

JHARKHAND RAKSHA SHAKTI UNIVERSITY, RANCHI



Post Graduate Diploma Programme in Disaster Management (PGDDM)

Regulations

(w.e.f. Academic Year 2026-27)

DEPARTMENT OF PUBLIC SAFETY & DISASTER MANAGEMENT

[Duration: One Year]

Jharkhand Raksha Shakti University Department of Public Safety & Disaster Management	
The following Regulations shall govern all aspects of the Post Graduate Diploma Programme in Disaster Management (One Year) at the Jharkhand Raksha Shakti University, Ranchi, and shall override all the existing regulations and practices related to one- year post-graduate diploma academic programme of P.G.D.in Disaster Management, unless stipulated otherwise.	
PART I. INTRODUCTORY	
1. Short title, application, and commencement	
1.1	These Regulations may be called Post Graduate Diploma Programme in Disaster Management (One Year) Regulations, 2026.
1.2	It shall extend to Department of Public Safety & Disaster Management of Jharkhand Raksha Shakti University, Ranchi.
1.3	These Regulations will come into effect from the academic year 2026-27 and will have a prospective effect.
2. Definitions	
In these Regulations, unless specifically defined otherwise or required otherwise by the context, the following definitions will prevail:	
2.1	"Academic Year" means the period from August of one calendar year to July of the following calendar year.
2.2	"Academic Bank of Credit (ABC)" is a digital repository established by the University Grants Commission to accumulate and archive the credits earned by students through various courses and programmes across different higher educational institutions. The implementation of ABC, to the extent of this regulation, will be governed by the "Implementation of Academic Bank of Credits in State Universities of Jharkhand Regulations, 2024".
2.3	"Attendance" means the presence of the student in the class, which is duly entered in the register maintained for each course separately.
2.4	"Regulation" means Post Graduate Diploma Programme in Disaster Management (One Year) Regulations. (adapted and amended up to date)
2.5	"University" means the Jharkhand Raksha Shakti University, Ranchi.
2.6	"UGC" means the University Grants Commission established under the University Grants Commission Act, 1956.
2.7	"Programmes" means a one-year post-graduate programme leading to the Post Graduate Diploma in Disaster Management. Maximum duration of programme could be three years. A full-time programme is a programme where the participants study as per the schedule and are not employed.
2.8	"Courses" comprises papers that are taught and evaluated within a programme, including lectures/tutorials, laboratory work, field work, project work, vocational training, viva, seminars, term papers, presentations, assignments, self-study, internship, etc., or a combination of some of these elements.
2.9	"Semester" means either Odd Semester, which runs from the 1st Monday of August to the 3rd Saturday of December, or Even Semester, which runs from the 1st Monday of January to the 3rd Saturday of May. If any of the mentioned dates falls on a holiday, the following day will be applicable.

	Additionally, as part of I and II semester curriculums, there will be one week (semester one) and four-to-eight-week duration for Fieldwork/Internship/Training in the months of May – July post final end semester examination (in accordance with the University Calendar). Each semester comprises at least 90 actual direct teaching days, amounting to 15 teaching weeks with 40 hours of instructional time per week.
2.10	"Choice-Based Credit System (CBCS)" provides choices for students to select from the prescribed Programme.
2.11	"Credit (C)" means a numeric value that is the unit by which the weight of a course is measured. One Credit is equivalent to one hour of teaching (Theoretical or Tutorial) or two hours of Practical Work / Field Work / Extra Curricular Work per week in a semester.
2.12	"Grade" in a course is a letter symbol (O, A+, A, B+, B, C, P, F and Ab) that represents the alphabetical grade awarded to a student based on his/her performance in various examinations.
2.13	"Grade Point (G)" is an integer indicating the numerical equivalent of the broad level of performance of a student in each course. Grade Point means point given to a letter grade on a 10-point scale.
2.14	"Credit Point (P)" of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $P = G \times C$.
2.15	"Semester Grade Point Average (SGPA)" means a measure of performance of a student in a Semester. It is the weighted average of total grade point secured by a student in various courses registered in a semester and the total course credits taken during that semester and will be expressed up to two decimal places.
2.16	"Cumulative Grade Point Average (CGPA)" means a measure of the cumulative performance of students over all the Semesters at the end of each academic session.
PART II: ADMINISTRATION AND FUNCTIONING	
3. Constitution of Board of Studies (BOS)	
3.1	The BOS shall be constituted by the University for a period of Two years.
3.2	The meetings of the BOS shall be arranged at least once in a year.
3.3	The members of the BOS will be approved by the Vice-Chancellor from the panel of experts recommended by the Head / Head In-charge of the Department.
3.4	The Head / Head In-charge of the Department will be the Chairman of BOS.
3.4	The BOS shall co-opt experts from the Disaster Management and allied field as External members not below the rank of Associate Professor or equivalent with the approval of the Vice-Chancellor.
3.5	A copy of the minutes of the BOS Meeting shall be made available on University website.
4. Composition of Board of Studies	
4.1	The composition of the Board of Studies (BOS) is given below: a. The Head / Head In-charge, Department of Public Safety & Disaster Management as Chairperson; b. All Professors/Associate Professors/Assistant Professors of the Department of Public Safety & Disaster Management as Members; c. One Subject Experts from nationally recognized institutes of Disaster Management and allied disciplines approved by the Vice-Chancellor as External Member, not below the rank of Associate Professor or equivalent. d. One Subject Experts from recognized industry or development sector approved by the Vice-Chancellor as External Member, with minimum 5 years of work experience in the

	related domain. e. Academic In-charge f. One Professors/Associate Professors/Assistant Professors from other Department as Members. g. One student alumnus with distinct academic credentials.
5. Functioning and Powers of Board of Studies	
5.1	The Board of Studies shall have the power: a. The Board of Studies shall advise the changes in the overall curriculum of the Post Graduate Diploma Programme in Disaster Management (One Year). Any proposal for a change in the Curricular Structure of the Programme shall be first placed before the Board of Studies for its views. The Board of Studies shall forward its recommendation on the proposal to the Vice-Chancellor for the approval of the Academic Council. b. The Board of Studies shall be empowered to recommend approval of the introduction of new courses or omitting the previously offered courses after consultation with the Head and the concerned Faculty. Any Faculty proposing a new course shall submit the course outline along with the proposed evaluation structure to the Board and the Board shall forward its recommendation on the proposal to the Vice-Chancellor for the approval of the Academic Council.
PART III: ADMISSION	
6. Eligibility Criteria	
6.1	A student may be admitted to the Post Graduate Diploma Programme in Disaster Management (One Year) course for the degree of Post Graduate Diploma in Disaster Management if he/she has passed Bachelor's Degree (under 10+2+3 or 10+2+4- or 10+2+2+1-year bridge course or 15 years of formal education) in any discipline form recognised College/ Institute/ University established and incorporated by law, or any other examination recognized by the University as equivalent thereto with minimum aggregate percentage of 50 % (for ST/SC percentage of 40%). Any working government servant or industry sponsored candidates.
7. Selection Criterion for Admission	
7.1	The total number of seats for Post Graduate Diploma Programme in Disaster Management (One Year) is 30. However, the Vice-Chancellor is authorized to change the intake of the course.
7.2	Reservation norms of the Government of Jharkhand shall be followed as amended in times.
PART IV: TYPE OF COURSES AND CONTACT HOURS	
8. Nature of Courses	
8.1	Theory
	Courses involving lectures during class relating to a field or discipline by faculties. A minimum of 15 hours of teaching per credit in a semester is recommended.
8.2	Practical
	A course requiring student to participate in a project or practical or lab activity that applies previously learned/ studied principles/ theory related to the chosen field of learning, work/ vocation, or professional practice under the supervision of an expert or qualified individual in the field of learning, work/ vocation, or professional practice.
8.3	Internship

	A course requiring students to participate in a professional activity work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of the internship is induction into actual work situations. Internships involve working with local industry, government or private organizations, non-governmental organizations and similar entities to provide opportunities for students to actively engage in on-site experiential learning.					
8.4	Dissertation / Term Paper/ Projects					
	Courses requiring students to participate in field – based learning / projects generally under the supervision of a faculty of the department.					
9. Credit Hours for Different Types of Courses						
	A credit is a unit by which the course work is measured. It determines the number of hours of instruction required per week over a semester (minimum15 weeks).					
9.1	Practical					
	A one-credit course in practical or lab work, community engagement and services, and field work in a semester means two hours of engagement per week. In a semester of 15 weeks duration, a one-credit practical in a course is equivalent to 30 hours of engagement.					
9.2	Internship					
	The Post Graduate Diploma Programme in Disaster Management (One Year) curriculum requires a minimum of 4 internship credits for a Post Graduate Diploma Degree. Students can either complete two 4-week internships or one 8-week internship during the II semesters for all 4 credits. This practical experience connects academic learning with real-world applications, offering valuable exposure to professional environments in their fields of study.					
9.3	Term Paper/ Dissertation					
	In Semester II, students will undertake a 2-credit Term Paper/ Project. Research must be carried out on a topic relevant to their specific specialization, equipping them with the foundational skills of conducting research.					
10. Credit Framework						
10.1	Credit Framework for one years of Post Graduate Diploma Programme in Disaster Management (One Year) is as given below:					
	Semester	Theory Credits	Practical Credits	Dissertation/ Term Paper Credits	Internship/ Fieldwork Credits	Total Credits
	I	16	2	-	2	20
	II	13	3	2	2	20
PART V: EVALUATION AND PROMOTION CRITERION						
11. Letter Grades and Grade Points						
11.1	Credit Weighed Marking System: The performance of a student is evaluated in terms of the earned credit-weighted marking system. Earned credits are defined as the sum of course credits in which grade points above a certain cut-off have been obtained for declaring a learner pass in that course.					

11.2	An absolute grading will be followed where the marks are converted directly to the grades based on pre-determined class intervals.																									
11.3	Letter Grades and Grade Points																									
	It is an index of the performance of students in a said course. Grades are denoted by the letters O, A+, A, B+, B, C, P and F. A 10-point grading system with the letter grades as given will be as followed: <table><tr><td>Letter Grade</td><td>Grade Point</td></tr><tr><td>O (Outstanding)</td><td>10</td></tr><tr><td>A+ (Excellent)</td><td>9</td></tr><tr><td>A (Very Good)</td><td>8</td></tr><tr><td>B+ (Good)</td><td>7</td></tr><tr><td>B (Above Average)</td><td>6</td></tr><tr><td>C (Average)</td><td>5</td></tr><tr><td>P (Pass)</td><td>4</td></tr><tr><td>F (Fail)</td><td>0</td></tr><tr><td>Ab (Absent)</td><td>0</td></tr></table>						Letter Grade	Grade Point	O (Outstanding)	10	A+ (Excellent)	9	A (Very Good)	8	B+ (Good)	7	B (Above Average)	6	C (Average)	5	P (Pass)	4	F (Fail)	0	Ab (Absent)	0
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11.4	Grades and Grade Points Conversion according to the class interval of marks and their conventional equivalent is as suggested below: -																									
	The Class Interval of Marks%	Grade Point	Letter Grade	Grade	Conventional Equivalent																					
	90% and above	10	O	Outstanding	First Class with Distinction																					
	75 to less than 90%	9	A+	Excellent																						
	60 to less than 75%	8	A	Very Good	First Class																					
	55 to less than 60%	7	B+	Good	Second Class																					
	50 to less than 55%	6	B	Above Average																						
	45 to less than 50%	5	C	Average																						
	40 to less than 45%	4	P	Pass																						
	Below 40%	0	F	Fail	Fail																					
	Absent	0	Ab	Absent																						
12.	Cumulative Grade Point Average (CGPA)																									
	It is a measure of the overall cumulative performance of a student's overall semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credit so fall courses in all semesters. It is expressed up to two decimal places.																									
13.	Computation of SGPA and CGPA																									

13.1	The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
13.2	The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA(S_i) = \sum (C_i \times G_i) / C_i$ where C_i is the number of credits of the ith course and G_i is the grade point scored by the student in the ith course. Thus, SGPA= $\frac{\text{All } \sum \text{ Course } [(Credits \text{ in each course}) \times (Grade \text{ point in that course})]}{\text{Total No. of Credits in that semester}}$
13.3	The CGPA is also calculated in the same manner considering all the courses under gone by a student over all the semesters of a programme, i.e. $CGPA = \sum (C_i \times S_i) / C_i$ where S_i is the SGPA of the ith semester and C_i is the total number of credits in that semester. Thus, CGPA= $\frac{\text{All semester } \sum [(SGPA \text{ in each semester}) \times (Total \text{ Credits in that semester})]}{\text{Total No. of Credits in all semesters}}$
13.4	The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
13.5	For the merit list, in case of equality, the CGPA shall be computed beyond two decimal places till the equality is resolved.
13.6	To pass a Semester examination, the minimum SGPA required is 4.0 and a minimum of 4.0 GP in individual theory, practical and other credit components. Minimum 40% marks are required to pass the Mid Semester Internal Examination (excluding marks assigned for attendance percentage) and the External examination
13.7	Transcript (Format): A Transcript will be issued by the University for each semester and a consolidated transcript indicating the performance in all semesters.
14. Evaluation of Learning Outcome	
14.1	Semester Internal Theory Examination (each of 1 hour) in all courses will be organized at the Department level.
14.2	For the units of evaluation (namely tests, seminars, presentations, assignments, class performance, fieldwork, thesis and others) the weightage assigned to each of such units in respect of each course shall be determined by the Board of Studies and shall be made known to the students at the beginning of the academic session of the semester.
14.3	The question papers for the examinations shall be set by the external examiners from a panel approved by the Controller of Examinations in such a manner as to ensure that they cover the entire syllabus of the concerned course.

14.4	The tests and examinations shall aim at evaluating not only the student's ability to recall information, which he/she had memorized but also his/her understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.												
14.5	There shall be only one End Semester Theory Examination in each semester for each paper separately of the following duration: 70 marks= 2.5Hrs												
14.6	There shall be only one End Semester Practical Examination in each Semester for required paper separately.												
14.7	End Semester Practical Examinations will be conducted by One External & One Internal Examiner.												
14.8	There will be Only One Semester Internal Examination which will be organized at the Department level.												
14.9	For a non-practical paper, out of 100 Marks, the Semester Internal Examination will be of 30 marks including 10 marks for the Written Examination (1hour), 10 marks for assignment, 5 marks for the performance and 5 marks will be awarded for attendance in the semester.												
14.10	For a practical paper, out of 100 Marks, the Semester Internal Examination will be of 30 marks including 10 marks for Written Examination/Experiment (1hour), 10 marks for Practical Record/Viva and 5 marks for performance and 5 marks will be awarded on attendance in the semester.												
14.11	For paper having both theory and practical component, out of 100 Marks, the Semester Internal Examination will be of 30 marks including 10 marks for Written Examination/Experiment (1hour), 10 marks for Assignments/Project/Tutorial/Viva and 5 marks for performance and 5 marks will be awarded on attendance in the semester.												
14.12	To convert attendance into marks following range will be followed: <table border="1"> <thead> <tr> <th>Attendance Percentage</th><th>Marks Assigned</th></tr> </thead> <tbody> <tr> <td>75% < Attendance < 80%</td><td>1</td></tr> <tr> <td>80% < Attendance < 85%</td><td>2</td></tr> <tr> <td>85% < Attendance < 90%</td><td>3</td></tr> <tr> <td>90% < Attendance < 95%</td><td>4</td></tr> <tr> <td>95% < Attendance < 100%</td><td>5</td></tr> </tbody> </table>	Attendance Percentage	Marks Assigned	75% < Attendance < 80%	1	80% < Attendance < 85%	2	85% < Attendance < 90%	3	90% < Attendance < 95%	4	95% < Attendance < 100%	5
Attendance Percentage	Marks Assigned												
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90% < Attendance < 95%	4												
95% < Attendance < 100%	5												
14.13	Medium of Instruction and Examination: The medium of instruction and the medium of examination in all the subjects shall be Hindi / English.												
15. Promotion Criteria													
15.1	All the students will be promoted in Odd Semesters (I).												
15.2	To get a promotion from Semester I to Semester II, a student must procure a minimum of 4 CGPA.												
15.3	Every student who fails to obtain promotion as per clause 15.2 shall have to repeat the entire academic year.												

15.4	However, it will be necessary to obtain a minimum credit (4) to pass in each of the courses individually before completion of the course.
16. Repeat Examination	
16.1	Any student who secures F grade in a subject shall be eligible to write the repeat examination for that subject in the next academic year provided: No medal / cash prize /or any other rank shall be given individually or overall University ranks/ medals to be given to repeaters / improvement examination holders. Passing on the first attempt with the highest marks only will be eligible for any kind of medal / prizes / rank.
16.2	Repeat of Internal Components Any student who seeks to write the repeat examination for any subject in the next semester/academic year shall have to repeat only the internal components in which he/she obtained less than 40% of the total marks allotted for that component.

17. Dissertation/Term Paper and Evaluation	
17.1	Submission of Term Paper/ Dissertation:
	The student will be allowed to submit his/her thesis/ term paper report as and when the supervisor is satisfied with the progress and completion of the research work. The project work should be original research. The student will have to submit their thesis in four copies for evaluation. (One for Internal Examiner, one for External Examiner, one for Library and one for student). The term paper/thesis report should include a certificate of the work carried out by the student, duly signed by the student, supervisor and HOD of the Department.
17.2	Evaluation of the Term Paper/ Dissertation / Thesis
	The student will have to defend his/her research work in front of a board in a pre-submission presentation. The internal examiner with an external examiner appointed by the COE will do the assessment of the project work jointly. If the examiners decide that the performance of the student in the project work as well as in oral presentation is unsatisfactory, the student will have to conduct additional experiments/research suggested by the examiners, rewrite the Term Paper/ Dissertation/Thesis and re-submit.
17.3	Marks distribution will be as follows: - Assessment of Term Paper/Dissertation Thesis:50 marks - Viva-voce:50 marks

PART VI: ATTENDANCE

18. Attendance	
18.1	No student shall be eligible for the end-of-semester examination in a subject if the student concerned has not attended a minimum of 75% of the classes held in the subject. <i>Provided</i> that all the tutorials and practical training conducted in the subject for which attendance has been recorded may also be used for the calculation of the total percentage of attendance of a student.

18.2	In case of any shortage of attendance below the threshold limit of 75%, the concerned student will be debarred from appearing in the end semester examination. The debarred students shall not be allowed to take end end-of-semester examination in the same academic year. All debarred students (either due to shortage of attendance or due to any academic misconduct) are allowed to take the examination of the debarred subject in the next academic year only. Once a student writes a repeat examination in a subject, due to failure in the end semester examination or any other reason, an annotation of “R” is made beside the concerned subject on the transcript or marks statement of the concerned student.
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19. Condonation of Absence	
19.1	If a student is short of attendance due to illness, participation in sports or other academic events with approval of the University, extracurricular activities, etc. then shortage of up to 10% attendance shall be condoned by the Vice-Chancellor on the specific recommendation of the Head, Department of Public Safety and Disaster Management. <i>Explanations: -</i> - University-approved competitions, Conferences, Seminars, Workshops and other activities mean those approved by the Vice-Chancellor. (Students shall submit an application before the Vice-Chancellor duly recommended by the Head with all relevant documents to be considered for being University approved.) - Medical reasons mean a contagious disease or any disease for which a student has been admitted to a hospital for in-patient care. Provided that medical reasons may also include a case of a psychological condition, wherein it is certified by the counsel or engaged by the University that the concerned student requires a prolonged leave of absence for treatment and recuperation from the condition in question.
19.2	Indication of Debarred in Transcript
	The transcript of a student who had been debarred from appearing in end semester exam due to a shortage of attendance or any other academic misconduct in the previous academic year shall carry the letter “D” besides his/her grades in the concerned subjects for which he/she was debarred.
PART VII: PLAGIARISM AND ALLIED ACADEMIC MISCONDUCT	
20. Cautionary Statement	
	Students are expected to exercise the greatest degree of caution in their conduct, in protecting their work and in ensuring that nobody has any opportunity to use it in an unauthorized manner.
20.1	‘Academic Misconduct’ includes, but is not limited to Plagiarism: Failure to cite or otherwise acknowledge in any paper, exercise tutorial, essay or project submitted for credit, arguments, or phrases gained from another source including but not limited to published text or another person’s work.

20.2	Plagiarism: Failure to cite or otherwise acknowledge in any paper, exercise, tutorial, essay or project submitted for credit, arguments, or phrases gained from another source including but not limited to published text or another person's work.
20.3	Cheating/ Use of Unfair Means: Violating any specific instruction given by the course instructor or unauthorized use of information during any evaluated assign mentor exercise.
20.4	Multiple Submissions: The submission of one piece of work in more than one offering or in any two exercises for credit. <i>Explanation:</i> If a student makes substantial addition to any work previously submitted for credit, it shall not amount to multiple submissions.
20.5	Work of Another Author: The submission of work, a substantial part of which has been prepared by another, as one's own. <i>Explanation:</i> If a student got a friend to proof read his/her paper and point out prominent grammatical/typographic errors, this would not count as substantial help. However, if the friend re-wrote a significant part of the paper, this would count as substantial help.
21. Penalties	
	Students who were found indulged in any of the academic misconduct shall be called for proper explanation by the BOS. The board may there upon recommend the revisions in thesis or may cancel it.
PART VIII: MISCELLANEOUS	
22.	Removal of Difficulties
22.1	If any difficulty arises in giving effect to the provisions of these Regulations, the Vice-Chancellor may by order, do anything not inconsistent with the spirit of these Regulations to remove the difficulties.
22.2	Without any prejudice to the generality of the preceding provision, the Vice-Chancellor may by order, alternate models of Assessment and Evaluation in case of any public health emergency, natural calamities or other similar circumstances.
22.3	Every order under this Regulation shall be laid at the earliest before the Academic Council for ratification.