



Bangladesh University of Business and Technology (BUBT)

(Outcome-Based Curriculum)

Faculty of Law **LL.B**

Program
Course Outline

Part A

1. **Course Code** : Law 640
2. **Course Title** : Civil Rules and Orders and Civil Suit Instruction Manual
3. **Course Type** : Compulsory
4. **Intake** : 46(1)
5. **Academic Session** : Fall- 2025

6. Course Teacher's Information

- Name and Code : Md. Mostafizur Rahman Limon Sarker
□ Designation : Lecturer
□ Department : Department of Law and Justice
□ Contact Details : Cell Phone: 01734919571 Email: mostafizurlimon@bubt.edu.bd
□ Room Number : Building 01, Room No. 504C (CLR)

7. **Pre requisite (If any)** : None
8. **Credit Value** : 3.00 Credit Hours
9. **Contact Hours** : Class Hours = 17 Weeks = (34 Classes x 1.15Hours per class)
Counseling Hours = 17 Weeks x 2 Hours per week = 34 Hours

**For optimum utilization of physical resources, the duration of our class weeks are 17 weeks.*

10. **Total Marks** : 100

11. Class Schedule and Counseling Hours

Intake	Section	Class Schedule		
46	1	Day	Time	Room No.
		Sunday	10.30AM-11.45AM	B1-510
		Monday	8.00AM-9.15AM	B1-501

Counseling Hours :

Sunday	Monday	Tuesday	Wednesday	Thursday
1.30PM - 3.30Pm	9.30 AM- 11.30AM	9.30 AM- 11.30AM	10:30 AM - 12:30 PM	03:00PM - 05:00 PM

12. Rationale of the Course: This course aims to enlighten the students with all practical rules and regulations of civil courts as well as to enhance the skill of students in drafting both contentious and noncontentious petitions or other format which provide adequate confidence to adopt themselves in practical court atmosphere. The specific purpose of the course is to provide through knowledge and understanding of civil court structure, general rules applicable in court practice both lower court and high court, legal and practical rules.

13. Course Objectives:

The objectives of this course are as follows:

- a) To enable the undergraduate students to Demonstrate, explain, analyze and apply the basic laws relating to civil court rules for better understanding of practical implications and civil court practice.
- b) To describe and apply the basic concepts and aims of Civil Courts Act, procedure and regulations and develop the ideas of regulation of civil court practice system.
- c) Explain and examine the rules regarding Court fees, Suit Valuation and Small Causes Courts.

14. Course Learning Outcomes (CLOs) and Mapping of CLOs with Program Learning Outcomes (PLOs):

Course Learning Outcomes (CLOs):

The expected learning outcomes of this course are as follows:

1. Explain, describe and apply basic concepts, canons, principles, nature, scope and application of Civil Court law in Bangladesh;
2. Discuss and apply major statutes relating to Civil Court practice and laws in Bangladesh;
3. Identify, explain and analyze the civil court management system and land related authorities in Bangladesh so as to enable them to suggest and advise litigants of civil disputes;
4. Analyze and apply case laws regarding land law issues for practical knowledge for better understanding of practical implications of Civil Court and Suit Valuation related issues;

Program Learning Outcomes (PLOs):

PLO1	Apply knowledge of administrative and behavioral principles to solve banking and insurance management problems in real world situation.
PLO2	Able to work in a digital environment.

PLO3	Able to think critically and use analytical methods to handle a situation.
PLO4	Able to play a leading role in a team of executives.
PLO5	Able to appear at different professional examinations.
PLO6	Able to maintain high ethical level in day-to-day activities in any banking concern.
PLO7	Able to identify research problem, write research proposals, execute research plan and write research reports.
PLO8	Able to identify the crimes relating to the banking and insurance administration system.

Mapping of CLOs with Program Learning Outcomes (PLOs):

Course Learning Outcome (CLOs)	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8
CLO 1: Explain, analyze and apply the basic civil and order in their practical life.	√		√		√	√		√
CLO 2: Analyze, determine and explain the rules, regulations and practical techniques of trial.				√			√	√
CLO 3: Apply general rules regulations of filing Civil Suit, court process and court practice in general and special matters.					√		√	√
CLO 4: Demonstrate the practical procedure to deal witnesses, trial procedure and post-trial procedure in civil cases.	√	√	√	√				√

Part B

15. Course plan specifying contents, CLOs, teaching-learning and assessment strategy with corresponding CLOs:

Week	Lecture	Topics	Book(s)& Other Reference(s)	Teaching-Learning Strategy	Assessment Strategy	Corresponding CLO (s)
1	1	Civil Courts Act: Classes of civil courts, number of judges,	Civil Courts Act, 1887			CLO1
	2	Administrative control of courts		Lecture Lecture		CLO1

2	3	Local limits of jurisdiction of courts etc.		Lecture		CLO1
	4	Ordinary Jurisdiction: Original jurisdiction of District or joint District				CLO1
3	5	Judge, Jurisdiction of Senior Assistant Judge, appellate jurisdiction.	Civil Courts Act, 1887	Lecture Lecture, Interactive Discussion		CLO1
	6	Transfer of appeals,		Lecture, Interactive Discussion	Class Test 01	CLO2
4	7	exercise of jurisdiction of district Judge in certain proceedings by Joint District Judge, Senior Assistant Judge and or Assistant Judge	Civil Courts Act, 1887	Lecture		CLO2

	8	Disposal of Proceedings etc.		Lecture		CLO2
5	9	Confer power of civil courts, Judges not to try suits in which they are interested,		Lecture, Group Study		CLO2
	10	Subordination of courts to District courts,	Civil Courts Act, 1887 Court Fees Act, 1870	Lecture		CLO3
6	11	Court Fees Act Definitions, Computation of fees,				CLO3
	12	Process fees, Miscellaneous		Lecture		CLO3
7	13	Suit Valuation Act Definitions, Suits	Suit Valuation Act, 1887	Lecture, Interactive Discussion		CLO3
	14	Supplemental provisions,		Lecture		CLO3

8	15	Small Causes Courts Act Application of the Act to small causes.	Small Causes Courts Act, 1887	Lecture		CLO1	
	16	Constitution of Courts	Small Causes Courts Act, 1887	Lecture		CLO2 CLO3	
	Midterm Examination						
9	17	Jurisdiction	Small Causes Courts Act, 1887 A. B. Majumder, Plaints and Complaints Siddiquir Rahman Miah, Civil Rules and Orders	Lecture	Assignment & Presentation	CLO1	
	18	Practice and Procedures		Lecture		CLO2	
10	19	Supplemental Provisions	A. B. Majumder, Plaints and Complaints Siddiquir Rahman Miah, Civil Rules and Orders	Lecture		CLO2	
	20	Supplementary Provisions under CRO regarding civil matters in Civil Courts:		Lecture, Group Study		CLO2	
11	21	Court Hours, Cause List,		Lecture		CLO2	
	22	Pleading and Petitions etc.		Lecture, Group Study		CLO3	
12	23	Basic things of civil suit, and general rules of pleadings,		A. B. Majumder, Plaints and Complaints Siddiquir Rahman Miah, Civil Rules and Orders		Lecture	CLO4
	24	Petitions and affidavits. Presentation, Registration and examination of Plaints:				Lecture	CLO4
13	25	Essentials of suit, institution of civil suit,	Lecture			CLO4	

	26	Filing written statement and examination of Plaintiff.	A. B. Majumder, Plaints and Complaints	Lecture	Class Test 02	CLO4
14	27	Preparation of Trials,	Siddiqur Rahman Miah, Civil Rules and Orders Siddiqur RahmanMiah,Civil Rules andOrders NirmalChandra Paul, Civil Rules and Orders(Volume 1)	Lecture		CLO4
	28	Framing of Issues		Lecture	CLO4	
15	29	Recording of Evidence		Lecture, Interactive Discussion	CLO4	
	30	Preparation for trials, admission of documents,		A. B. Majumder, Plaints and Complaints Siddiqur Rahman Miah, Civil Rules and Orders	Lecture	CLO4
16	31	Admission of facts, inspection of documents, framing of issues.	Lecture, Interactive Discussion		CLO4	
	32	Examination Of Witness: Attendance of Witnesses, Commission, Local investigation.	Lecture, Interactive Discussion		CLO4	
17	33	Judgment, Decree and Cost: provisions of judgment and drawing up of Decrees Execution of decree. Arrangement and Preparation of Records during trial; Rules relating to Registers and Annual Reports.	A. B. Majumder, Plaints and Complaints Siddiqur Rahman Miah, Civil Rules and Orders	Lecture, Interactive Discussion	CLO4	
	34	Revision Class		Interactive Discussion		
	Final Examination					

Part C

16. Assessment and Evaluation:

a) Assessment Strategy:

- i. Students will have **two class tests (CTs)** during the semester in this course. The date and time of each Class Test will be announced before the tests. All CTs will be closed book.
- ii. The marks of the **two class tests** will be counted and averaged.
- iii. There will be **one assignment** with **presentation**.
- iv. No late submission of any assignment will be accepted.
- v. If students cannot submit their assignments within due time for any valid reason(s), their assignment will be accepted as late submission but the marks of assignment will be deducted.
- vi. Failure to submit assignments will carry Zero Mark(s).
- vii. Evaluated copies of assignments will be shown to the students during the class time.
- viii. Zero tolerance will be shown in case of copy/manipulation in assignment. Two or more copied assignments will carry zero mark.
- ix. Remaining absent in any presentation will carry zero mark in that presentation and there will be no make-up presentation.
- x. There will be one **Midterm Examination** and the **Final Examination** according to the rule of BUBT.
- xi. All the examined scripts of Class Tests and Midterm Examination will be shown to the students during the class time.

b) Marks Distribution:

Marks distribution of each course at BUBT is made on 100 marks and the distribution of weightage is given below:

<i>Particulars</i>	<i>Marks</i>
Class Attendance	05
Class Test	15
Assignment and Presentation	10
Midterm Examination	30
Final Examination	40
<i>Total</i>	<i>100</i>

Marks distribution for class attendance

A student must attend at least 70% classes in all the courses. 5% marks in each course is allocated for attendance and this score will vary from 1 to 5 according to his/her percentage of presence as shown below:

<i>Percentage of Attendance</i>	<i>Marks</i>
91% to 100%	5
86% to 90%	4
81% to 86%	3
76% to 80%	2
70% to 75%	1

c) Grading Policy:

The grading policy of BUBT will be followed to grade the students:

<i>Marks (%)</i>	<i>Letter Grade</i>	<i>Grade Point</i>
80 -100	A+	4.00
75 to less than 80	A	3.75
70 to less than 75	A-	3.50
65 to less than 70	B+	3.25
60 to less than 65	B	3.00
55 to less than 60	B-	2.75
50 to less than 55	C+	2.50
45 to less than 50	C	2.25
40 to less than 45	D	2.00
Less than 40	F	0.00

d) Make-up Procedure:

- i. If any student remains absent in CT(s) because of valid reason(s), he/she must report it to the course teacher immediately. The course teacher may consider the reason(s) of remaining

- absent in CT(s) and may give a make-up schedule for that CT(s). No further make-up schedule of CT(s) will be given if a student fails to comply with the earlier make-up schedule.
- ii. If any student fails to attend the Mid-term Examination or and Final Examination for valid reason(s), he/she may apply for supplementary examination(s) **according to the rules of BUBT** and the supplementary examination(s) will be conducted by the Controller of Examination according to the examination rules of BUBT.
 - iii. If any student remains absent in any class (es) due to valid reason(s), he/she needs to submit a 'Written Application' to the course teacher supported by proper document(s). After verifying the submitted documents, the class teacher may grant him/her a 'Leave of Absence' and may consider the attendance for those class (es).

Part D

17. Learning Materials

a) Recommended Readings:

Siddiquir Rahman Miah, Civil Rules and Orders

Nirmal Chandra Paul, Civil Rules and Orders (Volume 1)

A. B. Majumder, Plaints and Complaints

b) Statutes:

Civil Courts Act, 1887

Suit Valuation Act, 1887

Small Causes Courts Act, 1887

Court Fees Act, 1870

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