

Khulna University of Engineering & Technology (KUET)
Institute of Disaster Management (IDM)
Proposed Academic Ordinance
for
Postgraduate 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 Disaster Management (IDM) of 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 degrees in DM for graduates from relevant disciplines to meet the present as well as future demand of professionals and researchers through higher studies. This ordinance is the guidelines for postgraduate programs under IDM that includes: Admission Requirements and Procedures; Registration Procedures; Academic Regulations; Grading System; Conduct of Examination 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.
- xii. “CASR” means the Committee for Advanced Studies and Research of the University.
- xiii. “DSC” means the Doctoral Scrutiny Committee of a Ph.D. student 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** Master of Science in Engineering in Disaster Management abbreviated as M.Sc. Eng. (DM)
- 2.2** Master of Science in Disaster Management abbreviated as M. Sc. (DM)
- 2.3** Master in Disaster Management abbreviated as M. (DM)
- 2.4** Doctor of Philosophy in Disaster Management abbreviated as Ph.D. (DM)

3. Admission Requirements

3.1 M.Sc. Eng. (DM)

- 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.

3.2 M. Sc. (DM)

- 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.

3.3 M. (DM)

- a. The candidate must have four year Bachelor (Hon's) Degree or three years Bachelor (Hon's) Degree 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.

3.4 Conversion from PGD to Post Graduate Program

The Students of Postgraduate Diploma (PGD) Studies of this Institute may be converted his studies to Post Graduate Studies in the relevant field/branch. In this case he/she may be waived all the accomplished theoretical courses relevant to the desired Post graduate Program with minimum Grade Point 3.0 in Postgraduate Diploma (PGD) Studies.

3.5 Ph.D. Degree

The candidate must have a M. Phil/M.Sc. Eng./M. Eng./ M. Sc./Masters or its equivalent degree with good academic records in the relevant field/branch from any recognized University/Institute.

4. Admission Procedures

4.1 An admission committee will be formed by ARC for every session. Applications for admission to M.Sc. Eng./M. Sc./MDM and Ph.D. in DM shall normally be invited before commencement of each Semester through regular means of advertisement of the University.

4.2 The rules and conditions for admission shall be framed by the admission committee with the

approval of ARC for every session.

- 4.3** 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.
- 4.4** Every selected candidate for M.Sc. Eng./M. Sc./MDM shall have to get himself/herself admitted to the Institute within the prescribed time limit on payment of prescribed fees.
- 4.5** A Ph.D. candidate selected by the Admission Committee shall be provisionally admitted to the Institute within the prescribed time limit on payment of prescribed fees and he/she may be required to pass the prerequisite credit and non-credit courses(if any), as prescribed by the DSC.
- 4.6** A provisionally admitted Ph.D. candidate shall be deemed to be eligible for final admission as a Ph.D. student with effect from the date of his/her provisional admission if and when he/she qualifies the comprehensive examination as of Art 5.10.4(iii) of this ordinance.

4.7 Doctoral Scrutiny Committee for a Ph.D. Student

4.7.1 The DSC shall consist of the following members:

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|---|----------|
| a. Supervisor | Chairman |
| b. Joint Supervisor/Co-Supervisor (if any) | Member |
| c. Chairman of ARC of the Institute | Member |
| d. Not less than three experts with Ph.D. degree in the relevant field of which at least one from outside the Institute | Member |

- 4.7.2** There shall be a DSC for each Ph.D. student proposed by ARC of the Institute and approved by the CASR.
- 4.7.3** The committee should be formed within 3 (three) months from the date of the student's provisional admission in consultation with the supervisor.
- 4.7.4** The DSC will meet from time to time (at least on three occasions) on the request of the supervisor to review the progress of the student.
- 4.7.5** In special circumstances, the CASR may approve any addition and/or alteration in the DSC on the recommendation of the Supervisor through the chairman of ARC.

5. Academic Regulations

- 5.1** There shall be two semesters in one academic year. Normally, one will start in January and the other in July.
- 5.2** The courses of a degree in the Institute shall be proposed by the ARC and approved by the Academic Council. The ARC may review the curriculum from time to time and propose for any modification and/or alteration if necessary and approved by Academic Council.
- 5.3** The courses to be offered by the Institute in any semester shall be selected by the ARC.

5.4 Academic progress shall be assessed in terms of credit hours earned by the student. One credit hour theoretical course shall normally require 14 periods of lecture during one semester while one credit hour of laboratory/thesis/project work should normally require 42 periods of laboratory/thesis/project work in a semester. The number of credit hours for each course shall be specified in the syllabus of the Institute.

5.5 Status of a Student

There shall be two categories of student, namely-

- i. Full-time: A full-time student shall not ordinarily be an employee of any organization; however, employees serving in different organizations may be registered as full-time student with prior permission from the concerned authority/employer. A full-time student may be employed as teaching/ research assistant in this University.
- ii. Part-time: Students serving in different organizations may be admitted as part-time student with a written consent from the employer.

5.6 Course Registration

5.6.1 Every admitted student shall have to get himself/herself registered into the courses on payment of prescribed fees.

5.6.2 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.

5.6.3 A full-time student must register a minimum of 12 (twelve) credit hours and a maximum of 15 (fifteen) credit hours per semester.

5.6.4 A part-time student should normally register a minimum of 6 (six) credit hours and a maximum of 9 (nine) credit hours per semester.

5.6.5 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 of the Institute.

5.6.6 A student may be allowed to register a course for grade improvement.

5.7 Credit Transfer

On the recommendation of the ARC and by the approval of the Academic Council, a student may be allowed to transfer a maximum of 50% of the required theory courses of a degree completed by the student at other Universities/Institutions where he/she enrolled earlier for M.Sc. Eng./M. Sc./MDM/Ph.D. or equivalent program provided that the courses were not taken earlier than 5 (five) calendar years from the date of his/her first enrollment in the respective program in IDM. In addition, the student must obtain a minimum Grade Point of 3.00 out of 4.00 or its equivalent in each course to be transferred and the courses should be equivalent to the approved courses of IDM.

5.8 Course Duration

5.8.1 M.Sc. Eng./M.Sc./Master Degree

The minimum duration to complete the requirements of M.Sc. Eng./M.Sc./Master degree shall be 3 (three) semesters and generally not be more than 5 (five) academic years from the date of his/her admission.

5.8.2 Ph.D. Degree

The minimum duration to complete the requirements of Ph.D. degree shall be 4 (four) semesters from the date of his/her provisional admission and generally not be more than 7 (seven) academic years from the date of his/her provisional admission.

5.9 Requirements for Continuation of a Program

5.9.1 A student will not be allowed to continue the program if he/she obtains **F** grades in three or more courses in the first two registered semesters.

5.9.2 A student will not be allowed to continue the program if his/her CGPA falls below 2.5 (including C grades) at the end of the second or any subsequent semester.

5.9.3 A Ph.D. student will not be allowed to continue the program if he/she fails to qualify the Comprehensive Examination [Art 5.10.4(iii)] in 2(two) chances.

5.10 Requirements for the Degrees

5.10.1 M.Sc. Eng./M.Sc./Master Degree

The requirements for M.Sc. Eng. (DM), M.Sc. (DM) and M. (DM) degree are as follows:

- i A student must have to obtain a minimum CGPA of **2.65** in his/her course works.
- ii A student must have to complete a minimum of **36** (thirty six) credit hours of which **18** (eighteen) credit hours shall be assigned to a thesis or **9** (nine) credit hours for a project.
- iii In addition to the successful completion of course works, every student shall have to submit a thesis/project dissertation on his thesis/project work, as applicable, fulfilling the requirements as detailed in Art. No. 8.

5.10.2 Ph.D. Degree

The requirements for Ph.D. (DM) degree are as follows:

- i A student must have to obtain a minimum CGPA of **2.65** in his/her course works.
- ii A student must have to complete a minimum of **60** (sixty) credit hours of which **45** (forty five) credit hours shall be assigned to a thesis.
- iii He/she must have to pass the Comprehensive Examination that shall comprise a written examination and/or an oral examination to test the knowledge of the student in his/her field of study and research. Comprehensive Examination shall ordinarily be held after the completion of the course work by the student. The DSC shall conduct the Comprehensive Examination and shall fix date and time on the request of the supervisor.
- iv In addition to the successful completion of course work and Comprehensive Examination, every student shall have to submit a thesis on his/her research work fulfilling the requirements as detailed in Art. No. 8.

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 A	3.5	Very good
70% but <80%	B+ B (Plus)	3.0	Good
60% but < 70%	B B	2.5	Average
50% but <60%	C 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 term,
 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 terms. 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 terms being considered,
 S_j is the GPA of the j -th term,
 T_j is the total number of credits registered during j -th term.

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

- 6.3 On the written request from a student, a maximum of two courses, having B or C grade in each, may be ignored for the calculation of CGPA. In such case, the CGPA must not be less than 2.65 in the remaining courses.
- 6.4 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).
- 6.5 A student shall get I grade in a course with prior permission from the Chairman of ARC of the Institute if he/she is unable to complete the course due to any unavoidable circumstances. He/she has to complete the course within the next two consecutive semesters; otherwise, he/she will get F grade in that course.
- 6.6 Satisfactory (S) and unsatisfactory (U) shall be used for grading of thesis/project and non-credit prerequisite courses. If, however, thesis is discontinued an I grade shall be recorded.

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 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 grades 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. Thesis/ Project

8.1 Appointment of Supervisor/Joint-supervisor/Co-supervisor

8.1.1 Research works for a thesis/project shall be carried out under the supervision (Supervisor/Joint-supervisor/Co-supervisor) of a teacher, not below the rank of an Assistant Professor with sufficient research experience, publications and at least possess the degree which he/she is going to supervise, from the respective Institute or from any other Institutes/Departments of this University proposed by the Director of the Institute and recommended by the ARC. A teacher of this Institute/University who is studying in Postgraduate level shall not be allowed to

supervise any Postgraduate student. ARC will recommend the supervisor for a student; ARC may take student's consent for selecting supervisor. A Joint-supervisor or Co-supervisor is not encouraged in Masters Level unless there is an absolute necessity. In the Ph. D. Level, Joint-supervisor or Co-supervisor(s) are acceptable with proper justification by the supervisor. A Joint-supervisor or Co-supervisor (if necessary) may be appointed from within/outside the Institute/University recommended by the ARC.

- 8.1.2** In case of selecting a Supervisor/Joint supervisor/Co-supervisor from other than the Institute, an approval from the supervisor's Head of the Institute/Department has to be taken.
- 8.1.3** The Supervisor, Joint-supervisor/Co-supervisor (if any) shall be approved by the CASR on the recommendation of the ARC.
- 8.1.4** A thesis/project supervisor has to be normally appointed after the completion of the first semester for M.Sc. Eng./M. Sc./Masters students and within three months after enrollment as Ph.D. student.

8.2 Research Proposal

8.2.1 M.Sc. Eng./M. Sc./Masters

A student shall submit a thesis/project proposal to the ARC through supervisor(s). The ARC shall examine the proposal and recommend it for the approval of the CASR. In special circumstances, the ARC may recommend any subsequent changes in the research topic and forward it to CASR for approval.

8.2.2 Ph.D.

After the successful completion of the Comprehensive Examination, a student shall submit a research proposal to the DSC through the supervisor(s). The DSC shall examine the proposal and recommend it for the approval of the CASR through the ARC. In special circumstances, the DSC may recommend any subsequent changes in the research topic and forward it to CASR for approval through the ARC.

- 8.3** The research/project work should normally be carried out in the University. However, if necessary, the supervisor can allow his/her student to carry out the research work outside the University with the approval of the ARC (in the case of M.Sc. Eng./M. Sc./Masters student) or DSC (in the case of Ph.D. student). The work schedule and financial involvement should be mentioned in the research proposal for carrying out research work. An approval is to be taken from BOG for the financial support from the Institute for the research work.
- 8.4** At the end of research work for the thesis a student shall submit the thesis on the advice of the supervisor which must be an original contribution to engineering/sciences and worthy of publication. Every student shall have to submit required number of printed copies of his/her thesis/project dissertation in the approved format to the ARC through his/her supervisor on or before a date to be fixed by the Chairman of ARC of the Institute in consultation with the supervisor(s).
- 8.5** A student shall have to declare that he/she has carried out the research/project work and it not been submitted elsewhere for any purpose, except for publication, duly countersigned by the supervisor(s).

8.6 Thesis/ Project Examination

8.6.1 M.Sc. Eng. Thesis/ Project, M. Sc. Thesis/ Project and Masters Thesis/ Project

The CASR shall constitute an examination committee for each thesis/project examination and oral examination from the panel of examiners proposed by ARC in consultation with supervisor(s).

The examination committee shall be constituted as follows:

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|---|-------------------|
| i. Supervisor | Chairman |
| ii. Joint Supervisor / Co-Supervisor(if any) | Member |
| iii. Director (Ex-Officio) of the Institute | Member |
| iv. One or two teacher(s) from within the Institute not below the rank of Assistant Professor | Member |
| v. One external examiner outside the Institute/ University | Member (External) |

8.6.1.1 The supervisor(s) and the external examiner shall examine the thesis/dissertation; whereas the examination committee shall assess the performance in the oral examination only.

8.6.1.2 If any examiner is unable to accept the appointment or has to relinquish his/her appointment before the examination, Vice-Chancellor shall appoint another examiner from the panel.

8.6.2 Ph.D. Thesis

8.6.2.1 Each student has to submit 10 (ten) copies of synopsis at the end of the research work and has to appear in an Oral Examination arranged by the Chairman of DSC. After satisfactory completion of the Oral Examination the student shall submit at least 5 (five) printed copies of the thesis in the final form to the ARC through the supervisor in the approved format.

8.6.2.2 The DSC will propose a panel of external examiners for each thesis. Board of Examiners shall consist of the DSC and 2 (two) more external examiners, at least one from outside the country, from the relevant field to be appointed by the Vice-Chancellor in consultation with the thesis supervisor. The supervisor shall act as the Chairman of the Board of Examiners. A copy of the thesis is to be sent to each external examiner for evaluation and written opinion.

8.6.2.3 If any examiner is unable to accept the appointment or wants to relinquish his/her appointment before the examination, the Vice-Chancellor shall appoint another examiner from the panel in his/her place, without further reference to the DSC. The Vice-Chancellor may also appoint a third external examiner, if referred by the DSC in case of major contradiction to the external examiners' viewpoint.

8.6.2.4 On receipt of satisfactory report from the thesis examiners, an oral examination shall be arranged on a date or dates fixed by the Chairman of DSC in which the student shall defend his/her thesis. The student must satisfy the Board of Examiners as constituted under Art. 8.6.2.2 that he/she is capable of intelligently applying the results of his/her research to the solution of the problems and of undertaking independent research work. Besides, he/she should show the evidence of satisfactory knowledge related to the theory and technique used in his/her research work.

8.6.2.5 In case a student fails to satisfy the Board of Examiners in thesis and/or Oral Examination, he/she shall be given one more chance to resubmit the thesis and/or re-appear in Oral Examination as recommended by the Board of Examiners.

9. Course Coordinator

Academic and Research Committee will assign a Course Coordinator for the program. Students

will communicate with the course coordinator for information and necessary measures.

10. 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 Unsatisfactory progress of the student reported by the supervisor through the ARC and approved by the CASR.
- ii Failing to proceed with the program by the exercise of any of the Art. 5.8 and 5.9 of this Ordinance.
- iii Forced to discontinue his/her studies under disciplinary rules.
- iv Non-payment of dues of the University and the Halls of residence within a prescribed period.
- v Written application from the student to withdraw his/her name from the program.

11. Academic Fees

The amount of academic fees shall be reviewed and recommended from time to time by the FAC of the Institute and approved by BOG.

12. Refund of Fees

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