

REGULATIONS FOR MS PROGRAM

1. Duration of Study and Research:

- 1.1. The minimum period for completing all the requirements of the MS Program shall be 1.5 year (Three semesters).
- 1.2. The maximum period shall be Four years. However, the competent authority may extend the period up to one year on account of any special circumstances on the recommendation of the supervisor/co-supervisor(s) and the concerned Chairperson/Director/Co-director.
- 1.3. Each MS Program shall carry an approved number of courses and each course shall have an approved number of Credit Hours.
- 1.4. The Credit Hours per semester for each discipline shall be 08 to 12.
- 1.5. MS Program has 30 credit hours including 06 credit hours of research work/thesis.
- 1.6. MS students can optionally complete two additional mandatory courses of 06 credit hours in lieu of thesis work.
- 1.7. The thesis may be taken after completing the two semesters.
- 1.8. There shall be two semesters in an academic year.
- 1.9. The duration of teaching time in each semester shall be 16 weeks.
- 1.10. The semester starting with the commencement of the academic year shall be called the “First Semester” and the followed semester shall be called the “Second Semester”.
- 1.11. Minimum number of contact hours for a theory subject of 3 credit hours per semester shall be 42 and minimum number of contact hours for a theory subject of 2 credit hours or practical one credit hour per semester shall be 28.

2. Structure:

	Course Work Only		Course Work +Thesis Option	
	Morning (Full time)	Evening (Full Time)	Morning (Full time)	Evening (Full Time)
Number of Semesters	3 (Typical)	3 (Typical)	4 (Typical) (3+1)	4 (Typical) (3+1)
No of Courses	10 (Minimum)	10 (Minimum)	08 (Minimum)	08 (Minimum)
Credit Allowed per Semester	12 (Max) in spring/fall	12 (Max) in spring/fall	12 (Max) in spring/fall	12 (Max) in spring/fall

Coursework Credit Hours	30	30	24	24
Thesis Credit Hours	-	-	06	06
Program Credit Hours	30 (Minimum)	30 (Minimum)	30 (Minimum)	30 (Minimum)

3. Thesis Work:

Besides 24-CHr of course works, MS students may optionally complete 06 CH of research work in lieu of two courses. The thesis may be taken after completing 16 credit hours (minimum).

4. Eligibility for Admission in MS:

- 4.1 16 years of schooling or 4 years of education after H.SC/F.Sc/Grade 12 equivalents in relevant engineering discipline will be required for admission in the MS / MS.
- 4.2 The valid GAT-General conducted by the National Testing Service or by HEC (Education Testing Council) with a minimum 50% cumulative score will be required at the time of admission for MS.
- 4.3 60% marks in entry test for MS Program conducted by University.

5. Procedure for Admission:

- 5.1 The applicant shall submit the application form duly completed in all respects along with the relevant documents by the last date fixed by the University.
- 5.2 A student, if employed, will have to obtain No Objection Certificate (NOC) from his/her employer before registration.
- 5.3 Each application for admission will be processed separately by Directorate of Postgraduate Studies consulting with concerned department.
- 5.4 Incomplete application forms or applications received after the due date will not be considered.
- 5.5 The University reserves the right to refuse admission to any applicant without assigning any reason, or cancel the admission of a student at any stage if his/her conduct or progress in studies is not found satisfactory.
- 5.6 Students seeking admission are required to pay the fees and deposit at the time of admission as given in the prospectus duly approved by the University authorities.
- 5.7 All paid fees are non- refundable except the library and security deposits, which will be refunded after the student leaves the Institution.

6. Course/Semester Registration & Enrolment:

- 6.1 A student must register for each semester (within the prescribed time) until the completion of degree requirements. Failing to register two consecutive semesters, student's admission may be cancelled by the competent authority without prior notice.
- 6.2 Students can register for maximum 04 courses in a regular semester.
- 6.3 Minimum number of students to offer any course should not be less than 10.

7. Course Add/Drop:

- 7.1 A student can add/drop any course (due to any reason) within 02 weeks after commencement of classes. Add/Drop of maximum 02 courses is allowed per semester. He/She can register for the same course whenever offered by the University.
- 7.2 No fee shall be charged for the dropped courses if dropped within 02 weeks. Fee for the dropped course(s) shall be transferred to the next semester in case a student has already paid the fee.

8. Grading Policy:

9.1 For absolute grading, the following table shall apply:

Numerical Score	Letter Grade	Grade Point
85 to 100	A	4.00
80 to 84	B+	3.70
75 to 79	B	3.50
70 to 74	C+	3.30
65 to 69	C	3.00
60 to 64	C-	2.70
50 to 59	D	2.50
Below 50	F	0.00

NOTE: Fraction shall be considered as a whole number

9.2 Credit Hour (C.H): One Credit Hour for a particular course is generally to be considered as one hour of teaching theory per week and for practical/lab work 1 C.H. be considered as 2 contact hours.

9.3 Quality Point (Q.P): For computation of the GPA the quality Point is first determined by multiplying the value of the grade earned by the students with the credit hours of

that course. E.g. if a student obtains “A” grade for a three credit hours course then the Q.P of this course will be calculated as follows:

$$Q.P = 4 \times 3 = 12$$

9.4 Grade Point Average (GPA): Grade Point Average is an expression for the average performance of a student in the course he/she has been offered during a particular semester. This is calculated by adding the quality points of all the courses taken divided by the total number of credit hours offered:

$$G.P.A. = \frac{\text{Sum of Quality Points}}{\text{Sum of the Credit Hours}}$$

9.5 Cumulative Grade Point Average (CGPA): The Cumulative Grade Point Average (C.G.P.A) is the expression describing the performance of a student in all semesters is determined by the following way:

$$CGPA = \frac{\text{Sum of Quality Points for all the courses appeared}}{\text{Sum of the Credit Hours for all the courses appeared}}$$

9. The Distribution of Marks for Each Theory and Practical Course in a Semester Shall be as Follows:

Theory		
	Maximum Marks 100	Maximum Marks 50
Test(s)/Assignment(s)/Quizzes	10	05
Literature Review / Research		
Mid Semester Examination	30	15
Final Semester Examination	60	30
Total	100 marks	50 marks

Practical/Lab Work		
	Maximum Marks 100	Maximum Marks 50
Sessional	10	05
Lab Evaluation Work	30	15
Semester Lab Examination	60	30
Total	100 marks	50 arks

10. The Minimum Requirement for Each Semester Course Shall be as Follows:

- (i) Assignments (minimum Two)
- (ii) Tests/Quizzes (minimum Two)
- (iii) Mid Semester Examination
- (iv) Final Semester Examination

- (v) Literature review shall be of 3 research papers having 2000 words each
 - (vi) Similarity Index of the literature review shall not exceed 18% in overall.
- 10.1 The external examination system shall be carried on for Practical Viva Voce, Conduct of Initial and Final Seminar, and project/Thesis Examination.
- 10.2 The schedule of Mid semester and Final Semester Examinations shall be as under:
- (i) Mid Semester Examination After 8 weeks
 - (ii) Final Semester Examination After 16 weeks
- 10.3 Final semester examination shall be of 3 hours duration for 3 CH courses and each question paper will contain 05 questions without any choice.
- 10.4 Similarly, Final semester examination shall be of two hours duration for 2/1 CH course and each question paper will contain 03 questions without any choice.
- 10.5 Final semester examination will be conducted from the whole course.
- 10.6 Mid Semester examination will be of one and half hour duration for 3 CH course and each question paper will contain minimum three questions without any choice.
- 10.7 Mid Semester examination for two CH course will be of 45 minutes duration and question paper will contain two question without any choice.
- 10.8 The minimum passing marks in a subject will be 50% or 2.5 GPA.
- 10.9 A student should have overall at least 75% attendance to appear in the Final Semester Examination.

11. The Procedure of Conducting Assignments/Tests/Mid Semester Examination/Final Semester Examination and Declaration of Results Shall be as Follows:

- 11.1 The scripts of all assignments will be returned and those of the tests and mid semester examination will be shown to the students after evaluation.
- 11.2 Each blank page/gaps in the scripts will be stamped/lines drawn by the teacher concerned/invigorator.
- 11.3 Mid semester and final examination will be conducted by the Examination Department in collaboration with the concerned Directorate of PGS.
- 11.4 The question papers for the mid semester and final semester examination will be deposited by the concerned teacher to the Controller of Examination at least two days before the Examination.
- 11.5 The marks of each test and mid semester examination will be displayed and solutions will be discussed in the class room immediately after evaluation. If any student is not satisfied with the evaluation, he/she may convey this to the Directorate of Postgraduate Studies within 7 days of the result displayed and the

matter then will be looked into by the Management Committee whose decision will be final. Any such objections after the expiry of 07 days will not be entertained. A copy of the marks of the tests and mid semester will be deposited by the concerned teacher after the announcement of the results to the controller of Examination

- 11.6 The teachers will prepare 3 copies of the result of each course separately at the end of each semester (attendance, tests, mid semester examination, assignments and final semester examination) on the prescribed proforma and shall forward two copies to the Controller of Examinations through concerned Director/Co-Director.
- 11.7 The cumulative result (including all the marks of attendance, assignments, tests, mid semester examination and final semester examination) of each semester of a year will be announced by the Controller of examinations.
- 11.8 For the award of MS Degree, a student must secure CGPA 3.00 aggregate and must pass the final viva voce examination of the research project/thesis. In case of course work based Master degree 3 CGPA aggregate required
- 11.9 If a student passes all subjects but secures less than CGPA 3.00, he/she will be allowed to improve those subjects in which he/she has secured less than GPA 3.00, more than one chance for improvement of grades will not be allowed.

12. Research Project / Thesis

- 12.1 The minimum duration of MS Degree research project/ thesis will be 06 months with effective from the date of conduct of the Initial Seminar.
- 12.2 Each student will work on a project individually. Students will not be allowed to work in groups.
- 12.3 A student will be required to select a supervisor for his/her project. He/she may also select co-supervisor if necessary.
- 12.4 The supervisor should be a faculty member of DUET and his/her minimum qualification should not be less than MS Degree in relevant field.
- 12.5 A faculty member/Expert of any other University or Industry may be taken up as co-supervisor, if necessary. His/her minimum qualification should be MS in the relevant field.
- 12.6 Each student will prepare research proposal of his/her project in consultation with his/her Supervisor and Co-Supervisor (if any).
- 12.7 A student may select a Supervisor and Co-Supervisor on his/her own choice. However, the Management Committee reserves the right to change the Supervisor/Co-Supervisor, if necessary.

- 12.8 A faculty member will not supervise or co-supervise his/her real son, daughter, brother, sister, husband or wife.
- 12.9 The supervisor/Co-Supervisor will scan the research proposal of the student through Higher Education Commission (HEC) approved software for plagiarism and will submit the duly signed and stamped hard copy containing similarity index to the Directorate of PGS.
- 12.10 Supervisor will be allowed to register/supervise maximum number of students according to HEC guidelines.

13. Conduct of Initial Seminar:

- 13.1 A student will be eligible to give Initial Seminar of his/her project if his/her minimum GPA in the first semester is not less than 3.0.
- 13.2 An eligible student will fill up the Research Proposal Proforma and pay the required processing fees through bank challan available in the office of the Directorate of PGS. Cash payment will not be accepted in any case.
- 13.3 The Research Proposal Proforma should be signed by the student himself/herself, his/her supervisor and co-supervisor(s), the Chairperson of the concerned Department, the Director of Postgraduate Studies and duly approved by ASRB.
- 13.4 The Research Proposal Proforma will be submitted in the office of the Director PGS with the following documents: all the documents recommended by Dean of concerned faculty and shall be placed before ASRB for approval.
- a) Project Proposal. Each page of the proposal will be signed by the student and his/her supervisor and co-supervisor(s).
 - b) A copy of the Bank Challan after the payment of the processing fees.
 - c) Attested photo copy of the marks certificate of the first semester.
 - d) The Similarity index of the scanning report (Plagiarism). It must be less than or equal to 19% and no any single source should have a similarity index more than or equal to 5%.
 - e) Attested copy of the Enrollment Card.
- 13.5 The date of the conduct of the Initial seminar will be announced by the Director PGS with approval of Vice Chancellor.
- 13.6 The student will prepare a presentation of 10–15 minutes duration under the guidance of his/her supervisor/Co-Supervisor(s).
- 13.7 The Initial seminar will be evaluated by the following:
- a) The Dean of the concerned faculty.

- b) External expert to be appointed/approved by the Competent Authority.
 - c) At least one member of the Advanced Studies and Research Board (ASRB) other than the Dean of the concerned faculty.
 - d) At least one Internal expert to be appointed/approved by the Competent Authority.
- 13.8 The Evaluation reports of the experts and ASRB member will be submitted for final approval/decision in next meeting of ASRB.
- 13.9 In case, if the Initial Seminar is not approved by the ASRB, the student will be asked to deliver repeat seminar by incorporating the suggestions/ comments/ observations of the experts and ASRB members.
- 13.10 In normal circumstances, more than two repeat seminars will not be allowed. However, the ASRB may allow a student to give third repeat seminar under special circumstances.
- 13.11 The maximum number of Initial/Final Seminars conducted in one day will not exceed 10.

14. Conduct of Final Seminar:

- 14.1 A student will be eligible to give final seminar if:
- a) He/She cleared all course work as required with minimum CGPA 3.00.
 - b) His/her Initial Seminar has already been approved by the ASRB.
 - c) He/she has submitted one hard copy (loose bound/Spiral binding) of the thesis, prepared as per approved guidelines.
- 14.2 The student will prepare a presentation of 15 to 20 minutes duration with the consultation of his/her supervisors.
- 14.3 The student will inform the Director PGS in written through his/her supervisor/co-supervisor(s) that he/she is ready for the final seminar.
- 14.4 The Director, Postgraduate Studies will announce the date for the conduct of the final seminar.
- 14.5 The student will give final seminar before the experts and ASRB members.
- 14.6 The final seminar will be evaluated by the following:
- a) The External Expert to be appointed/approved by the Competent Authority.
 - b) The Dean of the Concerned Faculty or his/her nominee.
 - c) At least one member of the ASRB other than the Dean of the concerned faculty.
 - d) At least one Internal Expert to be appointed/ approved by the Competent Authority.

- 14.7 The Director/ Co-Director, PGS will submit the evaluations of the experts and ASRB members to ASRB for final approval.
- 14.8 If ASRB approves the final seminar, the student will be asked to submit the final version of the thesis for evolution.
- 14.9 If ASRB does not approve the final seminar, the student will be asked to give another final seminar by incorporating suggestions/corrections/comments/ observations of the experts and ASRB members.
- 14.10 If a candidate doesn't qualify in first attempt, more than one repeat final seminars will not be allowed. However, the ASRB reserves the right to allow second repeat seminar in special cases.

15. Submission of Thesis and Conduct of Viva Voce Examination:

- 15.1 The student will submit three hard copies (loose bound/Spiral binding) and one softcopy of the thesis to the Director, Postgraduate Studies along with the processing fees of the thesis evaluation.
- 15.2 Student will also submit the fees for anti-plagiarism services.
- 15.3 The Director, Postgraduate Studies will send the softcopy of the thesis to the focal person of the Anti-Plagiarism Cell of the University to scan it for finding authenticity of the Thesis through HEC approved software for plagiarism.
- 15.4 If the scanning report has similarity index less than or equal to 19% and no any single source has a similarity index greater than or equal to 5%, the thesis will be accepted for viva voce examination. Otherwise, it will be returned back to the student. This procedure will be repeated until minimum similarity index as fulfilled above is met.
- 15.5 The supervisor through Concerned Chairman will propose a panel of three external and three internal experts for the conduct of the viva voce examination.
- 15.6 The Directorate of Postgraduate Studies will submit this panel of Experts to the competent authority for approval of one External and one Internal Expert.
- 15.7 The Director of PGS will send the names of the approved expert to the Controller of examinations along with two hard copies of the thesis book and the scanning report of the thesis.
- 15.8 The Controller of Examinations will send copies of the thesis to the approved experts for their evaluation and conduct of final viva voce examinations.
- 15.9 The final viva voce examination will be conducted by the External and Internal Experts in presence of the Director/Co-Director PGS and Supervisor/Co- Supervisor(s).

15.10 If the experts recommend that the student is successful at the viva voce examination, he/she may be declared to have passed the Master Degree examination. In case of failure, one repeat examination may be given on the recommendation of the thesis examiners. In normal circumstances, no student shall be permitted a second examination. However, the ASRB may allow the second examination under genuine cases/special circumstances.

15.11 The hard bound copies and evaluation report of the examiners duly signed by Supervisor/Co-supervisor, Chairman and Concerned Dean will be submitted to the Controller of the Examination for announcement of the result.

16. Cancellation of the Admission:

16.1 Admission shall be cancelled if the student fails to meet the degree requirements within stipulated duration of four years for MS Program

16.2 Admission may also be cancelled on disciplinary grounds.

17. Minimum Attendance Requirements:

To appear in the final examination of any subject student will have to maintain at least 75% attendance in each Semester.

18. Migration of Student from other University/Institution:

18.1 The institution from where a student wants a transfer must be a HEC recognized HEI.

18.2 The student has to fulfill all admission requirements set by the Directorate of PGS.

18.3 The courses completed by the student at other institution shall be compared with similar courses being offered at DUET. Equivalence Committee of the University will recommend for approval to ASRB through Directorate of PGS.

18.4 Transfer of credits earned in other institutions may be approved in individual cases up to a maximum determined by the Equivalence Committee of the University.

18.5 The student will have to pay tuition fee of the courses to be studied and all other applicable fee as per university policy.

18.6 Student will need to pay Two lac (200,000/-) rupees as migration fees.

19. Requirements for the Award of Degree:

- 19.1 For award of MS degree, candidate will either need to complete 30 credit hours of course work or complete 24 credit hours of course work along with a minimum of 6 credit hours for research work/thesis.
- 19.2 In case of research work MS, student required at least one International Conference paper (His/Her name should be in first three authors) from his original work.

20. Management Committee:

20.1 Directorate will have a management committee comprising the following:

- a) The Director PGS
- b) The Chairman/Focal Person of the concerned Department.
- c) One suitable faculty member (other than the Chairman/Chairperson) of the concerned department.

20.2 This committee will be responsible for selection of students for any financial assistance and will also monitor the progress of the students during the semester and the results of all the course work examinations.

21. Academic Dishonesty:

21.1 Any plagiarism in research work at any stage, even if reported after completion of degree and fake documents submitted by the students, even those submitted at the time of admission shall result in cancellation of degree.

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1. Amendments in Section # 9 of the Regulations for MS Program were recommended by the Advanced Studies and Research Board in its 9th Meeting held on 20th October, 2020 to the Academic Council for further consideration.
 2. Academic Council in its 12th Meeting held on 3rd December, 2020 noted the action taken by the Vice Chancellor for the approval of amendments in Section # 9 (issued vide the Notification # DUET/REG/AR(G)/2020/, Dated: 16th November, 2020) of the Regulations for MS Program vide the agenda item # 12.3.(iii).