



স্নাতকোত্তর পর্যায়ে অনলাইন ক্লাশ সম্পর্কিত বিজ্ঞপ্তি

সংশ্লিষ্ট সকলের অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য জানানো যাচ্ছে যে, স্নাতকোত্তর 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।

Policy for the PG Online Academic Activities	
Lecture/week/course	Respective department/institute shall organize and ensure the online lecture schedule as per their routine.
Lecture note/ material/ audio/ video	<ul style="list-style-type: none"> The lecture notes/ reading materials shall be uploaded in the university web portal at least 1-day before the lecture. The audio/video record of the lecture shall be uploaded within 3 days after the lecture. Students should have access to these materials through BUET server only. Any misuse of these materials shall be treated as punishable offence (see Annexure 4).
LMS	<p>For online classes a SINGLE suitable/tested and verified Learning Management System (LMS) has to be established by the university.</p> <p>[Otherwise teachers, students and management personnel will face difficulties in using and maintaining multiple LMSs]. Some examples for common LMSs are: MS365 for Microsoft Teams, Moodle, Canvas, Blackboard, etc.</p>
Continuous Assessment and Semester Final Written Examination	<p>For all online Continuous Assessments and Semester Final Examinations, students shall have to fill up (by his/her own hand writings) and sign a Declaration on Online Course Conduct (Annexure 4) at the beginning of the course and submit it electronically.</p> <p>The Letter Grade system for a course will remain same as per existing Rules and Regulations for Postgraduate Programs.</p> <p>Continuous Assessment and Semester Final Examination shall be conducted online as below:</p> <p><u>Continuous Assessment (CA):</u></p> <ul style="list-style-type: none"> Weightage of CA shall be 70% of total marks. CA may include Class Tests, Quizzes, Oral Examinations (Viva), Assignments, Review Reports, Term Papers and Presentations, as deemed appropriate by the course teacher. The maximum weightage of an individual CA item mentioned above shall not exceed 25% of the total marks. <p><u>Semester Final Examination:</u></p> <ul style="list-style-type: none"> The student must attend the final examination. Examinations shall be hand written on self-arranged answer sheet with page numbering. Weightage shall be 30% of total marks. It shall be Open Book type Take Home Examination, with subjective, narrative, and/or open-ended problem-solution type questions. Objective type questions, such as short questions, definitions and short notes shall not be included. Duration of the Examination shall be from 90 to 150 minutes, including the time taken for uploading the consolidated single PDF file or zipped file of the images of the answer sheets to the LMS account. In case of any technical difficulty to upload in LMS account, the students may choose to send aforesaid file to the course teachers' official email using his/ her BUET email ID within the stipulated time. Receipt of the online submission shall be confirmed by the LMS. The examiner may cross-check the hand writing of the student with the hand-written Declaration on Online Course Conduct (Annexure 4), submitted at the beginning of the course.

Conducting laboratory based research and/or field works	<p>Following measures shall be taken for PG students requiring lab facilities and/or field works for research:</p> <ul style="list-style-type: none"> • BUET shall inform the appropriate authority on physical presence of students in the laboratories. • Respective research supervisor, in consultation with respective Head/Director of the department/ institute, shall maintain the appropriate COVID-19 health guidelines for using the laboratory. • University shall provide PPE for the persons working in the laboratory and/or field works.
Other academic activities	<p>All activities related to:</p> <ul style="list-style-type: none"> • Thesis/research proposal submission; • BPGS/RAC/MC meeting; • CASR meeting; • Declaration of examination date and time; • Doctoral Committee meetings; • Comprehensive Oral Exam for PhD; • Presentation (if applicable); • Final Oral Examination; <p>shall be conducted online.</p> <p>All Theses/Projects/Comprehensive/Final Oral Examinations shall be conducted by approved Board of Examiners on real time (live).</p>
Results Publications	<p>Documents shall be submitted to the Office of the Controller of Examinations for results publication:</p> <p><u>For PhD/M.Sc. Engg./M. Engg./PGD:</u></p> <ol style="list-style-type: none"> 1. Forwarding Letter from the Head/Director duly signed. 2. 'Green Form' supplied by the office of CoE, properly filled up and signed by the Student, Supervisor, Head/Director, Assistant/Deputy Registrar (Academic Section, Registrar Office) and Accounts Officer. [Original signature required] 3. 'White Form' supplied by the office of CoE, properly filled up and signed by the Student, Supervisor, Head/Director and Assistant./Deputy Registrar (Academic Section, Registrar Office). [Original signature required] 4. Thesis/Degree Acceptance Letter (result of Oral Exam) duly signed by all the members of Board of Examiners. [Original signature required] 5. Online Tabulation Sheet duly signed by the Tabulator, Supervisor and Head/Director. [Original signature required] 6. Clearance from the Central Library and Faculty/Department Library. 7. All copies of CASR documents (proposal, board of examiners, time extension, any correction in the proposal, change of supervisor, doctoral committee and other relevant documents). 8. Previous degree certificate. 9. Result of Comprehensive Examination for PhD candidate. <p><u>For Comprehensive Examination:</u></p> <ol style="list-style-type: none"> 1. Forwarding Letter from the Head/Director duly signed. 2. Acceptance Letter (result of comprehensive examination) duly signed by all the members of Doctoral Committee. [Original signature required] 3. All copies of CASR documents (supervisor, doctoral committee and other relevant documents). 4. Name of the student in Bangla and Registration number. 5. Grade sheets (proof of completing 9 Cr. Hr. theory courses). 6. Honorable Tabulator is required to visit the office of CoE to complete and sign the Tabulation Book. <p>Considering the requirements mentioned above, it is apparent that complete Online processing of PG results will need modification of several basic matters.</p>

Instructions:

Each Post Graduate Student of BUET is required to:

- 1) write the following DECLARATION (as given in the box), exactly as the texts are, in his/ her own hand writing, on a single white page,
- 2) put his/ her signature with date,
- 3) take image of the handwritten declaration,
- 4) name the image/ pdf file with Roll No. [example: *Roll_No.jpg* or *Roll_No.pdf*],
- 5) upload the file to the LMS web portal of BUET.

Declaration on the Online Course Conduct by Post Graduate Student of BUET for COVID-19 Situations

On my honour, I [name].....

....., Roll No.....,

hereby declare that,

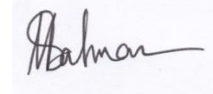
- I. I shall not misuse, in any form or method, the course materials including Lecture Notes, Reading Materials, Audio and Video Records of the lectures of this course.
- II. I shall not adopt any unfair means during the Continuous Assessment, in the form of Class Test/ Quiz/ Oral Examinations (Viva)/ Assignment/ Review Report/ Term Paper/ Presentation, and Final Examination and shall not receive any help or offer/ provide help to anyone.

I agree to accept any punitive measure taken by BUET Authority if at any time during or after the completion of the course it is revealed otherwise.

Signature:

উপরোক্ত নীতিমালার আলোকে যথাযথ ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হইল।

উপাচার্য মহোদয়ের আদেশক্রমে,



(অধ্যাপক ডঃ মোঃ সাইদুর রহমান)
রেজিস্ট্রার (ভারপ্রাপ্ত)

বিতরণ :

- ১। সকল অনুষদের ডীন, বাথ্রবি, ঢাকা।
- ২। সকল বিভাগীয় প্রধান, বাথ্রবি, ঢাকা।
- ৩। পরিচালক (DSW/IICT/IWFM/IAT), বাথ্রবি, ঢাকা।
- ৪। সকল হল প্রভোস্ট, বাথ্রবি, ঢাকা।
- ৫। পরীক্ষা নিয়ন্ত্রক, বাথ্রবি, ঢাকা।
- ৬। কম্পিউটার, বাথ্রবি, ঢাকা।
- ৭। প্রোগ্রামার, আই.সি.টি সেল, বাথ্রবি, ঢাকা (Website- এ প্রচারের অনুরোধসহ)।
- ৮। উপাচার্য মহোদয়ের একান্ত সচিব, বাথ্রবি, ঢাকা (উপাচার্য মহোদয়ের সদয় অবগতির জন্য)।
- ৯। সকল নোটিশ বোর্ড, হল/অফিস, বাথ্রবি, ঢাকা।