

Khulna University of Engineering & Technology (KUET) **Institute of Information and Communication Technology (IICT)**

Academic Ordinance for Postgraduate Diploma in Information and Communication Technology

Information and Communication Technology (ICT) is a multidisciplinary technology that has already been established as an inseparable component of our social, economic, commercial and all other sectors of life. The noble aim of the Institute of Information and Communication Technology (IICT) in KUET is to fulfill the national and international demand of ICT. One of the major objectives of the Institute is to promote and provide Post-Graduate Diploma in ICT (PGD (ICT)) 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 PGD (ICT) that includes: Admission Requirements and Procedures; Registration Procedures; Academic Regulations; Grading System; Conduct of Examination; Qualifying Requirements 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 Information and Communication Technology (IICT);
- vii. BOG means Board of Governors of IICT;
- viii. Chairman means Chairman of BOG.
- ix. Director means Director of IICT;
- x. ARC means Academic and Research Committee of IICT;
- xi. SSC means System and Support Committee of IICT;
- xii. FAC means Finance and Accounts Committee of IICT; and
- xiii. Associate Director (ARW) means Associate Director of Academic and Research Wing of IICT.

2. Degrees Offered

Post-Graduate Diploma in Information and Communication Technology (ICT) abbreviated as PGD (ICT)

3. Admission

3.1 Admission Requirements

- a. The candidate must pass B.Sc. Eng. degree from a recognized University/Institute; OR
Three/Four year Bachelor degree in Science Subjects (with mathematics as one of the courses); OR
Master degree in Science Subjects (with mathematics as one of the courses); OR
BURP/BBA/MBA degree (with mathematics as one of the courses).
- b. The candidate must have a minimum GPA of 3.00 in the scale of 5.00 or equivalent in any one of SSC and HSC or in equivalent examinations.
- c. The candidate must have CGPA 2.50 in the scale of 4.0 or its equivalents in B.Sc. Eng./Three or Four year Bachelor degree in Science Subjects /Master degree in Science Subjects/BURP/BBA/MBA.
- d. The candidate must not have a GPA less than 2.50 in the scale of 5.00 or equivalent in any one of SSC and HSC or in equivalent examinations.

3.2 Admission and Registration Procedures

- 3.2.1 Admission Committee formed by ARC will arrange the admission process; ARC may also act as the Admission Committee. Applications for admission to PGD (ICT) shall be invited through regular means of advertisement.
- 3.2.2 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 at tests conducted by the Admission Committee.

3.2.3 The selected candidates have to pay Admission Fees, Course Fees, Caution Money (refundable according to Article 10.2) and Other Fees within the prescribed time line to enroll in the PGD(ICT). Every selected candidate, unless he/she has already been registered, shall get himself/herself registered in the University.

3.3 Student Advisor

Each student shall be assigned an Advisor from among the teachers of the Institute normally not below the rank of an Assistant Professor. The Advisor shall check and approve student's courses to be taken, total credit hours of registration and pre-requisites of any courses as recommended by the Admission Committee. However, it is student's responsibility to keep contact with his/her Advisor.

4. Course Registration

4.1 The numbers of the terms of the program will normally be two in a year. Formal course registration on payment of fees will maintain in each individual term. A final examination will be conducted at the end of a term.

4.2 The courses to be offered in any term shall be determined by the ARW.

4.3 Student will register courses in a term with consultation with his/her advisor. Student will complete the course registration on payment of prescribed fees and other dues as per the Institute rules before the commencement of each term.

4.4 All course registration must be completed within two weeks from the start of a semester. No late registration will be allowed after two weeks of designated dates of registration. Students will be charged a late registration fee which will not be waived whatever be the reason for late registration.

4.5 If a student is unable to complete the final examination of a term due to serious illness or serious accident or official commitment he/she may apply to the Registrar in a prescribed form through ARC for total withdrawal from the term within a week after the end of the term final examination. The application must be supported by a medical certificate from the Medical Center, KUET or relevant Official documents. The Academic Council will take the final decision about such application on the recommendation of the ARC.

5. Academic Regulations

5.1 The minimum duration of the PGD (ICT) program shall normally be three terms. A candidate must complete all the requirements for the PGD (ICT) course within three academic years from the date of his/her first admission.

5.2 Academic progress shall be measured in terms of credit hours earned by a student. The number of credit hours for each subject shall be as specified in the syllabus of the Institute. One credit hour subject shall normally require 12 hours of lecture in a term; while one credit hour for project/ laboratory should normally require 18 hours of work in a term. A student must earn a minimum of 36 (thirty six) credit hours for the PGD(ICT).

5.3 A student on the recommendation of the ARC may be allowed to transfer a maximum of 18(eighteen) 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 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 term. 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 term, 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 term.

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 term.

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 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 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 Associate Director (ARW) of the Institute, on the recommendation of the Advisor, 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 subjects with a minimum GPA of **2.75**.

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 subjects including all the **F** grades shall be reflected in the transcript.

6.4 Grade **I** is given only when a student is unable to sit for the examination of a course at the end of the term because of circumstances beyond his/her control. He/she must apply to the Associate Director (ARW) of the Institute within one week after the examination to get an **I** grade in that course. It must be completed within the next two 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 change his/her course within two working weeks of the commencement of the term with the approval of his/her Advisor, Associate Director (ARW) of the Institute and the respective teacher(s) concerned. In that case his/her grade in the courses registered shall be recorded as **W** in his/her Academic Record but shall not be reflected in the transcript.

7. Assessment and Examination

7.1 A continuous assessment during the term as well as a written examination at the end of a term will be conducted to evaluate students. The dates of the term final examinations shall be announced by the Director of the Institute at least two weeks before. The final grade in a subject shall be based on the performance in all tests, assignments and/or examinations.

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

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|---|-----|
| i. Class participation, attendance and assignments | 30% |
| ii. Class tests, spot test, lab performance, quizzes etc. | 30% |
| iii. Term final examination (1.5 hours duration) | 40% |

7.3 The Controller of Examinations shall keep up-to-date record of all the grades obtained by a student in individual Academic Record Card. Grades shall be announced by the Controller of Examinations at the end of each term. In addition, each student is entitled to one official transcript of Academic Record at the completion of the PGD (ICT) program from the office of the Controller of Examinations on the statement of clearance from the Institute.

7.4 The ARC shall recommend the names of the paper setters and examiners for the term final examinations at least two weeks before the date of commencement of the examination to the Vice-Chancellor for approval.

8. Qualifying Requirements and Diploma Award

8.1 The qualifying requirement for the PGD (ICT) 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 subjects in a term or in two consecutive terms.

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 term.

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 Board

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

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| a) Supervisor | Chairman |
| b) Associate Director (ARW) of the Institute | Member |
| c) One or two teacher(s) from within the Institute | Member |
| d) One member from within or 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 ~~in~~ at oral examination as recommended by the Board.

10. Course Coordinator

Academic and Research Wing 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. Failing to make satisfactory progress in his/her program as reported by the Advisor through ARC and approved by BOG.
- iv. Forced to discontinue his/her studies under disciplinary rules.
- v. Written application from the student to withdraw his/her name from the PGD (ICT) 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 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 terms and apply in written to the Director. Course registration and other fees are not refundable in any case.