

Bangabandhu Sheikh Mujibur Rahman Science and Technology University

Gopalganj-8100

Bangladesh

Academic Ordinance

1. Definitions:

- 1.1 'University' means the Bangabandhu Sheikh Mujibur Rahman Science & Technology University abbreviated as BSMRSTU, Gopalgong-8100
- 1.2 'Regent Board' means the Regent Board of the University.
- 1.3 'Academic Council' means the Academic Council of the University.
- 1.4 'Committee of Courses and Studies' means the Committee of Courses for Undergraduate and Postgraduate Studies of a Degree Awarding Department of the University formed as per rules of the University.
- 1.5 'Faculty' means the Faculty of the University.
- 1.6 'Academic Committee' means academic committee of the department formed as per statute of the University.

2. Faculty

The University shall consist of the following faculties as per act of the university:

- 2.1 Faculty of Engineering
- 2.2 Faculty of Science
- 2.3 Faculty of Life Science
- 2.4 Faculty of Humanities
- 2.5 Faculty of Social Science
- 2.6 Faculty of Business Studies
- 2.7 Faculty of Law
- 2.8 Faculty of Agriculture

3. Degree Offered:

The student will be admitted into undergraduate program in any department under the respective faculties as per act of the university. The Faculty shall offer courses leading to the award of the following degrees:

3.1 Faculty of Engineering:

Bachelor of Science in <department name> abbreviated as B. Sc. Engg. (<department identifying code>),

Example: Bachelor of Science in **Computer Science and Engineering** abbreviated as **B. Sc. Engg. CSE**

3.2 Faculty of Science:

Bachelor of Science in <department name> abbreviated as B. Sc. (Hons) in <department identifying code>),

Example: Bachelor of Science (Honors) in **Applied Physics and Electronics** abbreviated as **B. Sc. (Hons) in APE**

3.3 Faculty of Business Studies:

Bachelor of Business Administration in <department name> abbreviated as BBA (<department identifying code>),

Example: Bachelor of Business Administration in **Management** abbreviated as **BBA in MGT**

3.4 Faculty of Humanities:

Bachelor of Arts in <department name> abbreviated as B.A. (Hons) in <department identifying code>),

Example: Bachelor of Arts (Honors) in **English** abbreviated as **BA (Hons) in ENG.**

3.5 Any other degree that may be awarded by a department on the approval of the Regent Board on the recommendation of the Faculty and the Academic Council.

4. Students Admission:

4.1 Bachelors Degree

The admission committee as per the rules of the university will conduct the admission process for Bachelors degree. The student will be admitted in the first semester of an academic year in the individual department of different faculties. A student will be eligible for **re-admission in the** first year first semester of the subsequent session if he/she was present in at least 25% of the classes or appeared at the semester final examination and his/her admission/semester fees was clear in the past semester/session. Readmitted students will always be assigned the original Registration Number.

4.2 Student's Advisor:

After admission every student will be assigned to a student Advisor from amongst the teachers of his/her department to guide him/her through the semester system. The advisor will maintain a student card containing complete academic records of the student, a duplicate of which will be supplied to the student every semester.

5. Academic Calendar:

5.1 Number of Semesters:

There will be two semesters (1st Semester and 2nd Semester) in an academic year. The beginning and end of each semester will be announced in an **academic calendar** at the beginning of every academic year. **Friday and Saturday will be the weekly holidays.**

5.2 Duration of Semesters:

The duration of each semester will be as follows

Semester-Odd (21 weeks)	Number of weeks
Classes	13
Preparatory Leave	2
Examination, grading etc	5
Total	20

Inter Semester Break	1
Semester-even (20 weeks)	
Classes	13
Preparatory Leave	2
Examination, grading etc	5
Total	20

Vacation (Summer, Ramadan, and Others) including Inter-Session Break and supplementary examination (if required)	11
Total	52

The 20 weeks may not be continuous to accommodate various holidays.

- 5.3 **Inter-session break:** The inter-session break of about 6 weeks which will be utilized for the publication of results, holding supplementary/referred examinations (if required) and readmission of students. All supplementary/referred examinations (if required) shall ordinarily be held during the inter-session break. This break may also be utilized for industrial attachment training or survey practical etc.

	Number of weeks
Preparation for supplementary/Referred Examinations (if required)	6

6. Course Pattern:

The entire Bachelors degree program is covered through a set of theoretical, practical and seminar courses and a short description of every course will be published by the syllabus committee of each department.

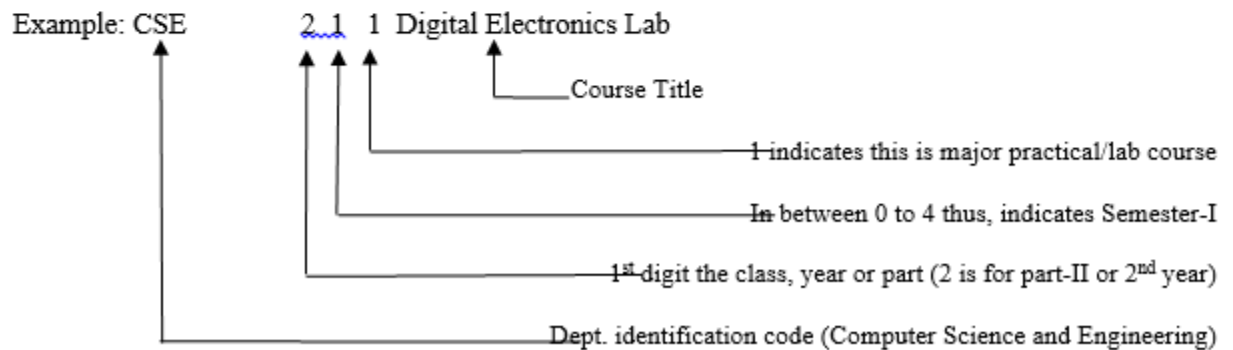
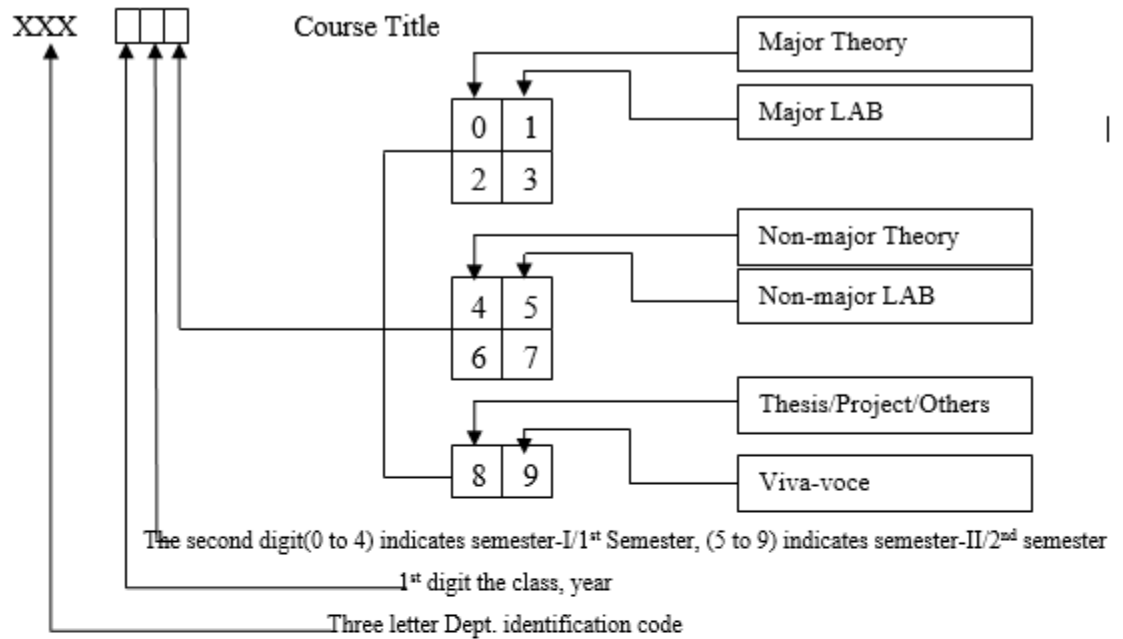
6.1 Course Development

- 6.1.1 **Major and Non-Major Courses:** Every department will develop all the courses of the respective subject that will be offered by that particular department. These include major subjects for the respective department as well as non-major subjects for other departments. Courses for non-major subjects will be developed with close cooperation of department concerned keeping into consideration the need to the students.
- 6.1.2 **Syllabus:** Syllabus committee will select and approve the courses from major courses of the department as well as non-major courses offered by other departments to develop the complete syllabus.
- 6.1.3 **Course Instruction:** The course instructor has to supply a copy of the detailed plan of the course instruction with information about the number of lectures per topic, number and type of assignments, number and dates of mid-semester examinations, suggested date of final examination, name of text material at the end of the course to submit to the syllabus committee..

6.2 Course Identification System:

Each course is designated by a three-letter symbol for department abbreviation followed by a three-digit number to characterize the course. An extra letter may be used after the three digits to specify the department taking the non-major course

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- 6.3.1 **Department Identification:** The three-letter symbol will identify a department as follows
- (a)**Faculty of Engineering.**
CSE Computer Science and Engineering
- (b) **Faculty of Science**
APE Applied Physics and Electronics
MAT Mathematics
- (c) **Faculty of Business Studies**
MGT Management
- (d) **Faculty of Humanities**
ENG English
- 6.3.2 **Course Number:** The three-digit number will be used as follows-
- (a) **First digit:** The first digit of the three digit number corresponds to the Class-year.
- (b) **Second Digit:** If the second digit is less than five (0 to 4) that indicates first semester and greater than four (5 to 9) indicates second semester.
- (c) **Third Digit:** The third digit is reserved to identify different areas within a department. A department may use the digits 0 and 2 for major theory, 1 and 3 for major practical, 4 and 6 for minor theory, 5 and 7 for minor practical, 8 for thesis/projects/others and 9 for viva-voce.



** Amendment Ref: Academic Council meeting No.1, Res. No.7, dated 19.09.2011, Regent Board meeting No.4, Res. No.3, dated 29.10.2011.

6.3.3 **Course Title and Credit:** Every course will have a short representative course title and a number indicating the total credit as well as reference to prerequisite course if any.

6.3.4 **Theory and Lab Course:** If a single course has Theory and Lab then the course must be spitted into two courses.

6.4 Assignment of Credits

6.4.1 **Theoretical:** One lecture per week per semester will be considered as one credit

6.4.2 **Practical Classes:** Minimum of two class-hours of a practical class will be considered as one credit.

6.4.3 **Seminar, Projects, Fieldwork etc.:** Will be assigned by the respective department.

6.5 Classification of the Courses

6.5.1 **Bachelor's Degree Courses:** The Bachelor's degree courses will be classified into several groups and the syllabus committee will finalize the curricula selecting courses from the groups shown below

- (a) **Major Courses:** In every department a number of courses will be identified as core courses and every student of a particular department will be required to take those courses. A student has to take at least 60% courses from his/her department except Pharmacy department.
- (b) **Non-Major Courses:** Every student is required to take at least 20% courses from related departments. These courses will be designed, offered and graded by the related departments except Pharmacy department.
- (c) **Other Courses:** To fulfill the requirement a student may take few other courses not directly related to his/her department. However, as per the university regulations he/she has a mandatory language courses.
- (d) **Industrial and Professional Training Requirements:** Depending on each department's own requirements, a student may have to complete a prescribed number of days of industrial/professional training in addition to minimum credits and other requirements, to the satisfaction of the concerned department.

7. Course Registration

7.1 Registration

A student has to register for his/her courses and pay necessary dues within the first two weeks of every semester. Departmental student advisor will advise every student about his/her courses and monitor his/her performances.

7.2 Incomplete Courses

7.2.1 In addition to section 10.2.5, a student to register his/her incomplete courses, or course with F grade, if offered, from proceeding semesters before s/he can register courses from current or successive semester, otherwise s/he takes the courses when the desired course is offered next time. A student will not be allowed to take 100 and 300 level and 200 and 400 level courses simultaneously. 100 level courses mean courses of 1st and 2nd semesters, 200 level courses mean courses of 3rd and 4th semesters and so on

7.2.2 If the incomplete course is not available in any successive semester, or, a student does not get any chance under section 10.2.4, or, in any such a critical situation, academic committee of the department may arrange a supplementary examination as described in section 9.7. In that situation, The student shall have to follow the improvement criteria as described in section 9.7.

7.3 Course Withdrawal

A student can withdraw a course by a written application to the Head of the department through his/her course advisor on or before the last day of instruction. The Head of the department will inform it to the

Chairman of the Examination Committee and the Controller of Examinations. The Controller of Examinations will send the revised registration list to the departments before the examination.

8. Graduation Criteria:

8.1 Bachelors Degree

- 8.1.1 **Total Credits:** No syllabus will have less than 140 credit hours in 8 (eight) semesters but a student has to complete for graduation all the credits prescribed by the syllabus committee for the session s/he is registered. However, for the faculty of engineering the total credit hours in 8 semester shall be 160.
- 8.1.2 A student must successfully complete the courses of all the semesters within a maximum of **seven academic years** as outlined by the Committee of Courses with all its pre-requisites in order to be eligible for the award of bachelor's degree. The student must earn all credits (no \hat{e} grade) as per syllabus and CGPA 2.25 or higher.
- 8.1.3 **Merit position:** Merit position of a student for each academic year of each degree-awarding department shall be determined on the basis of his/her YGPA of that particular year. Merit position for the award of the bachelor's degree will be based on CGPA of all the academic years
- 8.1.4 **Total Years:** A student will be given 6 (six) extra semesters in addition to 8 leading to a total of 14 semesters (equivalent to 4+3 (extra) =7 academic years) to complete his/her degree; however, his/her admission will be terminated if his/her remaining credits can not be acquired in his/her allowed time frame with the maximum allowable credits per semester
- 8.1.5 **Minimum and Maximum Credit:** A student, if he/she is not a clearing (8th and subsequent semesters?) graduate, has to register for at least 18 credits minimum and 24 credits maximum every semester
- 8.1.6 **Minimum Credit for a Clearing Graduate:** For a clearing graduate (8th and subsequent semesters) condition for maximum and minimum credit requirements may be relaxed.

8.2 Course Repetition

If a student has to repeat a course that is not offered any (?) more, he/she may take an equivalent course defined by the syllabus committee

9. Examination System:

A student will be evaluated continuously by class participation, assignments, and quizzes, mid-semester examinations and final examination for theoretical courses. For laboratory/field courses he/she will be assessed by class participation, observation of the student at work, viva-voce during laboratory works, and from the grades obtained in his/her written reports on the practical and design works as incorporated in the respective syllabus. The project work will be assessed by the internal and external examiners through a dissertation, and its presentation and an oral examination.

9.1 **Distribution of Marks :** The marks of a given course will be as follows

(a) Theoretical Courses:

Class Participation and Attendance	10%
Quizzes/Class Test	20%

Semester Final Examination	70%
Total	100%

(b) Laboratory/Field Work:

Class Participation and Attendance	10%
Quizzes and Viva-Voce	30%
Practical/Design Work/Report	60%
Total	100%

(c) Project Work

Internal Examiner (Supervisor) 35%

(Based on performance, regularity, quality of analysis, design, organization, writing style)

External Examiner (Any teacher from the panel of examiners) 35%

(Based on quality of analysis, design, organization, writing style)

Presentation and oral Examination 30%
Total 100%

9.1.1 **Class participation:** The marks for class participation will be as follows:

Attendance	Marks/Unit
95% and above	10
90% to less than 94%	9
85% to less than 89%	8
80% to less than 84%	7
75% to less than 79%	6
70% to less than 74%	5
65% to less than 69%	4
60% to less than 64%	3
less than 60%	0

9.1.2 **Assignments and Mid-Semester Examinations:** There should be at least two mid-semester examinations/assignments but not more than three for every course. The course teacher may decide the relative marks distribution between the assignments, tutorial and mid-semester examinations. The answer script should be returned to the students as it is valuable to their learning process

9.1.3 **Final Examination:** The final examination procedure will be as follows

(a) **External Examination:** The examination committee will assign an external

examiner outside from this university for every course for the final examination. The questions for the final examination will be prepared by the course instructor and by the external examiner. The examination committee will select/moderate the questions for the final examination. The course instructor and the external examiner will examine and mark the answer scripts separately (excluding faculty of engineering as in section, 9.1.3(c)). The two marks will be averaged by the examination committee. If the marks by the two examiners differ by 20% or more the concerned answer scripts will be examined by a third examiner (recommended by the examination committee) and the highest two close marks among the three will be averaged by the examination committee. The marks (class participation, mid-semester and final examination) will be added together to get the final grade.

- (b) **Duration of the Final Examination:** For all semesters there should be a 4-hour final examination for every course of 3 credits or more after the 14th week. For smaller courses the duration should be proportional to the credit hours
- (c) **Answer Script and Script evaluation for the Faculty of Engineering:** The committee will divide the questions in two equal parts/groups and every student has to answer from each part/group equally in separate answer scripts. The course instructor will grade the answer script of one part/group and the external examiner will grade the answer script of the other part/group. The marks will be added together to get the final grade. Both the examiners are required to comment on the mistakes in the answer-scripts to facilitate a possible scrutiny process.

- 9.2 In each theoretical course examination, the candidates shall be allowed a choice of question to the extent of not more than 33% of the total number questions to be answered
- 9.3 The answer scripts of the examinations shall not be shown to the students nor re-examined for the purpose of re-assessing the answers, but may be re-scrutinized for errors and omissions only. Such a re-scrutiny process may be made on receipt of a formal application from a candidate together with the prescribed fee. No application shall be entertained unless it reaches the appropriate authority within fifteen days of the publication of such results. The scrutiny shall be arranged in a manner as may be considered appropriate by the Chairman of the Examination Committee.
- 9.4 The concerned Examination Committee will constitute the Viva Voce Board.

Class Test

- 9.5
 - 9.5.1 For theoretical courses of less than or equal to 2 credits there shall be at least three class tests and at least four class tests for courses of greater than 2 credits in a semester, out of which the best two or three of each student shall be used for assessment, respectively.
 - 9.5.2 The class test shall be of 20 to 30 minutes' duration and shall be held during the scheduled lecture or tutorial periods.
 - 9.5.3 The dates for the class tests shall be fixed and announced accordingly by the Academic Committee of the teaching Departments.
 - 9.5.4 All class tests shall ordinarily be of equal value and test scripts may be returned to the students before the subsequent test. The result of each individual test shall be posted to inform the students.
 - 9.5.5 All marks of the class tests shall be summed up by the concerned course teacher and

submitted to the Chairman of the Examination Committee in a sealed envelope.

9.6 **Laboratory Examination:**

There will be a final practical examination of 4 or 6 hours duration at the end of each semester. The examination will be conducted by two or more examiners nominated by the relevant examination committee. One of the examiners will be from outside this university.

9.7 **Supplementary Examination:** The academic committee of a department may arrange a supplementary examination after even semester for the situation as described in section 7.2.2, 10.2.4 and 10.2.5.

9.7.1 **Referred (with 'F'):** A student who has a grade point average of 1.7 or higher, with 'F' grade in the theoretical courses, not more than 8 credit points in an academic year, shall be awarded referred up to 8 credits in the courses where less than B Grade (including F grade) were obtained and he/she may appear at a supplementary examination in those courses only. In such case the student has to give his/her choice of course/courses for supplementary examination in writing.

9.7.2 **Referred (with no 'F'):** A student having grade point average of less than 2.2 and no 'F' grade in theoretical courses may appear at a supplementary examination, in not more than 8 credit points in an academic year, only for courses in which less than B grade was obtained. In such case the student has to give his/her choice of course/courses for supplementary examination in writing.

9.7.3 The supplementary examination (if any) never be arranged for any practical course since practical examination shall follow clauses described in section 9.6.2. Therefore, for practical course, student will have only option as described either in section 7.2.1 or in section 10.2.4.

10. Grading System:

10.1 **Letter Grade and Grade Point:** Letter Grade and corresponding Grade-Point will be awarded as follows

<u>Numerical grade</u>	<u>Letter Grade</u>	<u>Grade Point</u>	<u>Credit Point</u>
	(LG)	(GP/unit)	(CP/unit)
80% or above	A+	4.0	4
75% to less than 80%	A	3.75	4
70% to less than 75%	A-	3.5	4
65 to less than 70%	B+	3.25	4
60% to less than 65%	B	3.0	4
55% to less than 60%	B-	2.75	4
50 to less than 55%	C+	2.5	4
45% to less than 50%	C	2.25	4
40 to less than 45%	D	2.0	4
less than 40%	F	0.0	
Incomplete	I	0.0	

10.2 GPA/CGPA

- 10.2.1 **GPA** : Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses completed by a student in a semester.

$$\text{GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where, n is the number of courses offered during the semester, C_i is the number of credits allotted to a particular course and G_i is the grade point earned for that course. **Yearly Grade Point Average (YGPA)**, if required for giving scholarship on year basis or any other purpose, shall be calculated for each academic year as follows:

$$\text{YGPA} = \frac{\sum_{j=1}^2 C_j G_j}{\sum_{j=1}^2 C_j}$$

10.2.2.

where 2 is the number of semester, C is the number of credits allotted to a semester and G is the GPA earned for that semester.

- 10.2.3 **CGPA**: Cumulative Grade Point Average (CGPA) will be calculated by the weighted average of previous CGPA and current GPA

OR by using the following formula

$$\text{CGPA} = \frac{\sum_{k=1}^m C_k G_k}{\sum_{k=1}^m C_k}$$

where, m is the total number of years being considered, C_k is the total number of credits registered during a year and G_k is the YGPA of that particular year

- 10.2.4 **F Grades**: If a student obtains of 'F' grade his grade will not be counted for GPA and s/he has to repeat the course. If the same course is not available then the Head of the department will assign an equivalent course, or, the student may get a chance to appear at supplementary examination as described in section 9.7. An 'F' grade will be in his/her record permanently and s/he will not be eligible for honours or Distinction
- 10.2.5 **Improvement**: A student will not be allowed to repeat a course for improvement if his/her grade is B or better. (section 7.2, 9.7)

11. Distinction and Honours:

- 11.1 **Distinction:** Candidates for four year B.A., B.Sc. and B.S.S. Honours degree will be awarded the degree with distinction if his/her overall GPA is 3.75 or above and s/he does not have any 'F' grade
- 11.2 **Honours:** Candidates for four years Bachelor's for Engineering/Architecture degree will be awarded the degree with honours if his/her overall GPA is 3.75 or above and s/he does not have any 'F' grades

12. Examination Committee:

- 12.1 The Examination Committee shall be proposed by the departmental Academic Committee and is subject to the approval of Vice-Chancellor.
- 12.2 **Formation of the examination committee:** There are two separate examination committees for each semester of an academic year as well as another separate examination committee for one for supplementary examination (if any). The examination committee shall consist of 5-7 members: (a) One expert member from outside the Department/University, (b) Chairman of the committee and 2-3 other members belonging to the department concerned, nominated by the Academic Committee, (c) 1-3 members from the respective related teaching departments, nominated by the Academic Committee of the major department.

Functions of the Examination Committee:

- 12.2.1 Propose the names of the question setters and script//dissertation/project/ in-plant training report examiners from the previously approved panel of examiners,
- 12.2.2 Moderate examination questions of all courses,
- 12.2.3 Propose examination schedule (for approval of the departmental Academic Committee) to conduct the examinations properly,
- 12.2.4 Make necessary arrangements for holding the examination of all Theoretical and Laboratory examinations as well as Board Viva voce.
- 12.2.5 Recommend the names of three tabulators (for approval of the Vice-Chancellor). Tabulators will post marks both in the rough and the final tabulation sheets, the rough copy will be kept by the Chairman of the Examination Committee and the final sheets will be submitted to the Controller of Examination and
- 12.2.6 Finalize the results.
- 12.3 **Chairman of the Examination Committee:** The Chairman of the Examination Committee shall be proposed by the departmental Academic Committee.
- 12.4 **The major duties of the Chairman of an Examination Committee shall be as follows:**
- 12.4.1 Call meetings of the Examination Committee,
- 12.4.2 Either to send the moderated question papers to the Controller of Examinations for printing or to take necessary steps for printing the questions in his/her own care.
- 12.4.3 Issue instructions to the examiners as per approval of the Examination Committee concerned and to see that instructions issued are properly followed and
- 12.4.4 Hand over the marks received from the examiners to the tabulators.

13. Duties and Responsibilities of Question Setters and Script Examiners:

- 13.1 If a question setter or a script examiner is unable to accept the appointment before or during the examination, he/she should immediately inform the Controller of Examinations. In case an examiner cannot finish marking the scripts received by him/her within the specified time, he/she should immediately return the scripts to the Chairman of the Examination Committee.
- 13.2 The question setters and the script examiners should send their remuneration bills to the Controller of Examination. All postal and other incidental expenses incurred by the setters/examiners in connection with the examination will be paid by the University on presentation of duly signed bill for the same, supported by vouchers.
- 13.3 If any examiner is unable to accept or has to relinquish his/her appointment, the Examination Committee concerned shall recommend to the Controller of Examinations new question setter or script examiner.
- 13.4 All manuscripts/question papers shall be sent by the setters in a sealed covers to the Chairman of the Examination Committee who shall then call a meeting of the Examination Committee who will arrange for moderation of the papers.
- 13.5 The question papers, scripts and any other documents in connection with the examination would be handed over officially/personally or sent by insured post to the Chairman of the respective Examination Committee.
- 13.6 The marks of all examinations shall be submitted to the Chairman of the Examination Committee, either personally in a sealed cover or in a doubly sealed insured cover, if sent by post. A copy should also be submitted separately to the Controller of Examinations of the University.
- 13.7 The question setter shall as far as practicable, avoid in marked change of standard from year to year but shall not be required to set the same type of questions every year. The question shall be so framed that there shall be no ambiguity of meaning. The questions should be set in such a way that originality and individuality of the candidates may be encouraged.
- 13.8 The question setter shall be guided as to the standard extent of knowledge required and scope of the courses of examination by the syllabus prescribed and the textbook, if any, recommended by the University from time to time.
- 13.9 All corrections and alterations in the manuscripts, question papers, marks placed in the scripts and marks entered in the marksheets must invariably be initiated by the person making the correction. Overwriting in the case of marks should be avoided. The wrong figures should be crossed out and the correct figures written in convenient places. Doubtful entries should be indicated by words as well.
- 13.10 If in the course of examining the answer scripts the examiner have reasons to suspect that unfair means have been adopted by any candidate, he/she should at once submit confidential report to the Chairman of the respective Examination Committee giving the grounds for his/her suspicion.
- 13.11 The marks of each **course** of examination or a section thereof entered in the marksheets in ink (not typewritten) are to be submitted to the Chairman of the respective Examination Committee. A copy should also be submitted separately to the Controller of Examinations of the University.
- 13.12 If any examiner is unable to examine answer script, he/she should return the packet of answer scripts immediately to the Chairman of Examination Committee.
- 13.13 Immediately on receipt of each packet containing answer scripts of candidates, the examiner should count the script and verify the figures given in the statement regarding the details of the answer scripts sent. Should any discrepancy be discovered, it should at once be brought to the notice of the Chairman of the Examination Committee with a report of the statement which should be filled in and returned to the Chairman of the Examination Committee immediately after receiving the answer scripts, so that prompt action may be taken about the matter. If no report is received within three days of receipt, it will be assumed that the statement sent is correct.

13.14 **The question setters are particularly requested:**

- 13.14.1 The manuscripts of the questions are to be written in English. To make sure that the manuscripts of questions are as clear and legible as possible, taking special care in writing, so as to ensure accuracy in printing,
- 13.14.2 No copy of the question paper framed by him/her shall be retained and all rough draft and memorandum connected therewith should be destroyed immediately after being used properly, and,
- 13.14.3 Sign at the bottom of each sheet of the manuscript question paper set by him.