



Bharatiya Vidya Bhavan's
SARDAR PATEL COLLEGE OF ENGINEERING
(Government Aided Autonomous Institute under Mumbai University)
Andheri (W) Mumbai - 400058



ACADEMIC RULES AND REGULATIONS

(POSTGRADUATE PROGRAMMES)

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CONTENTS

1. POSTGRADUATE PROGRAMMES OF STUDY OFFERED BY THE INSTITUTE.....	3
2. STRUCTURE OF THE PROGRAMMES	3
3. DURATION OF THE PROGRAMMES	4
4. COURSE ENROLLMENT AND REGISTRATION.....	4
5. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION	5
6. FACULTY ADVISOR/MENTOR.....	5
7. COURSE COMMITTEES	6
8. ASSESSMENT PROCEDURES FORAWARDING POINTS.....	6
9. ELIGIBILITY FOR THE AWARD OF DEGREE	6
10. PhD PROGRAMMES AND UNIVERSITY GUIDELINES.....	7
11. REVISION AND INTERPRETATION OF ACADEMIC RULES & REGULATIONS	8

1. POSTGRADUATE PROGRAMMES OF STUDY OFFERED BY THE INSTITUTE

Institute offers AICTE approved and University of Mumbai affiliated M. Tech. programmes as mentioned in Table 4.

Table 4: Postgraduate programmes of study offered by the institute

SL. NO.	NAME OF THE PROGRAMME
i)	M. Tech in Structural Engineering
ii)	M. Tech. in Construction Management
iii)	M. Tech. in Machine Design
iv)	M. Tech. in Thermal Engineering
v)	M. Tech. in Power Electronics Power System

2. STRUCTURE OF THE PROGRAMMES

2.1. Categorization of Courses

Every M. Tech. Programme will have a course credit system consisting of theory and practical/tutorial courses that shall be categorized as follows:

- **Professional Core Course (PCC)** courses include the core courses, both theory and laboratory relevant to the chosen specialization.
- **Programme Elective Course (PE)** courses include the elective courses relevant to the chosen specialization.
- **Open Elective Course (OE)** interdisciplinary courses offered by department to all department students
- **Audit Course (AU)** course work on peripheral subjects in a programme, which is considered mandatory; to be included as non-Credit, Audit course, in which a student must pass before obtaining degree. The audit courses will cover Communication Skills, Employability Skills, Engineering, Ethics, Human Values and Environmental Science and Engineering, etc.
- **Online Courses (OC)** courses offered by SWAYAM, NPTEL etc
- **Project Courses (PR)** courses involving project work by a student relevant to the chosen specialization /branch.

2.2. Credit Assignment

Each course is assigned certain number of credits as given in 5.

Table 5: Course credits and contact hours per week

Contact period per week	CREDITS
1 Lecture hour	1
1 Tutorial hour	1
2 Laboratory hours	1

Notes:

1. AU are non_credit courses, i. e upon successful completion of these course, the course title shall appear in the grade card.
2. A student is permitted to register for OC subject to the approval from Department Course Committee. The permitted course name will appear in his/her grade sheet subject to submission of the Course Completion Certificate to examination section through Head of the Department.
3. Semester wise credit system for M. Tech. programmes shall be defined in the document “ Credit System”

3. DURATION OF THE PROGRAMMES

All M. Tech. programmes are full time two years (Four semesters) programme.

4. COURSE ENROLLMENT AND REGISTRATION

4.1.Each student, on admission shall be assigned to a Faculty Advisor/Mentor who shall counsel the student about the academic programme and the choice of courses for registration.

4.2.The eligible student shall get registered for all core courses of the concerned semester. The student shall register for other than these courses as per the schedule prescribed by department.

- Audit courses shall be run subject to minimum 10 students opting for the same. Department may take approval of Dean (Academics) in case of special case of low registration of students.
- A student is permitted to register for OC subject to the approval from Department Course Committee. The permitted course name will appear in his/her grade sheet subject to submission of the Course Completion Certificate to examination section through Head of the Department.
- PE and OE courses shall be run subject to minimum 5 students opting for the same. The maximum number of students who can register for PE and OE courses will be decided by Head of the Department based on available resources by Department.

4.3.Only those students shall be eligible for 4.2 who have:

- 4.3.1. Eligibility as per exam rules.

4.3.2. Not been debarred from registration of courses on any other specific ground.

4.3.3. Cleared all dues of the College, Hostel and Library including fines (if any) of all the previous semesters.

4.3.4. Made all the required advance payments towards the College and Hostel dues for the current semester.

4.4.A student shall attend the classes, earn Continuous Assessment points and appear for the End Semester Examinations.

5. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION

5.1.College expects 100% attendance in all theory and practical's classes. Assessment of Term work (TW)/ Practicals/ Laboratories, etc. will be done in a continuous manner by the way of assignments, tutorials, Quiz, mini project etc as defined in course curriculum of particular course. Points will be awarded for term work (TW)/ Practicals/ Laboratories etc. if and only if the student has been present for 75% or more for term work (TW)/ Practicals/ Laboratories etc. sessions. Absenteeism in any of the courses is to be reported by concerned course instructor to the Head of the Department regularly at the interval of two weeks and student and his/her parents to be informed accordingly. Concerned course teacher shall counsel the student having less attendance and record reasons of the absenteeism. Proper documentation of communication to the student and parents are to be maintained by concerned course teacher. Course instructor shall provide his remarks on the attendance of such student and eligibility of such student for the end semester and re-examinations.

5.2.If a student secures lesser attendance in any course in the current semester due to medical reasons (hospitalization/accident/specific illness) or due to participation in the College/ University / State / National / International level Sports events/examinations with prior permission from the Course Instructor, Chairman Gymkhana/ Technical Event coordinator, Head of the Department, he/she shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents of his absence to Course instructor.

6. FACULTY ADVISOR/MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will assign a certain number of students to a teacher of the Department, who shall function as Faculty Advisor/Mentor throughout their programme. The department will keep the mentorship records for each students.

The faculty advisor/Mentor are expected:

- To inform the mentor students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.

- To counsel regarding enrollment of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

7. COURSE COMMITTEES

7.1. DEPARTMENT COURSE COMMITTEE

The Head of Department shall form Department Course Committee for monitoring and guiding academic activities within the department such as students' course enrollment, enrollment for online courses, internship etc. The committee shall consist of three faculty members from the department.

7.2. INDUSTRY CONSULTATION COMMITTEE (ICC)

The course content of new courses or modification in existing course content shall be reviewed by Industry Consultation Committee (ICC).

While conducting the review following points shall be noted.

- a) NBA and OBE requirements such as CO/PO alignment, Bloom's taxonomy for assessment.
- b) AICTE model curriculum as applicable from time to time.
- c) Criteria prescribed by internationally recognized body for the program (e.g. ASME, ASCE, IEEE, etc.)
- d) inclusion of related online/SWAYAM course, if any, in reference section of course content.

8. ASSESSMENT PROCEDURES FOR AWARDING POINTS

8.1. Assessment procedure for awarding points shall be in conformance with "Credit System" for the academic programme.

8.2. Every course instructor is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory / Laboratory/ Tutorial class, the assessment points and the record of class work (topics covered), separately for each course handled by the course instructor. A copy of this record should be submitted to the Head of the Department.

9. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the **M.Tech. Degree** provided the student has

- Successfully completed the course requirements and passed all the courses prescribed in all the four semesters.
- Successfully completed the Audit Course requirements.
- Successfully earned the required number of total credits as specified in the Course Credit System.

- No disciplinary action pending against the student.
- Cleared all dues of the college.

10. PhD PROGRAMMES AND UNIVERSITY GUIDELINES

Institute offers University of Mumbai affiliated Ph. D. programs as mentioned in Table5.

Table 5: PhD programmes offered by the institute

SL. NO.	NAME OF THE PROGRAMME
i)	Ph D in Civil Engineering
ii)	Ph D in Mechanical Engineering
iii)	Ph D in Electrical Engineering

Guidelines University VCD No. Exam./Thesis/Univ./947 of 2018 is applicable for all PhD program offered by the institute. Following are the additional regulations framed for effective and appropriate conduction of the programme.

- a. For effective and appropriate allocation of guide to PhD student department shall provide the data of PhD supervisors available with their expert areas on institute website in the appropriate tab/section of the department. The note regarding availability of this information on institute website shall be made on application form for PhD aspirants. The aspirant will be given option to propose his/her research guide in application form on subsequent discussion with the proposed teacher. On selection, student shall fill the prescribed application (guide request form) with all necessary details to the Head of the Institute through proper channel. Availability of the seats for the guides as per the guidelines of University of Mumbai will also be considered while allocating the PhD student. In case of non-availability of the seats with the proposed teacher, Head of the Department shall provide necessary suggestion to the student. Approval of the Head of the institute is mandatory and will be final in the guide allocation. Department shall ensure the seat availability with the research centre and supervisors before recommending the student for admission.
- b. Evaluation of bi-annual PhD progress seminar shall be completed in the month of January and July of the year (schedule for the first year of PhD program may be different due to variation in month of admission). As per university VCD No. Exam./Thesis/Univ./947 of 2018 supervisor/guide shall be the Convenor for conducting the bi-annual/title approval/

synopsis/final viva voce presentation of his/her student. Supervisor/guide shall discuss with other members of the Research Advisory Committee and schedule progress evaluation of PhD student. Supervisor/guide shall submit the duly filled progress evaluation of Ph. D. student in the prescribed format to PG section immediately.

- c. PhD student shall register for the courses as prescribed by the University of Mumbai for PhD course work.
- d. PhD Supervisor/guide shall suggest the courses for the PhD student as per his topic of research. The courses suggested by the guide also shall fulfil the credit requirements for the PhD course work. The courses suggested by the PhD Supervisor/guide for his/her PhD student shall be submitted to the exam section within a week from date of admission of the student.

11. REVISION AND INTERPRETATION OF ACADEMIC RULES AND REGULATIONS

The institute may from time to time revise, amend or change the Regulations, course plan and credit system of examinations through the Academic Council or as per guidelines issued by University of Mumbai in case of Ph D programs.

NOTE:

1. In case of any ambiguity in the interpretation of rules and regulations of this document, the decision of Chairman of Academic Council shall be final.
2. For situations not covered under these rules & regulations, Chairman Academic Council shall take interim decisions on case to case basis.