



No. AUST/N-08/R- 670

Date: 26 August 2020

**NOTIFICATION**

This is to inform all concerned that a meeting of all faculty members of the School of Business was held on 14 August 2020 for formulating guidelines to hold online final examination for Fall-2019 Semester. The Dean, Faculty of Business and Social Sciences presided over the meeting and the following salient guidelines were recommended. Hence, students are advised to follow the guidelines accordingly for appearing in the final examination of Fall-2019 Semester.

1. Tentative schedule for class, preparatory leave, final examination and result finalization:
  - a. Online theory class and review class – up to 31.08.2020
  - b. Class test/quiz/assignment – up to 15.09.2020
  - c. Sessional classes – up to 24.09.2020
  - d. Preparatory leave – from 25.09.2020 to 10.10.2020
  - e. Final examination – from 11.10.2020 to 03.11.2020 (25.10.2020 and 26.10.2020 holidays for Durga Puja)
  - f. Result finalization – up to 15.11.2020
  - g. Spring-2020 semester - starts from 15.11.2020
2. The Controller of Examinations (CoE) will publish an examination routine for all the School/departments of the University.
3. School of Business will constitute an Examination Committee to moderate all question papers set by the faculty members and conduct other exam-related activities.
4. The final examination will be conducted by the concerned course teacher. The examination schedule provided by the CoE must be followed in this regard.
5. Final examination:
  - i. The final examination will start at 10:00 am.
  - ii. The final examination will carry total 60 Marks.
  - iii. Written exam will be of 2 hours duration and closed book type having 6 questions of which 4 are to be answered.
  - iv. After completion of 2 hours written examination, students will take photo/scan of answer scripts **along with the student's ID card** and must upload the softcopy (pdf file) of the answer script to email address of respective course teacher with cc to the scrutinizer within 3 hours i.e. 2 hours for written exam and maximum 1 hour for uploading time considering the possible unavailability of internet and/or electricity.
  - v. **The file name of the softcopy of the answer script (pdf file) must be the 'student ID (without dots)'**.
  - vi. The email addresses of the concerned course teacher and the scrutinizer will be provided by the School of Business in due time.
6. Continuous assessment:
  - i. The quiz/class test/assignment will carry 30 marks and there will be no rigid format.
  - ii. For Fall 2019 semester, there may be total 3 quizzes/class tests/assignment of which best two may be used for calculation of quiz marks for 3 credit-hour courses, whereas, best three among 4 quizzes/class tests/assignment may be used for 4 credit-hour courses.

- iii. For determining 10 marks of attendance and class performance, teachers are advised to give 80% weight to the classes conducted during the face-to-face class mode and 20% weight to the online classes held after Eid-ul-Adha vacation.

**Marks distribution of Fall-2019 semester for BBA:**

Assessment Components	Marks
Continuous assessment:	
Class attendance and performance	10
Quiz/Class test/Assignment	30
Final examination	60
Total	100

**Special instructions for the students:**

Students must write the following information at the top the answer script:

Name of Exam: Final/Improvement/Clearance/Carryover

Name of Semester:..... Year.....

Name of Program.....

Course No. ....

Course Title.....

Students ID No. ....

Date of examination.....

Student's e-mail address.....

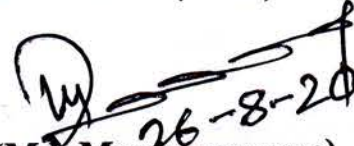
By Order of the Vice-Chancellor,

Sd/-

**(Muhammad Abdul Gafur)**  
Registrar

**Copy for information and necessary action to:**

1. All Deans of the Faculties, AUST
2. All Heads of the Departments/School/Offices, AUST
3. Director, ICT, AUST-with a request to post at the website
4. APS to Vice-Chancellor, AUST (For kind information of the Vice-Chancellor)
5. APS to Treasurer, AUST (For kind information of the Treasurer)
6. AAO, Office of the BoT, AUST (For kind information of the Chairman, BoT)

  
**(Md. Munruzzaman)**  
Deputy Registrar