Khulna University of Engineering & Technology (KUET)
Institute of Disaster Management (IDM)
Proposed Rules and Regulations
for
Professional Diploma and Training Programs

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. One of the major objectives of the Institute is to conduct various DM based Professional Diploma and Training Programs for capacity building in diverse fields of DM for national and global job market. These rules and regulations are the guidelines for Professional Diploma and Training Programs those include: Admission Requirements and Procedures; Assessment and Evaluation; and other related matters.

1.   Definition

   If it is not mentioned otherwise –
   i.   "University" means Khulna University of Engineering & Technology (KUET).
   ii.   "Institute" means Institute of Disaster Management (IDM).
   iii. "BOG" means Board of Governors of IDM.
   iv.   "Director" means Director of IDM.
   v.   "ARC" means Academic and Research Committee of IDM.
   vi.   "FAC" means Finance and Accounts Committee of IDM.

2.   Program Offered

2.1   IDM will offer different Professional Diploma Programs in the field of DM which are as follows:
   a. Diploma in DM
   b. Any other Diploma Program offered by the Institute.

2.2   IDM will also offer different DM related Training Programs.

2.3   A Professional Diploma Program may consist of several modules and a Training Program may consist of one or few modules.

2.4   The ARC will review the program curriculum time to time; and propose new program(s) and modify any existing program(s).

3.   Program Duration

3.1   The normal duration of a Professional Diploma shall be six months with around 16.0 credits.

3.2   The duration of a Training Program will depend on the number and content of the modules(s).

4. Admission

4.1 Admission Requirements

A candidate must have minimum HSC/A-Level/Minimum 3 years Diploma or equivalent degree with minimum GPA of 3.00 or equivalent for any Professional Diploma or Training Program.

4.2 Admission Procedures

4.2.1 An admission committee will be formed by ARC for every session. Application for admission to professional diploma in DM shall normally be invited before commencement of each Semester through regular means of advertisement of the University.

4.2.2 The rules and conditions for admission shall be framed by the admission committee with the approval of ARC for every session.

4.2.3 Admission committee will decide the number of the students to be admitted in a program on the basis of the present facilities.

4.2.4 The Admission Committee will scrutinize the applications and may arrange a written test and/or viva to select the eligible candidates.

4.2.5 The selected candidates have to pay Admission Fees, Module Fees and Other Fees within the prescribed time to enroll in a program.

4.3 Program Coordinator

Director will assign a Program Coordinator for each program. Students will communicate with the Program Coordinator for information.

5. Assessment and Evaluation of Professional Diploma

5.1 A continuous assessment as well as module end evaluation/examination at the end of a module will be conducted. The marks distribution of a module will be as follows:

(i) Theory courses:

Class Attendance and Participation	20%
Assignments and Presentation	30%
Semester final examination (3.0 hours duration)	50%
Total	100%

(ii) Sessional courses:

Class Attendance and Participation	20%
Performance Evaluation in the Lab. Tests	30%
Final Reports	50%
Total	100%

5.2 Course Teacher has to submit students' evaluation report to the Program Coordinator.

5.3   Final grades for modules shall be recorded as follows:

Numerical Marks	Letter Grade	Grade Point
80% and above :	A+ (A Plus)	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A- (A minus)	3.50
65% to less than 70%	B+ (B Plus)	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B- (B minus)	2.75
50% to below 55%:	C+ (C Plus)	2.50
45% to below 50% :	C	2.25
40% to below 45% :	D	2.00
Less than 40%	F	0.00
Continuous assessment	X	
Withdrawal	W	
Incomplete	I	
Non Credit Course	S/U (Satisfactory/Unsatisfactory)	

5.4   Calculation of Grade Point Average (GPA) for Professional Diploma as follows:

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

Where n is the number of module completed during the program and G_i is the grade point corresponding to the letter grade awarded for that module.

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

5.5   For a Training Program students will be evaluated as Satisfactory or Unsatisfactory manner.

5.6   The Chairman of ARC shall keep the record of students' evaluation.

6.   Program Award

6.1   A student will have to pass in all modules separately and submit a project report for award of a Professional Diploma. For a certificate of a Training Program, a student has to complete the module(s) with satisfactory level.

6.2   The qualifying requirement for the Professional Diploma is that a student must earn a minimum GPA of 2.50.

6.3   If a student fails to earn the GPA 2.50 or fails in one or two modules, he may be allowed to repeat maximum two modules with the permission of ARC in the next offered program.

6.4   When a module is repeated for improvement, better grade shall be counted for GPA calculation.

6.5   Grades will usually be announced by the Chairman of ARC at the end of the program on the approval of BOG.

6.6 Students have to pay all his/her dues in order to be awarded.

6.7 Students will be entitled to get one official certificate (and transcript of Academic Record for only Diploma Program) after completion of program from the Institute upon submission of the completed clearance form.

7. Field Work

7.1 Director will assign a "Field Work Supervisor" for Field Work from among the teachers/officers (if required) within the University.

7.2 The students need to submit a report on the field work, while the supervisor will evaluate this course based on the report and a presentation on it.

8. Program Termination

8.1 The name of the student shall be struck off and/or removed from a program on the following grounds:

    i.   Non-payment of dues within prescribed time period.
    ii. Forced to terminate his/her studies under disciplinary rules.
    iii. Written application from the student to withdraw from the program.

9. Program Fees

9.1 The amount of fees for a program or a module shall be reviewed and recommended from time to time by the FAC of the Institute.

9.2 No fees will be refundable at any circumstances.