraduate/graduate student may withdraw from one or more courses, add one or more courses or change section with the permission of the Academic Advisor within 7 days of course registration. Please consult the Semester Calendar for exact date for add, drop and section change. A student must have a convincing reason to add/ drop a course or change section.

A student will be allowed to withdraw from course (s) by the week 5 (before mid- term examination) of any given term.

In exceptional cases (e.g., serious illness of students, death of parents) students may be allowed to withdraw a course after week 5 on recommendation of their advisor and HoD. Such request should be supported by medical certificate by a registered medical practitioner.

2.20.   Conditions for Taking Recourse

A student who receives an F grade in a course will be required to repeat the course if he scored below 17 in his first 50% marks. The grade received on Recourse will replace his original grade (F). The transcript will show the best grade earned on Recourse and will be counted in GPA or CGPA computation.

A student may Recourse one or more courses for improvement of grade and the best of the grades earned in a course from recourses will be counted for CGPA calculation.

2.21.   Retaking Courses

A student who receives an F grade in a course may retake the course if he scored 17 or above in his first 50% marks.

A student may retake one or more courses for improvement of grade and the best of the grades earned in a course will be counted for CGPA calculation. Courses having less than 'B' grade or below 60 marks at present (i.e. 'B-' downwards) will be allowed to register as 'Retake'. A course cannot be retaken more than twice.

2.22.   Appearing in Examination

No student will be allowed to appear at the mid-term final and semester final examinations without clearing their dues with the university. Students must produce their ID cards in the Mid Term examination and ID cards and admit cards in the Final examination. They are required to collect their admit cards at least two days before the final examination starts. Admit cards will be issued to those only who will have their accounts clearance.

For any other examination, it is mandatory, that the students should wear their University ID cards.

2.23. **The Grading System**

The performance of a student is evaluated on the basis of

The 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 class attendance, class performance, quizzes, home work/assignment, case study/report, class test, mid-term and semester final examinations.

The assessment in laboratory/ sessional courses is made through observation of the student at work during the class, viva-voce during laboratory hours and quizzes. For Architecture students, assessments in design sessional would be done through evaluation of a number of projects assigned throughout the term.

Each course has a certain number of credits, which describes its corresponding weights. A letter grade with a specified number of grade points is awarded to each course for which a student is registered. Letter grades and corresponding grade points will be awarded in accordance to the provisions shown below:

Marks Range	Letter Grade	GP	Grade Point
80% and 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

The courses in which a student has earned a 'D' or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained an 'F' grade will not be counted towards his/her earned credits or GPA calculation. A student who obtains an 'F' grade in a core course will have to Recourse or Retake that

particular course. However, if a student gets an 'F' in an optional course, he/she may choose to Recourse or Retake that course or take a substitute course if available.

If a student obtains a grade lower than 'B' in a particular course he/she will be allowed to Retake the course only twice for the purpose of grade improvement by forgoing his/her earlier grade. If a student obtains a 'B' or a better grade in any course he/she will not be allowed to Retake the course for the purpose of grade improvement. In that case, he can take Recourse.

Note: Student failed to attend final examination will be considered as 'F' grade.

2.24. Distribution of Marks

Fifty percent (50%) of marks of a theoretical course shall be allotted for continuous assessment, i.e., attendance, quizzes, home assignments, class evaluation and class performance. The rest of the marks will be allotted to the Term Final Examination that is conducted centrally by the department. Distribution of marks for a given course is as follows.

1. Theory Courses:

Class Participation	10%
Homework, assignment quizzes	10%
Class Test	10%
Midterm	20%
Final Examination (3 hours)	50%
Total	**100%**

Department of LAW (Theory Courses)

Class Participation	10%
Homework, assignment, quizzes	5%
Class Test	10%
Midterm	20%
Final Examination (3 hours)	50%
Viva-voce	5%
Total	**100%**

M. Sc. in Mathematics	
Class Participation	5%
Class Performance	5%
Class Test	10%
Midterm	20%
Final Examination (3 hours)	60%
Total	**100%**

2. Laboratory/Sessional

Class Participation	10%
Class Performance	10%
Report	20%
Viva-voce	10%
Final	50%
Total	**100%**

Laboratory/Sessional: M. Sc. in Mathematics

Class Participation	5%
Class Performance	5%
Report	20%
Viva-voce	10%
Final exam	60%
Total	**100%**

3. Design Studio (B. Arch.):

Class Participation	10%
Critic (report, preliminary jury)	45%
Final Jury	45%
Total	**100%**

4. Project/Thesis/Research Monograph/Internship:

B.Sc. Engineering/B.Sc. (Honors)/M.Sc. (Part-1)

Presentation	30%
Report	30%
Performance	40%
Total	**100%**

B. Arch. :

Class Participation	10%
Critic (report, preliminary jury)	45%
Final Jury	45%
Total	**100%**

Research Monograph:

Monograph	50%
Viva, defense	50%
Total	**100%**

Internship

Monograph	70%
Viva, defense	30%
Total	**100%**

Project Work

Monograph	70%
Viva, defense	30%
Total	**100%**

2.25. Calculation of CGPA

Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses passed/completed by a student. CGPA (Cumulative Grade Point Average) will be computed after each semester to determine the academic standing of the student in the program. The four-step procedure that will be followed to calculate the CGPA of a student is given below:

1. Grade points earned in each course will be computed based on credit hours in that course and the individual grade earned in that course by multiplying both.

2. All subject grade points (determined at step 1) will be added to determine the total grade points earned.

3. Credits of all courses will be added together to determine the total number of credits.

4. CGPA will be determined by dividing the results of step 2 by the result of step 3. For example, If a student passes/ completes five courses in a semester having credits C_1, C_2, C_3, C_4, C_5 and his/her grade points in these courses are G_1, G_2, G_3, G_4, G_5 respectively, then

$$CGPA = \frac{\sum(\text{Credit of the courses passed X grade points earned})}{\sum(\text{Credit of all courses attempted})} = \frac{\sum C_i G_i}{\sum C_i}$$

A Numerical Example

Suppose a student has completed eight courses in a term and obtained the following grades:

Course	Credits, Ci	Grade	Grade Points, Gi	Ci * Gi
CSE 100	2.00	A+	4.00	8.000
EEE 163	3.00	A+	4.00	12.000
EEE 164	1.50	A	3.75	5.625
MATH 141	3.00	B	3.00	9.000
ME 160	1.50	A-	3.50	5.250
ME 165	3.00	A+	4.00	12.000
PHY 109	4.00	A	3.75	15.000
PHY 102	1.50	A-	3.50	5.250
Total	19.50			72.125

$$CGPA = \frac{72.125}{19.50} = \textbf{3.70}$$

Note: Please note that, if the 3rd digit after decimal points is above '0', grade will be rounded into the second digit after decimal. For example, 2.990 will be counted as 2.99 while 2.991 will be counted as 3.00 in CGPA calculation.

2.26. Grades Review Procedure

Grading of all courses will be done in an objective and impartial manner. If a student has reason to suspect discrimination, s/he will be able to have the issue redressed through a suitable grievance procedure. The student must notify the Department Head in writing, who will evaluate the matter along with the examination committee members to facilitate a reasonable solution at the departmental level. The chairman may also make a written recommendation to both the student and faculty member following the review.

2.27. Measures for Helping Academically Weak Students

The following provisions will be made as far as possible to help such academically weak students to enable them to complete their studies within the maximum allowable period of seven years in Engineering and eight years in Architecture.

1. All such students whose Cumulative GPA is less than 2.00 at the end of a term may be given a load of not more than four courses in the next term.

2. For other academic deficiencies, some basic and core courses may be offered during the Short-Term in order to enable the academically weak students to partially make-up for the reduced work load during Regular-Terms.

Academically weak students will be identified according to the following criteria:

1. The Term GPA falling below 2.20 points below that of previous term.

2. The Cumulative CGPA falls below 2.20.

3. The earned number of credits falls below 15 times the number of terms attended.

2.28.   Exam Policies and Procedures

1. Every student has to report to the assigned exam hall/room at least 15 minutes before the exam starts. If a student arrives more than 30 minutes late, he/she will not be allowed to appear at the exam/test at the scheduled time. Scheduled exam/test time will not be extended to make up for late arrival.

2. Check in with the invigilator by presenting your ID-Card. Admit Card will be checked in Final examinations respectively.

3. All personal belongings are to be left in areas designated by the invigilator. Under no circumstances are these items to be taken into the exam/test room/custody of the examinee.

4. Confirm his/her start and finish time with the invigilator and whether his/her want to be advised of the remaining exam/test time.

5. No one will be allowed to leave the hall/room within the first one-hour and the last one-hour of the exam except in case of emergency.

6. Electronic and telecommunications devices are not allowed in the exam/test room. This includes cellular phones, pagers, MP3 players, programmable or graphing calculators, personal assistant devices, personal computers, etc.

7. Students are allowed to bring non-programmable calculators, pens, pencils, erasers, non-programmable clock/watch etc. The invigilator may ask to check items brought into the exam/test room.

8. Unless specified by course instructor, prepared notes such as crib/cue sheets, word lists/memory aids will not be allowed in the exam/test room. Prior to the date of a test/exam, the use of any aid must be approved by your course instructor; otherwise it will not be permitted.

9. Unless specified by his/her course instructor that the exam/test is an open book format, books will not be allowed in the exam/test room.

10. Students are not allowed to take breaks during the exams. Under no circumstances will his/her be allowed to leave the premises except to use the washroom facilities with invigilator/staff escort. Extra time is not allotted for breaks. No one will have this facility in the final hour of the examination.

11. Only one student will be allowed at a time to go out for use of toilet or for other emergency reasons.

12. Invigilators are not permitted to discuss exam/test questions with a student. Any questions or concerns should be brought to the attention of the invigilator who will record them for your course instructor.

13. Students can request ahead of time that the course instructor or assistant come to the exam/test room during scheduled exam/test time to clarify or answer questions within scheduled exam/test timeframe.

14. Every piece of exam script including the extra script should bear the invigilator's signature.

2.29. Minimum Credit Hour Requirement for a Degree

Minimum credit hour required to be completed to be awarded bachelor degree is decided by the Academic Committee subject to the approval of the Academic Council. However, at least 160 credit hours for B. Sc. Engineering and B. Sc. (Honors), 191 credit hours for B. Arch, 126 credit hours for BBA, and 120 credit hours for other bachelor programs must be completed to be eligible for graduation.

2.30 CGPA Requirement for Obtaining Degree

To graduate from PU, students must fulfill the following three requirements:

1. Candidates for an undergraduate degree must meet all the requirements of the university and the prescribed major sequence.

2. Complete all the courses with a CGPA of 2.0 or higher.

3. Complete graduation within 8 years from the date of first enrollment. Students failed to complete graduation within 8 years have to revive his registration status.

Fulfillment of the above conditions does not necessarily mean that a degree will be conferred on the student. The University reserves the right to refuse the awarding of degree on disciplinary or similar grounds. And the University will retain the right to cancel awarded degree on the abovementioned grounds.

2.31. Student Feedback

At the end of each semester, the HoD will seek the views of the student body. The

information may be sought in the form of live feedback sessions through PUAIS. It is important that students feel that this is an opportunity to express their honest opinions, offer constructive criticism and controibute to course development.

2.32. Application for Graduation and Award of Degree

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

2.33. Transcripts

Official transcript of a student's academic records is issued upon written request of the student or a former student who has paid all fees, including any installment due to the university at the time the request is made. A fee is charged for each transcript.

2.34. Attendance

The university has strict rules regarding the issues of attendance in class and regarding the disciplinary issues.

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 least 60% of all classes held in every course.

$$\text{Attendance Percentage} = \frac{\textit{(Total Number of Appearance in Classes X 100)}}{\textit{(Total Number of Classes Held in that Particular Semester)}}$$

2.35. Absence during a Term

A student should not be absent from quizzes, tests, etc. during the term. Such absence will naturally lead to the reduction in points/marks which count towards the final grade. Absence in Term Final Examination, final performance evaluation (Laboratory/sessional), final Jury (design studio), Final presentation (Thesis/project) will result in `F' grades. They have to re-register the course either for retake or recourse based on their earned marks on first 50%.

A student who has been absent for short periods, up to a maximum of three weeks due to illness should approach the course teacher(s) or the course coordinator(s) for make-up quizzes or assignments immediately on returning to the classes. Such

request should be supported by medical certificate by a registered medical practitioner and relevant supportive documents. The medical certificate will also be acceptable only in those cases where the student has valid reasons for his absence from the university. Any dispute regarding the authenticity of the deposited documents shall be determined by the HoD and parents of the student can clarify his/her position regarding such documents.

2.36.   Leave of Absence and Re-registration

A student applying for a leave of absence should mention a definite term for re- registration and must register immediate after the leave period. An application for a leave of absence needs to be submitted through head of concerned department. A leave of absence may be granted for one to three terms, provided the student is on good academic standing (i.e., not on academic probation or subject to dismissal) and his/her fees are fully paid. Students who have not registered for three consecutive terms with approved leave of absence will be allowed to re-register without paying any additional fees.

2.37. Striking off the Names

The names of the students shall be struck off and removed from the rolls of the university on the following grounds:

1. Withdrawal of names from the rolls of the University after having cleared all University fees and other dues to the University.

2. Failure to earn required credits for graduations as outlined in the respective curriculum and/or to earn CGPA requirement within the maximum allowed time.

2.38.   Fees

The authority reserves the right to determine and change the fee structure as and when it deems necessary.

3. Student Code of Conduct and Disciplinary Procedures

3.1.   General Guidelines of Students' Code of Conduct

A student shall conform to a high standard of discipline, and shall conduct himself, within and outside the university in a manner befitting the students of a university of national importance. He shall show due courtesy and consideration to the employees, duty guards of the university and Halls of Residence, good neighborliness to his fellow students and the teachers of the university and pay due attention and courtesy to visitors. Upon admission to Premier University Chittagong (PUC), a student accepts the mission of the university and is subject to the following principles:

- All human beings are endowed by their Creator with certain rights and no student, faculty member or staff or authority of the university may infringe upon the rights of fellow members of PUC.
- The goal of PUC is advancement of knowledge which cannot occur without a safe and comfortable learning environment. All persons working at and attending PUC are responsible for creation and maintenance of such an environment.

3.2.   Related Bodies to ensure Disciplinary Rules

Premier University has constituted a Proctorial Body taking into account that discipline is the most essential and important element for the development of the institution. The constituted Proctorial Body shall assist the Disciplinary Committee in exercising the power related to disciplinary action as provided in this document.

3.3.   Prohibited Misconducts and activities

Premier University does not accept the following types of misconduct and criminal activities within its premises:

3.3.1.   Academic Dishonesty/Plagiarism which includes the following

a) Unfair means at the examination by any method or means.
b) Helping other students to adopt unfair means during the examination.
c) Plagiarism: Reproducing the work of others as one's own work.
d) Preparing the work for others that is to be used by the other as his/her own work.
e) Cheating.

f) Using scientific or educational data without proper acknowledgement & declaring the work to be the result of one's own research & experiment.

g) Fabrication or the falsification of any eventon information.

3.3.2. Classroom Discipline

a) Students are expected to maintain respectful and decorous behavior towards students, staff, and faculty while in the classroom and on the university premises. Classroom discipline shall not include:

b) interrupting learning through talking out of place,

c) use of mobile phones,

d) lateness to class,

e) or rude words or behavior, etc.

f) It also includes loud talking or disruptive behavior in the hallways during classes and exams.

3.3.3. Violence/Physical Abuse

Premier University is committed to the safety and well-being of all its members. Premier university also strives to maintain an environment that is free from violence.

The act of Physical abuse/violence includes, but is not limited to:

a) Physical abuse or physical violence, such as beating, punching, kicking, or any kind of exasperating physical contact with anyone in the university.

b) Direct threat of violence, either verbal or written or by electronic message

c) Intimidation, either verbal or written or by electronic message.

d) Deliberate obstruction or interference to any person's right to attend or participate in university function.

e) Reckless behavior that causes danger or threat any person(s).

f) Intentional obstruction or interference with any person's right to attend or participate in any University function.

g) Causing fear and apprehension using misrepresentation, misinformation, force or coercion to solicit support, signatures or participation in activities of a subversive nature or detrimental to the normal functioning of the University.

h) Any conduct, expression or Language considered improper in interacting with faculty members, University official and staff.

3.3.4. Dangers to Health and Safety:

a) Smoking inside the campus and classroom.

b) Use, production, distribution, sale, possession or stashing of drugs which includes, but is not limited to, alcohol, marijuana, stimulants, narcotics, yaba, etc.

c) Entering the Campus after consuming any kind of intoxicants mentioned above.

d) Possession of weapons, firearms, knives, clubs, etc.

e) Possession or use of Explosive(s) or explosive material(s), such as bombs, cocktails, chemicals or anything in similar nature.

f) Fireworks except as and when authorized by a designated University official.

g) Knives, clubs or any instruments used with the intention to inflict harm/injury.

3.3.5. Damage to Property

a) Willful or malicious damage to or destruction of the University property.

b) Willfully and maliciously setting fire on the University property.

c) Reckless behavior causing damage or destruction of University property or the property of others.

d) Tampering, or damaging or unauthorized use of elevators, security devices, such as doors and locks, university equipment, such as computers and electronics, vehicles, and/or other university equipment.

e) Walking on lawns, crossing the boundary walls, fencing, damaging the gardens, flowers, and spoiling the landscape of the campus.

3.3.6. Disobedience to Lawful Authority:

a) Disobedience, interference, resistance or failure to comply with the direction given by various Departments or University authority.

b) Trespassing and other forms of unauthorized presence.

c) Refusing to show the Identity Card to the University's Officers or security personnel on demand.

d) Not complying with parking rule of the University.

3.3.7. Deception

a) Furnishing false information to the university with an intent to deceive or to derive benefit .

b) Misuse or alternation or forgery of the University documents and records that include but not limited to ID cards, University stationary, Letter Pads or Officer's name, seal or stamp, etc.

c) Making false or forged signature of University's officer, teachers.

d) Giving false statements or producing false or tempered certificate documents, etc.

e) Forgery or issuing a forged cheque with intent to fraud.

f) Making a complaint to the University authority in an attempt to mislead, misuse or impede university which is a false or frivolous complaint.

3.3.8. Theft

a) Misappropriation or conversion of university funds, supplies, equipment, labor, material, space or facilities.

b) Possessing, storing or transporting of stolen university property.

c) Aiding or abetting theft of university property.

d) Misappropriation of funds, any form of embezzlement of money and lack of transparency in declaring supporting financial documents by student bodies of PU, including student clubs and other ventures managed by students.

e) Damaging (i.e., tearing off the pages) and stealing library books, laboratory equipment or any other property.

3.3.9. Tarnishing University Image/Unlawful Association

a) Behavior, inside or outside campus that damages university image or disrupt functioning of its normal activities.

b) Any kind of association with groups and/or individuals that is prohibited by the government, against the law of the country and detrimental to local, national and/or global peace and security. University authority reserves the right to expel those students permanently and to some extent hand them over to law enforcement agencies.

c) Propagating any form of hate message on campus, over social media or any other means that deliberately demean different religion, culture or ethnic group which are punishable offense by the law of our country.

d) Any form of message, image, drawing, social media post or any other type of communication that directly or indirectly instigate or supports extremism/terrorism, acts of terrorism or activities that lead to extremism and are against the security and sovereignty of the country, will result in disciplinary action by the university authority.

3.3.10. Rules on Promotional Activities in University Premises and Campus

a) Promoting business ventures, commercial activities or social causes in the form of banners, posters, sample demonstrations, stalls, and product placement by parties outside the University should be subjected to scrutiny by the Proctor's Office. Written approval will also be needed from the Vice-Chancellor.

b) Products, services or ventures that go against PU code of ethics, academic environment and restrictions set by government legislative bodies will not be allowed in any form of public demonstration on-campus. Size, dimension and area of display must follow the instruction of the Proctor's Office.

c) Promoting on campus activities by clubs, academic schools and other departments of PU will have to go through similar scrutiny. Student clubs, while negotiating with sponsors outside PU, must declare PU code of ethics to the sponsor(s). Any kind of misappropriation and influence to diverge from the standard set by PU authority will be deemed as violation of code of conduct.

d) Writing or posting posters on any wall of the Campus without prior permission of proper authority.

3.3.11. Social Misconduct/ Harassment

a) Abusive or disorderly conduct.

b) Passing any indecent or abusive or vulgar or lascivious language against any other student, teachers, non-teaching staff, officers, guests, etc.

c) Any behavior or gestures or clothing or acts or expression intended to tease or annoy any other student, teachers, non-teaching staff, officers, guests, etc.

d) Sexual harassment and obscenity in any form.

e) Sexual advances, requests for sexual favors and other verbal or physical harassments of sexual nature.

f) Promising favors in exchange of sexual conduct and any form of pleasure seeking from others.

g) Verbal, non-verbal, mental, and/or physical harassment.

h) Uploading of indecent pictures or making indecent and untruthful comments via any website like Facebook, twitter, messenger, email, etc.

3.3.12. Cyber-Crime

Misbehavior and crimes committed through email, blogs, social networking sites, Premier University network or Premier University Web Portal, or mobile phones, such as: fraud, cheating, identity theft, harassment, pornography, subversive activities, indecent behaviour,software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber- bullying.

3.3.13. Disorder and Disorderly Behaviour

a) Riot or incitement to riot, application of force or coercion or organizing meetings/procession/demonstrations intended to solicit support or obtain signatures to show support or compel any member of the University to participate in activities subversive of discipline or of functioning of University is an act of disorder or agitation.

b) Involvement in illegal strikes and agitation.

c) Any breach of University rules, regulations or policies is an act of disorderly behavior.

3.3.14. Free Expression and Disruption

Being an academic institution, the university is committed to the freedom of expression and constructive debate of alternative views, theory and data. It recognizes and respects all peaceful and non-obstructive forms of dissent, whether individual or collective, that are within the university regulations and which do not interfere with the regular and essential operation of the university.

Disruption is an act or a combination of actions by an individual or a group of individuals, who unreasonably interferes with, hinders, obstructs or prevents the smooth and regular functioning and operations of the University including the holding of classes and all administrative functions. Authorized officers of the University have the right to restrain or prohibit such disruptive behavior and take such other action as may be deemed fit and proper.

3.3.15. Intolerance

All members of the University are expected to be tolerant and respectful towards others irrespective of gender, race, religion, class, political affiliation, caste, status or position in the university or the community at large. Any attitude or conduct of an individual or group of individuals failing to be so respectful and tolerant and disrespect to others is an act of intolerance.

3.3.16. Misuse of ID

Forging or lending ID card. Willfully lending one's ID to another will result in disciplinary action for both the original student and the recipient.

3.3.17. Subversive Activities

Any act or behavior or speech which is regarded as a threat to the public, national security, or sovereignty of Bangladesh or any other country is considered a subversive activity.

3.3.18. Unauthorized Recording

Recording, storage, sharing, distribution of images, videos or sound by any means without consent of owner is unauthorized recording and is strictly prohibited in the University.

3.3.19. Agitation

Group representation whether in verbal or writing or any other form of expression, is strictly forbidden and is considered an act of agitation. Offenders on account of agitation are liable to one or a combination of severe sanctions.

3.3.20. Ragging and Bullying

Ragging and bullying can include: intimidation, humiliation, ridicule and physical threats; exercise of power over another through negative behaviour; insulting, abusing, disparaging or intimidating behavior or words.
Cyber Bullying is "the use of electronic communication to bully a person." It falls under this policy if the bullying is between students, and occurs on the university premises or adversely affects the safety of students while in university.

3.3.21. Political and Non-Political Involvements and Activities

Premier University has a strict policy of non-association and

non-involvement in political and activities inside the campus and the classrooms. Whatever political views that an individual (s) may have, he/she shall not bring them in the campus or class or within 20 yards of the boundary of the campus premises of the University. No student can use the name of this university with any political party. The Authority shall have the right to expel students not complying with this rule. For every non-political activity, written permission must be taken from the Disciplinary Committee.

3.3.22. Other Misconducts

a) Walking, gathering or roaming in the University premises without justified causes at night after the office hours.

b) Any other such acts which disturb the normalcy or peace of the campus.

c) Any act of indiscipline or disturbances in various activities of the University or any function, ceremony, etc., being held in the campus.

d) Making false allegations, character assassinations of teachers, officers and employees.

e) Any other act or omission to be deemed as improper by the authority concerned.

3.4. Further Regulations

3.4.1. Following Campus Security

Security of PU students, faculty, staff, and physical property is of utmost importance. Students are required to follow instructions of security or administrative staff in all matters concerning security of the above. Failure to do so will be considered Disruption (above). Students may be asked to submit to a search of their person or possessions while on campus. Failure to submit to such search order will be considered Disruption or Disobedience.

3.4.2. Proper Use of Student IDs

Students are required to wear their own IDs at all times when on campus. Students may not enter campus or use any facilities for any reason without possessing and wearing their IDs. It is solely the student's responsibility to maintain possession and care of the ID at all times.

a. Loss or Theft: Loss or theft of an ID must be reported to Administration immediately. A feemust be paid to replace it. The ID will be replaced within a suitable time upon receipt of payment.

b. Forgotten IDs: If a student forgets an ID, he/she may be issued a temporary ID only uponpayment of a fine.

c. Do not Share: Students may not lend or share IDs with other persons for any reason.Lending one's ID to another will result in disciplinary action for both the original student and the recipient.

d. Do not use: If you are not a registered student of the university for a particular term or if youare barred from entering the campus for disciplinary reasons then do not use your ID card even if it works in machines at the entrances of both campuses. You have to take special permission from the authorities to enter into the university.

3.5. Students' Grievances

The University authorities shall hear any grievance of a student for possible redress. A student may represent a grievance either in writing though his/her batch advisor. In case of violation of code of conduct and disciplinary rules, written allegation must be placed in writing to the Proctorial body. Batch advisors can also send such allegation of violation to the Proctorial Body through the head of concerned department.

3.6. Authorities and Punishment(s)

The Proctorial Body, Eve Teasing and Sexual Harassment Prevention Committee, Anti-Drug Awareness Committee and Anti-Drug Committee shall monitor their respective matters under The Disciplinary Committee. Proctorial body shall work closely with other authority in every matter. In case of breaking or defying any rule or committing any crime listed above or any prohibitory work, the following punishments may be sanctioned by the Disciplinary Committee. All such sanctions shall be reported to the Syndicate. In addition to that, the Disciplinary Committee can temporarily suspend a student for a period of six (06) months. For every punishment, written show cause notice will be sent to the student concerned to facilitate his/her defense. In case of failure to accept served notice, decision shall be taken after reasonable time with the attachment of it in department's notice board. All punishments shall be effective after written approval of the Disciplinary committee.

a) Fine upto 2 lacs taka

b) Black listing (for further admission, appointments, or any privilege in the University)

c) Suspension from classes or Campus.

d) Expulsion.

e) Rustication.

f) Withdrawal of Medals, degrees, certificates or their cancellation.

g) Debar from admission in our or any other University/Institutions.

h) Any legal or police action.

i) Expulsion from the Hostels.

j) Declaring out of bound from University premises, Library, Hostel, Sports fields, departments, etc.

k) Withdrawal of fellowships, scholarships or any other facility provided by the University or any other Organization through the University.

l) Any other punishment which is deemed as fit by the Disciplinary committee.

3.6.1. The Disciplinary committee

There shall be a Disciplinary committee comprising of one person as Chairman from the BoT. the Vice-Chancellor, Deans from all faculties, one of the Chairmen of Departments as nominated by the Syndicate and the Registrar shall be the members of such committee while the Proctor shall remain as the member secretary of this committee.

3.6.2. Proctor's Office

The role of the Proctors is to ensure the enforcement of the rules and regulations of the university. The Proctor's Office is the first contact point to start disciplinary proceedings. It will assess and investigate complaints, and takes necessary steps, from counseling or issuing an official warning to referral to the Disciplinary Committee, depending on the gravity of the offences and as per the advice of the Vice-Chancellor. The proctorial body shall consist of the Proctor and Assistant proctors as deemed necessary by the University authority. The Proctor and the Assistant Proctors shall be directly responsible to the Vice Chancellor.

3.6.2.1. The responsibility of the Proctorial body may include:

a) Maintain a peaceful environment inside and the adjacent area of the university premise;

b) Ensuring the personal safety of students, teachers or employees of the university;

c) Safeguard the assets of the university;

d) Assisting in solving non-academic disputes among the students with other students, faculty or admin;

e) Controlling unauthorized access to the university premises;

f) Ensuring that the Code of Conduct of the Premier University students, is properly followed within the university campus and take such steps as appropriate to do that;

g) Take cognizance of any breach of student's Code of Conduct and suggest immediate disciplinary action in such cases;

h) Decide the quantum of punishment to be imposed on the accused students;

i) Monitor discipline among the students' community in classroom, exam halls, library, canteen, common rooms, study rooms, and inside and outside the campus;

j) Conduct enquiries of incidents relating to violation of disciplinary rules;

k) Supervise the investigation of any alleged breach of the student's Code of Conduct. That may involve interviewing the erring student/s and such other students as necessary, conveying the information to the reporting authority, the Chairperson of the respective department, guardians of the involved students, the law enforcement agency (if required). Written record of the whole proceeding shall be kept in the Proctorial office.

3.6.2.2. Scope and Jurisdiction of the office of Proctor and Assistant Proctors

a) The jurisdiction of the Proctor and the Assistant Proctors shall extend to the whole of the university;

b) Ordinarily, during the university hours the Proctor or One Assistant Proctor shall be available to maintain and oversee the order and discipline in the students.

c) During the University hours the Assistant Proctors from the various faculties and departments shall be entrusted with the duty of ensuring the discipline in their respective faculties and departments.

d) The Proctor and the Assistant Proctors shall investigate and submit report in writing to the Disciplinary committee in cases of violation of disciplinary rules.

e) The Proctorial Body shall maintain a liaison with all the other committees related to disciplinary matters of the university.

f) The Proctorial body shall protect confidentiality at all stages regarding its investigation.

g) Cases shall only be referred to the Law enforcement agencies upon taking approval from the Vice Chancellor when it constitutes a criminal offence and in such and other fitting cases the University will not prevent from disclosing confidential information where necessary for discharge of duties or as required by law.

3.7. Disciplinary Hearing

a) Unless an alleged breach of regulations involves harassment, serious injury to a person, serious damage to property, or a significant element of dishonesty, the Proctorial body can arrange disciplinary hearing and submit report to the Disciplinary committee without its prior permission. In other cases, the Disciplinary committee shall decide the authority for hearing.

b) After the issuance of notice and hearing, the Proctorial body shall submit a report in writing to the Disciplinary committee about the incident. This report shall contain the connection (if any) and degree of connection of the alleged to the investigated incident.

3.8. Investigation Procedure

a) When, in the opinion of the proctor/assistant proctor, misconduct has occurred and action against a student is justified, the proctor shall over-see and investigate the matter. During the investigation, the proctor and the assistant proctor will usually convene a series of meetings to formally discuss the allegations with the subject of the complaint, the person making the complaint and any other person involved. In cases where the alleged offence/s involve/s more than one student, all or any of the cases may be dealt with at the same time.

b) The alleged Students shall be required to attend any meeting conducted by the Proctorial body if deemed necessary by the same.

c) The Proctor shall set out the allegation/s of misconduct.

d) The student shall respond to the allegation/s and be present with their representatives/guardians where required, whenever oral evidence is being heard by the committee.

e) The students shall be entitled to submit witness or other evidence to substantiate their claim and such witness or evidence may not be accepted without cross examination.

f) The student in question shall be formally notified in writing the outcome, of the Proctorial body's decision and advised of the procedure for submitting an appeal.

g) Written reports of all decided matters shall be communicated to the Disciplinary committee.

3.9.   Review of Decision

A student may prefer review to the Disciplinary Committee where he/she has been punished. Such review must be filed through a written application within 7 days of the decision of the Disciplinary committee.

3.10.   Amendment

The Code of Conduct and the disciplinary rules can be amended from time to time by the Syndicate if necessary, after being requested by the Disciplinary committee.

3.11.   Other Related Bodies

3.11.1.   Eve Teasing and Sexual Harassment Prevention Committee

This committee has been formed in light of the judgement of the High Court Division (Writ petition no. 5916 of 2008). The role of the Eve Teasing and Sexual Harassment Prevention Committee includes receiving complaints, performing investigation and recommending possible actions to the Disciplinary Committee regarding any eve teasing issue or sexual harassment. The Committee shall be constituted with minimum 05 (five) members where majority shall be women and the head of the committee should be a woman, if available. This committee shall have least two members from outside the organization concerned, preferably from organizations working on gender issues and sexual abuse. This committee will submit annual reports to the Government on the compliance of the HCD guidelines and its activities.

3.11.1.1. Matters under Jurisdiction of the Eve Teasing and Sexual Harassment Prevention Committee

This committee shall arrange programs and training for all the employees and students of the University for the awareness against eve teasing and sexual harassment. This committee shall investigate the following matters directly or by the referral of the proctorial body or the Vice Chancellor:

a) Unwanted physical contact or conduct;

b) Verbal abuse of a sexual nature;

c) Demeaning, insulting, intimidating or sexually aggressive comments;

d) Threats or implication that refusal of sexual advances will have an adverse effect on academic or employment conditions;

e) Demeaning comments or psychological pressure for refusing sexual advances; any demand or request to establish a sexual relationship;

f) Sending sexually explicit or implicit letters, emails, SMS, images, video, social media, etc.; displaying pornographic materials or indecent pictures or drawing;

g) Taking any form of photographs or video recording for blackmailing or defaming someone;

h) Spreading rumors about sexual issues to humiliate or disgrace someone socially;

i) Discriminating anyone on grounds of gender or sexual-orientation.

3.11.1.2. Investigation Procedure (as directed by the HCD)

Normally the complainthas to be lodged with the Committee within 30 working days of the occurrence. To verify the complaint the Committee will:

a) In case of minor harassment, if it is possible, the Committee shall dispose of the complaint with the consent of the parties involved and shall report to the Disciplinary Committee. In all other cases the Committee shall investigate the matter.

b) The Committee will have the power to send registered notice by mail to the parties and the witnesses, conduct hearing, gather evidence, and examine all relevant papers. In this type of complaint, apart from oral evidence emphasis should be placed on circumstantial evidence.

c) The Committee will keep the identities of the complainant/s confidential. While recording the testimony of the complainant/s any question or behaviour which is intentionally base, insulting or harassing should be avoided. The testimony must be recorded in camera. If the complainant wants to withdraw the complaint or stop the investigation then the reason behind this has to be investigated and mentioned in the report.

d) The Committee shall submit the investigation report with recommendation within 30 working days to the Disciplinary Committee.

The period of 30 days may be extended up to 60 days by the Disciplinary Committee where it is found necessary.

e) If it is proved that a false complaint has been filed intentionally then a report will be submitted to the Concerned Authority recommending appropriate action for the complainant/s. The Complaint Committee will take decisions on the basis of the view expressed by the majority of its members.

3.11.1.3. Punishment

The Disciplinary Committeemay suspend temporarily the accused person (other than students) and in case of students, may prevent them from attending their classes on the receipt of the recommendation of the Committee. If the accused is found guilty of sexual harassment, the Disciplinary Committee shall treat it as misconduct and take proper actionaccording to the disciplinary rules of the university within 30 (thirty) days and/or shall refer the matter to the appropriate Court or tribunal if the act complained of constitutes an offence under any penal law.

3.11.2. Anti-Drug Awareness Committee

An Anti-drug awareness committee shall be in operation to raise awareness against drug abuse among the students. Apart from individual and collective counseling of students, this committee shall arrange different programs and campaigns regarding awareness against drug abuse within the university. This body shall consist of the Proctorial Body and all chairmen of the departments.

3.11.3. Anti-Drug Committee

An Anti-Drug Committee shall also be in operation as directed by the Ministry of Education of Bangladesh. Comprising of five members, this committee shall include the Vice Chancellor as the Chairman. One representative each from the teachers, guardians and students shall be the members while the sports/physical education officer shall be the member secretary of that committee. This committee shall work closely to prevent any drug abuse in the campus, classrooms or premises of the university. In case of any alleged drug abuse, it shall refer the matter to the Proctorial body to deal with it. This committee shall assist the Anti-Drug Awareness Committee in every matter for raising awareness against drug abuse.

DEPARTMENT OF LAW (DOL)

Welcome Note:

Department of Law of Premier University is a pioneer institution of teaching and learning of legal studies in Bangladesh. The Department has earned excellent reputation for its innovative teaching and learning method, producing law graduates equipped with knowledge and skill for effective lawyering and combining theoretical knowledge of law with skill based learning through clinical legal education. It has well reputed teaching staff, excellent library and IT facilities. Its close proximity to the Chittagong judges' court gives a unique opportunity to the students to gain first-hand experience of lawyering through interaction with the legal community. The curriculum of the Law Department is most updated and contains cutting edge subjects of law. Alumni of the Department of Law of the Premier University are well established in legal and other profession. It has produced around 20 judges which is the highest among the private universities,800 enrolled advocates amongst whom 150 advocates are working in High Court Division, 20 teachers in various universities around the country and many other graduates are working in different banks, financial institutions, international organizations etc. Almost 40 graduates are pursuing higher studies in different foreign universities around the world.

Overview of the Department of Law:

Legal profession has reached a prestigious and challenging position during recent years. Premier University has timely responded to address these societal needs and demands, the result of which is the establishment of the department of Law. Department of Law, which starts its journey in June, 2003,as a gateway to impart legal education to seek legal solutions that respect social, cultural and aesthetic needs of the society. Department of Law, Premier University, strives to prepare its graduates not only the tenets of Law, but also legal philosophy, right based issues and broader awareness of the society they live in. Graduates from the department of Law are pursuing careers as advocates/ lawyers, judicial officers, corporate legal officers, academicians, legal advisers in bank and financial institutions, development workers and many other significant areas in home and abroad. The faculty members of the Department of Law are handpicked for their academic excellence and individual expertise with distinct teaching learning method, presently department of Law has 20 permanent faculties. Department of Law, Premier University has been established as a reputed organization in the arena of legal education in Bangladesh.

Vision of the Department of Law:
To be an institution of global excellence for the advancement of innovative legal education and research.

Mission of the Department of Law:
To accomplish the vision the Department of Law is working with the following missions:

Mission 01: to provide quality education and to equip the students with appropriate theoretical knowledge and basics of legal research;

Mission 02: to train them to adopt strong sense of justice and ethical values and to make them capable of reflecting this sense of justice in every kind of legal relationship;

Mission 03: to enable the graduates with capacity to show professional competence in their future career.

Academic Programs:
The Department of Law has offered the following academic programs:

LL.B. (Hons.) Bachelor of Law:
The Bachelor of Laws (Honors)/ LL.B.(Honors) Degree Program extends over a period of four academic years which consists of eight semesters. Each semester consists of five courses of three credits. The medium of instructions shall be in English/ or Bangla. A student shall have to complete the four year honors program within a maximum period of eight academic years from the admission year, carrying four thousand marks of 120 credit hours. Each course will carry 100 marks.

Course Distributions

Semester	Course Code	Course Name	Credit Hours	Lecture Hours Per-week	Pre-requisite
1st Year 1	ENG 107	English and Legal Language	3	3	
	LAW 111	Jurisprudence	3	3	
	LAW 121	Muslim Laws-I	3	3	
	LAW 131	History of Law and Legal Institutions	3	3	
	LAW 141	Legal System of Bangladesh	3	3	

1st Year	POL 105	Government and Politics	3	3	
	LAW 122	Hindu Law and Christian Law	3	3	
2	LAW 142	Land Laws of Bangladesh	3	3	
	LAW 151	Law of Contract and Torts	3	3	
	LAW 221	Muslim Law-II	3	3	LAW 121
2nd Year	LAW 241	Constitutional Laws of Bangladesh-I	3	3	
	LAW 251	Labour Laws of Bangladesh	3	3	
3	LAW 252	Company Laws of Bangladesh	3	3	
	LAW 261	Law of Equity and Trust and Specific Relief Act	3	3	
	LAW 451	Fiscal Laws of Bangladesh	3	3	
2nd Year	LAW 242	Constitutional Laws of Bangladesh-II	3	3	LAW 241
	LAW 243	Law of Transfer of Property	3	3	
4	LAW 253	Mercantile & Business Laws	3	3	
	LAW 262	Law of Evidence	3	3	
	LAW 371	Comparative Constitutional Law	3	3	
3rd Year	LAW 341	Law of Registration and Limitation, Public Demands Recovery Act and Court Fees Act	3	3	
5	LAW 351	Consumer Protection and Competition Law	3	3	
	LAW 391	Public International Law-I	3	3	
	LAW 411	E-Communication and Cyber Laws	3	3	
	LAW 452	Law of Banking and Insurance	3	3	
3rd Year	LAW 361	Law of Crimes (Substantive)	3	3	
	LAW 392	Public International Law-II	3	3	LAW 391
6	LAW 412	Criminology and Victimology	3	3	
	LAW 461	Law of Crimes (Procedural)-I	3	3	
	LAW 471	Environmental Law	3	3	

4th Year	LAW 311	Administrative Law	3	3	
	LAW 372	Media Law	3	3	
7	LAW 462	Code of Civil Procedure-I	3	3	
	LAW 463	Law of Crimes (Procedural)-II	3	3	LAW 461
	LAW 464	Special Criminal Laws	3	3	

4th Year	LAW342	Interpretation of Statutes & General Clauses Act	3	3	
	LAW 373	Health Law	3	3	
8	LAW 465	Code of Civil Procedure-II	3	3	LAW 462
	LAW 481	Drafting, Pleadings and Legal Ethics	3	3	
	LAW 482	Clinical Legal Education Program	3	3	

COURSE DESCRIPTIONS:

POL 105: GOVERNMENT and POLITICS:

This course entails the different aspects of State mechanism and the nexus between law, state and society. A sound knowledge about state, law and society is considered as pre requisite for a law student if he wants to act pro bono in his future career to provide a clear idea on Social Science, Political Science, Law, Politics and different aspect related to state, nation and society. Students will be able to find out the concepts and ideas of various governing systems of ancient and modern world i.e. Monarchy, Aristocracy and Democracy. It will give them ideas on the structure and functions of the organs of the state.

ENG 107: ENGLISH AND LEGAL LANGUAGE:

This course is designed for developing adequate proficiency in listening and reading comprehension, peaking and writing of correct English. The course contains fundamentals of grammar, composition, translation, vocabulary and pronunciation. This course will enhance knowledge and skills of students to understand, appreciate and use the language effectively. To make the law students familiar with translation of Latin terms and expressions.

LAW 111: JURISPRUDENCE

The relationship of law and society and also the relationship of law and justice are

areas of special concern. This course is designed to introduce the young learners to the basic and fundamental concepts of law in theoretical perspective. To give a clear conceptual idea about principles, nature and patterns of law including the relationship of law with other areas of social sciences and society.

LAW 121: MUSLIM LAW-I :

This course is designed to acquaint the students with the principles and practices of Islamic family law (personal issues, e.g. marriage, divorce, dower, maintenance, guardianship, legitimacy of a child) as applied in Bangladesh. Learners will understand the development of the principal sources of Islamic law around family rights (personal issues) and their incorporation into state legislation. It will develop ability to critically evaluate family laws in Bangladesh (personal issues) and the role of legislature and higher judiciary in accommodating Shariah.

LAW 122: HINDU LAW and CHRISTIAN LAW:

This course is designed aiming at explaining un codified principles of Hindu and Christian Law and recent case-laws of Bangladesh so that the students, lawyers and researchers can benefit themselves in their respective fields to the relevant extent. It aims to acquaint the learners with all the ancient and modern concepts as well as principles of Hindu and Christian personal Law governing the personal matters of Hindus and Christians.

LAW 131: HISTORY OF LAW AND LEGAL INSTITUTIONS:

This course is designed to make students understand about the relationship between law and Legal institutions, how they operate and how they change overtime in reaction to changing economic, social and political conditions. It will give a clear idea about history based on law down to Justinian and an independent body of laws belonging to Hindu, Muslim and British period. It is designed for the law students to clarify and appreciate the present legal systems of Bangladesh and to solve the legal problems of today.

LAW 141: LEGAL SYSTEM OF BANGLADESH:

This course is designed to acquaint the beginners with the fundamentals of law and legal system of Bangladesh. They will get a clear conceptual idea about current legal system of Bangladesh with historical development and comparative study. Learning of this course will facilitate students to get knowledge on legislation, interpretation of statutes and different institutions related to the existing legal system of Bangladesh. Students will be able to know about the enrollment procedure of Advocates and to instill in them the professional ethics of legal profession.

LAW 142: LAND LAWS of BANGLADESH:

Study of legal history gives the students comparative insights on legal developments and their contextual relevance. More so when one's own legal system has deep roots in them. The political, judicial and legislative institutions in Indian sub-continent today are largely a continuity of those that existed during the British administration here. This course is designed to give a brief account of development of law, legal institutions and legal system in Indian sub-continent. The role and function of land administration in Bangladesh will be discussed in-depth.

LAW 151: LAW of CONTRACT and TORTS:

Law of Contract and Torts, aims at introducing the students of law with the clear conception of private civil wrong arising out of civil obligations and the ways of recovery of those wrongs through compensation. The principles governing the formation, performance and termination of contracts form the thrust of this course.

LAW 221: MUSLIM LAW - II:

This course is designed to acquaint the students with the principles and practices of Islamic family law (property rights issues, e.g., gift, will, wakf, pre-emption, inheritance) as applied in Bangladesh. Learning of this course will enable the students to focus critically on topical issues raised in contemporary debates about Islamic law.

LAW 241: CONSTITUTIONAL LAWS OF BANGLADESH-I:

This course is designed to give the students basic idea about the supreme law of Bangladesh. It will give the law students a clear idea about the nature of State and government, composition, powers and functions of the three organs of the government. Students will be able to know relevant theories of Constitutional law. They will be acquainted with the fundamental principles of state policy and fundamental rights of Bangladesh.

LAW 242: CONSTITUTIONAL LAWS of BANGLADESH-II:

This course is designed to develop analytical understanding of the students in Constitutional issues. To make them know about the composition, powers and functions of the Executive, legislative and Judiciary of Bangladesh. To give them idea about responsible government and to highlight the loopholes of Bangladesh Constitution for which responsible government cannot be ensured. To make them understand about the Constitutional Jurisdiction of the Supreme Court of Bangladesh.

LAW 243: LAW of TRANSFER of PROPERTY:

This course is designed to inform the law students about the mechanism and modes of transfer of property with the fundamentals principles prevalent in Bangladesh. It will give a clear idea about the modes of transfer of property. The students will be acquainted with the procedure to transmission of property between living person. To complete the code of contact law, because there is a close connection between transfer of property and contract Act.

LAW 251: LABOUR LAWS of BANGLADESH:

This course is designed to create creative tendency among the tender learners to research on labour rights so that the students can play role to protect the rights of the workers. The Objectives of the course are to understand the core concepts for labour laws, employees' rights as well as labour ideology and to compare the labour standard of Bangladesh with International standard.

LAW 252: COMPANY LAWS of BANGLADESH:

This course is designed to provide a clear idea about the importance of formation or incorporation of companies or corporations, relations between corporations, their internal management systems and other legal matters of the companies.

LAW 253: MERCANTILE and BUSUNESS LAWS:

This course is designed to provide all the students with a sound knowledge of laws relating to trade, industry and commerce. After learning this course students will be able to understand the rights and obligations arising out of commercial obligations. They may get the idea about the business ethics; rules that one needs to know in order to run a proper and authentic business. For example, the carriers of goods can gather idea about the law of carriage of goods here. They will be able to know the establishment procedure of a partnership firm and differences between a partnership firm and a company.

LAW 261: LAW of EQUITY and TRUST and SPECIFIC RELIEF ACT:

This course is designed to acquaint the law students with the fundamental principles of Equity, Equitable rights and remedies i.e Trust, Mortgage and Specific Relief. The aim of the course isTo get a clear idea about the reasons behind the development of equity principles side by side the common law system. Because Bangladesh follow the common Law System.

LAW 262: LAW of EVIDENCE:

This course is designed to impart both theoretical and practical knowledge of students about evidence law and medical jurisprudence. Learning and application of law are incomplete without evidence law. This course brings into focus the basic concepts of the law of evidence.

LAW 311: ADMINISTRATIVE LAW:

Control of government for ensuring the exercise of public power according to the constitution and the rule of law is the function of administrative law. The scope of this law is as broad and involved as one extent of government itself. This course is designed to orient the students with the powers and discretion of administrative bodies and the sources of such powers and discretion in Bangladesh. The study of Administrative Law involves examination of the rules and institutions through which governmental decision-making is authorized, effected, limited and reviewed in Bangladesh. Students will get a clear idea about the institutional framework of administration and administrative agencies in Bangladesh.

LAW 341: LAW of REGISTRATION and LIMITATION, PUBLIC DEMANDS RECOVERY ACT and COURT FEES ACT:

This course is designed to acquaint with Law of Registration, Limitation, Public Demands Recovery and Court Fees Act. The aim of this course is to expedite the quickest possible remedy by issuing certificate for realization of government dues. To make the students familiar with one important source of government dues named as court fees for which the Court Fees Act, 1870 was enacted. To secure the rights of the person in property by any modes of transfer and good keeping records of registration of document for which Registration Act,1908 was enacted.

LAW 342: INTERPRETATION of STATUTE and GENERAL CLAUSES ACT:

The goal of this course is to get the students acquainted with the different rules and principles of interpretation of statutes and meaning of basic legal concepts. It will enable the students to understand the intention of legislature in enacting laws on the basis of which students will acquire knowledge on rules regarding commencement, repeal and revival operation of statutes.

LAW 351: CONSUMER PROTECTION and COMPETETION LAW:

Consumer Protection Law: The concept of consumer protection and consumer law,

aims of consumer law, recent trends in consumer protection law in modern States, consumer protection in Bangladesh, UN guide lines for consumer protection and consumer disputes redressal agencies.

LAW 361: LAW of CRIMES (SUBSTANTIVE):
The objectives of this course is to make the students familiar with the law which is interpreted through a body of rules that dictate what a crime is and how punishment for a crime is administered. Learning of this course will make the students understand the historical and philosophical development of the nature of substantive criminal law and development of substantive criminal law in this sub-continent. They will be able to get an overview of substantive criminal law and examine the existing criminal statutes.

LAW 371: COMPARATIVE CONSTITUTIONAL LAW:
This course is designed to explore the nature of constitutional government by considering how different constitutional systems make provision for, and discipline, the exercise of public power. It will provide a clear idea about conceptual idea of constitutionalism, constitution and constitutional law. Learning of this course will facilitate the students to increase knowledge and understanding of the law and practice of several constitutions.

LAW 372: MEDIA LAW:
This course examines the various media law, policy and regulatory frameworks in Bangladesh that affect media establishments and how they enhance or constrain media institutions and the public in their communication activities. Students will earn the knowledge regulations and policies of media prevailing in Bangladesh.

LAW 373: HEALTH LAW:
The course is designed to make students familiar with the principles of health law, different aspects of the right to health, constitutional and legal framework on the right to health, mechanisms for accountability of service providers in healthcare sector, and legal concepts relating to health care treatment. The course also provides an understanding of public health challenges at global and domestic level.

LAW 391: PUBLIC INTERNATIONAL LAW-I:
This course is designed to acquaint the learner with the meaning and fundamental concepts of States relation in today's increasingly globalize world so that practitioners comprehend how the global legal system works. Students will get a

clear conceptual idea about the meaning, nature and binding force of international law in the present world legal system with historical development of the same. Learning of this course will equip them with the sources of public international law, the subjects of public international law or the participants in the international legal order and relationship between public international law and domestic law.

LAW 392: PUBLIC INTERNATIONAL LAW-II:

This course is a continuation of Public International Law-I, and therefore designed to acquaint the learner with specific and advance legal relationship of states and other subjects of international law. The course will provide students with an advanced understanding of diplomacy as a political activity of central importance to the peaceful, stable and productive conduct of relations between states.

LAW 411: E-COMMUNICATION and CYBER LAWS:

This course is designed to acquaint the law students with the legal environment relating to the internet, particularly issues regarding e-commerce and cybercrime activities. It will facilitate students to get knowledge on Cyber world which includes internet and online resources, security of information, e-commerce, online contracts, e-taxation, e-governance, etc. Students will get a clear conceptual idea about cyber crime, internet pornography, right to privacy and access to technology, etc.

LAW 412: CRIMINOLOGY and VICTIMOLOGY:

This course is planned to impart basic knowledge of crime and criminal behavior among Law young law students. They will understand the concept of crime with the realization ofthe importance of studying criminology and victim logy. Learning of this course will develop Intellectual skills in the matter of criminal justice system and related issues of the graduates.

LAW 451: FISCAL LAWS of BANGLADESH:

Direct tax and its administration is the focus of this course. The principles of taxation (income tax, corporate tax, wealth tax and gift tax), the system of tax assessment, recovery and administration, the incidence of tax in production, consumption, saving and income distribution will be discussed in this course.

LAW 452: LAW of BANKING and INSURANCE:

This course is intended to make the students to equip   a specific area of commercial law such as the laws relating to bank and financial institutions. Based on the course details, it is quite evident that the subject proves valuable to both lawyers and

business professionals alike as it serves to complement the knowledge they've already gained in their respective domains.

LAW 461: LAW of CRIMES (PROCEDURAL)- I:

This course is designed to equip the law students with the fundamental knowledge of Criminal Procedural law and ways of application of that law in Bangladesh Courts. Students will be acquainted with Criminal justice administration in Bangladesh. to specify how criminal procedure strikes a balance between the interests in investigating and detecting crime and in convicting criminals on one hand and the interest in protecting the right of individuals to be free from intrusions into their privacy and liberty on the other hand; Appreciate the objectives of criminal procedure.

LAW 462: CODE of CIVIL PROCEDURE – I:

This course is offered to provide the students with adequate knowledge about the administration of civil justice system in Bangladesh which is considered as an essential skill for practicing lawyers. It will acquaint the students with an overview relating to civil court system, its powers, jurisdiction and various procedural steps; Equip students with an understanding of the practical gaps of the civil litigation process. Students will be provided with the opportunity to identify and analyze the practical problems needed for the reformation of the existing civil rules and principles.

LAW 463: LAW of CRMES (PROCEDURAL)– II:

This course is designed to equip the law students with the fundamental knowledge of Criminal Procedural law and ways of application of that law in Bangladesh Courts. The students will be acquainted with Criminal justice administration in Bangladesh. Learning of this course will specify how criminal procedure strikes a balance between the interests in investigating and detecting crime and in convicting criminals on one hand and the interest in protecting the right of individuals to be free from intrusions into their privacy and liberty on the other hand.

LAW 464: SPECIAL CRIMINAL LAWS:

Law is changing keeping line with the emerging needs of the society. The objective of this course is to acquaint the students with the very new and contemporary laws and Acts and Statutes in Bangladesh. This course is designed to equip the law students to develop the knowledge of special criminal laws of Bangladesh and ways of application of these laws in the court.

LAW 465: CODE of CIVIL PROCEDURE – II

This course is a continuation of the learning of civil procedure which will concentrate on the trial and execution procedure of civil litigation in both trial and appellate courts in Bangladesh. Study of such procedural law will develop effective skills, both orally and in writing in the construction of legal argument and analysis on issues in their professional life.

LAW 471: ENVIRONMENTAL LAW:

This course will study national and international concerns on environmental issues, the bases for them and policy responses to them both within Bangladesh and internationally. It will include inter alia origin of environmental movement, international environmental issues, developments in this regard, global and regional organizations for environment and environmental law and issues in Bangladesh.

LAW 481: DRAFTING, PLEADINGS and LEGAL ETHICS:

This course is designed to develop the level of understanding and skill of law students in drafting legal instruments, pleadings and conveyencing. So that they can cope easily with the practical legal field. It will demonstrate a clear conceptual idea about building up drafting skills along with acquisition of theoretical knowledge in law and make the students capable with the drafting of non- contentious legal instruments. It will facilitate students to get acquainted with the professional ethics.

LAW 482: CLINICAL LEGAL EDUCATION PROGRAM (CLEP):

This course is designed to introduce the students of law about how to become a lawyer and legal scientists with real life problem-solving skills which is the primary goal of legal education and therefore to expose the law students to society at large. It will accommodate the law students with the opportunity of learning through experience or 'doing law'. Will make them familiar to address legal skills like drafting, research, advocacy, interviewing and transferable skills like communication, problem solving, team work etc. Students will be able to emphasize the need for learning practical methods of law which are problem method, case study, moot court and mock trial.

LL.M (Masters of Law):

The Master of Laws (LL.M.) Degree Program will extend a period of one academic year which consists of two semesters. First semester consists of five courses of three credits. Second semester consists of six courses of three credits. Ant five courses will

be offered in the first semester and any six courses will be offered in the second semester including Research Monograph (Law 581) as mandatory. A student shall have to complete the one year LLM. Program within a maximum period of two academic years from the admission year, carrying 1100 marks of 33 credits. The medium of instructions shall be in English/ or Bangla. Each course will carry 100 marks.

Semester	Course Code	Course Name	Credit Hours	Lecture Hours Per-week	Pre-requisite
1st Year 1	LAW 511	Laws of Alternative Dispute Resolution	3	3	
	LAW 512	Admiralty and Maritime Law	3	3	
	LAW 513	Research Methodology	3	3	
	LAW 571	Comparative Legal System	3	3	
	LAW 572	Laws of Intellectual Property	3	3	
1st Year 2	LAW 514	Child Law and Juvenile Justice	3	3	
	LAW 581	Research Monograph	3	3	
	LAW 591	Private International Law	3	3	
	LAW 592	International Human Rights Law	3	3	
	LAW 593	Refugee Law and International Humanitarian Law	3	3	
	LAW 594	Law of International and Regional Organizations	3	3	

COURSE DESCRIPTIONS:

LAW 511: LAWS OF ALTERNATIVE DISPUTE RESOLUTION:
The potentials of this course to an integrated curriculum is to prepare the law graduates/ students for real world lawyering giving emphasize on the importance of working towards social justice through alternative process, creative problem solving and innovative research

LAW 512 : ADMIRALTY AND MARITIME LAW
This course is designed to expose the students to greater depths of admiralty and

maritime legal knowledge to give students the tools to engage in this special field.

LAW 513 : RESEARCH METHODOLOGY:
This course is offered to introduce the students with a wide range of research how it is being done and to put that knowledge into practice.

LAW-514: CHILD LAW AND JUVENILE JUSTICE:
This course is designed aiming at acquiring a sound knowledge regarding child rights and prevailing juvenile justice system in Bangladesh which is essential for proper analysis of the legal development of juvenile justice in the existing national and international legal framework required to redress

LAW 571: COMPARATIVE LEGAL SYSTEM:
This course is designed to acquaint the students with the comparative method in the study of law. This course examines theoretical and practical issues in comparative law. It facilitates students to develop a critical perspective on comparative law as an academic discipline and on families of legal systems.

LAW 572: LAWS OF INTELLECTUAL PROPERTY:
This course includes all aspects of intellectual creations like images, names, inventions, literary and artistic activities etc. The students will get a clear understanding of intellectual property, intellectual rights and mechanism of protecting such rights.

LAW 581: RESEARCH MONOGRAPH
Research Monograph is a straightforward and concise form of writing a research paper on a specific subject or addressing a single identified research problem. Monograph is generally based on survey of literature, i.e. extraction and compilation of relevant information on a particular subject. It enhances the analytical views of a researcher and expands his/her way of thinking. A law graduate has to submit a dissertation paper on a particular issue within a specific timeline and has to defend his/her dissertation in a defense examination.

LAW 591 : PRIVATE INTERNATIONAL LAW:
Conflict of laws exists within individual countries, of different legal traditions, different specific rules of private law, and different systems of private law, all of which are administered by court systems similarly subject to different rules and traditions of procedure. This course is designed to equip the students with

comprehensive knowledge on theories and practices of Private International Law with a view to resolving of problems resulting from such diversity of courts and law.

LAW 592: INTERNATIONAL HUMAN RIGHTS LAW:
This course is designed to disseminate research based knowledge among young learners to Human Rights Law.

LAW-593: REFUGEE LAW AND INTERNATIONAL HUMANITARIAN LAW:
This course is offered to acquire basic knowledge on the development, scope and purpose of international humanitarian law and refugee law

LAW 594: LAW of INTERNATIONAL and REGIONAL ORGANIZATIONS
This course has been designed to make the students capable of understanding the structures and systems of the international organizations around the world as these organizations do have the common aims for the progress and betterment of human civilization.

Facilities:
Department of Law primarily focus on the laws of Bangladesh. Courses such as International Law, Human Rights Law, Comparative Legal System, Environmental Law, Cyber Law, Media law, contain a lot of information about current global events. So that law students always get the opportunity to be aware of events unfolding around the world such as global politics, warfare,major events and trials etc. Department of Law has a Clinical Legal Education Programme (CLEP) in its curriculum. Though it is a 100 marks course of 3 credit hours but it works as a means of delivering practical skills for lawyering. Learning of legal skills and clinical legal education program is recognized as an established feature of the curriculum of the Department of Law.

Department of Law has computer lab containing 20 computers with high speed internet facilities.

Club/Wings:

DCL(Debate Club of Law):
It is also noteworthy to state that this department has an efficient Debate Club which

is "Debate Club of Law" and a "Moot Court Society" through which students of Law are participating at various national events of debates and national and international moot court competitions. semester including Research Monograph (Law 1006) as mandatory. A student shall have to complete the one year LLM. Program within a maximum period of two academic years from the admission year, carrying 1100 marks of 33 credits. The medium of instructions shall be in English/ or Bangla. Each course will carry 100 marks.

Events/ Activities:

Department of Law is devotedly involved in arranging various co-curricular and extra curriculur activities. Department of Law used to organize seminar on contemporary issues, conducts workshop on multiple issues. Various international events like Labour Day, International Human Rights Day, World Environment Day are celebrated by the Department of Law every year. National events are celebrated too. Students of this Department used to visit court premises at least once as a part of industrial tour. Department of Law organizes a luxurious programme every year to welcome fresher and celebrate farewell to the outgoing students. Students of this Department are involved in attending several Moot Court Competitions held in national and international levels. Students attend to Summer school, winter school etc.

Rights to Change Rules and Content
The authority of Premier University is independent by its statute to enact its own laws, policies, rules, regulations, requirements, etc. The authority may enact, change and enforce any law, policy, rule, regulation, requirement, etc. whenever it deems it necessary and the content of this handbook is subject to change without notice. Every potential student who intends to seek admission and/or to accept registration in this university shall have to agree to such deletions, revisions or additions whether made before or after his/her acceptance.

Honourable Vice Chancellor is opening an event.

Students' in orientation program.

Honorable Vice Chancellor giving his precious speech on Human Rights Consciousness week 2016.

Genocide Gallery.

Student's exhibition.

Workshop on Legal Research Methodology.

Honorable Vice Chancellor in an event.

Honorable Vice Chancellor in an event.

Students with Honorable Vice Chancellor and faculty memebers.

Honorable Vice chancellor with cultural team of Law Department.

Students in a Court Visit in Chittagong District Courts.

Honorable Vice Chancellor delivering speech on the eve of International Human Rights Day.

Workshop on Teaching Methodology.

Workshop on the Use of IT.

Honorable Dean is accepting the Research Papers submitted by 31st batch.

IQAC team with an expert in a Workshop on Research Methodology.

Workshop on Strategies of effective Teaching Methodology, using teaching method and implementing IT in teaching methodology is going on.

Department of Law is celebrating International Labour Day.

Farewell and Fresher's Reception.

Workshop on how to use fire extinguisher and other tools to preventing fire.

Students of 33 batch attending in a presentation on Specific Relief Act.

Group phograph of faculty members after workshop.

Faculty members in Bangabondhu National Debate Competetion, 2020.

Fresher's Reception 2020.

Honorable Vice Chancellor sir observing students exhibition on 'International Labour Day'.

Fresher's Reception 2020.

Students of 38th batch in the office of Sub-registrar during assignment on Land Law.

Students are doing assignment on the impact of alluvion and delluvion.

Students are in the office of Metropolitan Magistrate while performing their assignment on the Law of Evidence.

Faculty members of Department of Law celebrating Victory Day,2020.

Department of Law showers birthday wishes to Honorable Vice Chancellor Sir.