# Rajshahi University of Engineering & Technology (RUET)
## Institute of Information and Communication Technology (IICT)



## Rules and Regulations for Postgraduate Diploma in Information and Communication Technology (PGD in ICT)

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. One of the major objectives of the Institute is to conduct various ICT based Postgraduate Diploma Programs to enrich persons in diverse ICT fields for national and global job market. This is the guidelines for Postgraduate Diploma Programs that includes: Admission Requirements and Procedures; Assessment and Evaluation; and other related things.

### 1. Definition

If it is not mentioned otherwise –

i.    University means Rajshahi University of Engineering & Technology (RUET);

ii.   Institute means Institute of Information and Communication Technology (IICT);

iii.  BOG means Board of Governors of IICT;

iv.   Director means Director of IICT;

v.    RAC means Research Academic Committee of IICT;

vi.   FAC means Finance and Accounts Committee of IICT;

vii.  ARW means Academic and Research Wing of IICT; and

viii. Associate Director (ARW) means Associate Director of Academic and Research Wing of IICT.

### 2.  Diplomas Offered

The post graduate diplomas to be offered under this ordinance are as follows:

1.1 Post Graduate Diploma in
- Information and Communication Technology abbreviated as PGD in ICT.

1.2  Any other diploma approved by the academic council may also be offered under this ordinance.

### 2. Admission Requirements

2.1    For admission to the courses leading to a PGD in ICT an applicant

(a)    must have a minimum GPA of 3.50 out of 5.00 or a first division or equivalent in any one of S. S. C and H. S. C or in equivalent examinations and must not have a GPA less than 3.00 out of 5.00 or a third division or equivalent in any of the aforementioned examinations.

(b)    must have at least 50% marks or a minimum GPA of 2.50 out of 4.0 or its equivalent in B. Sc. Engg. / B. Sc. Ag / B. Sc. Econ. or B. Sc. / BSS degree / M. A or M. Sc. or MSS degree / BURP/BArch degree in the relevant branch.

**OR**

2.2     For admission to the courses leading to a PGD in ICT an applicant must have
Master degree / Four-year Bachelor degree in Computer Science, Information Technology, Physics or Mathematics.

## 3. Admission and Registration Procedures

3.1     Applications for admission to the above program shall be invited through regular means of advertisement and shall be received by the Registrar.

3.2     On the recommendation of the RAC, the rules for admission into the University for Postgraduate Studies shall be framed from time to time by the academic council.

3.3     Before being finally selected for admission a candidate may be required to appear at an oral and / or written test by a selection committee as constituted by the RAC. He/she will be required to take pre-requisite courses as may be prescribed by the selection committee. Every selected candidate, unless he/she has already been registered, shall be registered himself/herself with the university.

3.4     After admission, each student shall be assigned an advisor by the RAC from the teachers of the Institute not below the rank of an assistant professor. In advance of each enrolment and course registration for any semester, the advisor or supervisor (as appointed by Art. 8.1 of this ordinance) shall check and approve his/her student's schedule for subjects, pre-requisites as recommended by the selection committee and the total hours. The student is expected to consult his/her adviser/supervisor on all academic matters but, it is the responsibility of the individual student to see that his/her schedule conforms to the academic regulations.

3.5     Every registered student shall be himself/herself enrolled on payment of prescribed fees and other dues as per the university/institute rules before the commencement of each semester. In an academic year there will be normally two semesters. The registration of all the courses must be completed within two weeks from the start of a semester.

3.6     No late registration will be allowed after two weeks of designated dates of registration. Students will be charged a late registration fee only. This extra fee will not be waived whatever be the reason for late registration.

3.7     If a student is unable to complete the final examination of a semester due to serious illness or serious accident or official commitment he/she may apply to the Registrar in a prescribed form through Director of the degree awarding 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 medical center, RUET or relevant Official documents. The Academic Council will take the final decision about such application on the recommendation of the relevant RAC.

## 4. Academic Requirements and Regulations

4.1     The minimum duration of the PGD in ICT will normally is three (3) semesters. A candidate for the PGD in ICT must complete all the requirements for the diploma within three academic years from the date of his/her first admission in the program. In an academic year there will be normally two semesters.

4.2     Academic progress will be measured in terms of credits earned by a student. One credit subject will normally require 14 hours of lecture for one semester; while one credit for project/ laboratory should

normally require 42 hours of work for one semester. The number of credits for each subject will be specified in the syllabus of the institute.

4.3     For the PGD in ICT a student must earn a minimum of 36 credits including 6 credits in project.

4.4     There shall be two categories of students, namely, full-time students and part-time students. A student may be enrolled as a part-time student directly. Students, serving in different organizations, may also be admitted as a part-time student with a written consent of the employer.

    (a)     In the case of PGD in ICT, a part-time student may be assigned a maximum of 9 credits of course work in any semester.

    (b)     In the case of PGD in ICT, a full-time student must register a minimum of 15 credits and a maximum of 18 credits per semester. A full time student shall not be allowed to be in the employment of any organization (even as a part time employee). However, they may be employed as Teaching/ Research assistant at the university. If a full-time student becomes an employee (full time or part time) of any other organization in the middle of a 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.

    (c)     Student may be allowed to switch from part-time to full-time or vice versa on the recommendation of the RAC before the commencement of a semester.

4.5     The courses of study shall be recommended by the RAC and approved by the academic council. The RAC may review the curriculum from time to time and recommend any changes as may be considered necessary. The courses to be offered in any semester shall be as determined by the RAC.

4.6     A student on the recommendation of the RAC may be allowed to transfer a maximum of 9.0 credits of the courses completed by the student at a recognized institution provided that the courses were not taken earlier than three calendar years from the date of his first enrolment in the PGD in ICT program at RUET and that the student obtained a minimum GPA of 3.0 out of 4.0 or its equivalent in such courses and that the courses are equivalent to the approved courses of IICT.

## 5. Grading system

5.1     Letter grade system will be applied in assessment of the performance of a student in semester examination. Final grades for courses shall be recorded as follows:

| Marks Obtained | Grades | Description | Grade Points |
|---|---|---|---|
| 90% and above | A+ | Excellent | 4.0 |
| 80% to below 90% | A | Very Good | 3.5 |
| 70% to below 80% | B+ | Good | 3.0 |
| 60% to below 70% | B | Average | 2.5 |
| 50% to below 60% | C | Pass | 2.0 |
| Below 50% | F | Fail | 0.0 |
| | I | Incomplete | |
| | S | Satisfactory | |
| | U | Unsatisfactory | |
| | W | Withdrawn | |

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

5.3     The C grades, up to a maximum of two courses, may be ignored for calculation of GPA at the written request of the student to the Director of the Institute on the recommendation of the Supervisor/ Advisor, provided that the student has fulfilled the total credit requirement in the remaining subjects with a minimum GPA of 2.50.

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

5.5     Grade I is 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 his/her control. He/She must apply to the Director 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 grade becomes an F grade. He/She may, however, be allowed to register with payment of tuition fees for that course.

5.6     S or U grade will be used as final grades for project and non-credit courses. Grade for "In Progress" project shall be recorded as S or U. If, however, project is discontinued an I grade will be recorded.

5.5     Students may be enrolled for non-credit course(s) termed as audit course(s) on recommendation of his/her project Supervisor / Adviser and the Director of the Institute.

5.6     A student shall withdraw officially from a course within two working weeks of the commencement of the semester or else his/her grade in that course shall be recorded as F unless he/she is eligible to get a grade of I. A student may be permitted to withdraw and change his/her course within the specified period with the approval of his/her Advisor/Director of the Institute and the respective teacher(s) concerned. In that case his/her grade in the registered courses shall be recorded as 'W' in his/her Academic Record but shall not be reflected in the transcript.

## 6. Conduct of Examination

6.1     In addition to tests, assignments and/or examinations during the semester may be given by the teacher(s) concerned, there shall be a written examination and/or other tests for each of the subjects offered in a semester at the end of that semester, the dates of which shall be announced by the Controller of Examinations, RUET advised by the Director of the Institute at least two weeks before the commencement of the examination. The final grade in a subject shall be based on the performance in all tests, assignments and /or examinations.

6.2     The Controller of Examinations shall keep upto-date record of all the grades obtained by a student in individual Academic Transcript. Grades shall be announced by the Controller of Examinations at the end of each semester. In addition, each student is entitled to one official transcript of the university record at the completion of his/her academic program from the office of the Controller of Examinations on production of statement of clearance from the institute.

## 7. Qualifying Requirements

7.1     The qualifying requirement for the PGD in ICT is that a student must earn a minimum GPA of 2.50 based on the weighted average in his/her course works.

7.2	A student obtaining F grade in a course may be allowed to repeat the course with the prior approval of Director of the Institute on the recommendation of the Supervisor / Advisor. Such approval shall be reported to the RAC.

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

## 8. Project

8.1.	Project works shall be carried out under the supervision of a full-time member of the staff belonging to the Institute. Supervisor will be selected in $2^{nd}$ semester and earned credit will be counted in $3^{rd}$ semester. However, in special cases, a full-time member of the staff belonging to an Institute outside the student's Institute of the university may be appointed as Supervisor, if the research content of the project work is within the field of specialization of the member of the staff. The title of the project, cost and the supervisor shall be recommended by the RAC for approval of the Vice-Chancellor. This approval will be reported to the CASR.

8.2	If any change is necessary of the approved project (title, content, cost, supervisor etc.) it shall be approved by the Vice-Chancellor on recommendation of the relevant RAC. This approval will be reported to the CASR.

8.3	The project work must be carried out in this university or at a place approved by the Vice-Chancellor on recommendation of the supervisor in consultation with the Director of the Institute. The work schedule and financial involvement should be mentioned in the project proposal for carrying out project work outside the university.

8.4	Every student shall submit required number of type written copies of his/her project report in the approved format (as given in Appendix- I) to the Director of the Institute, through his/her supervisor, on or before a date to be fixed by the supervisor consultation with the Director of the Institute.

8.5	The student shall certify (as given in Appendix-II) that the research work was done by him/her and that this work has not been submitted elsewhere for the award of any other diploma or degree.

8.6	Every student submitting a project report in partial fulfillment of the requirement of PGD in ICT shall be required to appear at an oral examination, on a date or dates fixed by the supervisor in consultation with the Director of the Institute and must satisfy the examiners that he/she has gained satisfactory knowledge related to the project work.

8.7	**Project Examination Committee**

There will be an Examination Board for all students in one semester to take oral examination for projects. The director will recommend the names of examiners for approval of the Vice-Chancellor. The Examination Board will be constituted as follows:

(i) Director, IICT, RUET-Chairman
(ii) All Supervisors- Member
(iii) One external member from the other Institute/department of RUET not below the rank of Assistant Professor – External Member

## 9. Cancellation of Studentship

The studentship of a student shall be cancelled from the IICT of RUET on the following grounds:

i. Non-payment of dues within prescribed period. Post graduate students residing in the halls of residence shall be subject to the same conditions as allowed in the Ordinance Relating to the Board of Discipline.
ii. Failing to proceed with the program by following any of the Art.4 or Art. 7 of this Ordinance.
iii. Failing to make satisfactory progress in his/her program as reported by the Advisor / Supervisor through the RAC.
iv. Forced to discontinue his/her studies by the Board of Discipline.
v. Withdrawn officially from the PGD in ICT Program.

**10. Academic fees**

Academic fees recommended by the finance committee of IICT will have to pay.

**Date: 92th Syndicate, 04/05/2021**

**(Prof. Dr. Md. Selim Hossain)**
**Director, IICT, RUET**