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27 Feb 2023

**JOINING INSTR FOR MIL OFFRS - SESSION 2022-2023**

Refs:

- A. Air HQ Ops Br Ltr No 06.03.2600.013.29.017.21.195/90Ka dt 21 Mar 2022 (NOTAL).
- B. NHQ, ltr no 23.02.2626.144.25. 022.mistgen.22.3350 dt 21 Jul 2022 (NOTAL).
- C. Air HQ Ops Br Ltr No 06.03.2600.013.29.018.22.195/148Ka dt 21 Aug 2022 (NOTAL).
- D. AHQ MS Br ltr no 23.01.901.057.01.057.01.07.09.22/MIST dt 07 Sep 2022 (NOTAL).

1. Joining Instr and Academic Calendar for Engg Prog (Undergraduate) of session 2022-23 are fwd with this ltr as Anxs. These are also uploaded to MIST website ([www.mist.ac.bd](http://www.mist.ac.bd)). You are req to-info the student offrs to download the instr and take act accordingly.

2. Fwd for your info and nec act PI.

  
FARZINA ARIN HEME  
Maj  
For A/Comdt

Anxs:

- A. Joining Instr - 05 (Five) Pages.
- B. Academic Calendar (Session 2022– 2023) - 01 (one) page.

Distr:

Extl:

Act:

AHQ  
GS Br (MT Dte)  
Dhaka Cantt

NHQ  
DNT  
Banani, Dhaka-1213

Air HQ  
Ops Br  
Dte Air Trg  
Dhaka Cantt

Extl:

Info:

AFD  
Trg Dte  
Dhaka Cantt

Internal:

Info:

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(All Dept/Wg/Dte)



**MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY (MIST)**  
**Technology For Advancement**

**JOINING INSTR FOR ACADEMIC SESSION 2022-2023**

1. **Intro.** A Bachelor Deg is an undergraduate (UG) academic deg that gen cont for 04 yrs and Arch for 05 yrs which contributes to the Ntl dev as well as excels self profession. A Bachelor Deg (Engg) is a significant and primary step in the higher edn. MIST conveys warm welcome to all potential student offr for being selected in the UG prog of MIST.
2. **Aim.** The aim of this instr is to provide nec guidelines to the selected offr for their prep to join at MIST.
3. **Course Outline.** There are total 04 levels (Arch 5 levels) in UG courses. Each level will consist of two terms, Spring Term (Term-1) and Fall Term (Term-2). MIST has switched over its edu sys to Course Sys from traditional fixed subj sys from the session 2017-18. Students are getting the benefit of the Course Sys. Five Depts (CE, CSE, EECE, ME and AE) have already achieved accreditation from BAETE. MIST has already intro "Outcome Based Education" (OBE) sys for achieving accreditation as per Washington Accord.
4. **Schedule of Reporting.** Academic cl of Spring Term for L-1 will start on **30 Apr 2023** and joining dt for L-1 will be on **27 Apr 2023** Academic cl of Spring Term for L-2, L-3, L-4 & L-5 will start on **19 Mar 2023** and their dt of joining will be on **18 Mar 2023**. All offr should intimate their ETA at least 5 days prior to their arr. Reception will be arng at the inst premises.
5. **Core Events of Aca Calendar of MIST of Session 2022-2023.** Att as Anx B.
6. **MIST Routine.** Wk days in MIST are from Sunday to Thursday. Usual wk hrs are from 0800 to 1440 hrs. In sessional cls, time may be ext as reqr. Saturdays may be ut to carr out thesis/proj wks/visits or addl cls on reqr subj as and when reqr. Indl Physical Fitness Test (IPFT) will be arng as per svc policy. There are morning PT every wk on Sunday and Tuesday and games on Monday and Wednesday respectively. Any other instrs given from MIST is to be fol strictly. There is a Campus Hr once in a month, usually on the 3<sup>rd</sup> Wednesday of the month, which may be ut for admin purposes.

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7. **Aca Facilities and Library.** The MIST library has a rich collection of books, journals, research papers etc on related discip. E-books and journals are readily accessible at MIST website. Almost all the depts have got dept library. Besides, MIST has got its newly constructed very resourceful and gorgeous study inviting library at Admin bldg, which may be ut in consultation with dept teacher.
8. **Pers Com (PC).** To possess a PC or laptop is a reqr for engg study. Wi-Fi facility is aval in the academic Z of MIST incl BOQ, in addition to broadband connection.
9. **Books.** Books as per syllabus (term wise) will be issued to each student at the beginning of the term. Student offr must return the issued books on completion of each term positively. Otherwise monetary penalty will be imposed as per policy. Library policy to be fol strictly.
10. **Medals and Awards.** For good aca performance, fol awards will be given to the students as per MIST policy:
  - a. **Medals.**
    - (1) Osmany Memorial Gold Medal.
    - (2) MIST Medals.
  - b. **Honours.**
    - (1) Dean's List of Honour.
11. **Games and Sports.** MIST has adequate facilities for playing football, volleyball, cricket, squash and basketball. In addition, fitness cen for both male and female are also aval where the students/student offr have easy access.
12. **RTU.** The course is reqr to be completed within spec 04 (four) yrs of duration (Arch 05 yrs). No failing case in any term is expected. Penalties in TRACE will be applicable for the offr who will take extra time for completion of graduation as per latest AHQ policy (AHQ, GS Br ltr no 23.01.901.026.04057.02.30.10.22/MIST dt 31 Oct 2022). For unsatisfactory performance, breach of discip, missing cl and unfairmeans in exam, a student offr may be RTU as per MIST Reviewed Exam Policy 2020 at any time during the course. Cl is considered as parade for the mil student offr.
13. **Accn.**
  - a. **Accn for Male / Female Offrs.** Student offr will be provided with accn within MIST Complex or at Dhaka Cantt by MIST and respective Svc HQs. Offrs are advised to bring pers items suitable to live as per offr std.
  - b. **Stay of Family in BOQs.** No student offr will be allowed to stay in the BOQs of MIST with family.
  - c. **In-living and Out-living.** On aval, married offr will be Alt with the govt accn (if any) and permission may be given to student offr for staying as out-living, if fwd and approved by appr auth.

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14. **Messing and Dining.** Student offr s will dine in MIST Student Offrs' Mess. In this regard Tk 7,500.00 (Seven Thousand and Five Hundred) only is to be deposited to the mess by each student offr on arr as messing adv (refundable or adjustable while perm lve MIST). The messing of Batman will be arng in the Civ Mess on payment under Admin Wg. Tk 2000.00 (Two Thousand) only is to be deposited to civ mess in adv for each Batman. All offr s must deposit the messing and civ feeding bill in adv on the day of reporting to MIST.

15. **Outstanding Mess Bill.** All student offr s must make sure that all outstanding mess bills of their current sta are paid off before joining MIST. Corres for clearing of mess bills from MIST are discouraged.

16. **Dress.**

a. All offr s are to bring the fol dresses:

(1) Svc/Ceremonial dresses.

(2) Mess Kit.

(3) Routine mil dresses, for indoor and outdoor activities.

(4) Civ clo incl lounge suit, regt and svc ties.

(5) Sports kit, white shorts, white trouser and half sleeve white vests/ T shirts etc.

b. Male student offr s are to procure MIST tie on arr from MIST.

c. Discip act may be taken against the offr s not fol dress reg.

17. **Med.** All offr s should be med Cat A. Med fitness cert is to be submitted on arr for the course. Offr s with lower med cat for "cas attributable to svc" only may participate on compassionate grd. In that case any cl specialist has to render a cert saying that, 'with the existing health condition indl will be Cap of undergoing the course in hand'. (Auth-AHQ, GS Br, MT Dte Ltr No 1580/R/MT-4 dt 12 Aug 2002). Offr will have to fol COVID-19 Safety Protocol as per the WHO guidelines and according to the instr issued by AHQ time to time. Fol are the procedures to avail med facilities at MIST:

a. Offr may avail the facilities aval at MIST MI Room. If needed offr s may avail Amb svc to CMH, Dhaka on call as referral case.

18. **Tel.** Mirpur Cantt army exch nos are 8031111 (T&T) and 01769020000-12 (Mobile). The ext nos listed below are to be dialled through the army exch to get the desired MIST nos:

a. GSO - 1 (Academic) : 3816 (Cell phone - 01769023816)

b. GSO - 2 (Academic) : 3818 (Cell phone - 01769023818)

c. DAA&QMG : 3822 (Cell phone - 01769023822)

d. Duty Clk : 4197 (After 1430 hrs)

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19. **Banking.** There is a Trust Bank ATM Booth loc beside the main RP gate of MIST and a Trust Bank Booth, for only receiving payments, loc with the Acct Sec. Student offr may op their bank accts through the fol banks/brs:

- a. Trust Bank Ltd, Principal Br, Dhaka Cantt.
- b. Trust Bank Ltd, Mirpur Br, Mirpur-11.
- c. Trust Bank Ltd, Mirpur DOHS, Dhaka-1216

20. **Postal.** There is a post office adjacent to the campus. Moreover, student offr can avail the facilities provided by the post office loc at Dhaka Cantt. The postal address of MIST is: MIST, Mirpur Cantt, Dhaka-1216.

21. **Barber/Laundry/ Tailor Facilities.** Barber, laundry and tailoring facilities are aval within the MIST complex. Svcs are given to the offr on payment as per the rate fixed by MIST.

22. **ID Card - Student Offr.** On arr, each student offr will be Alt a student no by which he/she will be ref freq during the study in MIST. In addition, they will also be issued with an ID card showing student no. All offr are req to take care of their ID cards. It is to be returned on the termination of the courses. Any loss of the ID card must be info to the each Dept GSO - 2 (Prog Coord) imm.

23. **ID Card - Batman.** All Batman must be in possession of the ID cards. On arr, offr are to submit full particulars of their Batman along with two copies passport size photos and police verification cert to DAA&QMG, Admin Wg.

24. **Discip of Batman.** The discip of each Batman has to be checked/ensured by the indl offr. Batman may be ut by MIST auth to clean student mess/accn premises in the wk days from 0900 hrs to 1200 hrs.

25. **Forbidden Items.** Fol are forbidden at MIST:

- a. Pet animals.
- b. Fire Arms.
- c. Trunk/Box (above 42"x36"x24").
- d. Batman (Children).

26. **Misc Pts/ Items.** All student offr must deposit the particulars mentioned in subpara a, b, c and d to this para to Admission Office. Money mentioned in para 14 to be deposited to the Student Offrs' Mess Clk and Civ Mess Comd imm on arr:

- a. Offrs svc particular (BAFZ-2043) duly filled in.
- b. Migration cert (if applicable).
- c. Original cert and mk sheets of SSC, HSC and B.Sc (Pass) if applicable.
- d. 12 copies of Passport size photos in cbt without cap with blue backgrd.

27. **Lve.** Unless emg no lve will be granted during the academic pd. Lve may be granted during the term breaks as per academic schedule of MIST.

28. **Six Points for a Mil Offr.** Six pts a mil student offr should never forget while studying at MIST:

- a. I am a **mil offr first**, an engr next.
- b. I am an ambassador of my org. I must “**Look like an offr, mov like an offr and act like an offr**”.
- c. One **IPFT fail** costs more than 4 yrs’ engg TRACE pt - **I better RUN**.
- d. Non-Collegiate or dis-collegiate is for a civil students – NOT for me. I am either **present or absent** from class.
- e. **Cas app** at MIST has **ruined career** of many offr. Let me not fall into that trap.
- c. A civil student pays to study, nation pays for my study- **I must pay back to my nation**.

29. **Concl.** MIST is striving to be a “Cen of Excellence” and is making every poss efforts to attain that goal. The auth is keen to offer the students the best poss congenial atmosphere for academic pursuit. We hope student offr will be prep physically and mentally to make best use of the opportunities and make their stay smooth and worthy.

**ACADEMIC CALENDAR (SESSION 2022– 2023)**  
**L1-L4 (All Dept) & L5 (Arch)**

Name of theTerm	Name of Event	Duration	Date Range	
Term I				
Spring Term	<b>Spring Term Class Starts</b>	-	<b>19 Mar (L2-5)</b> <b>30 Apr (L-1)</b>	
	Aca Class-1 <sup>st</sup> Half	05 Wk 09 Wk	<b>19 Mar – 20 April</b> <b>30 April – 27 Jun</b>	
	<b>Eid Ul Fitr Lve &amp; Mid Term break (L2-5)</b>	<b>01 Wk</b>	<b>21 Apr – 29 April</b>	
	Aca Class- 2 <sup>nd</sup> Half (L2-5)	09 Wk	<b>30 April – 27 Jun</b>	
	<b>Eid Ul Adha Lve &amp; PL (L2-5)</b>	<b>03 Wk</b>	<b>28 Jun – 22 Jul</b>	
	<b>Eid Ul Adha Lve &amp; Mid Term Break (L-1)</b>	<b>01 Wk</b>	<b>28 Jun – 08 Jul</b>	
	Aca Class- 2 <sup>nd</sup> Half (L-1)	05 Wk	<b>09 Jul – 10 Aug</b>	
	<b>PL (L-1)</b>	<b>02 Wk</b>	<b>11 Aug – 26 Aug</b>	
	<b>Spring Term Final Exam</b>	<b>03 Wk</b> <b>02 Wk</b>	<b>23 Jul – 10 Aug</b> <b>27 Aug – 09 Sep</b>	
	<b>Term End Break</b>	<b>01 Wk</b>	<b>11 Aug – 19 Aug</b> <b>10 Sep – 16 Sep</b>	
	Fall Term	<b>Fall Term Class Starts</b>	-	<b>20 Aug (L2-5)</b> <b>17 Sep (L-1)</b>
		Aca Class- 1 <sup>st</sup> Half	07 Wk	<b>20Aug – 05 Oct</b> <b>17 Sep – 02 Nov</b>
		<b>Mid Term Break</b>	<b>01 Wk</b>	<b>06 Oct – 14 Oct</b> <b>03 Nov – 11 Nov</b>
Aca Class-2 <sup>nd</sup> Half		07 Wk	<b>15 Oct – 30 Nov</b> <b>12 Nov 23 – 28 Dec</b>	
<b>PL</b>		<b>02 Wk</b>	<b>01 Dec – 16 Dec</b> <b>29 Dec – 13 Jan 24</b>	
<b>Fall Term Final Exam</b>		<b>03 Wk</b>	<b>17 Dec – 04 Jan 24</b> <b>14 Jan – 01 Feb 24</b>	
<b>Term End Break (L2-5)</b>		<b>01 Wk</b>	<b>05 Jan – 13 Jan 24</b>	
<b>Term End Break (L-1)</b>			<b>02 Feb – 10 Feb 24</b>	
Thesis (L4) Industrial Trg (L3)		04 Wk	<b>14 Jan – 08 Feb 24</b>	