



DEAR STUDENTS: WARM WELCOME!

Dear student,

Congratulations for getting admitted to Presidency University!

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

The departments are as follows:

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

Please contact your Faculty and Department Coordinators for any guidance. The Advising Program is a good opportunity for you to learn how to navigate the campus. During the program you will begin to build a network of acquaintances. It will help you to steer your journey with PU on the right direction.

You may learn many things from existing students, faculties and staffs who will serve as your guides during your stay at PU. Your faculty and departmental staff will be around you. They will be ready to respond to your queries about anything.

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

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

Wish you all the very best.

Registrar



Presidency University

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POINTS FOR SPECIAL ATTENTION

1. Website

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

2. Student Portal

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

3. Payment of Tuition Fees and Registration Fee

Payment of tuition fees may be made in 3 installments. You will be fined Tk. 500 each time in case of a delayed payment. Payment schedule for every semester is provided in the Academic Calendar of the semester.

- ✓ *Late Registration Fee: Tk. 1000/-*
- ✓ *Delayed Tuition Fee Payment Fine: Tk. 500/-*
- ✓ *Students/Guardian can pay fees in any branch of BRAC Bank/NCC Bank/bKash/Nagad. Payment details are given below.*

ফি জমাদান পদ্ধতি ব্যাংক ব্যাংকঃ



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

BRAC BANK		Bank's Copy			
1. Please use separate deposit slip for local cheques/outstation cheques and cash		Date : 12/10/2018			
2. All cheques accepted for deposit will be credited subject to final clearance and payment					
Account Number	1 5 0 7 1 0 4 0 2 8 4 9 1 0 0 1	Drawee Bank & Branch	Cheque Number & Date	Cash Denominations	Amount
Account Name	PRESIDENCY UNIVERSITY			1000X	12750/-
Amount (In Words)	Twelve thousand seven hundred and fifty only.			500X	
Depositor's Name	Shitol Mrong			100X	
Depositor's Address	ID # 182-255-038			50X	
Depositor's Phone No.	01712 522075			20X	
				10X	
				5X	
				2X	
Depositor's Signature	Teller stamp and initial			1X	Total Amount
					12750/-



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ফি জমাদান পদ্ধতি এনসিসি ব্যাংকঃ



এনসিসি ব্যাংক এ ফি জমা দেয়ার সময় ছাত্র-ছাত্রীর নাম ও আইডি উল্লেখ করে ব্যাংকের সাধারণ ডিপোজিট স্লিপ এর মাধ্যমে অথবা ডিপোজিট মেশিনের (সিডিএম) মাধ্যমে ফি জমা দেয়া যাবে। এ্যাকাউন্ট নাম: **PRESIDENCY UNIVERSITY**, অ্যাকাউন্ট নম্বর: ০১০৭-০৩২৫০০০২৭৩। নিম্নে ব্যাংক ডিপোজিট স্লিপের নমুনা দেয়া হল।

NCC Bank		NATIONAL CREDIT AND COMMERCE BANK LIMITED	
হিসাবধারীর নাম : ACCOUNT NAME: PRESIDENCY UNIVERSITY		তারিখ : DATE : 05 / 06 / 2023	
হিসাব নম্বর : ACCOUNT NO. 0 1 0 7 0 3 2 5 0 0 0 2 7 3		Branch	
চেক নং ও তারিখ : Cheque no. & Date		ব্যাংকের নাম ও শাখা : Bank Name & Branch	
Taka		Ps.	
Sample copy			
টাকার পরিমাণ (কথায়) AMOUNT IN WORDS		Taka twelve thousand five hundred only.	
জমাকারীর তথ্য বিবরণী : DEPOSITOR'S DETAILS :			
নাম : NAME: Student's Name- Mr. XXXX			
ঠিকানা : ADDRESS: Student's PU ID- XXX XXX XXX			
মোবাইল নম্বর : CELL NO. Student's mobile number		Depositor's Signature	
GBF-149		Receiving Officer	
		Authorized Officer	
		[] [] [] []	

বিঃদ্র: উভয় ব্যাংকে ফি জমাদানের ক্ষেত্রে অবশ্যই ফি জমাদান স্লিপটি সংগ্রহ করে সংরক্ষণ করতে হবে। প্রতিবার ফি জমাদানের পর নিজস্ব পিইউ পোর্টাল (SIMS) এ তা আপডেট হয়েছে কিনা চেক করতে হবে। বিশেষ প্রয়োজনে যোগাযোগ- হিসাব শাখা, গুলশান ক্যাম্পাস, টেলিফোন- (০২) ৫৫০৫২১৯৪-৯৯ (এক্স-২০৯/২১০)

ফি জমাদান পদ্ধতি বিকাশঃ



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

লিংক- http://sims.pu.edu.bd/uploads/bKash_Apps_Flow_Chart.pdf

ফি জমাদান পদ্ধতি নগদঃ



নগদের মাধ্যমে ফি জমাদানের ক্ষেত্রে প্রেসিডেন্সি বিশ্ববিদ্যালয়ের নগদ নম্বর ০১৯৫৮০৬৬৭৭৮ তে জমা দিতে হবে। স্টুডেন্ট পোর্টাল বা নিম্নোক্ত লিংক থেকে 'নগদ পেমেন্ট ফ্লো-চার্ট' ডাউনলোড করে ফি জমাদান পদ্ধতি অনুসরণ পূর্বক ফি জমাদান করতে হবে।

লিংক- http://sims.pu.edu.bd/uploads/Nagad_Apps_Flow_Chart.jpg



4. Attire

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

5. Academic Adviser

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

6. Class Timings

Classes are held on all days of the week. The duration of a class is 1 hour and 15 minutes. In between classes there is a 10 minutes recess. Class routine will be displayed on the notice board and Students' Web Portal. Day class will start at 0900 hrs and last class of the day will finish at 1845 hrs. Evening class will start at 1830 hrs and last class will finish at 2110 hrs. Weekend classes will start at 0800 hrs and last class will finish at 2205 hrs.

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

Absence from Class is viewed seriously at PU. Unless you have genuine reasons, do not remain absent or miss classes. Each and every class is important and any lesson missed will make you fall back in studies. It will be difficult for you to cover up the lessons.

7. Transfer of Credits

- Credit Transfer from any other institution must be reported to the Head of the Department at the earliest by a student desirous to transfer credits from his/her previous institution. An Equivalence Committee at the University will decide on how many credits will be accepted.
- A minimum of 50% credit hours has to be completed from the respective program at Presidency University for the Under Graduate & Graduate programs. A student may apply for exemption from courses attended at other universities



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if the course (s) contents match at least 85% with the contents of the corresponding course at PU.

- Transfer of credits from comparable educational institutions may be considered after admission and **on** completion of verification of all transcripts and documents by the Registrar's office.
- If a student has studied the part of same program in more than one university and wants to transfer and pursue the same incomplete degree in PU, all his/her transferred credits will be recorded on the transcript of Presidency University. The transferred credits may only be accepted after proper verification by the Registrar's Office.
- Foreign students are eligible to get Admission and Transfer Credits fulfilling Admission/Transfer Criteria of UGC and PU.

8. Advising/Registration

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

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

9. Full-Time Student

- Undergraduate Programs: An under-graduate student must register for *at least 9 credits* for 4 months semester and **18 Credits** for 6 months semester to be considered as a full-time student. Generally, students are allowed to register for *a maximum of 18 credits* for four months semester and **24 Credits** for 6 months semester.
- Graduate Programs: A graduate student must register for *at least 6 credits* for 4 months semester and **18 Credits** for 6 months semester to be considered as a full-time student. Generally, students are allowed to register for *a maximum of 12 credits* for four months semester and **21 Credits** for 6 months semester.



10. Late Registration

You have to register yourself according to the date of *Advising/Course Registration mentioned in the Academic Calendar*. You may also register with a late fee of **Tk. 1000/-** till the last date of *Late Registration mentioned in the Academic Calendar*.

11. Reinstatement Fees

- Academic reinstatement fee for the students admitted up to Semester-2/Fall 2022 semester: **Tk. 1000/-** (A student may be allowed maximum three (3) consecutive semesters as authorized absence (by filling up **PUF-09**), and two (2) consecutive semesters as unauthorized absence. If any student remains absent for more than the mentioned semesters and wants to continue his/her study again, reinstatement fee **Tk. 1000/-** will be charged).
- Academic reinstatement fee for the students admitted from Semester-1/Spring 2023 semester will be **Tk. 5000/-** (If a student remains absent for two consecutive semesters and then wants to continue his/her study again, reinstatement fee **Tk. 5000/-** will be charged).

12. Rules of Attendance

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

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

13. Section Change

You must attend classes in the section in which you are registered to. If needed, change your section within *the last date of section change as mentioned in the Academic Calendar*. Contact the Department Office for assistance. The number of the form for Section Change is **PUF-12**.



14. Add and Drop Period

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

15. Withdrawal from Course (s)

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

16. Waiver Policy

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

17. Waiver Review

- In every semester after final examination, waiver will be REVIEWED according to the result and Waiver Conditions of PU Waiver Policy and a notice will be circulated. If a student finds any unusual change in his/her waiver after Review, s/he can contact Registrar's office for clarification.
- After final examinations if student improves the result, s/he must inform the Registrar's office to update his/her waiver, which s/he entitled to as per Waiver Policy.



18. Must Attend in Final Examination

A student must appear final examination before s/he can be declared to have passed the semester. Present arrangement of 2 (two) mid-term examinations would continue.

19. Incomplete Grade (I)

- The grade 'I' (Incomplete) may be assigned only under special circumstances at the end of a semester to a student whose work is incomplete but small. The student has the responsibility of completing the unfinished work as specified by the instructor. In case of project/thesis/dissertation the time limit may be relaxed. If the instructor who assigned the 'I', is not available the disposal of the case resides with the Head of the Department.
- Students who will remain absent in the final examination will receive an 'F' grade irrespective of their marks obtained in previous tests/examinations. However, a student may be assigned an 'I' grade in case the student had informed the concerned faculty in writing or verbally and if the concerned teacher thinks that the case is genuine and appropriate.

20. Make-Up Examinations

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

21. Exam Script Re-Check

- A student can apply for rechecking of Examination scripts for any course within **30 (Thirty) days** after the publication of Final results to the Registrar's Office/Controller of Examinations through his/her Departmental Head.
- Student will pay a fee of **Tk.500** per course for Exam Script Re-Checking by the form number **PUF 58**.



22. Course Retaken

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



23. Grading Policy

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

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

24. Degree Requirements of your Program

A Student must pass in each course and maintain a minimum CGPA as shown below on a scale of 4.00 in order to obtain his/her degree.

School	Program	Credit Required	Minimum Required CGPA (on scale of 4.00)
School of Business	BBA	123	2.50
	MBA	60	
	EMBA	45	



School of Business	BSS in Economics	120	2.25
	MSS in Economics	30 (Including a thesis)	
School of Engineering	B.Sc. in Civil Engg.	146	2.25
	B.Sc. in CSE	139	
	B.Sc. in EEE	140	
	B.Sc. in ETE	138	
School of Liberal Arts	BA in English	120	2.50
	MA in ELT	36 (Graduate in English) 48 (Graduate in other Subject) 60 (Graduate in Pass Course)	

25. Time Allowed for a Degree and Medium of Instruction

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

26. Program Migration

Students want to change their Program (like: ECE to BBA etc.) must fill up form **PUF-52** and submit it to the respective Dean/Chairman. Upon recommendation from the Dean/Chairman, the appropriate/relevant office of the university shall make the necessary changes in the student's record. The program (like: ECE to BBA etc.) change charge (**Tk. 2,000/-**) will be required.

27. Program's Shift Migration

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



28. Grade Points

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

29. Semester GPA

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

30. Cumulative GPA (CGPA)

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

31. Credits Earned

- Course in which a student has obtained a **D** or a higher grade is counted as credits earned. Any course in which a student has obtained an **F** grade will not be counted as credits earned.
- A student who has obtained **F** grade in a **Core Course** will have to repeat the course.

32. Changes to Your Record

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

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

- Department of Business Administration: Ms. Lubna 01958-066736 /Mr. Mizanur 01958-066737, Tel: (02) 55052194-99 (Ext-306)



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- Department of Civil Engineering (Day & Evening Students): Mr. Faridul 01958-066742 /Ms. Himi 01958-066738, Tel: (02) 55052194-99 (Ext-602)
- Department of Civil Engineering (Weekend Students): Mr. Aminul 01958-066740 /Mr. Farid 01958-066743, Tel: (02) 55052194-99 (Ext-602)
- Department of English: Ms. Nargis 01958-066748, Tel: (02) 55052194-99 (Ext-208)
- Department of Electrical & Computer Engineering: Mr. Mortuza 01958-066746/Mr. Iqbal 01958-066745, Tel: (02) 55052194-99 (Ext-400)

33. Course & Teacher Evaluation

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

34. Application Forms for Various Purposes

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

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

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

35. Students Facilities & Special Offer

- Financial Aid or reward for semester based good result
- 100% Tuition waiver for the children/ grandchildren of Freedom Fighters
- Several student clubs for extra-curricular activities
- Rich Library facility
- Rich Computer Lab facilities



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- Separate Male and Female Common Rooms
 - Standard Laboratory facilities
 - Separate prayer rooms for male and female
 - Part Time/Full Time job opportunity, internship facility to the deserving students under Cooperative Education Program by MoU (Memorandum of Understanding) agreement with several reputed Groups of Companies and Corporate Houses
 - Affordable tuition fee and fabulous waiver on tuition fees
 - 50% discount on admission fees during Admission Fair
 - Need and merit based special discount and scholarships to the deserving students
-
- ❖ **Canteen is available** on the top floor in Gulshan campus. You can have your meals and light snacks in the canteen at your own cost.
 - ❖ **Smoking** in the campus is strictly forbidden. Please stick to the rules.
 - ❖ **Disciplinary Standard** must be well maintained in the campus. This is your Alma Mater and you must ensure its sanctity.



SENIOR MANAGEMENT

Vice Chancellor (Acting)	Prof. Dr. Mohammed Muniruzzaman
University Adviser	Big. Gen. Md. Anisur Rahman (Retd)
Registrar	Md. Ruhul Amin
Controller of Examinations (In Charge)	
Dean, School of Engineering	Prof. Abul Lais M.S. Haque, Ph.D.
Chairman, Dept. of ECE	
Chairman, Dept. of Civil Engineering	Dr. Md. Sultanul Islam, Associate Professor
Chairman, Dept. of Business Administration	Mr. Muzakkeerul Huda, Associate Professor
Chairman, Dept. of English	Mr. Md. Habibullah, Associate Professor
Director, MBA Program, Dept. of Business	Ms. Shahreen Sonia, Assistant Professor
Director, Civil Engineer (Weekend Program), Dept. of Civil Engineering	Mr. Jahedul Islam, Assistant Professor
Director, EEE (Weekend Program), Dept. of ECE	Mr. Zakir Hossain, Assistant Professor
Director, CSE (Weekend Program), Dept. of ECE	Mr. Partha Pratim Paul, Asst. Professor
University Proctor	Mr. Md. Habibullah, Associate Professor

The End