



NORTH SOUTH UNIVERSITY

Office of the Controller of Examinations

Inter Office Memo

No. NSU/ C of E/ 24 (AC/ CS/ ES) V-2/

Date: 22 August, 2022

To : All Deans
All Chairpersons/ Program Directors

From : Controller of Examinations

Cc : Registrar
Director, IT
Secretary to BOT
Secretary to the Vice Chancellor
Secretary to the Pro-Vice Chancellor

Afruza Sultana
Controller of examinations
North South University
Dhaka, Bangladesh

Subject : Final Examination Schedule, Summer-2022: Undergraduate Programs

1. As per the decision of the NSU authority, the semester final examinations of all undergraduate programs are to be held on campus according to the class schedule. Accordingly, vide the Controller's office Inter Office memo no. NSU/C of E/24(AC/CS/ES) V-2 dated: 25 July 2022, we earlier sent to all concerned the draft of the **Final Exam Schedule Summer-2022: Undergraduate Programs** for suggestion/observation. As we didn't receive any suggestion/ observation regarding the draft examination schedule within the given deadline (18 August 2022), therefore we hereby circulate the **Final Examination Schedule of Summer-2022 for Undergraduate Programs** as follows:

Class Days	Last Day of Classes	Final Exam Date	Final Exam Day	Class Time Slot
RA	27 August 2022, Saturday	01 September 2022	Thursday	09:40 AM - 11:10 AM 01:00 PM - 02:30 PM 04:20 PM - 05:50 PM
RA	27 August 2022, Saturday	03 September 2022	Saturday	08:00 AM - 09:30 AM 11:20 AM - 12:50 PM 02:40 PM - 04:10 PM
MW	29 August 2022, Monday	04 September 2022	Sunday	09:40 AM - 11:10 AM 01:00 PM - 02:30 PM 04:20 PM - 05:50 PM
MW	29 August 2022, Monday	05 September 2022	Monday	08:00 AM - 09:30 AM 11:20 AM - 12:50 PM 02:40 PM - 04:10 PM



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Class Days	Last Day of Classes	Final Exam Date	Final Exam Day	Class Time Slot
ST	30 August 2022, Tuesday	06 September 2022	Tuesday	09:40 AM - 11:10 AM 01:00 PM - 02:30 PM 04:20 PM - 05:50 PM
ST	30 August 2022, Tuesday	07 September 2022	Wednesday	08:00 AM - 09:30 AM 11:20 AM - 12:50 PM 02:40 PM - 04:10 PM

2. The course instructors are requested to collect information from the students immediately who have more than two examinations on a single day and report the same to the respective Chairperson / Program Director for rescheduling such exams. It would be highly appreciated if you inform us of the rescheduled dates of the final exams.

3. Department Chairpersons / Program Directors are requested to circulate this Examination Schedule to all concerned, and the faculty members are requested to announce the same in their respective classrooms.

4. The last date for grade submission of Summer-2022 on 12 September 2022.



NORTH SOUTH UNIVERSITY

General Guidelines to be Followed (For Students)

1. Students are required to wear masks while on campus and are requested to maintain physical distancing whilst staying at the NSU Campus.
2. Exams will be conducted in the assigned classrooms at the scheduled times as per the examination routine.
3. Students must bring their NSU ID and be present in front of the exam rooms at least 10 minutes before the exam starts.
4. Students must quietly enter the exam room and put any bags and books in the designated Bag Zone.
5. Students must switch off any mobile phone, smartwatch, or similar electronic data storage or communication devices and leave them in the designated Bag Zone in the exam room.
6. No person will be allowed in an examination room during the examination time except the candidates concerned and those supervising the examination.
7. Students shall not communicate with one another in any manner whatsoever during the examination. Students may not leave the examination room without permission from the faculty member/invigilator for any reason, including using the washroom.
8. In general, students will not be permitted to enter the examination room later than fifteen minutes after the commencement of the examination nor to leave except under supervision until at least half an hour after the examination has commenced.
9. If any student is found resorting to unfair means during the exam, his/her exam may be canceled, and disciplinary action will be taken.
10. Students must stay in the exam room after the exam until the faculty member/ invigilator advises them to leave the exam room after collecting all the answer scripts.

M. Hossain
21-08-22

Prof. Md. Ismail Hossain
Pro Vice-Chancellor
North South University