

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

Rules and Regulations for Professional Diploma and Training Programs

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 Professional Diploma and Training Programs to enrich persons in diverse ICT fields for national and global job market. This is the guidelines for Professional Diploma and Training 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 Khulna University of Engineering & Technology (KUET);
- 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. ARC means Academic and Research 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. Program Offered

2.1 IICT will offer different Professional Diploma Programs in the field of ICT are as follows:

- a. Diploma in Computer Applications (DCA)
- b. Diploma in Software Engineering (DSE)
- c. Diploma in Computer Networks and System Administration (DNSA)
- d. Diploma in Internet Programming and Web Development (DIPW)
- e. Diploma in Mobile Applications Development (DMAD)
- f. Diploma in Multimedia and Graphics Design (DMGD)
- g. Diploma in Communication Technology (DCT)

2.2 IICT will also offer different ICT related Training Programs.

2.3 The ARW 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 will be six months with several modules.

3.2 The duration of a Training Program will be around three months with one or few modules.

4. Admission

4.1 Admission Requirements

A candidate must have minimum HSC or equivalent degree for any Professional Diploma or Training Program.

4.2 Admission Procedures

4.2.1 Admission Committee formed by ARW will manage the admission process; ARW may also act as the Admission Committee.

4.2.2 Applications for admission to a program shall be invited through regular means of advertisement.

4.2.3 ARW 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, Course Fees and Other Fees within the prescribed time to enroll in a program.

4.3 Program Coordinator

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

5. Assessment and Evaluation

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

- i. Continuous assessments 70%
- ii. Module end evaluation/examination 30%

5.2 Module instructor(s) 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	Merit Description
80% and above :	A+ A (Plus)	4.00	Excellent
70% to below 80%:	A A	3.50	Very Good
60% to below 70% :	B+ B (Plus)	3.00	Good
50% to below 60% :	B B	2.50	Average
40% to below 50% :	C	2.00	Pass
Below 40% :	F	0.00	Failure
	S		Satisfactory

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 The Associate Director (ARW) shall keep the record of students' evaluation.

6. Program Award

- 6.1 A student will have to pass in all individual modules and submit a project report for award of a Professional Diploma. For Training Program, a student has to satisfy successful completion of the program for an award.
- 6.2 The qualifying requirement for the Professional Diploma is that a student must earn a minimum GPA of 2.50.
- 6.3 Students have to pay all his/her dues in order to be awarded.
- 6.4 Grades will usually be announced by the Associate Director (ARW) at the end of the program on the approval of BOG.
- 6.5 Students will be entitled to get one official certificate (and transcript of Academic Record for only Diploma Program) at the completion of program from the Institute upon submission of the completed clearance form.

7. Diploma Project

- 7.1 For Professional Diploma ARW will assign a Project Supervisor for each project from among the module instructors/teachers/officers within the University
- 7.2 Project Evaluation Board (as mentioned in Section 7.5) will evaluate each project and will take an oral examination.
- 7.3 If a student fails to satisfy the Evaluation Board, he/she will be given one more chance to appear for evaluation as recommended by the Board.
- 7.4 Students have to submit project reports through supervisors to ARW for the completion of a Diploma Program.

7.5 Project Evaluation Board

A Project Evaluation Board will be formed by ARW; the board will be constituted as follows:

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| a) Associate Director(ARW) | Chairman |
| b) Project Supervisor(s) | Member |
| c) Module Instructor(s) (if necessary) | Member |

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.

9. Academic Fees

- 9.1 Items of program fees 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.