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

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:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Last Day of Classes</th>
<th>Final Exam Date</th>
<th>Final Exam Day</th>
<th>Class Time Slot</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA</td>
<td>27 August 2022, Saturday</td>
<td>01 September 2022</td>
<td>Thursday</td>
<td>09:40 AM - 11:10 AM 01:00 PM - 02:30 PM 04:20 PM - 05:50 PM</td>
</tr>
<tr>
<td>RA</td>
<td>27 August 2022, Saturday</td>
<td>03 September 2022</td>
<td>Saturday</td>
<td>08:00 AM - 09:30 AM 11:20 AM - 12:50 PM 02:40 PM - 04:10 PM</td>
</tr>
<tr>
<td>MW</td>
<td>29 August 2022, Monday</td>
<td>04 September 2022</td>
<td>Sunday</td>
<td>09:40 AM - 11:10 AM 01:00 PM - 02:30 PM 04:20 PM - 05:50 PM</td>
</tr>
<tr>
<td>MW</td>
<td>29 August 2022, Monday</td>
<td>05 September 2022</td>
<td>Monday</td>
<td>08:00 AM - 09:30 AM 11:20 AM - 12:50 PM 02:40 PM - 04:10 PM</td>
</tr>
</tbody>
</table>
NORTH SOUTH UNIVERSITY
Office of the Controller of Examinations

Inter Office Memo

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<tr>
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<th>Final Exam Day</th>
<th>Class Time Slot</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>30 August 2022, Tuesday</td>
<td>06 September 2022</td>
<td>Tuesday</td>
<td>09:40 AM - 11:10 AM 01:00 PM - 02:30 PM 04:20 PM - 05:50 PM</td>
</tr>
<tr>
<td>ST</td>
<td>30 August 2022, Tuesday</td>
<td>07 September 2022</td>
<td>Wednesday</td>
<td>08:00 AM - 09:30 AM 11:20 AM - 12:50 PM 02:40 PM - 04:10 PM</td>
</tr>
</tbody>
</table>

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.
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.

[Signature]
21-08-22

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