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

ACADEMIC

RULES AND REGULATIONS

(UNDERGRADUATE PROGRAMMES)

Academic Year
2019-20

CONTENTS

1. UNDERGRADUATE PROGRAMMES OF STUDY OFFERED BY THEINSTITUTE

A student may be offered one of the undergraduate programmes of study approved by the Academic Board of the Institute as listed in Table 1.

Table 1: Undergraduate programmes of study offered by the institute

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

2. STRUCTURE OF THEPROGRAMMES

2.1. Categorization ofCourses

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

i. **Humanities and Social Sciences including Management courses (HSMC)** courses include Technical English, Employability Skills, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering, Managementstudies.

ii. **Basic Sciences Course (BSC)** courses include Mathematics,Physics, Chemistry, Biology,etc.

iii. **Engineering Sciences Course (ESC)** courses include Engineering practices, Engineering Graphics, Basics of Electrical / Civil / Mechanical /etc.

iv. **Professional Core Course (PCC)** courses include the core courses, both theory and laboratory relevant to the chosen specialization/branch.

v. **Professional Elective Course (PEC)** courses include the elective courses relevant to the chosen specialization/branch.

- The elective courses are grouped as per streams / tracks related to the branch of engineering. Students have the freedom to select track based electives as per their choice.

vi. **Open Elective Course (OEC)** courses include the courses relevant to the chosen specialization / branch which a student can choose from the other B. Tech. (Mechanical/ Civil/ Electrical/ Computer/ IT/ Electronics/ Management) programmes and courses offered by the variousfaculty.

vii. **Value Added courses (VAC)** include the courses offered by faculty in the emerging areas of various discipline, in order to impart value to the

knowledge& skills of the students & also to help them to remain abreast with the latest trends.

viii. **Value Added Non –Technical courses (VNT)** include value added non-technical courses(VNT) offered by center for counting education(CCE) for overall development of students.

ix. **Mandatory Course (MC)** Course work on peripheral subjects in a programme, wherein familiarity is considered mandatory; to be included as non-Credit, Mandatory Courses, which a student must pass before obtaining degree.

x. **Online Courses (OC)** include courses offered by SWAYAM, NPTELetc.

xi. **Project Courses (PR)** includes courses involving project work by student

or group of students relevant to the chosen specialization /branch.

2.2. Credit Assignment

Each course is assigned certain number of credits as given in Table 2.

Table 2: Course credits and contact hours per week

Contact period per week	CREDITS
1 Lecture hour	1
1 Tutorial hour	1
2 Practical hours (Laboratory / Seminar / Project Work / etc.)	1

2.3. InternshipTraining

It is desirable that students shall undergo industrial training during summer/winter vacation (preferably after completion of 4thSemester).

2.4. Value AddedCourses

Department will offer the Value Added courses in a semester subject to enrollment of minimum 20 students opting for the course (Incase sufficient no. of students are not enrolled, HOD can take appropriate decision in consultation with Dean Academics). Upon successful completion of the value added course the grade obtained in that course shall appear in the grade card. However the Grade will not be considered for CPI and SPI calculation. Students can register a maximum of one value added course persemester.

2.5. Online Courses

Students are permitted to register online course (Available on SWAYAM /NPTEL PORTAL etc.) with the approval of Department UG committee. The student needs to complete the ONLINE course successfully with certificate to make it eligible to appear the course name on his/her Grade sheet, by completing course requirement and Examinations. They should submit course completion certificate which will be

considered as a basis to include the course in Grade sheet. However the Grades will not be considered for CPI and SPIcalculation.

3. DURATION OF THEPROGRAMMES

As per prevailing norms laid down from time to time by appropriate authority.

4. CHANGE OFPROGRAMME

As per prevailing norms laid down from time to time by appropriate authority.

5. COURSE ENROLLMENT ANDREGISTRATION

5.1. Each student, on admission shall be assigned to a Faculty Advisor/Mentor (vide clause 7) who shall counsel the student about the academic programme and the choice of courses for registration.

5.2. The student shall register for the courses within the first ten working days after the commencement of the concerned semester OR as per the schedule prescribed in Academic Calendar/ Notice on collegewebsite.

5.3. Only those students shall be permitted to register for course work whohave:

    i.   Eligibility as per examrules.

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

    iii.   Cleared all dues of the College, Hostel and Library including fines (if any) of all the previoussemesters.

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

5.4. Students who fail to register for course work on the notified day may be permitted by the Department for late registration on another day announced in the Academic Calendar/ Notice on college website, after payment of an additional fee fixed by theCollege.

5.5. After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment points and appear for the End SemesterExaminations.

6. REQUIREMENTS FOR APPEARING FOR END SEMESTEREXAMINATION

6.1 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 etc. 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 is to be reported by concerned

course instructor to the Head of the Department regularly and student and his/her parents to be informed accordingly. Proper documentation of communication to the student and parents are to be maintained by concernedteacher.

6.2 If a student secures lesser attendance in any course in the current semester due to medical reasons(hospitalization/accident/specificillness)orduetoparticipationintheCollege/

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 Courseinstructor.

7. FACULTYADVISOR/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 throughout their programme. The department will keep the mentorship records for each students.

The faculty advisor are expected:
- To inform the mentor students about the various facilities and activities available to enhance the student's curricular and co-curricularactivities.
- To counsel regarding registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel themaccordingly.

8. COURSECOMMITTEES

8.1. DEPARTMENT UG COMMITTEE

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

8.2. INDUSTRY CONSULTATION COMMITTEE(ICC)

As per AICTE mandatory 10 points every faculty shall form Industry Consultation Committee (ICC) for the courses being taught by them and get the course contents reviewed by ICC. While conducting the review following points shall be noted.

(a) AICTE 10-point mandatoryprogram
(b) NBA and OBE requirements such as CO/PO alignment, Bloom's taxonomy for assessment.
(c) AICTE model curriculum as applicable from time totime.

(d) Criteria prescribed by internationally recognized body for the program (e.g. ASME, ASCE, IEEE,etc.)

(e) Inclusion of related online/SWAYAM course, if any, in reference section of course content.

9. ASSESSMENT PROCEDURES FOR AWARDINGPOINTS

9.1. Assessment procedure for awarding points shall be in conformance with Course credit system for the academic program.

9.2. Every course instructor is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory / Laboratory/VAC 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 theDepartment.

Each course instructor shall submit to examination section Continuous Assessment Points/Grades within the stipulated date displayed by examination section/Academic calendar

10. ELIGIBILITY FOR THE AWARD OFDEGREE

10.1. Astudentshallbedeclaredtobeeligiblefortheawardofthe**B.Tech.Degree** provided the student has
   I. Successfully completed the course requirements and passed all the courses prescribed in all the eightsemesters.
   II. Successfully completed the Mandatory courserequirements.
   III. Successfully earned the required number of total credits as specified in the Course CreditSystem.
   IV. No disciplinary action pending against thestudent.

11. REVISION AND INTERPRETATION OF ACADEMIC RULES &REGULATIONS

The institute may from time to time revise, amend or change the Regulations, course plan and credit system of examinations through the Academic Board.

NOTE:

1. In case of any ambiguity in the interpretation of rules and regulations of this document, the decision of Chairman of Academic Board shall befinal.

2. For situations not covered under these rules & regulations, Chairman Academic Board shall take interim decisions on case to casebasis.