

**MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY (MIST)****NOTICE FOR UNDERGRADUATE STUDENTS**  
**APPEARING SPRING-2021 FINAL EXAMINATION AND**  
**SUPPLEMENTARY EXAMINATION-2**

1. Term end examinations and supplementary examination will be conducted online for all levels including Architecture department.
2. All Online Examination will be conducted on working days for Four weeks.
3. Examination duration for each theoretical subject will be two hours (Section-A one hour + Section- B one hour) with Camera ON. Online Examination will be conducted in two shifts, namely 'Morning Shift' and 'Evening Shift'. Examination routine will be intimated later. Details of examination timings are given in Table-1 below:

Table-1: Weekly Examination Schedule and Timings

Morning Shift (0900 to 1140 hours)					Evening Shift (1400 to 1640 hours)				
Exam time Section-A	Script Submission Section-A	Question issue Section-B	Exam time Section-B	Script Submission Section-B	Exam time Section-A	Script Submission Section-A	Question issue Section-B	Exam time Section-B	Script Submission Section-B
0900-1000	1000-1010	1025-1030	1030-1130	1130-1140	1400-1500	1500-1510	1525-1530	1530-1630	1630-1640

4. Separate question sets will be issued for Section-A and Section-B, as per the time frame given in Table-1. Question 1 & 4 (viva-voce) in Section-A and Question 5 & 8 (viva-voce) in Section-B are compulsory. Students will have to answer any one question from rest of the two questions in each section.
5. The distribution of marks is as follows:

Credit of the 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

6. Answer scripts should be A-4 size papers prepared by the students with a cover page provides by Controller of examination, MIST. Examinee shall fill up his necessary details on the Cover Page. Section-A and Section-B must be clearly marked on the Cover Page of each section of the answer scripts.
7. Students will write his examination roll number on the top left corner and Section-A/B on the top right corner of each page. All pages must be numbered chronologically at the bottom centre in x of y format. (for example: 1 of 21)
8. Students shall appear online examination using laptop/desktop only. No mobile should be used for appearing online examination. Students not possessing laptop/desktop, will have to appear examination physically at MIST.
9. If the examinee fails to appear the examination for valid reason then he/she has to appear the subjects examination physically at MIST. No online examination shall be taken for that subject(s).
10. The camera of the examinee MUST always be ON during the examination and answer script submission. If the camera is OFF then that online examination will be treated as CANCELLED.
11. The focus of the camera should be such that the invigilator(s) can see the script and examinee with his/ her surroundings.
12. The examinee has to share his/her computer screen to the invigilator throughout the examination time.
13. The use of any kind of pre-recorded video by using any means (i.e. broadcasting software, virtual background etc.) is strictly prohibited during the examination. Legal actions will be taken if any deviation is found.

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14. Invigilators reserve the right to take remote access of the examinee's desktop/laptop and investigate as needed at any point during the examination or even after the examination.
15. Invigilators reserves the authority of deducting marks from any student attempting unfair means.
16. The examinees will send his/her scanned examination script in PDF format to the following e-mail addresses.
  - a. e-mail address of subject invigilator/examiner
  - b. Central Database Scheme (coursecode@mist.ac.bd)  
Example: EECE433@mist.ac.bd
17. The answer scripts submitted beyond specified time will be treated as CANCELLED.
18. The examinee has to preserve the original answer script of every examination and be ready to submit whenever asked for.
19. Faculty will conduct ONLINE/ PHYSICAL viva on the next day of the examination. Viva will cover the whole syllabus of the subject.
20. Script evaluator reserves the authority to deduct marks for any similarities found in the answer scripts.
21. All departmental heads must brief all students before commencement of term end examination and supplementary examination.
22. If the situations permit, physical examinations in usual format will be held for level-4 and level-5 (Arch) students.
23. 'MIST Examination Policy' shall be applicable for Online Examination. Disciplinary action shall be taken against any student adopt or try to adopt unfair means during examination as per 'MIST Examination Policy and Discipline Policy' as applicable.



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14 Jul 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  
Controller of Examination Office  
DSW

Info:  
MIST Sectt