

Khulna University of Engineering & Technology (KUET)
Institute of Disaster Management (IDM)
Proposed Academic Ordinance
for
Postgraduate Diploma Program

Disaster Management (DM) is the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies, in particular preparedness, response and recovery in order to lessen the impact of disasters. The noble aim of the Institute of Institute of Disaster Management (IDM) in KUET is to fulfill the national and international demand of DM. One of the major objectives of the Institute is to promote and provide Postgraduate Diplomas in DM to develop skilled professionals and to create scope for professionals and researchers for higher studies to meet the demand of mid-level experts. This ordinance is the guidelines for Postgraduate Diplomas under IDM that includes: Admission Requirements and Procedures; Registration Procedures; Academic Regulations; Grading System; Conduct of Examination; Requirements for the degrees and other related matters.

1. Definition

If it is not mentioned otherwise

- i. “University” means Khulna University of Engineering & Technology (KUET).
- ii. “Syndicate” means Syndicate of KUET.
- iii. “Academic Council” means Academic Council of KUET.
- iv. “Vice-Chancellor” means Vice-Chancellor of KUET.
- v. “Pro-Vice Chancellor” means Pro-Vice Chancellor of KUET.
- vi. “Institute” means Institute of Disaster Management (IDM).
- vii. “BOG” means Board of Governors of IDM.
- viii. “Chairman” means Chairman of BOG.
- ix. “Director” means Director of IDM.
- x. “ARC” means Academic and Research Committee of IDM.
- xi. “FAC” means Finance and Accounts Committee of IDM.

2. Degrees Offered

The postgraduate degrees to be offered in the field of DM by the University under this ordinance are as follows:

- 2.1** Postgraduate Diploma in Disaster Management Engineering abbreviated as PGD (DME)
- 2.2** Postgraduate Diploma in Disaster Management Science abbreviated as PGD (DMS)
- 2.3** Postgraduate Diploma in Disaster Management abbreviated as PGD (DM)

3. Admission

3.1 Admission Requirements

3.1.1 PGD (DME)

- (a) The candidate must have B.Sc. Eng. in any Engineering field/branch or an equivalent degree from any recognized University/Institute having a minimum CGPA of 2.65 in the scale of 4.00 or its equivalent.
- (b) The candidate must have a minimum GPA of 3.50 in the scale of 5.00 or equivalent in SSC and HSC or in equivalent examinations.

3.1.2 PGD (DMS)

- (a) The candidate must have four year B.Sc. (Hon's) Degree/three years B.Sc. (Hon's) with M.Sc. Degree/Bachelor of Urban & Regional Planning (BURP)/Architecture or equivalent degree from any recognized University/Institute having a minimum CGPA of 2.65 in the scale of 4.00 or its equivalent.
- (b) The candidate must have a minimum GPA of 3.50 in the scale of 5.00 or equivalent in SSC and HSC or in equivalent examinations.

3.1.3 PGD (DM)

- (a) The candidate must have four year Bachelor (Hon's) Degree or three years Bachelor (Hon's) with Master Degree in Social Science, Economics, Education, Management, BBA from any recognized University/Institute having a minimum CGPA of 2.65 in the scale of 4.00 or its equivalent.
- (b) The candidate must have a minimum GPA of 3.50 in the scale of 5.00 or equivalent in SSC and HSC or in equivalent examinations.

3.2 Admission and Registration Procedures

- 3.2.1** An admission committee will be formed by ARC for every session. Applications for admission to three diploma degrees in DM shall normally be invited before commencement of each Semester through regular means of advertisement of the University.
- 3.2.2** The rules and conditions for admission shall be framed by the admission committee with the approval of ARC for every session.
- 3.2.3** The Admission Committee will scrutinize the application and display a list of eligible candidates in the Institute's Notice Board and/or Website. The eligible candidates may have to appear in tests (oral and/or written) conducted by the Admission Committee.
- 3.2.4** The selected candidates have to pay Admission Fees, Course Fees, Caution Money (refundable according to Article 12.2) and Other Fees within the prescribed time line to enroll in the Postgraduate diploma programs. Every selected candidate, unless he/she has already been registered, shall get himself/herself registered in the Institute.

4. Course Registration

- 4.1** The number of the Semesters of the program will normally be two in a year/academic year. Formal course registration on payment of fees will maintain in each Semester. A final examination will be conducted at the end of a Semester.

- 4.2 The courses to be offered in any Semester shall be selected/finalized by the ARC.
- 4.3 Student will register the designated/offered courses in a Semester and will complete the course registration on payment of prescribed fees and other dues as per the Institute rules before the commencement of each Semester.
- 4.4 Course registration must be completed within two weeks from the start of a semester. No late registration will be allowed after two weeks of class.
- 4.5 If a student is unable to complete the final examination of a Semester due to serious illness or serious accident or official commitment (All the causes must be during examination, not before examination) he/she may submit the application to the Member Secretary of ARC in a prescribed form for total withdrawal from the Semester within a week after the end of the Semester final examination. The application must be supported by a medical certificate from the Medical Center, KUET or relevant Official documents. The ARC will take the final decision about such application.

5. Academic Regulations

- 5.1 The minimum duration of all the Postgraduate Diploma degrees shall normally be two Semesters. A candidate must complete all the requirements for the diploma degrees within three academic years from the date of his/her first enrollment as a student.
- 5.2 Academic progress shall be measured in terms of credit hours earned by a student. The number of credit hours for each course shall be as specified in the syllabus of the Institute. One credit hour course shall normally require 12 hours of lecture in a Semester; while one credit hour for project/ laboratory should normally require 18 hours of work in a Semester. A student must earn a minimum of 24 (twenty four) credit hours for the Postgraduate Diploma degrees.
- 5.3 A student on the recommendation of the ARC may be allowed to transfer a maximum of 12 (twelve) credits of the courses completed by the student at a recognized institution provided that the courses were not taken earlier than five calendar years from the date of his/her first enrolment at KUET. The courses must be equivalent to the approved courses of KUET and student must earn a minimum GPA of 3.0 in the scale of 4.0 or its equivalent.
- 5.4 There shall be two categories of students, namely, full-time students and part-time students.
 - 5.4.1 Full time students must register for a minimum of 9 (nine) credit hours and a maximum of 15 (fifteen) credit hours per Semester. A full time student shall not be an employee of any organization. However, they may be employed as Teaching/ Research Assistant at the University. If a full time student becomes an employee of any other organization in the middle of Semester, he/she may, with the approval of the Director of the Institute and his/her Employer, be allowed to continue as a full time student for that Semester.
 - 5.4.2 Students, serving in different organizations, may also be admitted as part-time students with a written consent of the employer. A part-time student may be assigned a maximum of 9 (nine) credit hours of course work in any Semester.
 - 5.4.3 A student may be allowed to switch from part-time to full-time or vice versa on the recommendation of the ARC before the commencement of a semester.

6. Grading system

6.1 Final grades for courses shall be recorded as follows:

Numerical Marks	Letter Grade	Grade Point (G _i)	Performance
90% and above	A+ A (Plus)	4.0	Excellent
≥80% but <90%	A	3.5	Very good
≥70% but <80%	B+ B (Plus)	3.0	Good
≥60% but < 70%	B	2.5	Average
≥50% but <60%	C	2.0	Pass
Below 50%	F	0.0	Fail
Incomplete	I	--	--
Satisfactory	S	--	--
Unsatisfactory	U	--	--

6.2 Calculation of GPA and CGPA

The Grade Point Average (GPA) shall be computed for each semester as follows:

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where n is the number of courses completed during the Semester,
 C_i is the number of credits allotted to a particular course, and
 G_i is the grade point corresponding to the letter grade awarded for that course.

A Cumulative Grade Point Average (CGPA) shall also be computed at the end of second and subsequent Semesters. The CGPA will be computed as follows:

$$CGPA = \frac{\sum_{j=1}^m S_j T_j}{\sum_{j=1}^m T_j}$$

where m is the total number of Semesters being considered,
 S_j is the GPA of the j -th Semester,
 T_j is the total number of credits registered during j -th Semester.

Both GPA and CGPA will be rounded off to the second place of the decimal for reporting.

6.3 Courses in which the student gets F grades shall not be counted towards credit hour requirements and for the calculation of Grade Point Average (GPA).

6.3.1 On the written request of the student to the Chairman of ARC, on the recommendation of the Supervisor (if any), the **C** grades may be ignored for calculation of GPA (up to a maximum of two courses) provided that the student has fulfilled the total course credit hour requirement in the remaining courses with a minimum GPA of **2.65**.

6.3.2 When a course is repeated for improvement, better grade shall be counted for calculation of GPA.

6.3.3 Performance in all the courses including all the **F** grades shall be reflected in the transcript.

6.4 Grade I is given only when a student is unable for serious illness or accident (during examination) to sit for the examination of a course at the end of the Semester because of the

circumstances beyond his/her control. He/she must apply to the Chairman of ARC within one week after the examination to get an I grade in that course. It must be completed within the next two consecutive semesters; otherwise, the I become an F grade.

- 6.5** Satisfactory or Unsatisfactory- used only as final grades for project and non-credit courses. An X grade shall be recorded for project continuation. If, however, project is discontinued an I grade shall be recorded.
- 6.6** Students may enroll for non-credit course(s) termed as audit course(s) on recommendation of his/her project Adviser and Director of the Institute.
- 6.7** A student may be permitted to withdraw and/or change his/her registered course(s) within two weeks from the commencement of that Semester on the recommendation of his/her Supervisor (if any) with the approval of Chairman of ARC.

7. Marks Distribution for Examinations

7.1 A continuous assessment during the Semester as well as a written examination at the end of a Semester will be conducted to evaluate students. The dates of the Semester final examinations shall be announced by the Director of the Institute at least two weeks before. The final grade in a course shall be based on the performance and written examinations as shown in Art.7.2.

7.2 The distribution of marks for a given course will be as follows:

(i) Theory courses:

Class Attendance	10%
Assignment/ Term paper	20%
Mid-Term Presentation	20%
Semester final examination (3.0 hours duration)	50%
Total	100%

(ii) Sessional courses:

Class Attendance	10%
Quiz on Lab. Tests	20%
Viva-Voce conducted on Lab. Tests	20%
Performance on Modules and Final Reports	50%
Total	100%

(iii) Project

Supervisor	70%
Project Evaluation Board	30%
Total	100%

7.3 The respective course teacher will be solely responsible for the performance evaluation of a student as detailed in Art. No. 7.2. He/she will announce the final grade of the course within 3 (three) weeks from the date of examination of that course and will also submit copy to the Chairman of ARC and Course-Coordinator. Chairman of ARC will send the individual subject grade to the Controller of Examinations of University.

7.4 The Controller of Examinations shall keep up-to-date record of all the grades obtained by a student in individual Academic Record Card. A student can get an official grade sheet from the Controller of Examinations for each Semester on payment of prescribed fees.

8. Requirements for the Diploma Degrees

8.1 The qualifying requirement for the PGD (DME)/PGD (DMS)/PGD (DM) degrees is that a student must earn a minimum CGPA of **2.65**.

8.2 A student shall not be allowed to continue the program if he/she obtains **F** grades in a total of three or more courses in a Semester or in two consecutive Semesters.

8.3 A student shall not be allowed to continue in the program if his cumulative GPA falls below **2.50** at the end of the second or any subsequent Semester.

8.4 In addition to successful completion of course works a student shall submit a report on his/her project work, fulfilling the requirements as detailed in the following sections.

9. Project

9.1 Project work shall be carried out under the supervision of a full-time teacher of the Institute. However, in special cases, a fulltime teacher within University may be appointed as Supervisor, if the research content of the project work is within the field of specialization of the teacher. The title of the project, cost and the Supervisor shall be approved by the ARC.

9.2 Every student shall submit required number of copies of his/her project report in the approved format to the ARC, through his/her Supervisor, on or before a date to be fixed by the ARC in consultation with the Supervisor.

9.3 Every student submitting a project report shall be required to appear at an oral examination, on a date or dates fixed by the ARC in consultation with the Supervisor and must satisfy the examiners that he/she has gained satisfactory knowledge related to the project work.

9.4 Project Examination/Evaluation Board

9.4.1 An Examination Board, approved by ARC, for every student for project and oral examination shall consist of three members including the Supervisor. The Examination Board shall be constituted as follows:

a) Supervisor	Chairman
b) One teacher from within the Institute	Member
c) One member from outside the Institute	Member

9.4.2 If any examiner is unable to accept the appointment or has to relinquish his/her appointment before the examination, Director shall appoint another examiner in his/her place, on recommendation from the Supervisor.

9.4.3 In case a student fails to satisfy the Examination Board in project report and/or oral examination, the student shall be given one more chance to resubmit the project report and/or

appear at oral examination as recommended by the Board.

10. Course Coordinator

Academic and Research Committee will assign a Course Coordinator for the program. Students will communicate with the course coordinator for information for necessary measures.

11. Striking off and Removal of Names from the Rolls

The name of the student shall be struck off and / or removed from the rolls of the University on the following grounds:

- i. Non-payment of dues within prescribed period.
- ii. Failing to proceed with the program by the exercise of any of the Art. 8.2 or 8.3 of this Ordinance.
- iii. Forced to discontinue his/her studies under disciplinary rules.
- iv. Written application from the student to withdraw his/her name from the Postgraduate Diploma program.

12. Academic Fees and Refund of Fees

12.1 Items of academic fees shall be reviewed and recommended from time to time by the FAC of the Institute.

12.2 A student will only be entitled to get caution money after successful completion of the degree. However, a student may be entitled to get 50% of the caution money if he does not want to continue the degree after two Semesters and apply in written to the Director. Course registration and other fees are not refundable in any case.