

# NOTICE FOR UNDERGRADUATE STUDENTS

## ONLINE CLASSES AND EXAMINATIONS-ACADEMIC YEAR 2020

1. **Academic Session End Planning: 2020-2021.** MIST started online classes since 29 March 2020. MIST authority has decided to conduct both the theoretical and sessional classes in online platform and to complete undergraduate academic session 2020 by 01 April 2021. Academic session planning is given in Table-1 below:

**Table-1: Academic Session End Planning - 2020-2021.**

Online class of Fall Term 2020 starts	28 Jun 2020
Online class of Fall Term 2020 ends	19 Nov 2020
PL for Fall Term 2020	02 Weeks (22 Nov 20- 05 Dec 20)
Term end final examination - Fall Term 2020	03 Weeks (06 Dec 20- 24 Dec 20)
Term end break	01 Week (25 Dec 20 - 02 Jan 21)
Remaining classes of Spring Term 2020	03 Weeks (03 Jan 21-23 Jan 21)
PL for Spring Term 2020	02 Weeks (24 Jan 21- 06 Feb 21)
Term end final examination - Spring Term 2020	03 Weeks ( 07 Feb 21-25 Feb 21)
Thesis presentation and industrial trainings	03 Weeks (28 Feb 21-20 Mar 21)
Supplementary examination - Spring and Fall Term 2020.	02 Weeks (21 Mar 21 -01 Apr 21)

2. **Theory and Sessional Classes.**

- a. All theoretical and sessional classes will be conducted in online platforms.
- b. Tuesday will be utilized as working day, effective from 13<sup>th</sup> week of Online Academic Calendar 2020 and class routine will be adjusted accordingly.
- c. Online sessional classes will be conducted using Zoom platform/Live/Video recording/Simulation etc.
- d. Industrial training will be planned for three weeks. Physical presence of students in the industry, webinar or mixed method may be followed in consultation with the industry/organization.

3. **Term Finals and Supplementary Examinations.**

- a. Term end examinations and supplementary examination will be conducted **online** for all levels including Architecture department.
- b. All Online Examination will be conducted on working days for three weeks.
- c. 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-2 below:

**Table-2: Weekly Examination Schedule and Timings.**

Morning Shift Time (0900 to 1150 hours)					Evening Shift Time (1400 to 1650 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	1000-1020	1020-1030	1030-1130	1130- 1150	1400- 1500	1500- 1520	1520-1530	1530-1630	1630-1650

d. A separate question sets for Section-A and Section-B comprises of three questions in each section including the compulsory question no 1 and question no 5. Students will answer two questions from each section including compulsory one.

e. Question of Section-A and Section-B will be issued to students separately, as per the time frame given in Table-2.

f. 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.

g. 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)

h. Students will forward the answer scripts to the official e-mail address of the subject teacher or subject teacher's Google class room in pdf format using Cell phone camera scanner.

j. Each online examinee shall have to sign and submit MIST prescribed Ethical Statement to the concerned department head by 19 November 2020 for fall term final examination, 15 January 2021 for spring term final examination and 10 March 2021 for supplementary examination.

k. All departmental heads must brief the students before commencement of Term examination and Supplementary examination.

l. All Examinations, Thesis/Projects, Industrial Training and all related issues will be completed by 01 April 2021.

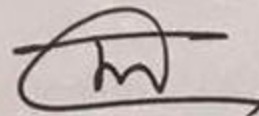
m. The above instructions and guidelines shall be applicable for the Online Examination of Spring Term 2020; Fall Term 2020 and Supplementary examination for 2020 will be held in 2021.

n. '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.

p. Date for Graduation ceremony shall be intimated later.

q. Academic session 2021 is planned to be commenced in the 1st week of April 2021.

4. All students are instructed to follow the instructions and guidelines laid down in this **Notice** strictly to complete the academic session 2020-2021 during the COVID-19 Pandemic situation.



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20 Oct 2020