

Information Booklet for Postgraduate Studies



**Institute of Information & Communication
Technology**

**Dhaka University of Engineering & Technology
(DUET), Gazipur**

Rules and Regulations for Postgraduate Programs



Dhaka University of Engineering & Technology (DUET), Gazipur Academic Rules and Regulations for Postgraduate Programs

1. Definitions:

- (i) ‘University’ means the Dhaka University of Engineering & Technology, Gazipur abbreviated as DUET, Gazipur.
- (ii) ‘Syndicate’ means the Syndicate of the University.
- (iii) ‘Academic Council’ means the Academic Council of the University.
- (iv) ‘Vice-Chancellor’ means the Vice-Chancellor of the University.
- (v) ‘Pro-Vice Chancellor’ means the Pro-Vice Chancellor of the University.
- (vi) ‘Institute’ means the Institute of Information & Communication Technology (IICT) of the University.
- (vii) ‘Faculty’ means the Faculty of the University.
- (viii) ‘Dean’ means the Dean of the Faculty of the University.
- (ix) ‘Director’ means the Director of the Institute of the University.
- (x) ‘Registrar’ means the Registrar of the University.
- (xi) ‘Controller’ means the Controller of Examinations of the University.
- (xii) ‘CASR’ means the Committee for Advanced Studies and Research of the University.
- (xiii) ‘ECF’ means the Executive Committee of the Faculty of the University.
- (xiv) ‘RAC’ means the Research and Academic Committee for the Postgraduate Program of IICT of the University.

- (xv) ‘Equivalence Committee’ means the Committee for determining the equivalency of Undergraduate and Postgraduate Degrees obtained from other Universities.
- (xvi) ‘Semester’ means program of study to be completed within a specific period of time, an Academic Year will consist of two semesters.

2. Committee:

2.1 Committee for Advanced Studies and Research (CASR):

2.1.1 The CASR shall consist of the following members:

(i) Vice-Chancellor or his/her nominated person; Chairman

(ii) Pro-Vice Chancellor Member

(iii) Three Professors of the University to be Member nominated by the Syndicate;

(iv) Three Teachers of the University having research capabilities and experience to be Member nominated by the Academic Council not below the rank of Associate Professor;

(v) Two Experts from outside the University to be Member nominated by the Vice-Chancellor;

(vi) Director (Research & Extension). Member Secretary

2.1.2 At least 50% of members will fulfill the quorum.

2.1.3 The term of the nominated members shall be of three years. A nominated member shall continue to act as member till a nominated substitute takes over.

2.1.4 The functions of the Committee shall be as follows:

- (i) to recommend the concerned authorities for promotion of research and development of advisory and extension services of the University;
- (ii) to approve the proposals for research, advisory and extension services submitted by the different Departments/Institutes of the University;
- (iii) to approve the Doctoral Committee;
- (iv) to approve the Teacher/Expert's name for supervision of research;
- (v) to recommend the Academic Council about the Board of Examiners for research evaluations;
- (vi) to do such other acts as may be assigned or referred to it by the Vice-Chancellor, the Academic Council or the Syndicate.

2.2 Executive Committee of Faculty (ECF):

2.2.1 The ECF shall consist of the following members:

- (i) Dean of the Faculty; Chairman
- (ii) All Heads and Directors under the Faculty; Member
- (iii) All Professors and Associate Professors Member under the Faculty;
- (iv) Three Teachers of the University from Member outside the Faculty (closely related to the subjects) nominated by the Academic Council;
- (v) Two Experts, having experience in one or Member more relevant field but not working at the University to be nominated by the Academic Council.

2.2.2 The Chairman will nominate one of the members as mentioned in Article no. 2.2.1(iii) to act as the Member Secretary.

2.2.3 At least 50% of members will fulfill the quorum.

2.2.4 The term of the nominated members shall be of three years. A nominated member shall continue to act as member till a nominated substitute takes over.

2.2.5 The functions of the Committee shall be as follows:

- (i) to select the courses, syllabuses and marks to award Postgraduate Degrees;
- (ii) to recommend the Academic Council about the requirements for degree, diploma, certificate and other honors;
- (iii) to recommend the Academic Council to create/restructuring posts for the Teacher and Researcher of the concerned Departments under the Faculty;
- (iv) to take necessary actions as may be conferred on it by Academic Council.

2.3 Research and Academic Committee (RAC)
for the
Postgraduate Program:

2.3.1 The RAC shall consist of the following members:

- (i) The Director of the institute; Chairman
- (ii) All Professors and Associate Professors of Member
IICT;

- (iii) Any other teacher from the institute or outside who offers a course in a semester will be the member for that semester; Member
 - (iv) One Professor to be nominated by the Vice-Chancellor from outside the University in the field of ICT Sector; Member
 - (v) One expert to be nominated by the BOG from outside the University from any National research organization, Industry or Business organization in the field of ICT Sector; Member
 - (vi) If the existing member of Professors & Associate professors of the institute is less than 3 (three), professors (maximum 03) from other relevant departments/institutes of DUET can be nominated as member by the Vice-Chancellor; Member
 - (vii) Postgraduate Course Coordinator of the Institute. Secretary
- 2.3.2 At least one-third of members will fulfill the quorum, fractions being counted as one.
- 2.3.3 The term of office of the nominated members shall be of two years but they shall continue in office till their successors are nominated.
- 2.3.4 The Chairman will nominate one of the members as mentioned in Article no. 2.3.1(iii) as Postgraduate Course Coordinator as well as the Member Secretary.
- 2.3.5 The functions of the Committee shall be as follows:
- (i) To develop the syllabuses and courses for the postgraduate studies;

- (ii) To deal with matters related to admission of students;
- (iii) To suggest a panel of names of paper setters and examiners in the subject or subjects concerned;
- (iv) To identify target groups for training, assess training needs and develop training strategies;
- (v) To prepare annual program on short courses, training and workshop;
- (vi) To identify the areas of research on the basis of national need and formulate research plan;
- (vii) To review the research proposals submitted by teachers and technical personnel, or select experts for reviewing the proposal, if necessary;
- (viii) To recommend the BoG for the appointment of exceptionally reputed technical personnel with vast experience as visiting fellow in the institute, if it feels that the appointment would help the research and human development activities of the institute, on such terms and conditions as the Board of Governors (BoG) may decide;
- (ix) To do such other things as are assigned or referred to it by the Vice-Chancellor, the BoG, or the Syndicate.

2.4 Equivalence Committee:

2.4.1 The Equivalence Committee shall consist of the following members:

- (i) Vice-Chancellor or his/her nominated Chairman person;

- (ii) Pro-Vice Chancellor; Member
- (ii) Deans of the Faculties; Member
- (iii) Director of the Institute concerned; Member
- (iv) Two Professors of the University to be nominated by the Academic Council; Member
- (v) One Professor of the University to be nominated by the Vice-Chancellor. Member

2.4.2 The Chairman will nominate one of the members as mentioned in Article no. 2.4.1(iv) or (v) to act as the Member Secretary.

2.4.3 At least 50% of members will fulfill the quorum.

2.4.4 The term of the nominated members shall be of three years. A nominated member shall continue to act as member till a nominated substitute takes over.

2.4.5 The functions of the Committee shall be as follows:

- (i) to assess the Degrees obtained from other Universities/Institutes; **3.**

Postgraduate Course Co-ordinator:

The Member Secretary of the RAC of the Institute will act as the Postgraduate Course Co-ordinator of that Institute. The Course Coordinator should coordinate all the related activities regarding the Postgraduate program and will preserve all the related documents and records.

Rules and Regulations for Postgraduate Programs

PG Dip. in ICT



Dhaka University of Engineering & Technology (DUET), Gazipur Academic Rules and Regulations for PG Dip. in ICT Degree

1. Degrees Offered

The Post Graduate Diploma (PG Dip.) Degree to be offered by the Institute of Information & Communication Technology (IICT) under this Rules and Regulations is as follows:

- 1.1 Post Graduate Diploma in Information & Communication Technology abbreviated as PG Dip. in ICT.
- 1.2 Any other Post Graduate Diploma Degree in other branches of the Institute approved by the Syndicate on the recommendation of Academic Council may also be offered under the Rules and Regulations.

2. Eligibility for the Applicant

2.1 In order to get admission to the PG Dip. in ICT Program an applicant

- (a) must have a minimum GPA of 3.00 out of 5.00; or, 2.75 out of 4.00; or, a first division at least in one of SSC, HSC, Diploma in Engg. or in equivalent examinations; and must not have a GPA less than 2.00 or a third division or equivalent in any of the aforementioned examinations; and,
- (b) must have a 4-year B Sc. Engg. / Bachelor of Science / BBA; or, Masters of Science/MBA with 3-year Bachelor of Science; and must have at least 50% marks or a minimum GPA of 2.50 out of 4.00 or its equivalent in three or four-year Bachelor degree.
- (c) The above requirements may be relaxed for applicants on deputation or sponsored by Academic Institutions / Research Organizations / IT Industries / DUET Graduates. Such relaxation shall be recommended by the Admission Committee of the Institute for approval of Academic Council.

3. Admission and Registration Procedures

- 3.1 Applications for admission to PG Dip. in ICT shall be invited through regular means of advertisement and shall be received by the Registrar office.
- 3.2 On the recommendation of the RAC through ECF, the rules for admission into the University for PG Dip. in ICT Program shall be framed by the Academic Council from time to time. CASR on its own may, if it deems fit, recommend such rules for admission for approval of the Academic Council.
- 3.3 There shall be an Admission Committee in each Institute as constituted by the RAC on the recommendation of the Director of the Institute.
- 3.4 Before being finally selected for admission an applicant may require to sit for an oral and/or written test before the Admission Committee. S/he may require to take prerequisite course(s) as may be prescribed by the Admission Committee.
- 3.5 The selected applicants should complete their course registration and related tasks as per the announcement of the Registrar office of the University.

4. Academic Requirements and Regulations

- 4.1 The minimum duration of PG Dip. in ICT Program shall be three semesters and generally not more than 5 (five) Academic Years starting from the date of first registration. Each Academic Year shall consist of two semesters. The duration of a semester will be of minimum 13 (thirteen) weeks.
- 4.2 The courses of a Program in an Institute shall be proposed by the RAC and approved by the Academic Council on the recommendation of ECF.

- 4.3 The courses to be offered by an Institute in any semester shall be determined by the Institute.
- 4.4 Academic progress of students shall be assessed in terms of credit hours earned by them. In a semester 1 (one) contact hour per week for theory courses or 3 (three) contact hours per week for Project represent(s) 1 (one) credit hour. The number of credit hours for each course shall be specified in the syllabus of the Institute.
- 4.4.1 For the Degree of PG Dip. in ICT, a student must earn a minimum of 36 credit hours of which 30 credit hours shall be assigned as for course work and 6 credit hours shall be assigned for a Project.
- 4.4.2 From the 30 credit hours theory courses, 18 credit hours will cover for Core Courses* and rest 12 credit hours will cover the Optional Courses**.
- 4.5 There shall be two categories of student, namely, full-time student and part-time student.
- 4.6 A full-time student must register a minimum of 12 (twelve) credit hours and a maximum of 15 (fifteen) credit hours per term. If a full-time student gets an employment while continuing the program, s/he can continue the program as a part-time/full-time student with the written permission or leave from the employer.
- 4.7 A student, serving in different organizations, may be admitted as part-time student with a written consent of the employer. A part-time student may be allowed to register a maximum of 9 (nine) credit hours in a term.
- 4.8 A student may be allowed to switch from part-time to fulltime or vice versa on the recommendation of the RAC through the Director of the Institute before the commencement of a term.
- 4.9 A student may be permitted to withdraw and/or change their registered courses within 3 (three) working weeks from the

commencement of that term on the recommendation of the Course Co-ordinator and the

* Core Course details are in page no. 20

**Optional Course details are in page no. 20

Director of the Institute. The concerned course Teacher and authorities will be informed of the decision.

- 4.10 If a student is unable to complete the final examination of a term due to serious illness or serious accident or official commitment, s/he may apply to the Registrar in a prescribed form through Director of the Institute 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 Chief Medical Officer (CMO), DUET or relevant Official documents. The Academic Council will take the final decision about such application on the recommendation of the RAC.
- 4.11 The qualifying requirement for graduation is that a student must earn a minimum CGPA of 2.65 based on the weighted average of their course work.
- 4.12 2 (two) courses may be repeated for improvement with the prior approval of the Director of the Institute on the recommendation of the Course Co-ordinator, provided that the student has a CGPA less than or equal to 2.65. In such cases, the better grade(s) amongst the previous examination and improvement examination would be retained.
- 4.13 A student shall not be allowed to continue the Program if s/he obtains a total of 4 (four) or more 'F' grades during the period of their studies.
- 4.14 If at the end of the second or any subsequent term, the cumulative GPA falls below 2.50, s/he shall not be allowed to continue the Program.

4.15 In addition to the successful completion of theory course work, each student shall have to submit a Report on their Project work, as applicable, fulfilling the requirements as detailed in the subsequent Article no. 7.

5. Grading System

5.1 The grading system for assessing the performance of a student in credit courses shall be as follows:

<u>Numerical grade</u>	<u>Letter grade</u>	<u>Grade point</u>	<u>Merit description</u>
90% and above	A plus	4.00	Excellent
≥80% but <90%	A regular	3.50	Very good
≥70% but <80%	B plus	3.00	Good
≥60% but <70%	B regular	2.50	Average
≥50% but <60%	C	2.00	Pass
below 50%	F	0.00	Failure
	I		Incomplete
	S		Satisfactory
	U		Unsatisfactory
	X		Continuation

All the final grades for the course of PG Dip. in ICT will be recorded in letter grade system. The Grade Point Average (GPA) shall be computed for each semester. The GPA will be calculated as follows:

$$\frac{\sum CG_{ii}}{n}$$

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

$$\sum_{i=1}^n C_i$$

where, n is the number of courses passed by the student 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 grade awarded for that course(s). The overall or Cumulative GPA gives the cumulative performance of the student from first semester up to any other semester to which it refers and is computed by dividing total grade points ($\sum_{i=1}^n G_i C_i$) accumulated up to the date by the total credit hours ($\sum_{i=1}^n C_i$). Both GPA and Cumulative GPA will be rounded off to the second place of decimal for representing/reporting.

- 5.2 Course(s) in which a student gets ‘F’ grade shall not be counted towards credit hour requirements and for the calculation of GPA. Students may repeat the ‘F’ graded course(s) if it is offered again.
- 5.3 The ‘B’ and ‘C’ grades, up to a maximum of two courses, may be ignored for calculation of GPA on the written request of the student to the Director of the Institute and on the recommendation of the Course Co-ordinator, provided that the student has to fulfill the total course credit hour requirements in the remaining courses with a minimum GPA of 2.65.
- 5.4 The performance in all the courses including all the ‘F’ grades shall be reflected in the transcript.
- 5.5 Grade ‘I’ will be given only when a student is unable to sit for the examination of a course at the end of the semester because of circumstances beyond of their control. To get ‘I’ grade, s/he must apply to the Director of the Institute through the respective course Teacher within 1 (one) week after the

examination of the respective course. S/he has to complete the course within the next 2 (two) consecutive semesters; otherwise s/he will get 'F' grade in that course. If that course is not offered within the next 2 (two) consecutive semesters, the student can take any other offered course as a replacement on the recommendation of RAC. An PG Dip. in ICT student can apply for an 'I' grade for a maximum of 6 (six) different courses.

5.6 Satisfactory ('S') and Unsatisfactory ('U') shall be used for final grading of the performance of Project and non-credit courses. An 'X' grade shall be recorded for Project continuation.

5.7 A student may enroll for non-credit course(s) termed as audit course(s) on the recommendation of their Project Supervisor and Director of the Institute.

6. Conduct of Examination

6.1 In addition to class tests, assignments, term papers, etc. there shall be a written examination on all theoretical courses at the end of each term. The respective course Teacher will be solely responsible for the performance evaluation of a student. The dates of the examinations shall be announced by the Controller of Examinations as advised by the Director of the Institute at least 2 (two) weeks before its commencement. The final grade in a theoretical course shall be based on the performance of all class tests, assignments, term papers, etc. and written examination.

6.2 The Controller of Examinations shall keep the up-to-date record of all the grades obtained by students and shall publish the results at the end of each term. A student may collect a copy of the grade sheet from the office of the Controller of Examinations at the end of each term. In addition, each student is entitled to 1 (one) official academic

transcript after the completion of their academic program from the office of the Controller of Examinations on production of document of clearance from the Institute and payment of the prescribed fees.

- 6.3 The Director of the Institute shall recommend the names of the paper setters and examiners for the semester final examinations at least 2 (two) weeks before the date of the commencement of the examination to the Vice-Chancellor for approval.

7. Project

- 7.1 The Project work shall be carried out under the supervision of a full-time Teacher, who should be the member of RAC of the Institute. The Supervisor and the topic of the Project work shall be approved by the CASR on the recommendation of RAC after completion of at least 9 (nine) credit hours of course work and having a minimum CGPA of 2.65.
- 7.2 A student shall submit a Project proposal to the RAC through Supervisor. The RAC shall examine the proposal and recommend it for the approval of the CASR through the Director of the Institute. In special circumstances, the RAC recommend any subsequent changes in the Project topic and forward it through the Director of the Instituteto CASR for approval.
- 7.3 If any change is necessary on the approved Project (Cost, Supervisor, Joint-supervisor/Co-supervisor, etc.), it shall be approved by the CASR on the recommendation of the RAC. However, the Examination Board can suggest and allow only minor changes (if necessary for Title or Content) and it should be further reported to the CASR.

- 7.4 The Project work should normally be carried out at the University. However, if necessary, with the approval of the RAC, the Supervisor can allow their student to carry out the Project work outside the University.
- 7.5 At the end of a student's Project work and with the consultation of the Supervisor the student has to submit a Project report. Each student must submit at least 5 (five) number of printed copies of their Project in the prescribed format to the Director of the Institute or before a date to be fixed by the Supervisor concerned in consultation with the Director of the Institute.
- 7.6 The student shall have to declare that the Project work was carried out by them and has not been submitted elsewhere for the award of any other Diploma or Degree.
- 7.7 Each student submitting a Project report in partial fulfillment of the requirements of a Degree, shall be required to take at an oral examination, on a date or dates fixed by the Supervisor concerned in consultation with the Director of the Institute and must satisfy the examiners that s/he has gained satisfactory knowledge related to the Project work.
- 7.8 An Examination Board for each student for Project and oral examination shall be approved by the Academic Council through the RAC and CASR on the recommendation of the Project Supervisor. The Supervisor shall act as the Chairman and the Director of the Institute will be an Exofficio member of the Examination Board. The Board shall consist of at least 5 (Five) members including the Director of the Institute and the Supervisor. The Examination Board shall be constituted as follows:

(i) Supervisor Chairman

(iv) Withdrawn officially from all the courses including Project.

9. Academic Fees

Academic tuition and fees will be declared and reviewed by the appropriate authority of the University from time to time.

10. Extension of Time for Completion of Degree

The application for extension of time span of a student should be approved by the Academic Council through CASR on the recommendation of the RAC. A prescribed form may be used for this purpose. The application must be submitted before the normal time span has elapsed.

11. Admission Test

A written test will be conducted for the admission. The topics that will be covered are as follows but not limited to:

- Aptitude topics
- English
- Mathematics
- Computer Fundamentals
- Programming Skill

The admission test generally takes place on a pre-announced date as per the University Postgraduate academic.