

BGMEA University of Fashion & Technology (BUFT)

Office of the Controller of Examinations

Examination Notice

Date: October 16, 2019

It is notified for information of all undergraduate students of BUFT that the **Mid Term Examination of Fall Semester- 2019** will start from **October 24, 2019** (Thursday). They are advised to follow the instructions given below:

All Exams will be conducted in two shifts:

1. Morning Shift: (10.00 am to 11.30am)

2. Day Shift: (02.30pm to 04.00pm)

- ❖ Students must show their **Admit Cards & ID Cards** in the Exam Room, failing which they will not be allowed to sit for the Exams.
- ❖ 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 October 17, 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, Exam SL No and Room** number mentioned in the Exam Schedule and Admit Card. Accordingly they will take their seats in the Examinations.
- ❖ Any unfair means in the Examination 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 Room.
- ❖ All **genuine overlapping students** are instructed to enlist their Names, ID & mobile number, 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.

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