



স্নাতক পর্যায়ে অনলাইন ক্লাশ সম্পর্কিত বিজ্ঞপ্তি

সংশ্লিষ্ট সকলের অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য জানানো যাচ্ছে যে, স্নাতক শ্রেণিসমূহের শিক্ষার্থীদের শিক্ষা কার্যক্রম অনলাইনে শুরু করার বিষয়ে গত ১০-০৮-২০২০ তারিখে একাডেমিক কাউন্সিল অধিবেশনে শুধুমাত্র COVID-19 Pandemic সময়ের জন্য নিম্নলিখিত নীতিমালা (Policy) অনুমোদিত হইয়াছে।

A. General facilities to be provided

In addition to the facilities to be provided to the students and teachers, the following general facilities should be ensured for smooth functioning of online academic activities:

- 1) Facilities to ensure that all students can get an institutional (BUET) email account online, which they will use to participate in online academic activities.
- 2) A Learning Management System (LMS) shall be provided to all teachers and students. The necessary server facility and the required technical support for managing the system should be ensured.
- 3) A help desk should be established to support all the technical problems faced by the teachers as well as the students. A web link named “Help Desk for Online Academic Activities” can be created in the BUET website with all necessary information.
- 4) A “Teachers Training Workshop” should be arranged through IQAC to train the teachers regarding the technical issues on Zoom/Microsoft Teams/Moodle for conducting online class and the related regulations for online academic activities approved by the Academic Council.
- 5) A “Students Training Workshop” should be arranged through IQAC to train the students regarding the technical issues on Zoom/Microsoft Teams/Moodle for participating in the online class and the related regulations for online academic activities approved by the Academic Council.
- 6) A well-equipped smart classroom and digital laboratory with audio-video recording, monitor, computer, video editing software, etc. to conduct online class should be made available for each department.
- 7) Facilities (laptops, microphones, and headphones) should be made available in each faculty to help create lecture videos and presentations, which can be uploaded online.
- 8) All necessary information (notice, message, etc.) on online academic activity related issues should be displayed properly on the university website and updated regularly.
- 9) BUET Medical Center should have 24 hours/7 days support service for proper health care of the teachers, staffs, and students. Hotline numbers of doctors should be provided in the “Help Desk for Online Academic Activities” web link.
- 10) If any faculty member or student gets affected by Covid-19, the University should take special care of them.
- 11) Required services and supports from the DSW office, Registrar office, Comptroller office, etc. should be ensured.
- 12) A “Central Monitoring Committee” consisting of Honorable Vice-Chancellor and all Deans should be formed to monitor whether the online academic activities are running as per the regulations.

B. Policies for online UG classes (Theory, Sessional/Lab and Thesis)

Sl. No.	Class type	Details
1	General principles for online classes (Theory, Sessional/Lab, Thesis)	<ol style="list-style-type: none">a) Medium for conducting online live classes: Zoom/Microsoft Teams.b) Teachers shall upload the lecture materials/presentation/related course materials to the Learning Management System (LMS) prescribed by BUET. Teachers may also upload teaching materials to other media convenient to the students.c) Teachers may upload the recorded live lecture for the students. If the teacher chooses not to upload the recorded lecture, he/she shall upload the annotated presentation (with voiceover, animation, notes, etc.) or pre-recorded audio/video lecture to the prescribed LMS.d) Students’ attendance will be recorded in every class.e) Classes of the running term will be covered in sixteen (16) weeks. Deans’ Committee will declare the academic calendar for the remaining of the running term for online class following the rules stipulated in this document and usual BUET practices.

		<p>f) Deans' Committee will set the daily class periods for a typical week. Each department will prepare its online class routine following that and the academic calendar.</p> <p>g) Same lecture/class of a course offered to multiple sections can be merged into a single lecture/class.</p> <p>h) Students and Teachers must log in to Zoom/Microsoft Teams/Moodle using the institutional email address provided by BUET.</p> <p>i) Teachers will maintain an office hour per week for students of a registered course. The minimum duration of office hour will be one hour per week and this will not coincide with the class.</p>
2	Theory	<p>a) Medium for conducting online live classes: Zoom/Microsoft Teams.</p> <p>b) Duration of one online class (1 credit hour): 40 Minutes instead of 50 minutes of the regular term.</p>
3	Sessional/Lab	<p>a) Medium of class conduct: Online live class using Zoom/Microsoft Teams. The preferred method, for experiment-based sessional, should be pre-recorded demonstration video with an explanatory lecture by the teacher.</p> <p>b) Duration of one class (1.5 credit hour): Same as regular term.</p>
4	Thesis/Project	<p>a) Medium of class conduct: Home-based work supervised by online live classes using Zoom/Microsoft Teams.</p> <p>b) Class duration (1.5 credit hour): Same as regular term.</p>

C. Rules for class attendance, class test/assignment and term final exam

Online Class and Online Final Exam

Sl. No.	Item	Details																
1	Marks distribution	<p>a) Marks distribution of sessional/lab course: will consist of attendance, lab reports, assignments, viva, and presentation.</p> <p>b) Marks distribution of theory course: Class Participation = 10% Quiz, Assignment, Viva and Presentation = 30% <i>(2n nos. will be taken and best 2n-2 nos. will be counted, where n is the number of course credits. Number of any one type (Quiz, Assignment, Viva and Presentation) should not be more than 2).</i> Final Exam = 60%</p>																
2	Class attendance	<p>a) Class participation and attendance will be recorded in every class. The teacher will consider the participation and attendance for the student who applies to the course teacher that he/she could not attend the class due to a valid reason (power failure, internet problem, device problem, health problem, etc.). A maximum of six (06) such missed classes can be considered for one course.</p> <p>b) To be eligible for participation and attendance, students must log in to the online class through the email address given by BUET.</p> <p>c) Basis for awarding marks for class participation and attendance will be as follows: <u>Attendance Marks out of 10</u></p> <table style="margin-left: 40px;"> <tr> <td>70% and above</td> <td style="text-align: right;">10</td> </tr> <tr> <td>65% to less than 70%</td> <td style="text-align: right;">9</td> </tr> <tr> <td>60% to less than 65%</td> <td style="text-align: right;">8</td> </tr> <tr> <td>55% to less than 60%</td> <td style="text-align: right;">7</td> </tr> <tr> <td>50% to less than 55%</td> <td style="text-align: right;">6</td> </tr> <tr> <td>45% to less than 50%</td> <td style="text-align: right;">5</td> </tr> <tr> <td>40% to less than 45%</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Below 40%</td> <td style="text-align: right;">0</td> </tr> </table>	70% and above	10	65% to less than 70%	9	60% to less than 65%	8	55% to less than 60%	7	50% to less than 55%	6	45% to less than 50%	5	40% to less than 45%	4	Below 40%	0
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3	Quiz, Assignment, Viva, Presentation	<p>a) Question Type: When setting question/topic for quiz/assignment/viva/presentation, teachers should give variations in question/topic/data.</p> <p>b) Mode of conduct: Quiz, assignment, viva and presentation will be conducted/submitted using BUET prescribed LMS and/or Zoom meeting within time duration set by the concerned teacher.</p>																
4	Final Exam	<p>a) Final exam will be conducted online after two (02) weeks of preparatory leave. The duration of final exam will be two (02) weeks, and the Controller of Examinations will declare the examination routine.</p> <p>b) Examination Type: Paper setters shall set question for a 2 hours long exam, which shall be moderated.</p> <p>c) Mode of conduct: The Controller of Examinations will specify the mode of conduct of examination and submission of the answer scripts.</p> <p>(d) Before sitting for the Final Exam, a student must sign a statement of academic integrity, which will be circulated by the Controller of Examinations.</p>																

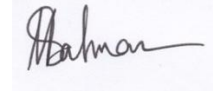
5	Evaluation of theory, sessional, thesis courses	Students will be given either Satisfactory grade “S” or Fail grade “F” in each course. If the total marks obtained by a student is equal or above 40% in a course , he/she will get “S” grade, otherwise he/she will get “F” grade.
6	Thesis defense	a) Students will present the thesis work online and viva will be taken. b) Students will submit the corrected soft copy (pdf) of the thesis to the respective supervisors by email. c) When the University reopens for students, they will submit the hardbound thesis (if they fail to do so, his/her clearance will be withheld).

D. Miscellaneous issues

- If any course (theory/sessional/thesis/design), already offered in this current term, cannot be conducted online, it can be dropped. In that case, students’ course registration limit prescribed by the Rules and Regulation of Undergraduate Programs (minimum 15.0 credits) shall be relaxed.
- In a future Academic Council meeting, a general policy for the dropped sessional courses and experiment-based thesis shall be formulated.
- If COVID-19 affects any student and he/she wants to withdraw any number of registered courses, he/she shall be allowed to do so with proper medical certificate approved by Chief Medical Officer, BUET being submitted.
- The above-mentioned policies are formulated for conducting UG academic activities online due to countrywide ongoing COVID-19 pandemic. Only the respective article/section of the existing Ordinances for UG activities, where changes have been suggested under these policies, will be replaced. While remaining parts of the Ordinances will remain in effect.
- When the COVID-19 pandemic ends, these policies will be annulled, and the regular ordinances of UG academic activities will come into effect.
- The capacity and resources that will have been developed for conducting online academic activities can be used in the future even when the situation gets normal.

উপরোক্ত নীতিমালার আলোকে যথাযথ ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হইল।

উপাচার্য মহোদয়ের আদেশক্রমে,



(অধ্যাপক ডঃ মোঃ সাইদুর রহমান)
রেজিস্ট্রার (ভারপ্রাপ্ত)

বিতরণ :

- চেয়ারম্যান, কেন্দ্রীয় মনিটরিং কমিটি ও ডীন, পুরকৌশল অনুসদ, বাথবি, ঢাকা।
- সকল অনুসদের ডীন, বাথবি, ঢাকা।
- সকল বিভাগীয় প্রধান, বাথবি, ঢাকা।
- পরিচালক (DSW/IICT/IQAC), বাথবি, ঢাকা।
- সকল হল প্রভোস্ট, বাথবি, ঢাকা।
- পরীক্ষা নিয়ন্ত্রক, বাথবি, ঢাকা।
- কম্পিউটার, বাথবি, ঢাকা।
- প্রোগ্রামার, আই.সি.টি সেল, বাথবি, ঢাকা (Website- এ প্রচারের অনুরোধসহ)।
- উপাচার্য মহোদয়ের একান্ত সচিব, বাথবি, ঢাকা (উপাচার্য মহোদয়ের সদয় অবগতির জন্য)।
- সকল নোটিশ বোর্ড, হল/অফিস, বাথবি, ঢাকা।