



Hajee Mohammad Danesh Science & Technology University Dinajpur

Ordinance for Awarding Master of Science (M. S.) Degree

1. Degree offered

1.1 The degree of Master of Science (M. S.) will be offered by the Hajee Mohammad Danesh Science & Technology University, Dinajpur to a candidate subject to the fulfillment of the requirements for admission prescribed hereunder. The admitted candidate shall have to abide by the rules and regulations that are currently enforced and those that will be promulgated by the university authority from time to time.

1.2 M. S. degree offering subjects :

At present the Master of Science (M.S.) degree will be offered in the following subjects of specialization:-

Agricultural Chemistry, Agricultural Extension Education, Agricultural Statistics, Agro forestry, Agronomy, Biochemistry, Crop Botany, Entomology, Genetics and Plant Breeding, Horticulture, Plant Pathology, Soil Science

Later on any suitable subject(s) as suggested by the University from time to time will also offer the M. S. Degree.

2. Admission requirements:

- 2.1 Candidates for admission to M. S. Course must possess a concerning Bachelor of Science in Agriculture/Fisheries/Agricultural Economics/DVM/Agricultural Engineering/Animal Husbandry degree from this University or an equivalent degree from other University including M.B.B.S. degree.
- 2.2 Candidates having passed a Bachelor degree in Annual Course system must have secured minimum marks of 55% of total marks studied and in the concerned subject too.
- 2.3 Candidates having passed a Bachelor degree in Course-Credit system must have secured a minimum GPA of 2.5 out of 4.0 or 3.5 out of 5.0 and a B⁺ or equivalent grade in the concerned subject.
- 2.4 An Eligibility Committee consisting of the proposed Supervisor, Chairman of the concerned Department and the Dean, Postgraduate studies, shall assess the eligibility of a candidate. The Dean will act as the convener of the Committee
- 2.5 A candidate for admission to M. S. degree course for specialization in Agricultural Extension Education must have studied and passed at least one full paper in Agricultural Extension Education carrying not below 100 marks. On the other hand, a candidate for specialization in Agricultural Statistics, Biochemistry and Rural Sociology must have passed the relevant course carrying not below 150 marks at the Bachelor of Science degree of this University and/or equivalent degree including M.B.B.S. from other recognized institutions.
- 2.6 Candidates shall apply for admission in prescribed form of the University. An in-service candidate must obtain necessary forwarding from his/her employer during application.

- 2.7 An in-service candidate, if selected for admission, must obtain necessary clearance and study leave/deputation for the stipulated period from his/her employer.
- 2.8 Each student shall fill-in five prescribed Enrolment Cards for each semester to have coded Roll Numbers to carry through all semesters in order to maintain records in the Offices of the Dean, Postgraduate Studies; the Controller of Examinations; the Chairman of the Department; the Registrar and the student him/herself (Annexure 1).
- 2.9 The Dean, Postgraduate Studies on the recommendation of the respective Board of Studies, shall approve admission to M. S. degree courses. The test may be oral or written.
- 2.10 The maximum number of students to be admitted in a department in any particular semester will be decided by the respective Board of Studies on the basis of availability of teaching and research facilities in the Department.
- 2.11 Candidates for admission into M. S. degree courses shall get themselves admitted in July or January and shall pay the necessary fees including examination fees as per the University rules.

3 Admission of foreign student

- 3.1 A foreign student seeking admission to the M. S. course shall have a bachelor degree in the respective field. S/he should submit application through the respective government agencies to the Dean, Postgraduate Studies, a certificate of proficiency in English language and sources of fund. The admission shall be processed as usual.
- 3.2 Foreign students as well as Bangladeshi students residing abroad may be exempted from appearing before the interview board.

4. Duration of courses

- 4.1 An academic year shall consist of two semesters of six months each extending from July to December and from January to June . There shall be 18 working weeks/semester covering instructions, assignments and examinations.
- 4.2 The duration of the course for the degree of M. S. shall be three consecutive semesters. However, two additional consecutive semesters may be allowed to a student if the Supervisor and the Chairman of the relevant Department recommend and the recommendation is approved by the Dean, Postgraduate Studies.
- 4.3 A student admitted to any department may be allowed for admission to a new department for academic reasons, in the immediate next semester of his/her first admission. In such a case she/he will have to inform the matter to the previous Supervisor.
- 4.4 If a student fails to obtain an M.S. degree in five consecutive semesters, his/her admission will stand cancelled automatically. However, she/he may try for admission further as a fresh student.

5. Course requirements

- 5.1 Sixteen lectures/contact hours in a semester shall be considered as one lecture/contact hour. Each credit hour shall carry 50 marks.

5.2 The relevant Board of Studies shall specify the number of credits for course works required for each candidate. Minimum total credit requirement shall be 40. Out of this, at least 24 credits shall be course work and 16 for the research work.

5.3.1 A student shall be required to complete two types of courses, which are as follows:

- a) Compulsory : 16 credits or more
- b) Elective : 8 “ “ “

However, a candidate may be required to take one or more audit course as described by his/her Supervisor under intimation to the Dean, Postgraduate Studies.

5.3.2 Credits for research work shall ordinarily have following distribution:

- 3 credits : First Semester
- 3 Credits : Second Semester
- 10 or more Credits : Third or last Semester

However, the semester adjustment for the prescribed research credits may be made if necessary. The granting of the research credits shall be satisfactory or unsatisfactory to be graded by the Supervisor.

5.4 The Supervisor shall recommend a research program for a student to the Dean, Postgraduate Studies for approval by the middle of the first Semester. Any subsequent changes in the program shall have to be recommended by the Supervisor and be approved by the Dean, Postgraduate Studies.

5.5 A particular course shall be taught by one or two teachers and evaluated accordingly as decided by the relevant Board of Studies.

5.6 A student shall have to enroll for a minimum of 12 credits (Excluding thesis credits) in a Semester.

5.7 The performance of a student in an auditing course shall be marked as satisfactory/unsatisfactory. The details of such audited course shall be recorded in the grade card and in the transcript.

5.8 A student shall have to enroll him/herself in each Semester on payment of necessary fees as per the University rules, which are as follows:

- a) Course fee per credit hour : Tk. 50/- (fifty only)
- b) Examination Entrée fee : Tk. 100/- (One hundred only)

5.9 The thesis will be evaluated as follows:

- a) Quality of thesis 250 marks
- b) Thesis defense 100 marks

6. Examination procedure:

6.1 There shall be at least two classroom examinations and one final examination for each course in a semester. The classroom examination shall carry 40 percent and the final examination covering the entire course shall carry 40 percent of the total marks carried by a particular course. The remaining 20 percent of the marks shall be assigned to report writing, homework or any other assignment given by the course teacher(s).

6.2. The duration of final examination shall be of 3 hours for 3 and 4 hours for 4 credit courses and it shall be of 2 hours for 1 or 2 credits.

6.3. In order to qualify for final examination, a student must have attended at least 75% of the classes for the courses included to the program of course recommended for him/her.

- 6.3.1 If any student is eligible for any sort of stipend, the Supervisor shall put his recommendation on the stipend bill form on the basis of a minimum of 75 % attendance and send it to the Dean, Postgraduate Studies through the Chairman of the concern Department. The Chairman shall put his recommendation on the examination entry form on the basis of minimum 75% attendance.
- 6.3.2 The relevant Board of Studies should ensure fulfillment of the residential requirement of each student.
- 6.4 All the examinations shall be conducted and evaluated by the course teacher(s). The Final examinations shall commence at least 30 days before the end of the semester and shall be completed within 10 working days. The course teacher(s) shall also evaluate the home assignment, report writing etc. and submit the marks sheet to the Chairman of the Department with a copy to the Controller of Examinations soon after the evaluation under intimation to the Dean, Postgraduate Studies for further action. The results of the course Examinations shall be published at least a week before the end of the Semester. The Chairman of the respective Department shall prepare and circulate the schedule for final Examinations of the course offered by different teachers in a particular Semester at least 4 weeks before the commencement of the Examinations.
- 6.5 The Chairman along with the course teachers shall tabulate the results of the Semester final Examinations and send it to the Controller of the Examinations for publication of the same. The results of the Examinations shall be published at least a week before the end of the Semester.
- 6.7.1 If a student does not sit for the classroom examination(s) for reasons satisfactory enough to the course teacher(s), the course teacher(s) may allow him/her another chance for such Examinations.
- 6.7.2 If a student fails to appear at the Semester final examination, the marks obtained by him/her in the classroom examination and the assignment will be forfeited.
- 6.8 Numerical grading shall be made in evaluating examination scripts, assignment, reports, thesis etc. for subsequent conversion to letter grading, which are as follows:

Percent Marks	Equivalent grade	Meaning	Numerical value of Grade in points
80% and above	A+	First class with distinction	4.0 points
70 to < 80%	A	First class	3.5
60 to < 70%	B+	Upper second class	3.0
50 to < 60%	B	Second class	2.5
<50%	F	Fail	0.0

- 6.9 The pass marks for final examination of each course and thesis shall be 50 percent of the marks.
- 6.10 If a student fails to obtain minimum 50 marks in a particular course, thesis and thesis defense, the Dean, Postgraduate Studies may allow him /her to repeat the relevant course, thesis and thesis defense on the recommendation of the Supervisor and Chairman of the Department, provided that, the whole process is completed within the study period as stipulated in the articles 3.1 and 3.2. A student may be allowed to repeat a maximum of four courses during his/her entire study program provided that, no student shall be allowed to repeat more than two courses in one Semester.

- 6.11 The system of grading shall be in terms of Grade Point Average (GPA) and the maximum GPA attainable shall be 4.0.
- 6.12 The following equivalence will be indicated on the transcript given to the candidate:

GPA	Meaning
4.0	First class with distinction
3.5 to <4.0	First class
3.0 to <3.5	Upper second class
2.5 to < 3.0	Second class

- 6.13 The grade point average (GPA): At the end of each semester, after the grades have been awarded for individual course, grade point average of a course shall be calculated by multiplying the credits of the course offered to the students with the numerical values of the grade. For determining the GPA, the points obtained in all the courses shall be divided by the total credits.
- 6.14 The following formula shall be used to convert the GPA into percent marks, which may appear on the transcript:
- $$\begin{aligned} \text{Percent marks} &= 40 + 20 \times \\ \text{Where, } x &= \text{GPA} - 2.0 \end{aligned}$$
- 6.15 If a student is found adopting unfair means in the examination, she/he may be given 'F' grade in that course.

7. Research requirement

- 7.1 A student for M.S. degree shall undertake a piece of research work under the supervision of a Supervisory committee. The committee will be composed of two members- The Chairman and the Co-chairman. The Supervisor must be from the respect field, but the Co-supervisor may be from related discipline as per research need. They may be the teachers of this university or teachers/scientists of any recognised university/ research institute/colleges. The Supervisor and Co-supervisor must seek prior approval from the Dean, Postgraduate Studies, through the respective departmental Chairman.
- 7.2 The Supervisor must be from the concern department of this University.
- 7.3 The Supervisor shall propose the name of the Co-supervisor. The concerning Chairman shall send the names of the Supervisory Committee to the Dean, Postgraduate studies for approval during the first Semester of the student's enrolment.
- 7.4 Having sufficient grounds, the Supervisory Committee may be changed. The Chairman of the Department will duly informed it to the Dean, Postgraduate Studies.
- 7.5 The concerning student should give a seminar presentation on his/her research project prior to starting his/her research work. That will focus on justification of the research project, detail methodologies, available literature review and a probable calendar of works. The student will finalize the matter by consulting with the Supervisor. The Supervisor will propose the date of that seminar to the Dean, Postgraduate studies through the respective Chairman. The Dean, himself/Departmental Chairman/Senior most teacher of the department will be the Chairman of that Seminar. The seminar will be open to everybody. Student should modify his/her research program according to the suggestions (if any) made in the seminar.
- 7.6 A student may begin his/her research work from the first Semester and shall complete the same and also thesis writing and submit the thesis at least 30 days before the end of the last Semester of the student's approved study period (as defined in the clauses 3.1 and 3.2).

- 7.8 A student may conduct research work even in a nearer suitable site of this University. However, the Supervisory Committee will finalize the matter. In case of nearer site, the Supervisory Committee will visit the experiment as and when necessary.

8. Thesis evaluation

- 8.1 There should be a definite style of contents of the thesis, which may vary from department to department as per the need. But it must contain the followings:
Introduction, material and method/methodology, result and discussion, summary, conclusion and bibliography.
- 8.2 The student shall submit 7 copies of the thesis in type and rough binding form to the Supervisory Committee. After approving only the style of the contents and duly signing by the Supervisory Committee, the Supervisor shall send six copies to the respective Chairman of the Department. After signing, he will send two copies to the thesis Examiners and three copies to the members of the thesis defense committee well ahead of time for evaluation etc..
- 8.3 Neither the Supervisor, nor the Co-supervisor shall be the thesis examiner of concerning student(s).
- 7.4 If any thesis examiner is absent or unavailable for some valid reasons, or declines to act as an examiner, the concerned Chairman may recommend for appointment of the next person in the proposal panel of examiners; or in case of non-availability of any person in the panel, the Board of Studies may propose a new panel of examiners.
- 8.5.1 Two Examiners shall individually evaluate each thesis. The Dean, Postgraduate Studies will select them from a four-member panel as suggested by the relevant Board of Studies. The examiners shall send the marks to the respective Chairman with a copy to the Controller of the Examinations. The average of the marks given by the two examiners should be considered as the marks obtained.
- 8.5.2 If variation in marks given by the two examiners exceeds more than 20%, a third examiner from the earlier panel shall examine the thesis and the average of two nearest marks will be taken as the final one.
- 8.5.3 The defense of the thesis of all the students in a department shall be conducted and graded by a four-member defense committee of which, the Chairman of the concerned Department shall be the Chairman. The Dean, Postgraduate Studies shall select the rest three members from a five-member panel proposed by the relevant Board of Studies. The committee shall remain valid for three consecutive Semesters.
- 8.5.4 The defense of the thesis shall be held at least two weeks before the end of the semester in presence of a minimum of three members of the committee. If one or more members express their inability to be present due to valid reasons, the Chairman may make replacement from the panel under intimation to the Dean, Postgraduate Studies.
- 8.5.5 The date and time of defense shall be announced by the Chairman of the department in consultation with the concerned Supervisors and under intimation to the Dean, Postgraduate Studies.

9. Publication of the results

9.1 The defense committee shall tabulate and finalize the results and send that to the Controller of Examinations for publication with a consent that, the results may be published after re-submission of 2 copies of the thesis in modified and final binding form (one for the Department and rest one for the Library).

9.2 The student will be allowed to resubmit the thesis in final form within two weeks after handing over the same to him/her.

After getting clearance from the respective Chairman, the Controller of Examinations shall publish the results of the examinations by order of the Honourable Vice-Chancellor subject to the approval of the Regent Board.

10. Others

10.1 Anything not covered by this ordinance may be referred to the Academic Council through the Dean, Postgraduate Studies for free discussion.

Annexure-1

Hajee Mohammad Danesh Science and Technolog
Dinajpur

Course Enrolment Card for M. S. Degree

Semester

I	II	III	IV	V

Name of the student:

Name of the Department:

Roll no. Academic Year:

Course No.	Course Title	Credit (T + P)	Signature of the Course Teacher	
Research				

Signature of the student Signature of the Supervisor Signature of the Chairman Signature of the Dean, Postgraduate Studies

HAJEE MOHAMMAD DANESH SCIENCE AND TECHNOLOGY UNIVERSITY
DINAJPUR-5200

No. 2004

Date:

To

The Dean

Graduate Studies

Hajee Mohammad Danesh Science And Technology University

Dinajpur-5200

Through proper channel

Subject : Supervisory Committee for M.S. students in

Dear Sir,

The following Supervisory Committee has been formed for the students of M.S. in

....., bearing Class Roll No. of Semester.

Name of the student with mailing address	Name of Supervisor and Co-supervisor with designation.	Signature

This is for favour of your kind information and necessary action.

Yours faithfully,

(.....)

Copy forwarded for favour of information and necessary action to:

- 1.
- 2.