



# Presidency University

**Summer 2018**

## Welcome New Students

Welcome New Students!

Welcome and congratulations on your admittance at the Presidency University (PU). As a new student at PU, you may have questions. Students advising are designed to address the questions you have, and providing you information about campus resources, programs and services.

The Advising is in the operating departments as follows:

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

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

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

Your attention is drawn to the Academic Calendar. Make sure you have read it minutely and you should adhere to the instructions.

Hope your future PU journey 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 PU most productive and comfortable. We urge upon you to be arduous, assiduous, devoted and diligent to reap and optimise benefits out of available resources at PU.

Wish you all the very best.

Registrar



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### Points for special attention:

Following points are of great importance-

#### 1. Website:

PU has a website [www.pu.edu.bd](http://www.pu.edu.bd) and Facebook [fb.com/presidency](https://www.facebook.com/presidency) University. Please visit PU website and FB page to keep yourself up to date with the developments and happenings at PU.

#### 2. Student Portal:

Every student has a Student 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 often.

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

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

- **Late Registration Fee:** Tk. 400.

- **Tuition Fee Delayed Payment Fine (after declared last date of payment):** Tk. 350

- **Bank: Dhaka Bank Ltd (Branch- Gulshan 1, Gulshan 2, Banani, Mohakhali)**

- **Contact Accounts Section (1st Floor-Gulshan Campus) for further details.**

#### 4. Attire:

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

#### 5. Academic Adviser:

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

#### 6. Class Timings:

Classes are held on all days of the week. The duration of a class is 1 hour and 20 minutes.



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### Points for special attention:

In between classes there is 10 minutes recess. Class routine will be displayed on the notice board and Student Portal. Day class will start at 0900 hrs and last class of the day will finish at 1750 hrs. Evening class will start at 1830 hrs and last class will finish at 2230 hrs.

- 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 class means class on Sunday and Tuesday

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

**Orientation Day Program** in outline is as under.

- Welcome address by the Dean & Chairman of Department
- Essential Administrative points by Coordinator

- Meeting your Academic Adviser
- Briefing at the Computer Lab (briefing given by Head of IT regarding the Student Portal and Faculty Evaluation)
- Tour of Campus
- Light Refreshment
- Departure of Students

### **8. Transfer of Credits:**

Credit Transfer from any other institution must be reported to the Chairman of Department at the earliest by the student desirous to transfer credits from his/her previous institution. A Central Equivalence Committee at the University will decide on how many credits will be accepted. No more than 50% of the total number of credits for the degree that the student is pursuing at PU will be accepted.

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

**Past Dues** must be settled before you can register for Summer 2018.



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### Points for special attention:

If your account is overdue, your records will not be shown on the computer and your advisor will not be able to advise you. Please report to Presidency Accounts, settle your dues, then request the Registrar's Office to restore your records for advising.

**10. Registration:** Once Advising is complete, you are to make payment for the courses and then can attend classes.

**11. Late Registration:** You have to be registered by 13 May, after which date you may register with fine of Tk. 400/- till 27 May 2018.

**12. Rules of Attendance:** Please be mindful that paying tuition and fees are not the only conditions to continue in a course. Regular participation in classes and exams are mandatory. Faculty members may authorize withdrawal of students who are irregular, disruptive, or have missed four classes.

**13. Section Change:** You must attend the section in which you are registered to.

If needed, change your section by **May 27, 2018**. Contact the Department Office for assistance.

**14. Add and Drop Period:** You can drop (with refund) and add courses from your schedule through two weeks of classes i.e. **May 27, 2018**. Changes during this period are not shown on transcripts. Since you cannot add/drop any course after this date, **May 27 is the last day to add/drop courses from your schedule.**

**15. Withdrawing from a Course:** If you withdraw from a course (**without refund**) after **May 27** and before or on **August 16**, the grade **W** will be assigned to your academic record/transcript.

**16. Last day to Withdraw:** After **August 16**, you cannot withdraw from a course and a final grade will be assigned based on your academic performance. Absence or poor attendance may lead to an **F** grade.



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### Points for special attention:

**17. No Refund:** Students enjoying tuition waiver or any other advantages from the University are not entitled to any refund on any ground after **May 27, 2018**.

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

**Department Coordinators:** You may contact your Department Coordinator for any query.

- Department of Business Administration: Tel: (02) - 9857617-8 (Ext - 306)  
Mob: 01961409565
- Department of Civil Engineering: Tel: (02) - 9857617-8 (Ext - 500)  
Mob: 01632180790

- Department of English: Tel: (02) - 9857617-8 (Ext - 400)  
Mob: 01623184932

- Department of Electrical & Computer Engineering: Tel: (02) - 9821319-20 (Ext - 111)  
Mob: 01741378493

**19. Faculty Evaluation** is to be completed online a week before your semester final examination. You must ensure that you complete the faculty evaluation format understandably for a proper feedback to the management. You will be briefed on the online Faculty Evaluation process during the computer lab visit on Advising Day.

**Various Types of Forms** are available in the Department Coordinator's Office. Any type of application a student wants to make will be on the prescribed form available in the Department Coordinator's Office.



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### Points for special attention:

#### 20. Students Facilities:

- i. Presidency University provides 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.
- ii. Merit based scholarship for deserving students.
- iii. Financial Aid or reward for semester based good result.
- iv. 100% Tuition waiver for the students of Freedom Fighter.
- v. Several students club for extra curricular activities.
- vi. Rich Library facility in Gulshan & Banani campus.
- vii. Rich Computer Lab facility in both campus.
- viii. Male & Female Common room in both campus.
- ix. Standard Laboratory facilities in both campus.
- x. Male & Female Prayer room in both campus.
- xi. Canteen (Healthy & Clean) facility in both campus.

**Canteen is available** on the top floor in both Gulshan and Banani campus. You can have your meals in the canteen BUT must make payment once you have ordered your food.

**Smoking** in campus is strictly forbidden. Please stick to the rules.

**Disciplinary Standards** must be well maintained in the campus. This is your *Alma Mater* and you must ensure its proper sanctity.



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### ACADEMIC CALENDAR: SUMMER 2018

Date	Day	Event
May-7 & 8		Advising, Registration(Regular Students)
May -9	Wednesday	1st MW Class
May -10	Thursday	1st R Class
May -11	Friday	Advising & Registration-Weekend/Friday Students & MBA/EMBA Weekend/Friday Students 1st F Class
May- 12	Saturday	1st A Class.
May-13	Sunday	1st ST Class
May-14	Monday	1st day of Late Registration ( <b>late fee included</b> )
May -18	Friday	Advising & Registration - Weekend/Friday Students <b>After 18 May Late fee included for Weekend/Friday Students.</b>
May-27	Sunday	Last date: Course Add/Drop Last day to Change Section. Last day of Late Registration ( <b>late fee included</b> ). No advising after this date.
May 28	Monday	<b>Last day to remove I grade for Spring 2018</b>
<b>May 29-31</b>		<b>Payment-1, 20% of Tuition Due</b>
<b>June-1</b>	<b>Friday</b>	<b>Payment-1, 20% of Tuition Due – For Friday Students</b>
June-7	Thursday	Update Students List
<b>June-8</b>	<b>Friday</b>	<b>Payment-1, 20% of Tuition Due – For Friday Students</b>
<b>June-10</b>	<b>Sunday</b>	<b>Last day of Admission</b> Class Starts for Newly Admitted Students & Orientation for new students
<b>June -12</b>	<b>Tuesday</b>	<b>Holiday: Shab-E-Qadar</b>
<b>June-13-21</b>		<b>Holiday: Eid-ul-Fitr</b>
June-28	Thursday	Finalizing the Final Exam Schedule – Summer 2018
<b>June-26-28</b>		<b>Payment-2, 60% of Tuition Due</b>
<b>June-29</b>	<b>Friday</b>	<b>Payment-2, 60% of Tuition Due – For Friday Students</b>
June-28-July 3		Midterm Exam – I
<b>July-6</b>	<b>Friday</b>	<b>Payment-2, 60% of Tuition Due – For Friday Students</b>
July-15	Sunday	Submitting Final Student List to the Registrar's Office
<b>Aug-3</b>	<b>Friday</b>	<b>Payment-3, 100% of Tuition Due – For Friday Students</b>
Aug-3-11		Midterm Exam – II Faculty & Course Evaluation
<b>Aug-7-9</b>		<b>Payment-3, 100% of Tuition Due</b>
<b>Aug-10</b>	<b>Friday</b>	<b>Payment-3, 100% of Tuition Due – For Friday Students.</b>
<b>Aug-15</b>	<b>Wednesday</b>	<b>Holiday: National Mourning Day</b>
Aug-16	Thursday	Last day to Withdraw (without refund) Last day to Reinstate Withdrawn Course
Aug-17	Friday	Last F Class
<b>Aug 19-27</b>		<b>Holiday: Eid-ul-Azha</b>
Aug 28	Tuesday	Last ST Class
Aug-29	Wednesday	Last MW Class
Aug-30	Thursday	Last R Class
Aug-31	Friday	Weekend/Friday Students Exam Start
<b>Sep-2</b>	<b>Sunday</b>	<b>Holiday: Jonmashtomi</b>
Sept-3-13		Final Exam – Summer 2018 (182)
Sept-16	Sunday	Grades Due-182
Sept-17	Monday	Final Grades Submission– 182 (Result Publishing)
<b>Sept-18-23</b>		<b>Semester Break</b>
<b>Sept-24</b>	<b>Tuesday</b>	<b>Fall semester starts</b>



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## Regular Holidays every year :

Following are the holidays which are observed on a regular basis.

June-12	Shab-E-Qadar
June-13-21	Eid-ul-Fitr
Aug- 15	National Mourning Day
Aug- 19-27	Eid-ul-Azha
Sep-2	Jonmashtomi

### Flexible Holidays

Under this type of holidays, occasional and event wise holidays are observed which depend on time of occurrences. There is also mid-semester holidays.

## SENIOR MANAGEMENT

Chairperson BOT:	<b>Rokia Afzal Rahman</b>
Vice Chancellor:	<b>Prof. Matiur Rahman, Ph.D.</b>
University Adviser:	<b>Maj Gen Kazi Ashfaq Ahmed, psc (Retd)</b>
Dean, School of Engineering	<b>Prof. Abul Lais M.S. Haque, Ph.D.</b>
Chairman, Dept. of ECE:	
Chairman, Department of Civil Engineering:	<b>Prof. Md. Idris Ali, Ph.D.</b>
Director, Weekend Program, Dept. of Civil Engineering:	<b>Prof. Dr. Engr. Zahid Hossain Prodhan M.Sc, M.S, Ph.D, D.Sc.</b>
Dean, School of Business:	<b>Prof. Nurur Rahman, Ph.D.</b>
Chairman, School of Business:	<b>Y.A.M Rafiqul Haq, Assistant Professor</b>
Director, MBA Program, School of Business:	<b>Md. Sarowar Khaled, Associate Professor</b>
Chairman, Department of English:	<b>Mr. Md. Habibullah, Assistant Professor</b>
Proctor:	<b>Md. Muzakkeerul Huda, Associate Professor</b>