

Creative Destination of the Nation



SHANTO-MARIAM UNIVERSITY OF CREATIVE TECHNOLOGY

The First Design University in this Region



Addresses

Permanent Campus:
Plot-6, Avenue-6, Sector- 17/H1, Uttara Residential Model Town
Uttara, Dhaka-1230

STUDENTS' HANDBOOK

Hotline 09638-177177

www.facebook.com/shantomariamuniversity

www.smuct.ac.bd

info@smuct.ac.bd

PREFACE



Dear Student,

This Student Handbook contains relevant information concerning admission and registration, tuition fees payment system, academic rules and regulations, policies for examinations and codes of conduct. It is important that you consult the Handbook closely. It will answer most of the questions that might arise during your academic life at Shanto-Mariam University

of Creative Technology. If you need further clarification on any point, please consult with your Advisor or Coordinator or Head of the Department or the Registrar's Office. I expect you to use the best resources made available to you by SMUCT.

My very sincere wishes are always with you.

Prof. Dr. Md. Shah-E-Alam

Vice Chancellor

NOTICE

Greetings from Shanto-Mariam University of Creative Technology!

The Student Handbook is designed to provide general information and direction you may need to avail at the University. It also gives you formal notification and explanation of the University's codes, regulations, policies and procedures. The policies and regulations delineated in the handbook apply to all students enrolled at SMUCT.

You are strongly advised to find the time to read through the information as some of the things covered could be very important to you during your time of study, even if you don't see that right now. Students should become familiar with the material pertaining to their program and, together with their advisors, make certain that their chosen program of study complies with all policies.

Although we have attempted to include most of the regulations governing academic programs, some programs have additional requirements and regulations of their own. Students also should become conversant with the academic policies germane to their individual program.

When you have a query, or need information on a specific matter, look it up in the relevant section, and you should find the answer or at least, a pointer to whom to contact for further explanation and guidance. We hope you find the Handbook useful. We are always looking to improve, so please let us know if you think there are elements missing. You can email registrar@smuct.ac.bd, and we shall ensure that future developments capture any omissions.

CHAPTER ONE: THE UNIVERSITY

1.1 Introduction

Shanto-Mariam University of Creative Technology (SMUCT) is the First Design University in this region and is widely recognized as the ‘Creative Destination of the Nation’. The University is founded by the valiant freedom fighter, prominent businessman, and philanthropist Late Md. Imamul Kabir Shanto in the year of 2003. The university has been approved by the Government of the



People’s Republic of Bangladesh, while its programs have been approved by the University Grants Commission (UGC) of Bangladesh. His Excellency, the President of the People’s Republic of Bangladesh is the Chancellor of SMUCT. Eminent Artist Prof. Mostafizul Haque, Faculty of Fine Arts, University of Dhaka is the present Chairman of the Board of Trustees. Prof. Dr. Md. Shah-E-Alam is the Vice Chancellor of SMUCT.

The University works with the mission of strengthening the Sonar Bangla according to the great ideals of our Liberation War that is to achieve the Nation’s economic emancipation and its cultural enrichment. With this mission, the university runs its academic programs to establish a poverty-free country through creating skilled human resources by imparting job-oriented creative and cultural education. The skilled human resources created by this university are working in different sectors of the country both at home and abroad with reputation and efficiency.

1.2 Establishment of the University

Shanto-Mariam University of Creative Technology, Bangladesh was founded by Late Md. Imamul Kabir Shanto in the city of Dhaka on March 03, 2003 with the permission of the Government of the Peoples' Republic of Bangladesh under the Private University Act, 1992 as amended in 1998. The University is now governed by the Private University Act, 2010 which was promulgated repelling the Private University Act, 1992.



The University was established with a view to making a significant contribution to the development of job-oriented creative education and creating opportunities for distant learning in the country. The goals of the education at the University were also to devise ways and means for proper utilization of abundant natural resources of the country and to uphold the national culture. The University has been and will be continuing its programs in Bangladesh maintaining the standard of education at international level with a great success and fame.

1.3 Permanent Campus of the University

The University Authority is providing maximum effort to ensure all students get a world-class teaching and learning environment, state-of-the-art facilities and enhancing the vibrancy of the campus experience to make students' time in



SMUCT truly one to cherish. The university operates its activities from its state-of-the-art permanent campus at Sector-17, Uttara, Dhaka. The University is located at the heart of Dhaka City (Uttara 3rd Phase) with a well-connected communication system. Easy connectivity is the significant advantage of this campus because students able to come from any part of Dhaka city to attend their classes. The University has its own transport (AC/ Non-AC bus) facility from different parts of the city to pick-up and drop the students to the campus. In addition, three Metro Rail Stations of Uttara connect the SMUCT with other parts of the city via metro rail. Furthermore, other modes of transportation are also available in this location, such as the bus network, easy-bike etc.

1.4 Vision of the University

To be a globally recognized Creative University developing tomorrow's human resources in becoming global citizens by offering an equitable access to higher education to impact society in a transformative way.

1.5 Mission of the University

- M 1:** To ensure academic excellence through well-designed curriculums and implementing innovative teaching methodologies and approaches to include technological advancements, contemporary practices.
- M 2:** To develop industry demanded graduates in diverse fields through academic specialization, practical learning experience and research.
- M 3:** To guide the students to explore and utilize their capabilities and strengthen their critical thinking, analytical and leadership skills to enable them frame the vision of their respective careers to face the challenges in the global settings.
- M 4:** To develop good humanly and cultural attributes along with a strong everlasting sense of social value system in the minds of the students which will make them committed to build and maintain a society of stable harmony.

1.6 Goals of the University

- To provide state of the art and standard education as preparation for higher studies or future employment in positions of responsibility across a worldwide range of RMG, ICT, Business, Social and Public Organizations.
- To make available internationally recognized education in Bangladesh and to develop our graduates up to international standard through getting accreditation of internationally recognized accreditation bodies.
- To use modern instructional techniques and technology to the best advantage to enhance and enrich students' achievements of their educational and career goals as well as socio-economic development of the country.
- To establish joint degree programs with different renowned universities of USA, UK, Canada and Australia to facilitate quality education and also to make foreign degrees available to the students while staying in Bangladesh at an affordable cost.

- To provide educational opportunities to persons already employed or engaged in business allowing them to pursue undergraduate and graduate programs without interrupting their careers and without any compromise of quality education.
- To create congenial academic environment for the youth that is free from political and other disturbances for their intellectual advancement.
- To use information technology in all phases of academic as well as administrative aspects of the university program to ensure free and transparent flow of information.
- To undertake such additional programs and activities as are essential to the achievement of the above listed objectives.

1.7 Guiding Principles of the University

- Study and students should be the first priority and the primary function of faculty/ staff/ administration. It should be motivated towards helping students to succeed academically and in the transition from university life to productive members of society.
- To hire highly qualified and nationally and internationally reputed teachers to teach courses relevant to a continuously changing environment.
- To provide the necessary infrastructural and logistics support and a campus environment conducive to teaching and learning endeavors.
- To search out new trends in education in developed countries, identifying the trends and evaluating their adaptability in Bangladesh- to keep constant updating of the standard of education.
- To establish joint degree and credit transfer programs with renowned universities abroad to facilitate quality education and to make foreign degrees available to students staying in their home country.
- To conduct and support research for the advancement of knowledge and socio-economic development of the country through application of technology-oriented knowledge.

- To contribute to the moral and ethical development of students the creation of a society which will be free from corruption and enduring and respecting each other for co-existence in peace and harmony in good environment in society.
- To disseminate knowledge under the coverage of ethical, human and rational approaches reflecting the national heritage, values and principles of Bangladesh with a view to producing graduates who will be sound professionally and upright morally.
- To create an opportunity to have education for all groups of people in the country, including general people, rural, urban and fresh students as well as jobholders through on-campus, online and distance learning education.

1.8 GENERAL ADMINISTRATION



Professor Dr. Md. Shah-E-Alam
Vice Chancellor



Professor Shamsun Nahar
Treasurer



Dr. Par Mosiur Rahman
Registrar



Professor Md. Abdus Salam
Controller of Examinations



Mr. Md. Moniruz Zaman
Director, IQAC



Mr. Golam Rabbani Shamim
Proctor



Mr. Mohammad Shah Nawaz
Director of Accounts (In-charge)



Mr. Md. Monirul Islam Monir
Director, Students Welfare

1.9 ACADEMIC ADMINISTRATION

Professor Dr. Md. Shah-E-Alam
Vice Chancellor



Prof. Shishir Kumar Bhattacharjee
Dean
Faculty of Design & Technology



Prof. Md. Mobarak Hossain
Dean
Faculty of Engineering & Technology



Prof. Dr. Mohammed Sohail Mustafa
Dean
Faculty of Business



Prof. Dr. Syed Azizul Haq
Dean
Faculty of Humanities and Social Sciences



Prof. Dr. Pradip Kumar Nandi
Dean
Faculty of Fine and Performing Arts



CHAPTER 2: FACULTIES AND DEPARTMENTS

2.1 Faculties of the University

The University initially started its academic activities with three Faculties namely, the Faculty of Design & Technology, the Faculty of Management & General Studies, and the Faculty of Fine & Performing Arts. There are thirty-two academic programs under these faculties. The University Authority is in the process of expanding its scope of academic programs by adding new Faculties with diversified and advanced areas and restructuring the existing ones. On December 19, 2023, the Syndicate of the University approved the reorganization of the existing three Faculties of the university into five Faculties, namely,

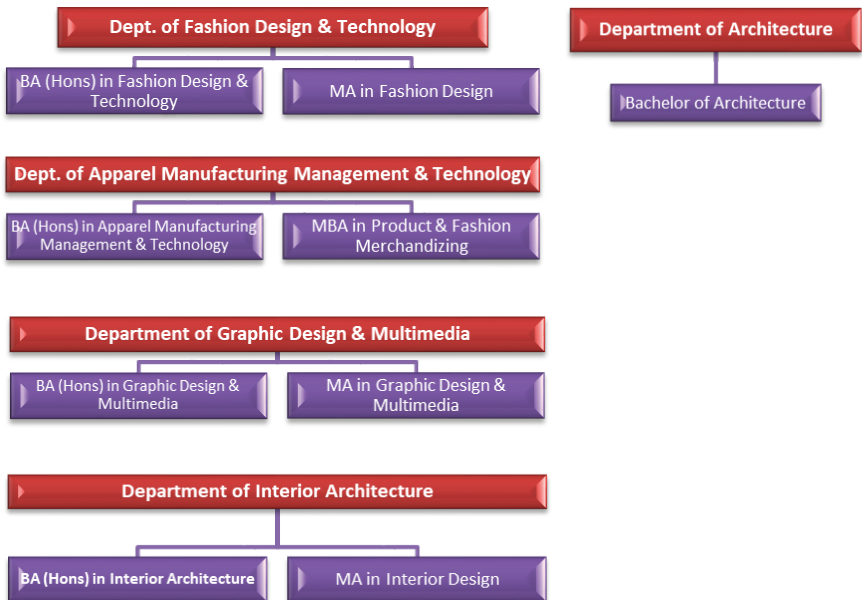
1. The Faculty of Design and Technology;
2. The Faculty of Engineering and Technology;
3. The Faculty of Business;
4. The Faculty of Humanities and Social Sciences; and
5. The Faculty of Fine and Performing Arts.

Every Faculty will have a Dean who will be the head of the Faculty and the Dean shall be the head/umbrella of the Faculty.

The university will have departments under Faculties. Each department will have a Head of the Department appointed by the Vice Chancellor from among the faculty members of the department. The HoD will operate academic activities as per the approved syllabus and curriculum under the leadership of the Dean of the Faculty. As of now, the university has 32 programs under 17 departments. The departments and programs under the Faculties are as follows.

2.1.1 The Faculty of Design and Technology

The faculty delivers a range of world-leading undergraduate and graduate programs in the areas of fashion design and innovation. Our students, graduates and staff are driven by values of collaboration, sustainability and activism – shaping the future of the industry. At present, the faculty is offering the following undergraduate and graduate programs under the leadership of Heads of the Departments of each program.

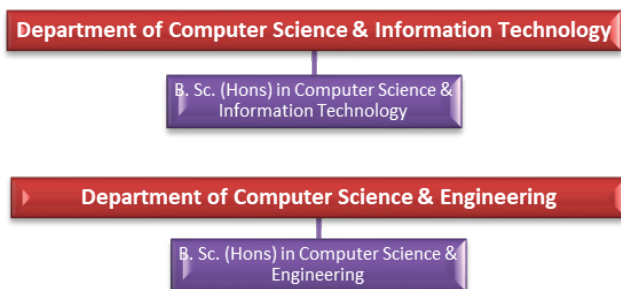


2.1.2 The Faculty of Engineering and Technology

The Faculty of Engineering and Technology provides students with practical and industry-focused programs in a world-class university at the forefront of science, technology and innovation. Our students benefit from expert lecturers who are at the leading edge of research, as well as our strong links with the industry.

With highly qualified faculty members and meticulously designed and periodically updated international standard curricula of the academic programs, this faculty aggressively pursues the goal of providing the highest quality education.

The faculty is currently offering two undergraduate programs and very soon, we are going to launch the undergraduate program on ‘Data Science and Analytics’.



2.1.3 The Faculty of Humanities and Social Sciences

The Faculty of Humanities and Social Sciences has been designed to satisfy the individual choices of students seeking baccalaureate and graduate degrees with a wide range of knowledge and skills covering the areas of judiciary, government and politics, English, Islamic studies, Sociology and Anthropology and Bangla. By selecting the appropriate field of study, one can choose to build his/her career as a member of the workforce of different levels in organizations of different types and sizes or he/she may choose to be an entrepreneur in the area of his/her choice.

At present, the faculty is offering the following undergraduate and graduate programs under the leadership of Heads of the Departments of each program.





2.1.4 The Faculty of Business

The Faculty of Business has been functioning as the most promising Faculty in the university from its very inception in 2003. We have reasons to testify that the Faculty of Business is an ideal platform for aspiring young students from within the country and outside in their quest to choose an appropriate career in the field of business, either as executives or as entrepreneurs. The Faculty of Business regularly organizes workshops, seminars and conferences on contemporary topics in different functional areas of business.

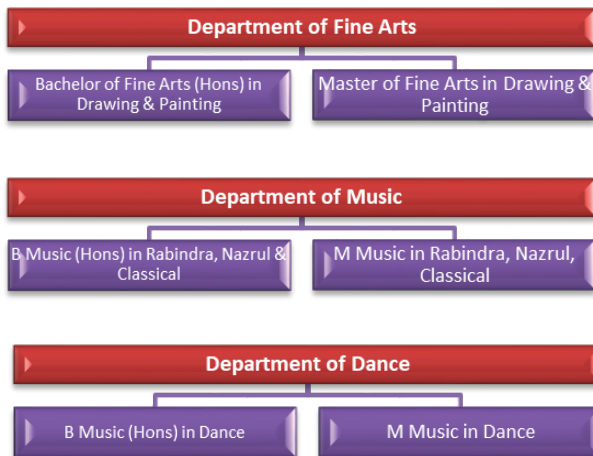
Through these programs, our on-going and passing-out graduates get an opportunity to meet, interact, and network with established professionals, career experts and renowned national and international academicians and researchers. Currently, the Faculty of Business is offering two programs with a wider range of concentration areas.



2.1.5 Faculty of Fine and Performing Arts

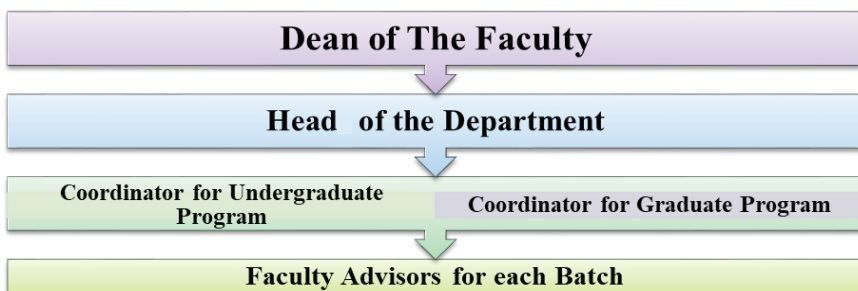
The Faculty of Fine and Performing Arts has been designed to satisfy the individual choices of people seeking baccalaureate and graduate degrees with a wide range of knowledge and skills covering the areas of Fine Arts, Music and Dance. The history and tradition of Fine Arts, Music and Dance in our country is vast and rich. The artists of Fine Arts, Music and Dance of our country have a strong and admirable image and have been successful in representing Bangladesh globally.

At present, the faculty is offering the following undergraduate and graduate programs:



2.2 Management and Administration of the Faculties

Since our students are the first and foremost priority, we always maintain close interaction with them so that they can get appropriate guidance and mentoring not only to develop their professional career but can also get support in their daily life. The BOT, the Senior Management Team, Faculty Members, Officers, and Staff are highly caring and dedicated to our students. To ensure this, all the faculties of SMUCT are discharging their academic and professional services as per the following flow chart:



For each batch of the students, a faculty advisor has been assigned by the respective department. All the faculty advisors maintain the database of the students and interact with them physically or over the telephone or through email. It is the responsibility of the student to maintain close contact with the faculty advisors to resolve any sort of academic or personal problem(s).

2.3 Heads of the Departments

Department	Name & Designation	Mobile No.	E-mail Address
FDT	Md. Matiar Rahman Head	01992437813	hod_fdt@smuct.ac.bd
AMMT	Farjana Mita Asso. Prof. & Head	01912073717	hod_ammt@smuct.ac.bd
IA	Ar. Rubana Sadia Alam Asst. Prof. and Head	01711678323	hod_ia@smuct.ac.bd
Architecture	Ar. Rubana Sadia Alam Asst. Prof. and Head	01711678323	hod_arch@smuct.ac.bd
GDM	Md. Saiful Islam Asso. Prof.& Head	01673603963	hod_gdm@smuct.ac.bd
CSE & CSIT	Sazzad Hossain Bhuiyan Lecturer and Head	01780728271	hod_cse@smuct.ac.bd
Music	Prof. Dr. Pradip Kumar Nandi Head, Music & Dean, FF&PA	01711242065 01720033279	hod_mus@smuct.ac.bd
Fine Arts	Md. Amanullah Asso. Prof. & Head	01720367931	hod_fpa@smuct.ac.bd
Dance	Prof. Dr. Pradip Kumar Nandi Head (In charge) & Dean, FF&PA	01711242065 01720033279	hod_dan@smuct.ac.bd
Business Administration	Prof. Dr. Behzad Noor Head	01713409322	hod_ba@smuct.ac.bd
Law	Muhammad Nural Hoque Head	01553353342	hod_law@smuct.ac.bd
English	Mr. Md. Shahrer Talukder Asso. Prof. & Head	01818159216	hod_eng@smuct.ac.bd
Bangla	Dr. Jobayar Mohamed Faruk Asso. Prof. & Head	01715641076	hod_bng@smuct.ac.bd
Govt. & Politics	Dr. Md. Mijanur Rahman Asso. Prof. & Head	01711243217	hod_gp@smuct.ac.bd
SoA	Md. Mehedi Hasan Asso. Prof. & Head	01673950671	hod_soa@smuct.ac.bd
IS	Mohammad Ishaque Asso. Prof. & Head	01700828497	hod_is@smuct.ac.bd

CHAPTER 3: ACADEMIC RULES AND REGULATIONS

3.1 Introduction

Faculty members, administrative staff, and students have to strictly follow and implement the academic rules and regulations without any exception. These are actually the modus operandi of a university. These regulations are guided by the University Grants Commission (UGC), Ministry of Education, Bangladesh Accreditation Council as well as the Board of Trustees of SMUCT. Any amendment of these rules and regulations is permissible in accordance with the required approval of the aforementioned authorities.

3.2 Academic System

Under the Trimester and Semester system, the schedule are as follows:

Trimester	Time Schedule
Spring	January - April
Summer	May - August
Fall	September- December

Semester	Time Schedule
Winter	January - June
Summer	July - December

3.3 Admission Requirements

SMUCT strictly follows the admission requirements as set by UGC in both the undergraduate and graduate program.

3.3.1 Admission Requirements in Undergraduate Programs

- a. The students must have a minimum Second Division or GPA 2.50 or equivalent grade at every level of SSC and HSC or equivalent public examinations.
- b. In the cases of Music, Fashion Design, Fine Art, Graphics Design, Library Science and Information programs/courses, the students must have a minimum GPA 2.00 at every stage of SSC/O level and HSC/A level or equivalent public examinations.
- c. The wards of Freedom Fighters must have a total GPA 5.00 in SSC and HSC or equivalent examinations.

- d. In the ‘O’ level examination, one must have a minimum five subjects and in the ‘A’ level examination one must have a minimum two subjects. In the above two examinations, out of seven subjects, student must have a ‘B’ grade or GPA 4.00 in four subjects and a ‘C’ grade or GPA 3.50 in the rest of the three subjects.
- e. Students who passed HSC/equivalent from Science Groups can be admitted in Science, Technology and Engineering related programs.
- f. A Four years Diploma under the Bangladesh Technical Education Board with a minimum CGPA 2.00 is eligible to be admitted to the B.Sc. in CSE/CSIT, FDT, AMMT, and IA.

3.3.2 Admission Requirements in Graduate Programs

The students seeking admission into graduate programs must have a minimum CGPA of 2.00 at the Bachelor level subject to the possessing of above-mentioned qualifications.

3.3.3 Admission Requirements for International Students in Undergraduate Program

- a. 12 class High School Diploma.
- b. International Baccalaureate / other equivalent degrees.
- c. Higher National Diploma students, after completion, can use the HND Advanced standing to move to Honors’, but will be required to complete the Common Core compulsory subjects before admission is granted to the junior Honors’ year (third year).
- d. Extended Diploma/National Diploma.
- e. If any student seeks admission from any recognized institutions/ university from abroad, he or she may submit an equivalence certificate from a competent authority.

3.4 Registration

A regular student in the undergraduate program is supposed to complete the program within four (4) years, and the student of a graduate program is supposed to complete it within 1 – 2 years based on his or her previous academic background, but considering the several unexpected constraints faced by the students, the following policy would be applicable as exceptional case regarding the tenure of the registration.

3.5 Registration Validity

- i. An Undergraduate degree program has to be completed within eight (8) years from the date of enrollment.
- ii. A 2 (two) year graduate degree must be completed within four (4) years from the date of enrollment.
- iii. A 01(one) year graduate degree must be completed within four (3) years from the date of enrollment.

3.6 Extension of Registration

If any student fails to complete the program within that stipulated time period, s/he may apply to the Registrar for extension of the registration. The registration extension fee (Tk. 20,000) will be applicable in this regard. Students who will apply for extension have to deposit Tk. 10,000.00 (ten thousand) as a fine for one year of extension, in addition to a registration extension fee. The extension of registration will be granted on condition that the provision of scholarship/ waiver on tuition fee will not be applicable.

3.7 Semester Registration Process

Students must officially register in every semester in order to attend the classes and to sit for examinations. Students are required to complete their Semester Registration during the time announced by the Office of the Registrar at the beginning of the semester. Students are required to pay Session Fee of semester in advance to complete Semester Registration. Students will have to Log in in to Student Portal of i-EMS to complete Semester Registration by selecting offered courses or modules. No Student will be allowed in class/ examinations without having Semester Registration properly done.



Newly admitted students are advised to collect the User ID and Password of i-EMS from the Admission & Registration Section. For any queries regarding Semester Registration, contact the Admission and Registration Section or contact to the respective Student Advisor.

Therefore, it is important to complete Semester Registration for attending classes.

3.8 Academic Load for Full-Time Students

	Undergraduate	
	Min. Credit Hour	Max. Credit Hour
Semester	12.00	18.00
Trimester	9.00	15.00

3.9 Working Weeks of a Semester

For the semester system, each semester is divided into classes, preparatory leave, mid-term examinations and semester final examinations as follows:

Classes	15-16 weeks
Mid-term Examination, Exam. Preparatory Leave and Semester Final Examinations	04 weeks
Total	19-20 weeks

Apart from the working weeks, the university remains open for examination results, admission of students in the 1st semester of 1st year, industrial training, field study etc. The classes will be held in blended mode (Online + Offline).

3.10 Working Weeks of a Trimester

For the trimester system, each semester is divided into classes, preparatory leave, mid-term examinations and semester final examinations as follows:

Classes	12-13 weeks
Mid-term Examination, Exam. Preparatory Leave and Semester Final Examinations	03 weeks
Total	15-16 weeks

Apart from the working weeks, the university remains open to publish examination results, admission of students in the 1st semester of 1st year, industrial training, field study etc. The classes will be held in blended mode (Online + Offline).

3.11 Semester/ Trimester Drop Policy of Students

A student may drop a Trimester/ Semester on medical grounds or other valid reasons. Students have to apply within 1(one) week of starting the Trimester/Semester in writing to the Registrar through the respective Head of the Department to drop the Trimester/Semester. If the case is found genuine by the authorities, the student may be allowed to drop the current Trimester/Semester after making payment of the session fee. However, if an additional amount is deposited against payment of tuition fees, the amount would no way be refunded; it will only be adjusted with the tuition fees to be payable in the next Trimester/Semester.

Students may drop any semester/trimester with 50 percent adjustment of tuition fee (without session fee) to be payable in the next Trimester/Semester, by applying to the Registrar within 2 (two) weeks from the start of the Trimester/Bi-semester.

No money will be refunded if any student fails to drop the semester/trimester within the aforementioned stipulated time.

3.12 Re-admission Policy

Re-admission fee will be charged (@ current admission fee), if any student drops or remains absent in 3 (three) consecutive trimesters or 2 (two) consecutive semesters. Students have to apply to the Registrar through the respective Head of the Department for re-admission. During the re-admission process, an old Student ID will remain valid and he/she will have to pay the tuition fee at the new rate if there has been any revision in the tuition fee structure in the meantime.

3.13 Cancellation of Admission

A student may cancel his/her admission by applying to the Registrar. Students have to apply before starting the Trimester/Semester. Admission fee is always non-refundable. For cancellation of admission, no other fees will be charged.

3.14 Over Semester/Trimester Fee

If any student fails to complete all courses or achieve all credits within the 12 trimester/8 semester, then he/she will have to pay session fee with applicable tuition fees for the additional trimester/ semester.

3.15 Department Change Fee

If any student intends to change his/her Department/Program within the same Faculty/different Faculty, he/she must have a minimum CGPA of 2.00. He/she would be required to pay department change fee equivalent to the session fee of the previous department. No other additional charge will be applicable for department changes. Tuition fees for such students will be as per the current tuition fees of the new Program/Department.

3.16 Attendance, Illness, and Absence

A student must maintain 80 percent attendance in order to be allowed to sit for examinations and assessment opportunities. All students must be in the lecture room five minutes before the scheduled class time. A student arriving 10 minutes late will be marked absent and will only be allowed to attend at the discretion of the class teacher.

Any absence from lectures due to illness must be timely notified to the Student Advisor/concern section officer. Absences of up to three (3) days may be supported by means of self-certification (forms are held in Faculty Offices). Any longer period must be supported by a Medical Certificate from a registered Medical Officer.

3.17 Medium of Instruction and Teaching Methods

The medium of instruction for all academic programs at SMUCT is English. 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. This ranges from case analysis, project work, presentations, research, group assignments, as well as various forms of competitions and simulations, etc. This holistic approach enables students to build their analytical abilities, develop professionalism and team work, as well as practically apply theoretical knowledge to derive innovative solutions for challenges and uncertainties, all of which are essential to thrive and survive in the real-life opportunities of the job market, in Bangladesh and around the globe.

CHAPTER 4: PAYMENT OF TUITION AND OTHER FEES

All students have to pay tuition fees during their four years of study. Session fee has to be paid on or before Semester Registration. The 1st installment of tuition fee must be cleared prior to the date of Mid-term Examinations and the 2nd installment of tuition fee must be cleared prior to the date of Semester Final Examinations (as per notification) in order to sit for the examinations. Students of the department of Law have to pay the 1st installment of tuition fee at the time of admission. The 2nd installment of tuition fee has to be paid prior to the date of Mid-term examinations. Students may also pay tuition fees in monthly installments. No student will be allowed to sit for any examination if fees are outstanding.

4.1 Payment System

We are happy to inform you that SMUCT has taken initiative to pay tuition and other fees through online. Students of SMUCT have the liberty to pay all fees through the following methods:

- Payment through otc of UCB, BRAC, DBBL & EXIM Bank Ltd., Uttara BGMEA sub Branch.
- Cash Payment (On Campus Payment),
- Online Payment through SMUCT Website/i-EMS ([www.smuct.ac.bd/online payment](http://www.smuct.ac.bd/online%20payment)),
- Online Payment through bKash App.

Students can pay their fees through bKash App or by logging in to i-EMS (<https://iems.smuct.ac.bd>).

Visit video tutorial to learn the payment process: <https://youtu.be/kVh9r7fD6VY>),

Visit video tutorial to learn the payment process by logging in to i-EMS <https://iems.smuct.ac.bd>): <https://www.youtube.com/watch?v=c7QZ4yoSo0M>).

The image shows a web interface for logging into the i-EMS system. At the top left is the SMUCT logo, which includes the text 'University of Science and Technology' and 'SMUCT'. To the right of the logo is the text 'Login to i-EMS' in red. Below this, there are two input fields: 'User ID' and 'Password'. A blue button with a right-pointing arrow and the text 'Login' is positioned below the password field. Below the button is a link that says 'Forgot Password?'. At the bottom of the page, it says 'Developed & Maintained by Pipilika Soft' with a small logo for Pipilika Soft.

Please note that a transaction fee will be charged for payment of tuition fee through the online/ bKash App. The payment will be updated (reflected real time) on the student panel (payment history) immediately.

You are advised to check your payment status by showing your transaction ID in the Accounts Office.

For any assistance please contact the following officer during office time (9:00 am to 5:00 pm)

- Ms. Maymuna Begum (01782548473)
- Md. Sarowar Rahman (01716207976)

Students are strongly advised to preserve the money receipts. It is the duty of students to keep all money receipts and other documents with them so that any discrepancies that arise about payment of tuition or other fees may be solved.

CHAPTER 5: SCHOLARSHIPS AND WAIVERS

5.1 Introduction

The main purpose of the Scholarship/Waiver is to open doors of opportunities for meritorious and needy students from the diversified community to study at Shanto-Mariam University of Creative Technology and thereby enter the realm of higher education to earn higher academic degrees successfully.

5.2 Different Categories of Waivers and Scholarships at SMUCT

Category I: 50% waiver on Admission Fee for all programs

Category II: General Scholarships (Based on S.S.C and H.S.C Results or Equivalentents)

	Average GPA: (SSC+HSC) ÷ 2	Percentage of Scholarship on Tuition Fees
SSC & HSC Passed Students	4.00 to 4.24	10 %
	4.25 to 4.49	15%
	4.50 to 4.74	20 %
	4.75 to 4.99	25%
	5.00	50 %
	Golden 5.00	100%
Dawrah Hadith Passed	50 to 79 (Marks)	10 %
	80 to 100 (Marks)	15%

Category III: Waiver on Tuition Fee for Undergraduate Students

Sl. No.	Categories	Percentage of Scholarship on Tuition Fees
i.	Children of Freedom Fighters (3 percent of total seats)	100 %
ii.	Remote Area Students and Underprivileged Students (3 percent of total seats)	Up to 30 %
iii.	Siblings/Spouses/Ethnic Community	30 %
iv.	Employee/ Staff of SMUCT & their dependents	40 % & 30 %
v.	Especially Abled Students	50 %
vi.	Celebrity/National Athletes	Up to 100 %

Category IV: Waiver for SMUCT Graduate who will enroll in the Postgraduate Program

SMUCT graduates admitted in MBA in Product and Fashion Merchandising, MBA (Regular), MA in Fashion Design and MA in Interior Design program will be entitled 30 percent waiver & SMUCT graduate admitted in Masters of Law, English, SOA, GP, DIS, Bangla, Fine Art, Music, Dance will be entitled 20 percent waiver. Graduates other than SMUCT will be entitled 10 percent waiver for all Post-Graduate programs.

5.3 General Conditions for Scholarships and Waivers

Students of SMUCT, who are eligible for scholarships or waivers or want to apply for those financial grounds, have to comply with the following conditions without exception:

- i. The scholarships are for all newly admitted registered students and are applicable at the time of admission.
- ii. A scholarship holder has to maintain a SGPA of 3.25, at all levels throughout the semester. His/her scholarship will be discontinued

if it falls below the required SGPA. However, the scholarship will be continued at the rate enjoyed previously if in the corresponding semester exam, S/he can achieve SGPA 3.25 again.

- iii. No student will be entitled to get any scholarship if the study gap after his/her HSC Exam is more than 5 (five) years.
- iv. The criterion involving the minimum number of credit hours to be taken, in all the semesters, has to be fulfilled. [The credit hours of the Retake Courses will be counted to determine the fulfillment of the minimum credit hours requirement. The credit hours of the courses taken for improvement will NOT be counted to determine the fulfillment of the minimum credit hours requirement.]
- v. There cannot be any 'F' grade in any of the courses (including the course(s) taken for improvement) during the semesters. The scholarship holders or the waiver beneficiaries will be provided the respective benefits.
- vi. Students with semester drop(s) or readmission will NOT be offered any scholarship/waiver in the first semester after resumption of study.
- vii. As for scholarship or tuition fee waiver, unless special conditions apply, a student will get the benefit ONLY from the category that provides the maximum benefit to the student and no student can get benefits from more than one categorie.
- viii. To avail any category of scholarship/waiver other than from the general categories, a student will have to apply for the scholarship/waiver within a specified date announced by the University Authority. [Within 15 days from the beginning of a semester.]
- ix. Unless there is a change, the scholarship/waiver amount payable to any beneficiary in any semester will be adjusted from the semester dues at the beginning of the semester involved.

CHAPTER 6: EXAMINATION AND ASSESSMENT POLICY

6.1 Introduction

The purpose of a student enrolling in a particular program is to acquire updated knowledge in his or her respective field which the student will apply in his or her professional life. All over the world, the only procedure to judge or evaluate a student is an examination and continuous assessment that could vary from program to program in terms of using the tools and techniques used in that assessment procedure. At SMUCT, students of various programs, both undergraduate and graduate, have to go through different assessment processes to finally obtain the certificate.

6.2 Rules and Regulations Applicable in the Examination Hall

Students in the examination hall must observe absolute discipline for the smooth running of the examination. Examination-related code of conduct will be as follows, in addition to such other instructions, rules and regulations that are currently in force in the University and that may be laid down from time to time:

- Use black, and blue ink pen or ball pen.
- Use of mobile phones in the Examination Hall is strictly prohibited.
- None will be allowed to keep any paper with him/her except the Admit Card and other relevant documents. Examinees have to display an Admit/ID Card on the Exam desk.
- Copying from others' scripts or books or from any other paper is forbidden and punishable.
- The attention of the Invigilators will be drawn by the examinees raising their hands. None will be allowed to move from his seat.
- No examinee will be allowed to go outside the Examination hall before an hour and none will be allowed to leave the Examination hall/Campus before half an hour before the end of the Examinations.
- Smoking is strictly prohibited.

- Any kind of communication in the Examination Hall is strictly prohibited. None will be allowed to raise a hue & cry inside the hall and disturb others.
- Students must abide by all orders/instructions issued by the Controller of Examinations from time to time.
- The Controller of Examinations will determine the degree of punishment given to the examinee(s) who does a crime in the examination hall.
- The invigilator(s) who is on duty will suggest the degree of an offense committed by the examinee(s) and accordingly the punishment will be awarded to the offender that too may require the suggestions of the examination committee members.
- All faculty members should collect the exam script on the same day of the exam or the following day return the examined script with marks and submit it to the Head of the Department within 10 days from the date of the examination.
- A student who becomes ill during an examination should attract the attention of the invigilator by raising a hand. Such assistance as is necessary will be given, and, should it be required, a report will be made to the Examiners. If the illness affects performance in the examination, advice should be sought from a doctor and a medical certificate obtained and forwarded to the Course Coordinator/ Module Leader. The certificate may be presented to the relevant Examination Board for consideration and, at the latest, must be available 7 days before the Board meeting.
- A medical certificate will not necessarily exempt a student from sitting an examination or submitting an assessment.

If a student fails to appear at the semester final examination for any reason, he/she may appear at the same examination in the subsequent semester with the regular students on payment of requisite fees with prior permission of the Head of the Department concerned. His/her results will be finalized with previous marks taken together, failing which his /her results will be declared fail.

6.3 Student Evaluation System

Irrespective of the programs, the following evaluation procedure would be applicable without any exception:

Evaluation Criteria	Scores
Mid Term Examination	20
Final Examination	40
Quizzes/Class Tests	15
Assignment/Term Paper/Presentation	15
Class Attendance and Participation	10
Grand Total	<u>100</u>

The evaluation procedure will be segmented into the following two phases:

- Up to Mid Term Examination: 40 marks [Mid Term Examination (20) + Assignment & Class Test (15) + Attendance (5)].
- Up to Final Examination: 60 marks [Final Examination (40) + Assignment, Class Test, and Presentation (15) + Attendance (5)].
- Duration of Mid Term Examination would be 1.50 hours to 2.00 hours, and Final Examination would be 2.00 hours to 3:00 hours.
- The ‘Distribution of Marks’ and the ‘Duration’ of the examinations may vary depending on the specific course/program/department requirement.

6.4 Examination/Assessment Board/Award Board

- i. All degrees will be awarded after an Award Board duly constituted discusses each student’s completion of degree requirements, and scrutinizes and approves relevant results. The Award Board instructs the Controller of Examinations to publish the Final CGPA for each student who completes an academic program.
- ii. After every semester, the Examination/Assessment Board discusses each student, scrutinizes and approves all results. Results are published in the University website. Students can have access to their results by punching their ID and password in the university software.

- iii. All students have a right to appeal against the decision of the Examination/Assessment Board. Such an appeal must be made to the Controller of Examinations in writing within 10 working days of the date of the results' publication. Any mitigating factors should be presented at the next Examination/Assessment Board. An appeal cannot be made to the Board against a decision that has been made purely on academic judgment.
- iv. A student who has failed and cannot proceed to the next stage of the Course will be offered the opportunity to repeat the semester or the necessary assignments and examinations. Notice in writing must be given by the student indicating whether they wish to repeat the semester, the assignments and/or examinations without class attendance. Only one re-sit will be allowed in Common Core and theoretical modules when re-sit fees will be charged per re-sit.
- v. Any outstanding debts should be settled by the due date. Any student who is still in debt at the date of final Module examinations will not be permitted to attend the diet unless the Examination/ Assessment Board has been made aware of any extenuating circumstances. Graduating students who are still in debt will not be permitted to attend an Awards Ceremony until the debt is cleared.

6.5 Regulations regarding Repeat/Re-Take of Course and Answer Script Re-Checking Fee

6.5.1 Re-take/Repeat of Course

A student obtaining “F” grade in any course in any Trimester/semester will have to “Repeat” the course with full payment of the tuition fee for that particular course/module credit. Students desiring to improve their grade(s) may again take up the course(s) which are termed as “Retake”. Such students will also have to make payment of 100 percent tuition fee for retaking a course. Students would not be entitled to scholarship/tuition fee waiver for the “Repeat/Retake” course(s). Repeating a particular course or courses as well as retaking a particular course or courses by a student, the names of such repeated or retaken courses would be shown on his/her Transcript as ‘R’.

A student who appeared and passed but secured below a “C+ (plus)” grade may improve the results. S/he may take the course(s) for improvement on payment of requisite fees with prior permission of the Dean concerned. No one will be allowed to avail the same more than once.

For Re-take/Repeat or Improvement, students will have to complete course registration on payment of requisite fees within the scheduled upcoming registration date. S/he will have to appear at the class test, Mid-Term & Final Examination afresh.

All retake/ Re-sit exams have to be cleared within two consecutive semesters. Only two retakes will be allowed in a semester. Students who already completed the 8th Semester will not be allowed to retake modules for more than 15 credits in each additional semester. Registration for retake exam must be completed with semester registration.

6.5.2 Re-take/Repeat Fee

Name of the Program/ Degree	Fee Per Credit (in Tk.)	Name of the Program/ Deg	Fee Per Credit (in Tk.)
BA (Hons) in Fashion Design & Technology	3000.00	Masters of Business Administration	2000.00
BA (Hons) in Apparel Manufacturing Management & Technology	3000.00	MA (Hons) in English	1000.00
BA (Hons) in Graphic Design & Multimedia	3000.00	MSS in Sociology & Anthropology	1000.00
BA (Hons) in Interior Architecture	3000.00	MSS in Government & Politics	1000.00
Bachelor of Architecture	3000.00	MA Bangla	1000.00
BSc (Hons) in Computer Science & Engineering	1500.00	MA Islamic Studies	1000.00
BSc (Hons) in Computer Science & Information Technology	1500.00	LLM	1000.00
Bachelor of Music	1500.00	BA (Hons) in Islamic Studies	1000.00
Bachelor of Dance	1500.00	BSS (Hons) in Government & Politics	1000.00

Bachelor of Fine Arts	1500.00	BA (Hons) in Bangla	1000.00
MA in Fashion Design	3500.00	Bachelor of Business Administration	2000.00
MBA in Product & Fashion Merchandizing	3500.00	Bachelor of Law	1500.00
MA in Interior Design	3500	BA (Hons) in English	1500.00
Master of Music	2000.00	BSS (Hons) in Sociology & Anthropology	1500.00
Master of Dance	2000.00		
Master of Fine Arts	2000.00		

- From 151 session, additional BDT 2000 will be charged for practical course(s)/module(s).
- Before 151 session, retake/repeat fee for per course/module is BDT 2000 (for Theory), BDT 4000 (for Practical).

6.5.3 Scrip Re-Checking Fee

For Answer Script re-checking/ re-evaluation, Tk. 1000.00 (One thousand) will be charged for single course.

6.6 Other Regulations regarding Examination

6.6.1 Appeal for Grade

A student, not satisfied with the grade in any course, may appeal to the course teacher. But if the grade is not improved and at the same time, the student is not satisfied with the explanation of the teacher concerned, s/he may make a written appeal to the Head of the Department / Dean of the faculty for finalization of his/her case.

6.6.2 Grade Report

After each semester (six months or four months), students may collect grade sheets from the Controller Office or they can download it from the student portal of i-ems.

6.6.3 Passing Grade and Progression

A standard of 40 percent or more must be attained in the final examination of a semester to pass a module. If any student fails to attend the midterm exam, he or she may pass a module by attending the final exam only if he/she attains 40 percent or more marks in the final exam. No midterm exam will be taken after the midterm exam is over. None can sit for the examination(s) without attending the required number of classes.

The grading system will be used for all assessment methods used in a subject. Thus, where two or more assessment components operate (e.g. Assignment/studio work and examination), the minimum D grade must be achieved in all components to qualify for an overall pass in the subject.

A student has to pass 50 percent of the total semester credits to proceed to the next semester. If a student fails in three modules, he/she may be promoted to the next semester but has to pass 50 percent of the total credit offered in that semester.

6.6.4 Repeating Semester

A student who has failed and cannot proceed to the next stage will be offered the opportunity of to repeat the semester with full payment. Fees paid in the previous failed semester cannot be adjusted with a repeat semester.

6.6.5 Sequence of Subjects

A student shall not be permitted to take advanced subjects until he has satisfactorily passed the pre-requisite subjects/Foundation courses/core modules. All pre-requisite modules must be passed before progressing upwards to other modules in that subject area.

6.6.6 Correction of Results

Correction of results if any has to be done within four (4) weeks from the date of the publication of the result.

6.6.7 Methods of Assessment

The main method is through Coursework, assessed throughout the Module using reports, essays, dissertations and oral presentations. This form of Continuous Assessment is part of the learning process and is normally supplemented by mid (where appropriate) and final Module examinations which may be combined to give an overall Module result.

6.7 Grading Policy

SMUCT follows a letter grading system as prescribed by the University Grants Commission of Bangladesh and the grades A+, A, A-, B+, B, B-, C+, C, and D are considered passing grades. A student may earn five letter grades based on his/her performance in a course. While grade 'F' is a failing grade. A Minimum D grade must be achieved in all components to qualify for an overall pass in the subject/program. The numerical equivalent of grades with the meaning of each grade is given below:

	Grade	Description	Grade Point	Percent of Marks
Distinction	A+ (plus)	Excellent	4.00	80 and above
	A (plain)	Very Good	3.75	75-79
	A- (minus)	Good plus	3.50	70-74
Merit	B+ (plus)	Good	3.25	65-69
	B (plain)	Good minus	3.00	60-64
	B- (minus)	Quite satisfactory	2.75	55-59
Pass	C+ (plus)	Satisfactory	2.50	50-54
	C (plain)	Barely satisfactory	2.25	45-49
	D (plain)	Barely adequate / Weak	2.00	40-44
	F (plain)	Fail	below 40	

Apart from the letter grades listed above, the students may be awarded some other letter grades for their different status in a course. The letter grade "W" will be given for the withheld result of a student in a course. Subject to the recommendation of the concerned Head of the Department and the approval of the Vice Chancellor of the University, a student may be awarded the letter grade "E" for exemption or waiver of a course. The letter grade "P" will be awarded for the course(s) the students passed in the previous semester(s). The grade Point Average (GPA) of a student will be computed without the grades mentioned above (W, E and P).

6.8 Academic Probation

A student must maintain a good academic standing with a CGPA of at least 2.00. Students with a CGPA of less than 2.00 will be placed on probation. Students placed on probation will be allowed to maximum of two semesters/trimesters to earn a CGPA of 2.00 or more, failing which will result in dismissal from the program.

6.9 Academic Dismissal

Students are dismissed from the program for failure to make satisfactory academic progress. Students failing to maintain the required CGPA of 2.00 in two consecutive semesters/trimesters will be dropped out of the program. Students who dropped out of the program may appeal to the Dean/ Head of Department/ coordinator for readmission. Re-admission will not be granted without strong evidence of significant change in the student's ability to complete the requirements satisfactorily.

6.10 Degree Requirements

The degree for any program is awarded by SMUCT upon the recommendation of the Award Board. Recommendation depends upon the fulfillment of the following requirements:

- a. Completion of the prescribed curriculum within 8 (eight) years for undergraduate programs (except Architecture) and 4 (four) years for graduate programs.
- b. A minimum CGPA of 2.0 in all courses.
- c. Completion of at least 50 percent credits at SMUCT.
- d. Payment of all university dues.
- e. All properties of the university returned to SMUCT authority

It is to be mention that SMUCT authority reserves the right to cancel any awarded degree if any forgery or fraud in information or documentation provided is found later.

CHAPTER 7: STUDENT CODE OF CONDUCT

7.1 Introduction

Shanto-Mariam University of Creative Technology is committed to the freedom of speech as stated in Article 39 of the constitution of the People's Republic of Bangladesh and constructive debate of alternative views, theories, 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 regular and essential academic/non-academic operations of the university.

SMUCT is determined

- to promote a safe and comfortable learning environment, and
- to enforce student discipline, and
- to promote and ensure academic integrity and campus civility, and
- to assure students who are alleged to be responsible for unacceptable conduct receive fair and impartial consideration.

7.2 General Code of Conducts

This code is provided so that students are aware of the behavioral responsibilities required of them. A breach of these rules may necessitate disciplinary action and depending on the seriousness of the matter, this may be dealt with by a member of staff, the Head of the Department, or the Dean or may be referred to the Proctor/ Director for Student Welfare or ultimately to the University Disciplinary Committee.

- i. All students are issued Identification Cards (ID) and these must be worn conspicuous at all times within the University Campus, Library and computer lab or other labs. Lending this card for any purpose to anyone, failure to present it when wanted by a University official or falsification/alterations of the identification card is prohibited.

- ii. All students sitting for examinations must produce and display their Exam Admit Cards. Unfair means adopted in the exam hall will be severely dealt with as per the rules and regulations of the University.
- iii. Any person seen acting suspiciously in, or around any of the organization's premises must be reported to the Security personnel immediately and any suspicious packages or objects must be similarly treated. Do not approach or touch such an object.
- iv. Strict discipline will be maintained at all times in the classrooms.
- v. All property and materials belonging to the universities must be treated with utmost care.
- vi. Where any property or materials belonging to the university are destroyed or misplaced, the student responsible for the act will be held liable for their replacement.
- vii. Other than the scheduled time-table periods, students are not permitted to use the studios and laboratories unless prior consent has been given by the academic staff or Senior Management or building authority.
- viii. Notice Boards should be checked daily.
- ix. Should extra consultation be required with a member of the teaching staff, one day's notice must be given.
- x. All individual property is the responsibility of the owner.
- xi. Marked assignments must be retained by the student and made available for examination by the External Examiner/Verifier.
- xii. No books, journals or periodicals from the Library or Laboratories may be taken out of the premises without documentation. 4.1.13 No telephone calls for students will be taken, although, in an emergency, a message will be noted and passed on.
- xiii. Smoking is strictly prohibited throughout the University premises.
- xiv. Mobile phones and pagers must be switched off during all classes.
- xv. The consumption of food is only permitted in designated areas.
- xvi. Students should not use staff toilets.
- xvii. Any student remains absent for consecutive three days in the class will be notified to the parents or guardian.

- xviii. No political activity of any kind will be permitted in the University Campuses.
- xix. Drug abuse of any kind will result in instant expulsion. The matter of drug addiction can also be informed to the Proctor/ Director (Student Welfare) immediately.
- xx. Students found to be involved in any kind of terrorist or anti-state activities will be punished as per existing law.
- xxi. Students found to be involved in any kind of terrorist or anti-state activities will be punished as per existing law.

Any violation of the above rules will result in disciplinary action.

7.3 Grounds for Penalty

Students may be penalized for Academic and Non-academic Misconduct.

7.3.1 Academic Misconduct

Academic Misconduct is defined as any attempt by students to gain an unfair advantage in assessments. An allegation of academic misconduct may be made by a member of staff of the University against a student.

Academic misconduct or cheating may include (though not be limited to): plagiarism; falsifying or fabricating data; collusion; bribery or attempted bribery; personating; or any other activity intended to provide an unfair advantage such as the taking of any unauthorized material into an examination; the unauthorized use of programmable calculators and dictionaries in examinations; obtaining a copy of “unseen” papers in advance of an examination; communicating or attempting to communicate in any way with another student during an examination; copying or attempting to copy from another student during an examination or in the production of coursework; willful deception in any element of an assessment.

A student who aids and abets a fellow student to commit academic misconduct shall be deemed to have committed academic misconduct and will be dealt with accordingly.

The procedure for dealing with allegations of Academic Misconduct is not reproduced herein. Should such an allegation be made, the student concerned will, at the time of being notified of the allegation, receive a copy of the Investigation Procedure, possible penalties and the Appeals Procedure.

7.3.2 Non-Academic Misconduct

The following given examples of non-academic misconduct, which is not necessarily limited to these and may lead to disciplinary actions from the University.

- a. **Disruption:** Any behavior that infringes on the rights, privileges or property of others or which impedes the safety of community members or the education process is prohibited. This includes disruption or obstruction of teaching, class behavior, research, administrative disciplinary proceedings, other university activities including its events or community service function on or off campus or other authorized non-university activities when the act occurs on the university premises.
- b. **Intolerance:** Any attitude, feeling or belief wherein an individual or group of individuals fail to be respectful and tolerant. Any disrespect to others is an act of intolerance.
- c. **Physical Abuse:** Conduct which leads to the physical, mental, or verbal abuses causing harm to another or aid in the commission of an act that harms emotionally or which intimidates, degrades, demeans, threatens or otherwise interferes with another person's right or comfort.
- d. **Smoking:** Smoking is prohibited in all indoor and outdoor locations of the University as well as any public place as may be determined by the government.

- e. Violence: Any conduct, expression or language considered improper in interacting with faculty members, university officials and staff, threat either verbal or written or by electronic message, reckless behavior, causing fear and apprehension using misinformation, force or coercion, creation of disturbance in outdoor gatherings, picnics, etc. amount to violence.
- f. Disobedience: Resistance, interference, disobedience or failure to comply with the rightful directive of any university official acting in the line of duty. This will also include trespassing and other forms of unauthorized presence.
- g. Fraud: Resistance, false information to the university with the intent to deceive, alteration, forging or misuse of university records, such as records of admission, registration, financial aid and housing, students' disciplinary matters, academic and health, issuing bad cheque to defraud.
- h. Theft: Aiding or abetting theft, possession or transport of stolen property or misappropriation or removal of university property without any lawful authority.
- i. Drug Abuse: Sale, purchase, manufacture, possession, distribution and illegal use of drug paraphernalia are prohibited.
- j. Indecent Behavior: Disorderly behavior or expression, indecent or uncalled for remarks, Eve - teasing gesture or exposure intended to tease or annoy others, demonstrate obscene conduct and indecency. A Complaint Committee had been formed at Shanto-Mariam University of Creative Technology as per the letter of UGC for the prevention of sexual harassment by directives of the High Court Division of Bangladesh. Any attempt of harassment by anybody must be reported to the Complaint Committee which will take measures for redress. Sexual harassment includes:

- i. Unwelcome sexually determined behavior as physical contact and advances ;
 - ii. Attempts to establish physical relation by abuse of authoritative power;
 - iii. Sexually colored verbal representation;
 - iv. Demand or request for sexual favors;
 - v. Showing pornography;
 - vi. Sexually colored remark, gesture or wink;
 - vii. Teasing through gesture, abusive language, stalking, joking having sexual implication;
 - viii. Insult through letters, and phone calls. SMS , cartoon, writing on notice boards, chair, table, benches ,walls etc. having sexual implications;
 - ix. Taking still or video photographs for blackmailing or character assassination;
 - x. Sexual harassment in sports or cultural activities;
 - xi. Making love proposals and exerting pressure or threat in case of refusal to love;
 - xii. Attempt to establish sexual relations by intimidation, deception or false assurance.
- k. Damage to Property: Willful or malicious damage and vandalism to university property or personal property caused by arson and reckless behavior.
- l. Discrimination and Harassment: Discrimination because of race, color, religion, gender, sexual orientation, national origin, age or handicap is prohibited. The university also prohibits such conduct which prevents free academic interaction and opportunities or which creates an intimidating hostile or offensive study or work environment.
- m. Possession and/or Use of Weapons: The possession, use or sale of weapons, ammunitions, combustibles, fireworks, explosive devices or any other substance designed to harm or incapacitate is prohibited. Weapons will include rifles, pistols, stun guns, short guns, etc. and chemical weapons, knives (over 4” in length), clubs, sticks and such lethal weapons that are used to cause harm/injury.

- n. Inappropriate Dressing: Dressing inappropriately or in such a manner that may be considered offensive from a cultural perspective.
- o. Falsification: Falsification of university records and deliberately bringing unfounded/ baseless allegations against a member of the faculty, officer and staff and providing false information as well as false, altered or forged academic records.
- p. Withholding of Information: Withholding of or suppressing information about any offense committed by another faculty, officer, staff, student or others to the university when asked to produce such information.
- q. Non-Compliance: Non-compliance with any lawful penalty imposed by the University.
- r. Bringing outsiders: Bringing outsiders into the premises of the university campus to cause fear and apprehension using force with support and company of outsiders.
- s. Forming of Illegal Organizations
 - i. Forming a student organization/association in the university campus where all sorts of unlawful activities including political and student organization-related activities are not allowed.
 - ii. However departmental or cultural clubs may be formed with the permission of the university authority and with the assistance of faculty members.
- t. Arranging Party: Arranging parties including class parties, and playing musical instruments using loudspeakers in the university premises including hostels without prior permission from the university is prohibited.
- u. Declaring Strike: Declaring strike, withdrawal from class, examination hall and obstructing other members of the faculty, officer, staff and student from attending university functions.

- v. Unauthorized meeting: Arranging/attending unauthorized meetings, gatherings or demonstrations, processions on the University campus.
- w. Fire Safety: Students are expected to act with due regard for the health and safety of others. Violations of this standard would include such behaviors, such as failing to evacuate a building or failing to cooperate with authorities during a fire alarm, deliberate or negligent activation of a false alarm, tampering with fire safety equipment, creating a safety hazard, starting a fire or causing an explosion.
- x. Handbills and Notices: Posting of handbills, notices and signs on University property is a privilege, not a right. All individuals, and students must receive permission from the Proctor to post handbills and notices. Posting is restricted to certain designated notice boards. Posting outside these areas, including common areas, benches, trees, utility poles, walls and residence halls is prohibited.

7.4 Penalties for Misconduct

The punishments/penalties which may be imposed, singly or in combination, for any of the above offenses may include the following:

- a. Warning.
- b. Suspension from the university.
- c. Censure a with letter placed in the file of the student concerned.
- d. Restitution, in case of damage to, or removal or unauthorized use of property.
- e. Forfeiture of scholarships and stipends.
- f. Expulsion from the university.

7.5 Procedures to be followed in Disciplinary Action

- i. For the offenses mentioned above, a formal written complaint shall be lodged with the Proctor. He may consider receiving verbal complaints also in respect of gender harassment/sexual harassment.

- ii. If the said offense is serious, a show cause notice from the Proctor will be served to the concerned students to explain the matter within the stipulated period mentioned in the show cause notice.
- iii. The student shall submit his explanation in writing to the Proctor within the stipulated time.
- iv. If the student fails to reply within the stipulated time, it shall be deemed that he/she either admits the allegation(s) or is withholding information to delay the process of inquiry and his/her case shall be dealt with accordingly.
- v. If the Proctor is not satisfied with the reply to the show-cause notice, he will inform the Vice-Chancellor.
- vi. The Vice-Chancellor on being satisfied may form a formal Inquiry Committee consisting of such number of members taken from the faculty/department/office as he may deem proper.
- vii. After an inquiry and hearing, in which the student may be invited to appear, the Inquiry Committee shall submit a report in writing to the Vice-Chancellor stating its findings and recommendations within a reasonable time.
- viii. If the Inquiry Committee decides not to ask the student(s) to appear, the student(s) may make a request to the Committee to call him/her/them for the interview. The Committee will then give due consideration to the request.
- ix. On receiving the report of the Inquiry Committee, the Vice-Chancellor shall refer it to the Discipline Committee for consideration. In due consideration of the report and relevant documents, the Committee shall make recommendations for the award of penalty/punishment as deemed proper.
- x. After receiving the recommendations of the Disciplinary Committee and subject to the approval of the Syndicate, the Vice-Chancellor shall accord approval for the award of penalty/punishment to the student(s) by the Proctor endorsing copy of such order to the guardian concerned and also for student's file.

- xi. The student upon whom the penalty is imposed may submit a prayer to the Vice-Chancellor for a review of the penalty/punishment; within 7 days of the issue of the penalty/punishment order.
- xii. While reviewing his decision, the Vice-Chancellor shall have the power to grant pardon, reprieves and respites and to remit, suspend or commute any penalty/punishment mentioned above.
- xiii. Actions taken by the Vice-Chancellor will be reported to the Syndicate for post-facto approval.

7.5.1 Interpretation

The decision of the Syndicate in respect of interpretation of any clause, any part or the whole Code of Conduct for students shall be taken as final and conclusive.

7.5.2 Amendment

The Syndicate reserves the right to amend the above Code of Conduct for students of Shanto-Mariam University of Creative Technology in such manner as it may consider necessary in the interest of the University.

7.5.3 Coverage

Anything not covered by the above clauses shall be decided by the Syndicate in such manner it may deem fit and proper.

7.6 Sexual Harassment Committee

The role of the Sexual Harassment Complaint Committee is to investigate complaints of sexual harassment/ assault on, or in some cases, off the university campus. More specifically;

- To receive complaints of sexual harassment/ assault.
- To perform an investigation based on supportive evidence and interviews.
- To recommend possible actions to the Disciplinary Committee.

CHAPTER 8: OFFICES AT SMUCT

8.1 Introduction

Shanto-Mariam University of Creative Technology is committed to provide quality education at affordable cost. To fulfill this purpose, it is a teamwork of a group of people which consist of a Senior Management Team, Faculty Members, and Officials of various departments, wings, and sections. Appropriate coordination, understanding, and efficient discharge of services are a must among this group of people. Students should be familiar with these offices since they also need to maintain close contact with these offices and appropriate contact person (s) to avail various types of facilities and services.

8.2 Office of the Registrar

The Office of the Registrar is responsible for ensuring secrecy, thoroughness, and security of all records of the University. The Registrar's Office serves as the hub of all academic administrative activities of the university and promotes integrity through service. The office of the Registrar ensures admission, registration of students and maintains student records through the Admission & Registration Section. The Registrar's Office is actively involved in organizing the fresher's reception and convocation of the university. It provides support in organizing other programs of interest as required. The Office of the Registrar is specifically responsible for:

- Formulating and executing all academic policies, Rules and Regulations
- Completing Registration of the enrolled students
- Retaining students' academic records
- Maintaining liaison with external partners
- Managing academic and establishment matters, legal matters, campus/estate management, statutory compliances, material management, maintenance of administrative databases and supervision of all employees and students, procurement, logistics etc

- Verifying enrollment and graduation
- Coordinating the nomination of full-time and part-time faculties.
- Issuing MoI Certificate, Migration and Concern Letter etc.
- Managing Council wing
- Holding Convocation

Dr. Par Mosiur Rahman Registrar Mobile No.: 01923111302 Email: registrar@smuct.ac.bd	Contact Person Name: Shohid Ullah Bhuyan Section Officer Mobile: 01913612395 Email: registrar.office@smuct.ac.bd
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8.2.1 Admission & Registration Section

The Admissions Office works as a complete information provider to admission seekers regarding SMUCT's offered programs, tuition fees, scholarships and waivers, faculties, facilities, future employment opportunities, etc.. SMUCT Admissions Office is committed providing all necessary information to the admission seekers so that they can choose the right program for them. The Admissions Office also plays a key role in keeping the SMUCT's i-EMS software updated by incorporating data of the newly admitted students. It also administers the semester registration process, credit transfer, department change, etc. SMUCT Admissions Office is currently offering the following services to the admission seekers:

- Provide one-stop quality information regarding programs, facilities and tuition fees.
- Provide information regarding scholarships and waivers.
- Provide counseling to choose programs offered at SMUCT
- Respond to the admission seeker's queries
- Serve admission seekers with a helping attitude
- Admit qualified students to the university
- Assist students in applying through the online admission kiosks at the campus.
- Coordinating Semester Registration, Re-registration, department change, Re-admission etc.

Contact Person: Hossain Md. Zahangir Kabir Sakil

Assistant Registrar

Mobile No.: 01710244750

Email: k_zahangir@yahoo.com

8.3 Office of the Accounts

The Accounts Office is the center to provide information regarding payment to all students. Students must contact the Accounts Section for their account details such as:

- Admission fee, session fee, tuition fees, and all fines.
- Other relevant information such as depository banks & branches, online payment etc.
- Collection of appropriate payment slips, etc.
- Payment and late fine for any semester
- Accurate payable amount for any semester
- Statement of payment or account details
- Clarify any kinds of account related problem
- Distribute appropriate payment slip

<p>Mohammad Shah Nawaz Director in-charge (Accounts) Mobile No.: 01936008788 Email: director_ac@smuct.ac.bd</p>	<p>Contact Person Md. Sarowar Rahman Sr. Asst. Director (Accounts) Mobile No.: 01716207976 Email: director_ac@smuct.ac.bd</p>
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8.4 Office of the Proctor

The Proctor’s Office is committed to ensure a safe teaching and learning environment for every student and faculty member through advocacy, counseling, and scrutiny. The office is responsible for ensuring student discipline and maintaining campus civility. The team is also taking care of unauthorized access to the university premises and compliance of the SMUCT ‘Code of Conduct’. If you have any issues regarding personal safety and non-academic disputes, the proctorial team is always ready to help you. All the members of the proctorial body sincerely oversee the

movements of students so that no one breaks the stated code of conduct for students. The proctorial team assesses and investigates complaints, and takes necessary steps, from counseling or issuing an official warning to referral to the Disciplinary Committee, depending on the gravity of the offenses and as per the advice of the Chairperson of the Disciplinary Committee.

Proctor's office deals with unique disciplinary violations of sexual harassment, drug abuse, physical abuse, academic dishonesty, theft, violence, property damage, deception, disobedience, tarnishing the image of the university, etc. Students facing any conflict/disciplinary misconduct inside the campus by another student or a group of students can meet and lodge a complain to the Assistant Proctor/ Deputy Proctor/ Proctor.

Md. Golam Rabbani Shamim

Proctor

Mobile No.: 01732175764

Email: proctor@smuct.ac.bd

8.5 Sexual Harassment Prevention Committee

The role of the Sexual Harassment Complaint Committee is to investigate complaints of sexual harassment/ assault on, or in some cases, off the university campus. More specifically;

- To receive complaints of sexual harassment / assault
- To perform an investigation based on supportive evidence and interviews
- To recommend possible actions to the Disciplinary Committee.

Prof. Shamsun Nahar

Treasurer & Convener

Sexual Harassment Prevention Committee

Mobile No.: 01911345181

Email: treasurer@smuct.ac.bd

Contact Person

Ar. Rubana Sadia Alam

Asst. Professor & Member Secretary
Sexual Harassment prevention Committee

Mobile No.: 01971678323

8.6 Office of the Controller of Examinations

The office of the Controller of Examinations is one of the most important offices of the Shanto-Mariam University of Creative Technology. The Controller of Examinations (COE) office maintains records relating to student's results, grades, transcripts, and all academic and non-academic certificates. This office also deals with issues related to examinations, convocations, the processing of graduation applications, examination schedules, and the authentication of Certificates and Transcripts issued by SMUCT. The other responsibilities of the office are:

- Responsible for issuing Admit Cards to the students through i-EMS;
- Supplying question papers, Scripts and relevant papers and documents to the Faculty members;
- Appointment of Invigilators, performing of official duties in the Examination Halls;
- Taking necessary steps against any examinee for any anti-disciplinary work in the Examination Halls;
- After receiving the Scripts from Examination halls, it is delivered to the respective Examiners;
- Processing and publishing the results in time; and
- Issuing Original or Provisional Degree Certificate, Transcript, Grade sheet etc.

In addition, setting guidelines for examination and evaluation, amendment of the guidelines from time to time, ensuring strict adherence to guidelines by faculty and being answerable to the Vice Chancellor for all examination and evaluation-related issues as one of the functionaries of the office of the Controller of Examinations.

<p>Prof. Abdus Salam Controller of Examinations Mobile:01819151355 Email:controller_exam@smuct.ac.bd</p>	<p>Contact Person Engr. Moshir Rahman Deputy Controller of Examinations Mobile No.: 01625228119 Email: controller_exam@smuct.ac.bd</p>
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8.7 Student Affairs Office (SAO)

Student Affairs is a unit designed and devoted serving all students and making sure that the learning and living environment on campus is conducive to attaining your academic goals. For students, that means the basics like getting financial aid, housing, health services and possibly an intern facility from the career center. But it also includes efforts to make every student feel important within the campus. Student Affairs assumes the major responsibility for helping to create a positive campus environment that enhances and supports learning. The quality of student life is significantly affected by the availability, variety, and integrity of services and extra-academic support programs on campus.

Our co-curricular opportunities and services complement academic life on campus and are designed to enhance your intellectual, emotional, physical, spiritual, cultural, ethical and social development in a safe and secure environment.

Students First!

At SMUCT our motto is Students First! It's not an empty slogan—we back it up with a dedicated faculty and staff, comprehensive programs to ensure your success, and resources required to achieve your academic and personal goals:

- Helping students achieve their academic goals
- Promoting leadership and social responsibility
- Ensuring fair representation in dealings within the university and encouraging the physical and emotional well-being of students through advising, counseling, seminars, facilities, and external resources.
- Providing placement and career services
- Advises student clubs for improving their organizations and activities.
- Monitor and evaluate the performance of different student clubs.
- Encourage student participation in university and club events.

- To conduct an orientation program for new students with other members of faculty and staff.
- To arrange for financial assistance to the needy and deserving students.

The overall activities of the student affairs office are divided into two major areas:

a. External Activities

- Create space for National & international Competitions for the Students
- Student Exchange Programs
- Event Participation
- Collaboration and Liaison with External Organizations

b. Internal Activities

- University Convocation
- Arrange Student Orientation
- Counseling for Students with Non-academic issues
- Students' Discipline
- Student Services and Facilities
- Students' Suggestions and Complains
- Festival Celebration
- Students' extra-curricular activities and competitions
- Event Organization
- Student Volunteers

Md. Monirul Islam Monir
 Director (Student Welfare)
 Mobile No.: 01751475898
 Email: director_sw@smuct.ac.bd

CHAPTER 9: FACILITIES

9.1 Introduction

University plays a huge role in how and what a student will become. The environment and ambiance a student finds around when he/she visits the university, is how s/he reacts accordingly throughout the day. Each day gives a chance to learn and attempt new things. Academics are a basic part of university life but apart from it Health, Safety, and Career are a few other aspects that one should look forward to. University facilities are the physical spaces and resources that universities provide to their students, faculty, and staff. These facilities are designed to support the academic, social, and personal needs of the university community.

9.2 Permanent Campus

Shanto-Mariam University of Creative Technology has already established its Permanent campus at Uttara Residential Model Town, Plot-6, Avenue-6, Sector-17/H1, Dhaka-1230. The campus is located in a calm and quiet place amidst the luscious greenery of the countryside. It's near Uttara South Metro Rail Station.



The spacious classrooms, well-equipped labs, a seminar hall and a conference room provide necessary support to the teaching-learning process of the students and teachers. The 10-storeyed state-of-the-art academic building has a total of One Lac Eleven Thousand square feet of space. The building consists of a library, Auditorium, classrooms, engineering labs and a conference room with all the modern amenities. Along with all these, there is a prayer room and Playground for sports. Construction of another 12-storeyed building (three lacs square feet) is going on.

SMUCT desires to ensure the highest possible standards to meet its social, ethical, and legitimate responsibilities to protect and safeguard the welfare of all its stakeholders/members. Safeguarding policy recognizes the welfare of the student as a paramount importance. We always try to provide a safe campus life for our students. We will take the necessary steps to provide a safe learning campus in line with our standard policy and procedure.

9.3 Class Rooms

All the classes of SMUCT are fully air-conditioned and contain all modern teaching equipment, including high-resolution multimedia projectors. We have classrooms to fit all class sizes and needs. The classrooms are designed and decorated as per requirements of various undergraduate and graduate programs.



9.4 Library

The University Library is a central space for study, research and support. From solo studying to group work and research projects, our library has space and resources for study and work



of all kinds. We facilitate our learners by providing both digital and traditional library access to accelerate teaching, learning and research programs of the university. Our library is open to all students, faculty members and employees that are enriched with printed books, e-books, journals and e-journals. The University has a rich library to provide necessary services. The library is fully Air-Conditioned with online research center facilities.

The Library is a progressive and dynamic resource center that supports the curricular and research needs of the university. Books may be borrowed for a period not exceeding 15 days. For the students and faculty members, the University had already purchased annual subscriptions to world top-rated journals such as JSTOR, MyAthens, HBR and other SCOPUS Indexed journals. Students and faculty members can easily get access to these online resources without any additional cost. No student will be allowed to graduate if University Library books are outstanding.

Library Hours: Saturday to Friday [08:30 A.M. to 05:00 P.M.]

9.4.1 General Rules for Library Users:

- Students who have valid ID cards are eligible to receive the Library Services.
- Students can borrow two books for 15 days at a time. If a student fails to return, a fine of Tk. 5 per day will be charged for each book.
- While returning, books that have been torn/damaged or have pages missing will not be accepted. In that case, the current price for each book will be charged.
- Writing or marking on the books is strictly prohibited. Any sort of mutilation will cause replacement.
- In case of any lost books, students have to purchase a new one for replacement.
- Personal possessions may be kept in the bag counter against a token but users must not keep money, mobile phones or other valuables there. The library authority will not take the responsibility for loss or damage of items.
- Personal books except dairy/khata, geometry box, calculator, pen and pencil will not be allowed inside the Library.
- If the token is lost, Tk. 50 will be charged as a penalty. In addition, the user must provide proper evidence to get back his/her belongings.
- Eating food inside the library is strictly prohibited.
- Students should keep issued books outside the Library.
- Students should keep calm and quiet inside the Library.

- Mobile phones of users must be switched off or at least set to silent mode before entering the Library.

Md. Zahid Hossain
Deputy Librarian
Mobile No: 01978676035
Email: library@smuct.ac.bd

9.5 Computer Lab

SMUCT Computer Lab is offering state-of-the-art PC and Server Labs along with updated software, printers, and scanners. Due to technological advancement, the up-gradation of computer labs is a continuous process. SMUCT has eight large computer labs



(apart from a separate software lab) providing a number of the latest computers and multimedia equipment for teachers and students. These PCs are equipped with state-of-the-art hardware and software where students can do their assignments and class work and have practical knowledge which is an integral part of their learning. All computers in these labs are connected through high-speed internet connection. Recently the authority has introduced server-based Virtualization Lab which is a landmark for students and teachers.

9.6 Internet and Wi-Fi

A high-speed broadband connection has been installed within the campus and operates in the entire network for use by our students and faculty members at all times. A free Wi-Fi connection is open for all on the campus.

9.7 Transport Facilities

SMUCT management is always concerned about their student's transportation and for this purpose, the authority of Shanto-Mariam University of Creative Technology has approved shuttle bus services for the



students from Uttara Azampur to Campus and from Mirpur-10 to Campus free of cost. The total transport system is managed from our Permanent Campus (Plot-6, Avenue/Road-17/H-1, Uttara Residential Model Town, Uttara, Dhaka-1230). The student will show their ID card to get this facility. Each month the authority pays a substantial amount as a subsidy for these transport services considering the benefits to the students. By getting this shuttle service, students can easily avoid any type of unpleasant situation. Transportation service is available from Saturday to Friday except Govt. holiday.

Mohammad Jahangir Hossain

Transport Officer

Mobile No: 01722405714

9.8 Hostel Facility for Female Students

The University believes that most of the students moving away from home feel out of place. Hence we strive to make the transition as smooth as possible by offering comfortable and safe stay near the campus. To this end, the University



offers separate hostels for female students near the University supervised by the SMUCT authority and vigilant security personnel 24 hours a day and 7 days a week. The hostel has its own dining facility where the authority ensures healthy meal for the students. Whether you seek independence or a supportive community, SMUCT's hostels offer the perfect living environment with exceptional facilities catering to various needs.

9.8.1 Facilities

The University makes the best possible efforts to provide the finest services and facilities within the hostels. Following are the facilities offered in the hostels:

- Food (The hostel has its own Mess providing hygienic and nutritious meals three times a day. Special menus are designed for special occasions & Holydays)
- Rooms with attached washroom, bed, table, chair.
- Wi-Fi Enabled under CCTV Surveillance
- Housekeeping

9.8.2 General Guidelines

- Hostel facility will be offered on a First Come First Serve basis
- Students must follow the daily arrival and departure timing at the Girl's Hostel of SMUCT. The daily exit and entry time respectively 7.00 AM and 8.00 PM. Students will not be allowed to exit and entry from the hostel after the mentioned time.
- No visitor's guardians / parents are allowed to enter the Hostel without the permission of the concerned authority.
- Cooking, and use of personal electrical appliances, TVs etc. is not permitted. However, students may use personal computers and have an Internet connection, provided this is done at their own expense.
- Students must pay the accommodation rent, food and other costs by the first week of every month.
- Students must only occupy the area they have been allocated.
- Political activities are strictly prohibited in the hostel.
- In the case of damage to or loss of equipment, the student responsible will bear the cost of replacement.

Contact Person: Ms. Sabina Yasmin

Hostel Super

Mobile No: 01782695385

9.9 Medical Service and Psycho-social Counseling (Photo)

The Medical Service offers general and emergency medical care to students, faculty and staff free of cost. One Medical Officer and one trained nurse work under this service. Under an agreement with Bangladesh Medical College and Hospital, Uttara, SMUCT members get a 30% discount on pathological tests and related services. The Medical Officer serves as a consultant, monitors hygiene aspects on the campus, provides health education to the SMUCT members and oversees the maintenance of medical records.

The Psycho-social Counselor offers counseling services to students to cope with stress and anxiety, right decision-making, manage relationships and social problems, develop assertiveness, cope with sexual harassment etc.

She monitors the mental health of students and staff and educates them on maintaining good mental health.

Dr. Farhana Kashemi
Medical Officer
Mobile No: 01711220886

Ms. Nusrat Yesmin
Nurse
Mobile No: 01908570257

9.10 Recreational & Cultural Programs

To enhance the professional and psychological growth of the students, the university is giving high emphasis on extra-curricular activities. With the association of several students' clubs, departments, and SMUCT administration, the university has been arranging national and internal conferences, seminars, workshops, art exhibitions and competitions, cultural programs, and sports events. All the national and international days are celebrated at SMUCT with utmost significance. Throughout its history, students of SMUCT have been arranging and participating in these events with a high level of enthusiasm. Through these events, students have also restricted themselves from unethical and unsocial activities.

9.11 Open Space

An open space for art is available for photographic and artistic exhibitions in the lobby of the permanent campus. Additionally, another art gallery is available for exhibition. This open space is the most attractive place on the campus where the students and faculty members are providing their collaborative efforts in arts and design. Once you visit the open space, it would become difficult for you to differentiate the students and faculty members of different programs. It is a place where everybody is practicing their inherent talents irrespective of their academic discipline.

9.12 Creative The Art Gallery

Creative The Art Gallery is one of the most important galleries on contemporary art practice in our country. Valiant freedom fighter and philanthropist late Imamul Kabir Shanto built the gallery, in the year 2004. We featured a good number of art exhibitions of prominent artists having national and international repute.

We are committed to the doctrine of our cultural heritage by the essence of art. Creative the Art Gallery has showcased several solo & Group Art exhibitions including internationally reputed artist Shahabuddin Ahmed's Solo Drawing show, along with three art workshops and three art camps.

9.13 Shanto-Mariam Honghe Confucius Classroom

Shanto-Mariam Honghe Confucius Classroom (SMHHCC) is the 1st Confucius Classroom in Bangladesh. Shanto-Mariam University of Creative Technology and Honghe University in China have jointly established this collaborative classroom for teaching Chinese language and culture in Bangladesh. SMHHCC is a Confucius Classroom in Bangladesh dedicated to carrying out Chinese language education in Bangladesh and enabling cultural exchange between the two countries. The Classroom has trained several thousand Bangladeshi students, including the top winner of several "Chinese Bridge" competitions, many Chinese scholarship winners and nearly all of them got employed in Chinese companies at home and abroad and even some in the Chinese Embassy. Currently, SMHHCC is offering HSK Level 1, 2, 3 and 4 courses for Bangladeshi students, Bangla and English courses for Chinese experts in Bangladesh. The institute also has two Chinese Art courses.

9.14 Industry Linkage and Placement

Being the first design university in this region, the graduates of this university are well-accommodated in different local and international organizations. The faculties and departments of SMUCT had MoUs with various organizations that playing a pivotal role in industrial attachment/ Internship, and the job placement of our graduates. It should be notably mentioned that instead of searching for a better job, a good number of our students established themselves as entrepreneurs which was the actual desire of the founders of this university.

Students of Shanto-Mariam University of Creative Technology are strongly advised to read the Student Hand Book judiciously

University Management Hierarchy

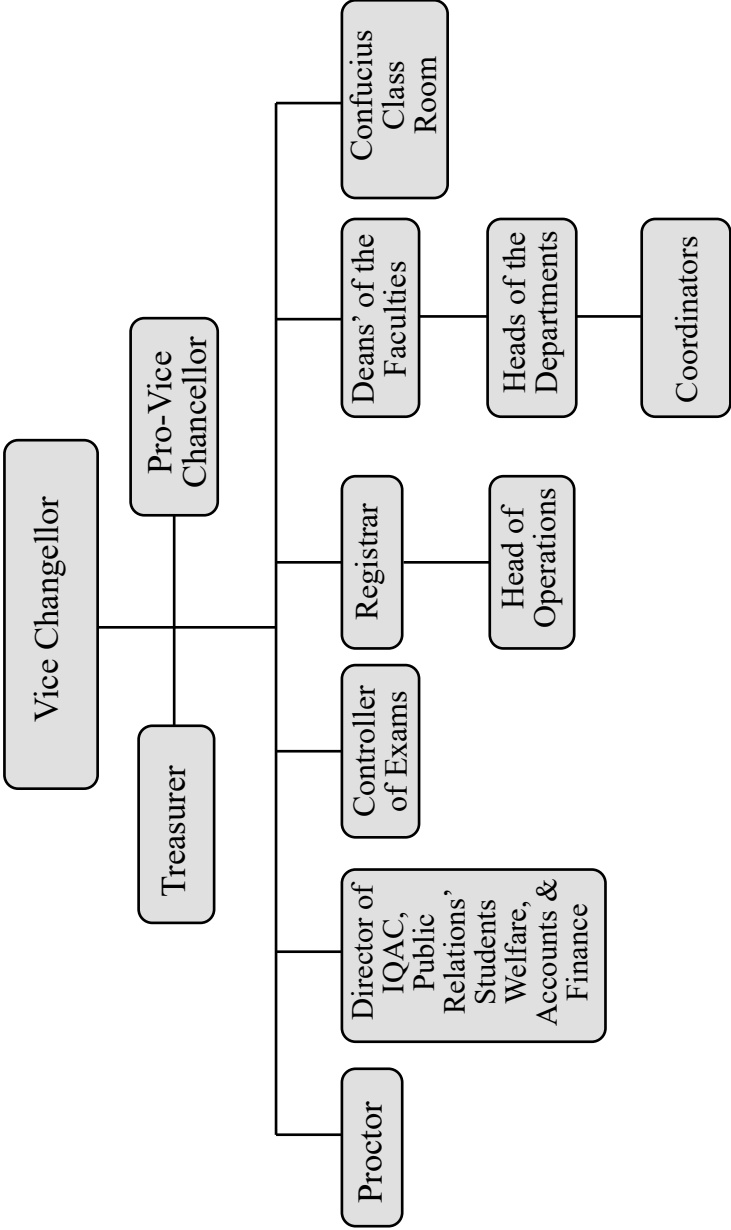


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