

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Examination Notice

Date: June 16, 2019

It is notified for information of all concerned that the **Final Examination of Spring Semester- 2019** will start from **July 04, 2019** (Thursday). All undergraduate students of BUFT are advised to follow the **Instructions mentioned** below:

- ❖ Students must show their **Admit Cards & ID Cards** in the Exam Room failing which they will not be allowed to sit for the Exams.
- ❖ All Exams will be held in the **Main Campus** and conducted in two shifts:

1. Morning Shift: (10.00 am to 12.00 pm)

2. Afternoon Shift: (02.00pm to 04.00 pm)

- ❖ No Student shall be allowed to enter into the exam room after the **expiry of 15 minutes** of the commencement of the exam.
- ❖ No examinee will be allowed to leave the exam room until at least **one hour** after the start of the exam.
- ❖ Students are instructed to receive **their Admit Cards** from the **Controller's Office: from June 28 to July 03, 2019.**
- ❖ **Lost or missing of Admit Card** may be issued only after payment of **Tk 100/** in the account office/Bank.
- ❖ Students are also advised to check **their Section, Roll Call SL/Exam SL No and Room** number mentioned in the exam schedule and accordingly they will take their seats in the examinations.
- ❖ Any unfair means in the exam or misbehavior with Invigilator(s)/Hall Staff shall be liable to punishment according to the Code of Conduct, which may extend from cancellation of a course or whole exams or expulsion from the University for 1 or 2 years.
- ❖ Examinees are not allowed to carry books, notes, written documents, mobile phone, and programmable calculator in the exam hall.
- ❖ All **genuine overlapping students** are instructed to enlist their Names, ID & Course name including the name of the Faculty in the Controller's office. After confirmation of overlapping course(s), they will be allowed to sit for the overlapping exams.
- ❖ Exam Schedule will be published soon.

N.B Students are instructed to follow the Section of each Course mentioned in their exam Schedule and also in the Admit Card. Accordingly, they will sit for exam. Seat plan of each exam or course may be changed if required.

Prof. Dr. Md. Sanaullah

Controller of Examinations

BUFT