

**NOTICE FOR UNDERGRADUATE STUDENTS**  
**ONLINE TERM END EXAMINATION SPRING TERM-2020 AND FINAL**  
**EVALUATION OF SESSIONAL COURSES**

Refs:

- A. Notice for Undergraduate Students dt 20 October 2020.  
 B. Notice for Undergraduate Students dt 08 November 2020.  
 C. Minutes of the Deans Committee meeting 30 December 2020.

1. **General.** This instruction is in addition to the instructions given with ref A, B & C.

2. **Question Setting and Assessment Methods of Spring 2020 Final Examination.**

a. Both online written examination and online viva will be conducted. Physical examination at MIST for military student officers and interested civil student shall also be continued.

b. The distribution of marks is as follows:

| Credit of subject | Written examination marks |           |       | Viva marks |           |       | Total marks |
|-------------------|---------------------------|-----------|-------|------------|-----------|-------|-------------|
|                   | Section A                 | Section B | Total | Section A  | Section B | Total |             |
| 4 Credit          | 40×2=80                   | 40×2=80   | 160   | 40         | 40        | 80    | 240         |
| 3 Credit          | 30×2=60                   | 30×2=60   | 120   | 30         | 30        | 60    | 180         |
| 2 Credit          | 20×2=40                   | 20×2=40   | 80    | 20         | 20        | 40    | 120         |

3. **Modalities of Online Written Examination (CT/MT/Quiz/Term Final) and Viva.**

a. The examinee must share his/her computer screen to the invigilator throughout the examination time.

b. Browsing any files other than the given question paper (PDF) and any other online sites are strictly prohibited.

c. Online Examination Invigilators reserve the right to take remote access of the examinee's Desktop and Laptop including browsing History and investigate as needed at any point during the examination.

d. Students without Desktop or Laptop cannot appear online examinations using mobile phones. Students not possessing laptop or desktop, will have to appear exam physically at MIST.

e. Uploading time of answer script will be 15 minutes instead of 20 minutes.

f. Examination Invigilators reserve the right to deduct 5 to 10 marks from any student attempting unfair means.

g. No examinations (CT/MT/Quiz/Viva) shall be conducted during preparatory leave.

h. Questions shall be issued 5 minutes prior to the examination starts.

4. **Spring Term 2020 Class Attendance.**

a. Attendance in the Spring Term 2020 will be counted for Ten weeks as:

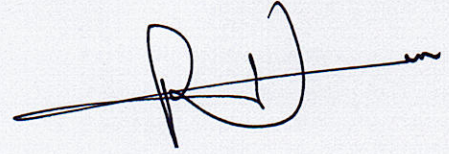
- (1) 7 weeks physical class from 02 February 2020 to 19 March 2020.  
 (2) 3 weeks online class from 03 January 2021 to 23 January 2021.

b. Standard policy will be followed strictly for Collegiate (above 85%), Non-Collegiate (NC) (70% to 85%) and dis-collegiate (DC) (below 70%) status of the students.

c. Payment for NC/DC will be as follows:

- (1) Payment of Tk. 1500/per subject from 24-25 Jan 2021-Without Fine.  
 (2) Payment of Tk. 3000/per subject from 26-27 Jan 2021-With Fine.

5. **Online Teachers' Assessment Form-Fall Term 2020.** Online 'Teachers' Assessment' is mandatory for every student. for Term-2, Fall Term (Jun-Dec 2020) should be completed within 16 Jan 2021. All faculty members will be assessed except Head of the Depts. Following points to be adhered:
- Assess faculty on 'Fall Term 2020' and should be completed by 16 January 2021.
  - MCAM has opened an Online Teachers' Assessment Form on 22 Dec 2020 and it will continue up to 16 Jan 2021.
  - Admit card will not be issued without completion of the Online Assessment Form.
6. **Assessment of Sessional Courses-Fall Term 2020.** 'MIST Reviewed Examination Policy 2020' will be followed.



REAZ AHMED SUMON  
Maj  
A/GSO-2 (Academic)

Tel: 1403

07 Jan 2021

To:

CE Dept  
CSE Dept  
EECE Dept  
ME Dept  
AE Dept  
NAME Dept  
EWCE Dept  
Arch Dept  
NSE Dept  
BME Dept  
PME Dept  
IPE Dept  
Sc & Hum Dept  
ICT Dte  
Admin Wg  
R&D Wg  
Con of Exam  
DSW Office  
  
Info:  
MIST Sectt