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GENERAL INSTRUCTION - NATIONAL FESTIVAL "INVENTIOUS 4.1" OF MIST INNOVATION CLUB

1. **General Instruction.** The National Festival-2025 "INVENTIOUS 4.1" will be organized by the MIST Innovation Club (MIC) under the supervision of the R&D Wing from 07-08 March 2025. This national festival is designed to lead, design and showcase innovation in the advancement of the 4th industrial revolution to promote innovation, creativity and leadership among university and institute students. "Inventious 4.1" will bring together students, leaders and innovators for two exciting days of learning, competition and networking opportunities. Respected Commandant, Major General Md Nasim Parvez, BSP, ndc, afwc, psc has given his kind consent to grace the occasion as the Chief Guest of the Closing Ceremony.

2. **Aim.** To bring out the detail instruction for smooth conduct of the subject National Festival - 2025.

3. **Organization Committee.** R&D Wing and MIST Innovation Club (MIC) will organize the festival under direction supervision of Director, R&D.

4. **Date.** 07 - 08 March 2025.

5. **Programme of Events.**

Ser	Name of the Events	Day	Time	Venue
1.	Hackathon	07 March 2025	0900-1600 Hours	MIST Cafeteria, Tower-4
2.	Lead the Future	08 March 2025	0900-1200 Hours	Room no-503 & 504, Tower-2
3.	User Interface/User Experience (UI/UX) Design Competition	08 March 2025	0900-1300 Hours	CAD Lab, ME Dept, 2 nd Floor, Tower-2
4.	Project Showcasing	08 March 2025	0900-1200 Hours	Hall of Frame
5.	Closing Ceremony	08 March 2025	1430-1545 Hours	Shaheed Yamin Auditorium
6.	Learning Session for Students only by Urmi Group	08 March 2025	1545-1645 Hours	Shaheed Yamin Auditorium

6. **Programmes Coordinating Team.**

Ser	Name	Appointment	Department/Wing	Mobile
1.	Lt Col Md Faizul Kabir, psc, Engrs	GSO-1(Research)	Research & Development Wing	01769023852
2.	Ilfthaker Sakin	President, MIC	IPE Department	01537498904
3.	Maisha Mahmud	General Secretary, MIC	EWCE Department	01712244232

7. **Details of Event-1, Hackathon Competition (Day-1).**

a. **Date and Time:**

- (1) **Date:** 07 March 2025 (Friday)
- (2) **Time:** 0900-1600 Hours

b. **Programme of Event-1:**

Ser	Time (Hours)	Event	Details	Venue	Remarks
1.	0900-1300	Competition	Teams will start working on the problem statement	MIST Cafeteria	
2.	1300-1400	Prayer Break	Prayer Break	MIST Mosque	
3.	1400-1600	Judgment	Judges will evaluate and select the winners	MIST Cafeteria	

c. **Panel of Judges:**

Ser	Name	Appointment	Department /Organize	Remarks
1.	Maj Nazmul Hasan, Sigs	Assistant Professor	CSE Department	Evaluation criteria will be provided to the panel of judges. separately
2.	Tasfia Akter Sara	Lecturer	CSE Department	
3.	Adib Hossain	Lecturer	CSE Department	
4.	Md Rashid Ul Islam	Lecturer	CSE Department	
5.	2 x Judges	Programmers	Programing HERO (Sponsor)	

d. **Organizing Committee:**

Ser	Name	Appointment	Department/Wing	Mobile
1.	Mehedi Hasan Hemel	Supervision and Sp, Assistant System Engineers, Center Library	Research & Development Wing	01326186167
2.	SWO Md Mizanur Rahman	Admin Sp, Library JCO	Research & Development Wing	01303140293
3.	Samir Fazal	Event Coord, Student	BME Department	01774003198
4.	Tahmid Zaman Raad	Even Sp and Log	IPE Department	01842391707
5.	Abrar Shariar Kabir	Event Management	EECE Department	01881913854
6.	Zarif Mostofa	Tech Sp	CSE Department	01521200357
7.	Abrar Mahin	Event Coord & Execution	CSE Department	01558075365

e. **Prizes:**

- (1) Champion: Prize Money (BDT 15000) Taka, Certificate, Trophy.
- (2) Runner-Up: Prize Money (BDT 10000) Taka, Certificate.

8. **Details of Event-2, Lead the Future (Day-2).**a. **Date and Time:**

- (1) **Date:** 08 March 2025 (Saturday)
- (2) **Time:** 0900-1200 Hours

b. **Programme of Event-2:**

Ser	Time (Hours)	Event	Details	Venue
1.	0900-1000	Competition	Prepare and presenting solutions to real world challenges	Room no-503 & 504 Tower-2
2.	1000-1200	Judgement	Judges will evaluate and select the winners	

c. **Panel of Judges:**

Ser	Name	Appointment	Department / Organize	Remarks
1.	Lt Col Kazi Shamima Akter, PhD, Engrs	Associate Professor	EWCE Department	Evaluation criteria will be provided to the panel of judges. separately
2.	Major Shah Mohazzem Hossain, PhD, Sigs	Assistant Professor	EECE Department	
3.	Salman Ibrahim	Lecturer	IPE Department	
4.	Asmita Alch Sarker	Lecturer	AE Department	
5.	Shoalb Mahmud	Lecturer	IPE Department	
6.	Md Shaklul Islam		Interactive Cares	
7.	Maruf Ahmed Khan	Dir	Khan Plastic Industry	
8.	Imranul Bashar	Hr	Uniliver	

d. **Organizing Committee:**

Ser	Name	Appointment	Department /Wing	Mobile
1.	Maj Kazi Imtiaz Kabir, SGP, Engrs	GSO-2(ARSTC)	Research & Development Wing	01769023856
2.	Ifthakor Sakin	President MIC	IPE Department	01537498904
3.	Malsa Mahmud	Event Coord, Student	EWCE Department	01712244232
4.	Sumlaya Akter Barsha	Event Coord, Student	IPE Department	01956993644
5.	Mir Tahsin	Event Coord, Student	IPE Department	01858870556
6.	Nusrat Sultana	Assistant Librarian	Research & Development Wing	01769023864
7.	Md. Uzzal Hossain	Cataloguer	Research & Development Wing	01969588737

e. **Prizes:**

- (1) Champion: Prize Money (BDT 20000) Taka, Certificate, Trophy.
- (2) 1st Runner-Up: Prize Money (BDT 15000) Taka, Certificate.
- (2) 2nd Runner-Up: Prize Money (BDT 10000) Taka, Certificate.

9. **Details of Event-3, UI/UX (Day-2).**a. **Date and Time:**

- (1) **Date:** 08 March 2025 (Saturday)
- (2) **Time:** 0900-1300 Hours

b. **Programme of Event-3:**

Ser	Time (Hours)	Event	Details	Venue	Remarks
1.	0900-1200	Competition	Teams will solve the problem	CAD Lab, ME Department, 2nd Floor, Tower-2	Teams will arrive at venue before 0900 hours and complete the registration
2.	1200-1300	Judgement	Judges will evaluate and select the winners	"	

c. **Panel of Judges:**

Ser	Name	Appointment	Department / Organize	Remarks
1.	Lt Col Muhammad Nazrul Islam, PhD	Associate Professor	CSE Department	Evaluation criteria will be provided separately to the panel of judges.
2.	Maj Nazmul Hasan, Sigs	Assistant Professor	CSE Department	
3.	Naimul Hoque Naime	IT Executive	Palli Group	
4.	Tanveer Rifat	Product Design Associate	Next Venture	

d. **Organizing Committee:**

Ser	Name	Appointment	Department /Wing	Mobile
1.	Mehedi Hasan Hemel	Assistant System Engineers, Center Library	Research & Development Wing	01326186167
2.	Sanjid Jubayer Drubo	VP, MIC	ME Department	01719323908
3.	Koushik Barua	VP, MIC	IPE Department	01839562414

e. **Prizes:**

- (1) Champion: Prize Money (BDT 16000) Taka, Certificate, Trophy.
- (2) 1st Runner-Up: Prize Money (BDT 10000) Taka, Certificate.
- (3) 2nd Runner-Up: Prize Money (BDT 8000) Taka, Certificate.

10. **Details of Event-3, Project Showcasing (Day-2).**a. **Date and Time:**

- (1) **Date:** 08 March 2025 (Saturday)
- (2) **Time:** 0900-1200 Hours

b. **Programme of Event-5:**

Ser	Time (Hours)	Event	Details	Venue	Remarks
1.	0900-1200	Project Showcasing	Setup the project and final prep for the presentation	MIST Cafeteria	Teams will arrive at venue before 0900 hours and complete the registration
2.	0900-1200	Judgement	Judges will evaluate and select the winners		

c. **Panel of Judges:**

Ser	Name	Appointment	Department / Organize	Remarks
1.	Colonel Khalid Mahmud	Head of the Department	NSE Department	Evaluation criteria will be provided to the panel of judges.
2.	Taufiqur Rahman	Head of iLab	Aspire to Innovate (a2i) Programme	

3.	Maj Md Mokhlesur Rahman, psc	Assistant Professor	CSE Department	separately
4.	Dr. Muammer Din Arif	Assistant Professor	ME Department	
5.	Shah Md Ahasan Siddique	Lecturer	ME Department	
6.	Md. Abdul Khaled	Structural Engineer, Benchmark Consultant	Ahsanullah University of Science and Technology	

d. **Organizing Committee:**

Ser	Name	Appointment	Department/Wing	Mobile
1.	Md Moslem Uddin	Librarian	Research & Development Wing	01715116188
2.	SWO Md Mizanur Rahman	Lib JCO	Research & Development Wing	01303140293
3.	Hafiz UI Alam	VP, MIC	IPE Department	01533818258
4.	Abrar Shariar Kabir	VP, MIC	EECE Department	01881913854
5.	Chaity Fariha	VP, MIC	IPE Department	01813263648
6.	Sgt Md Kamal Hossain	Bk NCO	Admin Wing	01769023817

e. **Prizes:**

- (1) Champion: Prize Money (BDT 25000) Taka, Certificate, Trophy.
- (2) 1st Runner-Up: Prize Money (BDT 20000) Taka, Certificate.
- (3) 2nd Runner-Up: Prize Money (BDT 15000) Taka, Certificate.
- (4) 3rd Runner-Up: Prize Money (BDT 10000) Taka, Certificate.

11. **Details of Event-4, Closing Ceremony (Day-2).**

Ser	Time (Hours)	Events	Venue	Attendance
1.	1430	Arrival of Chief Guest	Shahid Yamin Auditorium	a. Interested Faculties and students of Wing/ Department of MIST b. Invited Guests and representative from Sponsor Organization c. Participants of the Events
2.	1430-1432	Recitation from the Holy Quran		
3.	1432-1435	Club Promotional Video Display		
4.	1435-1440	Club President Speech		
5.	1440-1445	Speech by Dir, R&D		
6.	1445-1455	Speech by Taufiqur Rahman, Head of iLab, a2i		
7.	1455-1505	Speech by Dr. Khondaker Abdullah -Al-Mamun Professor, Department of CSE & Director, IRIC (UIU)		
8.	1505-1525	Prize Distribution		
9.	1525-1535	Speech by the Chief Guest		
10.	1535-1540	Photo Session		

12. **Instructions for the Panel of Judges.**

- a. **Evaluation Criteria:** Judges are required to evaluate all competitions based on the predefined evaluation criteria. The criteria should focus on creativity, innovation, relevance to the 4th Industrial Revolution, technical complexity, feasibility, presentation and impact.

b. **Judging Process:**

- (1) Each competition will have its own panel of judges who will evaluate the teams individually based on their performances during the event.
- (2) Judges should ensure fairness and impartiality in evaluation. In case of any conflicts or doubts, they should seek clarification from the event coordinator.
- (3) Judges will have a separate space where they can discuss and finalize their decisions for selecting winners.

c. **Timeliness:** Judges are expected to arrive on time for the judging sessions and be prepared to evaluate the teams promptly as per the event schedules.

d. **Reporting and Results:** After completing their evaluation, the judges should submit their final results to the event coordinator. The coordinator will compile the results for prize distribution during the closing ceremony.

e. **Confidentiality:** Judges should maintain strict confidentiality regarding the competition results and avoid discussing their decisions with participants or anyone else prior to the announcement.

13. **Instructions for Organizing Committee.**a. **Event Setup:**

- (1) The committee will ensure that all venues are prepared ahead of the scheduled event time. This includes setting up necessary equipment (tables, chairs, projectors, laptops, equipment, PA System etc.) for each event.
- (2) The committee designate specific team members to handle setup for each event.

b. **Coordination with Judges:** Organizers should provide the judges with all necessary information such as evaluation criteria, event schedule and team lists. Organizers should guide the judges during the evaluation process if needed and provide admin support.

c. **Communication:** The organizing committee must maintain a communication channel to ensure that all team members are updated in real-time about any schedule changes or unforeseen issues.

d. **Registration and Participant Management:**

- (1) The committee will ensure that all participating teams are properly registered before the events. Prepare ID badges for participants to wear during the event.
- (2) Organizers should also manage team check-ins, ensuring smooth registration and confirming team details such as event, category, etc.

e. **Food and Beverages Team:** Ensure that meals, snacks and refreshments are served on time. Organizers should be in charge of distributing meal coupons and ensuring that food arrangements follow the planned schedule.

14. **Event Management and Coordination Instructions.**

a. **Event Management:** Basic requirements such as Tables, Chairs, Multiplugs, Ethernet Cable, Sockets, and other necessary equipment will be arranged by Assistant System Engineers Mehedi Hasan Hemel, Senior Warrant Officer Md Mizanur Rahman, Cataloguer Md Nazim and the MIC members.

b. **Food and Refreshments:**

- (1) Ensure availability of food and drinking water as per requirement.
- (2) Senior Warrant Officer Md Mizanur Rahman, Cataloguer Md. Rustom Ali and MIC members will oversee these arrangements. Meal coupons will be prepared by MIC members and Cataloguer Md. Rustom Ali.

- c. **Video and Photo Coverage:** The Photo and ID Cell of Research & Development Wing and Specific MIST Innovation Club Members will be responsible for providing comprehensive video and photo coverage of the event.
- d. **Banners, Invitations and Promotional Materials:** The preparation of the invitation cards for the Chief Guest, Special Guests, banners, posters and brochures will be managed by the Club President, MIST Innovation Club, along with Librarian Md. Moslem Uddin and Sub-Assistant Engineer Md Morshed Mahmud.
- e. **Prizes:** The GSO-2 (ARSTC) of the Research & Development Wing and President MIST Innovation Club Members will ensure the provision of trophies, prize money, crests and certificates for the prize distribution.
- f. **Press Release:** A press release will be drafted by GSO-2 (ARSTC), General Secretary MIST Innovation Club and Assistant Librarian for distribution to the media.
- g. **Reception of the Chief Guest:** The Director of Research & Development and Vice President MIST Innovation Club and General Secretary will be responsible for the formal reception of the Chief Guest during their arrival.
- h. **ID Cards for Participants and Organizers:** Photo and ID Cell and MIST Innovation Club Members will be responsible for preparing and distributing ID cards for all participating teams and organizers to ensure proper identification throughout the event.
15. **Admin Wing.** Admin Wing is request to provide necessary admin support (Electrical Support, venue allotment, PA Eqpt, Ansar for guiding the teams, NCE, lift man etc.) as per requirements.
16. **DSW.** DSW is request to provide request support (Cafe allotment, food, etc.) as per requirements.
17. **ICT.** ICT Director is request to provide necessary ICT support (Projectors, LED Panel, Ethernet Cable, Hub, Wifi Network, etc) as per requirements.
18. **Conclusion.** Effect cooperation and participation of all members of MIST can make this competition a success.



MD FAISAL SHUVO
Sqn Ldr
GSO-2 (MIST Sectt)

Intercom: 1005

25 Feb 2025

To:
MIST Secretariat
Admin Wing
Academic Wing
ICT Directorate
Directorate of Student Welfare
Exam Section
CE Department
CSE Department

EECE Department
ME Department
AE Department
NAME Department
EWCE Department
ARCH Department
NSE Department
BME Department
IPE Department
PME Department
Sc & Hum Department
MIST Innovation Club