



**INTEGRAL
UNIVERSITY**



ORDINANCE

For

DIPLOMA



ON

**PG Diploma Programme on
“Disaster Risk Reduction and
Management”**

Under the

**CENTRE FOR DISASTER PREPAREDNESS &
MANAGEMENT**

2025



Higher Education Institutions, with wide range of academic disciplines and autonomy in functioning can play an important role in disseminating the knowledge about disaster risk through students. The proposed model curriculum of PG Diploma programme on Disaster Risk Reduction and Management has included elements of disaster related issues to build the knowledge, skills and capacity of the young generation.

The National Institute of Disaster Management, Ministry of Home Affairs, GOI hosted meetings of the experts from across the country which led to constitution of working group in August 2021. Subsequently the development of the curriculum by the working group members. A sub committee of 9 members from across the country was constituted which made the draft report on the curriculum for further consideration of all the members of the IUINDRR–NIDM. The recommendations had been compiled by panel of experts, who had attempted to combine the practical requirements of teaching in the Indian academic context with the need to observe high standards to provide knowledge in the frontier areas discipline. It has also been aimed to build the trained professionals of knowledge of disaster management in global as well as Indian Context.

The Model Curriculum had been produced to take care of the new concept, skills and to build the capacity of students towards the disaster preparedness and management. The Post Graduate Diploma Programme in Disaster Risk Reduction and Management has been designed to develop the skills required for careers in disaster Management. Curriculum, has been developed in such a way that holistic approach is adopted in achieving subjective knowledge and practical skills. It also caters the regional needs and issues of disaster.

For mainstreaming Disaster Risk Reduction in higher education sector and achieve National objective of agenda 6 of Hon'ble Prime Minister of India 10-point agenda for DRR, the **“Centre for Disaster preparedness and Management”** of Integral University has decided to implement the model Post Graduate Diploma Programme in Disaster Risk Reduction and Management, as per the directives of UGC. An ordinance has been devised as per the university rules and guidelines to implement this Model syllabus of “Post Graduate Diploma Programme in Disaster Risk Reduction and Management” under the “Centre for Disaster preparedness and Management”, Department of Environmental Science, Integral University, Lucknow. The details of which are mentioned below:



P.G Diploma Programme in Disaster Risk Reduction and Management (DRRM)

1. About the Program:

The Post Graduate Programme in Disaster Risk Reduction and Management will be offered is designed to develop the skills required for Careers in Disaster Management.

2. Admission:

The admission will be carried out in the beginning of academic year as per rules prescribed from time to time, by the Academic Council of the University.

3. Minimum Eligibility for Admission:

Minimum qualification should be graduate in any discipline with 45% marks.

4. Duration of the Program:

The Duration of Post Graduate Programme in Disaster Risk Reduction and Management (PGDRRM) is 1 Year i.e. 2 Semesters. The maximum time allowed for completing the PGDRRM shall be of two (2) years.

5. Registration:

Each student has to register in every semester of Post Graduate Programme in Disaster Risk Reduction and Management (PGDRRM).

6. Attendance:

The attendance of student shall be reckoned from the date of his/her registration in the class. Each student is normally required to attend all the lectures, tutorials and lab classes. Classes will be taken in Hybrid mode (Offline/Online), as the program is especially designed to cater the need of working professionals and for students who want to upgrade their skills in disaster management. However, a minimum attendance of 75% will be necessary. Any exemption in the minimum attendance required may be given on medical reasons (upto a maximum 15%) provided it is approved by the appropriate authorities or any reasons which the university accepts as per its rules and guidelines.



If student is found to be continuously absent from the classes without proper application and sanction for a period of 30 days or his/her attendance is less than 30% then appropriate action shall be taken against him which may include striking off his name from the rolls. Such a student whose name has been struck off may, however, apply for readmission within 10 days from the date of issue of the notice of striking off his name. The request may be considered by the Dean for readmission. Such a student shall not be readmitted after the prescribed period. The readmission shall be affected on payment of prescribed readmission fees.

7. Approval of the Curriculum:

The Curriculum for Post Graduate Programme in Disaster Risk Reduction and Management (PGDRRM) will be prepared by Centre for Disaster Preparedness & Management under the department of Environmental Science, Integral University, Lucknow and it will be approved by the Board of Studies of the department. It is then placed in the faculty board for approval. Once approved by the faculty board, it will be placed in the Academic Council for final approval and then the Curriculum will be implemented. Same procedure shall be used for any modification in the Curriculum.

8. Curriculum and Credit System:

The 1-year curriculum of Post Graduate Programme in Disaster Risk Reduction and Management (PGDRRM) has been divided into 2 semesters and includes lectures, tutorials, practical's and internship as defined in the evaluation and examination schemes and executive orders issued by the University from time to time. The total Credits of the Program is 45. There are 22 Credits in the first semester with 6 Theory and 2 Practical Courses. In the Second Semester there are 23 Credits with 5 Theory Courses along with the Internship.

PGDRRM program will have a Curriculum in which every course will be assigned certain credits reflecting its weight and contact periods per week, as given below:

1 Lecture period (L) per week = 1 Credit

1 Tutorial period (T) per week = 1 Credit

1 Practical period (P) per week = 0.5 Credit

9. Curriculum Structure & Course Categories:

The Program Curriculum will contain a listing of all courses, with each course having a Course category, Course number, Course title, Number of contact periods per week, number of credits assigned, and the marks assigned to various components of evaluation.

The "PGDRRM" Program Curriculum will contain courses in the following categories having credits as given below in such a way that the total of all credits will be equal to that required for the award of diploma as specified elsewhere in the ordinance.



- I. *Core (C)* : 38 Credits
- II. *Practicals (P)* : 02 Credits
- III. *Internship (I)* : 05 Credits

10. Components of Evaluation:

Each subject will be evaluated out of 100 marks. The subjects will normally have two components of evaluation.

- Continuous Assessment (CA)*: 60 marks
- End-Semester Examination (ESE)*: 40 marks

Heads of Passing:

Continuous Assessment (CA) and End Semester Examination (ESE) shall be two separate heads for passing a subject.

Subjects			
	Continuous Assessment (CA)		End Semester Examination (ESE)
	CA1 & CA2/Mid Sem. 1 & Mid Sem. 2 (CT: 40 Marks)	Teacher's Assessment (TA: 20 Marks)	ESE: 40 Marks
Theory	<p>Two CA/Mid Sem exams of 20 Marks Each.</p> <p>Improvement/ Make up Exam may be conducted depending on the requirement.</p> <p>(Max. marks :40; MCQs/SAs/LAs)</p>	<p>i. Assignments (Average of two Assignments per subject) (Max. marks: 10; SAs/LAs, Case studies, Challenge Problems)</p> <p>ii. Quiz (Max Marks: 5) (Average of two quiz per subject)</p> <p>iii. Attendance (Max Marks: 5)</p>	One ESE (Max. Marks 40)
Lab	<p>Two Viva Voice/Class Tests (CT) of 20 Marks Each.</p> <p>(Max. Marks: 40)</p>	<p>i. Lab Report: (Max Marks: 10)</p> <p>ii. Quiz: (Max Marks: 5)</p> <p>iii. Attendance: (Max Marks: 5)</p>	<p>i. Practical Exam</p> <p>ii. Viva voce (Max. Marks 40)</p>
Internship	-	-	<p>i. Report (30 Marks)</p> <p>ii. Presentation (30Marks)</p> <p>iii. Viva voce (40 Marks)</p>

a. Examination pattern for Theory subjects

Continuous Assessment (60 Marks)					End semester Examination (40 Marks)	TOTAL
CA1	CA2	Assignment	Quiz	Attd.	ESE	
20	20	10	05	05	40	100

b. Examination pattern for Practical subject

Continuous Assessment (60 Marks)					End semester Examination (40)			TOTAL
CT1	CT2	Lab Report	Quiz	Attd.	ESE			
20	20	10	05	05	Practical Record (10)	Performance (10)	Viva (20)	100

At the end of the internship the candidate will be evaluated on the basis of detailed presentation, dissertation report and Viva Voice.

All examination questions related to Continuous Assessment & End semester Examination like CA / CT /Quiz / Assignment etc. should be mapped according to Bloom's Taxonomy i.e. (BT) levels with CO-PO of the course of a program.

Blooms Taxonomy (BT) Number	(BT) levels
BT level 1	Remember
BT level 2	Understand
BT level 3	Apply
BT level 4	Analyse
BT level 5	Evaluate
BT level 6	Create

11.Promotion of Student and Award of Grades

A student will be declared PASS if,
He/she secures at least 45% marks in CA & 35% marks in ESE.

Or

If He/she fails in Continuous Assessment but secures 50% or more in the total (Continuous Assessment + End Semester Examination) in that subject he/she will be declared as PASS.

12. Carry Forward of Marks:

In case of a learner fails in the Continuous Assessment and/or End Semester Examination in One or more courses:

i. A learner who PASSES in the Continuous Assessment but FAILS in the End Semester Examination of the course shall reappear for the End Semester Examination of that course. However, his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

ii. A learner who PASSES in the End Semester Examination but FAILS in the Continuous Assessment of the course shall reappear for the Continuous Assessment of that course. However, his/her marks of the End Semester Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

13. Re-examination of Continuous Assessment and End Semester Examination:

Re-examination for Continuous Assessment should be completed before the commencement of next semester theory examination.

Example: A learner who is supposed to reappear for Internal Assessment in semester-I course will appear for the re-examination before commencement of End Semester Examination of semester -II. Re-examination of Continuous Assessment will be based on single examination having same marks as of original assessment. A learner who supposed to reappear for Continuous Assessment will be given some work by the concerned teacher. The work assigned can be of the form of a course project/ assignment problems/ test/ tutorials etc. A learner will do the submission of the assigned work in the predefined period. Records should be maintained properly for all the re- examinations as well as Continuous Assessments.

Re-examination of End Semester Examination will be conducted as per the schedule planned by the University.

14. Grading of Performance:

Letter Grade and Grade Point Allocation:

In every course, based on the combined performance in all assessments in a particular semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for undergraduate programmes are given below:

The grading will be given on CGPA as practiced by the university.

Percentage of Marks Obtained	Letter	Grade Points	Performance
85.00 and above	O	10	Outstanding
80.00 – 84.99	A	9	Excellent
75.00 – 79.99	B	8	Very Good
65.00 – 74.99	C	7	Good
60.00 – 64.99	D	6	Fair
55.00 – 59.99	E	5	Average
41.00 – 54.99	P	4	Pass
Less than 41.00	F	0	Fail

A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/her should be “AB” and corresponding grade point is “**zero**”. She/he should reappear for the said evaluation/examination in due course.

**SGPI (Semester Grade Performance Index) / CGPI (Cumulative Grade Performance Index) Calculation:****Semester Grade Performance Index:**

The performance of a learner in a semester is indicated by a number called Semester Grade Performance Index (SGPI). The SGPI is the weighted average of the grade points obtained in all the courses by the learner during the semester. For example, if a learner passes five courses (Theory/labs./Projects/ Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and learners grade points in these courses are G1, G2, G3, G4 and G5 respectively, then learners' SGPI is equal to:

$$SGPI = (C1G1 + C2G2 + C3G3 + C4G4 + C5G5) / (C1 + C2 + C3 + C4 + C5)$$

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the "F" or "AB" grade awarded in that semester. For example, if a learner has failed in course 4, the SGPI will then be computed as:

$$SGPI = (C1G1 + C2G2 + C3G3 + C4*Zero + C5G5) / (C1 + C2 + C3 + C4 + C5)$$

Cumulative Grade Performance Index (CGPI):

An up-to-date assessment of the overall performance of a learner from the time she/he enrolled the University is obtained by calculating a number called the Cumulative Grade Performance Index (CGPI), in a manner similar to the calculation of SGPI. The CGPI therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the diploma. The CGPI is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards. The CGPI will reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPI will only reflect the new grade and not the fail grades earned earlier. Example: Up to semester r a learner has registered for n courses, among which she/he has "F" grade in ith course. The semester grade report at the end of semester r therefore will contain a CGPI calculated as:

$$CGPI = (C1G1 + C2G2 + C3G3 \dots + Ci*Zero \dots + CnGn) / (C1 + C2 + C3 \dots + Ci \dots + Cn)$$

Even if a learner has failed in a course more than once, the course will figure only once in the numerator as well as the denominator. At the end of semester r+1 she/he has appeared for examination for k number of courses including the ith backlog course and has cleared all the courses including the backlog course, the CGPI at the end of this semester is calculated as,

$$CGPI = (C1G1 + C2G2 + C3G3 \dots + CiGi \dots + CnGn) / (C1 + C2 + C3 \dots + Ci \dots + Cn)$$

There will also be a final CGPI calculated which considers all the credits earned by the learner specified for a particular programme.

Result:

The Division awarded to "Diploma" students will be based on CGPI. Numerical percentage will be calculated by the following formula:

$$y = 6.9X + 22$$

(where, y is Percentage and X is CGPI).



The division will be awarded as under:

First Division with Honours :	75% and above
First Division	60% and above
Second Division	less than 60%

15. Miscellaneous:

Any other matters will be dealt as per the University rules, regulations and as per the guidelines being given by the academic council of the University from time to time.