



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



# **ACADEMIC RULES AND REGULATIONS**

## **(UNDERGRADUATE PROGRAMMES)**

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## CONTENTS

1. UNDERGRADUATE PROGRAMMES OF STUDY OFFERED BYTHEINSTITUTE.....	3
2. STRUCTURE OFTHEPROGRAMMES.....	3
3. DURATION OFTHEPROGRAMMES.....	4
4. CHANGE OFPROGRAMME.....	5
5. COURSE ENROLLMENT ANDREGISTRATION.....	5
6. REQUIREMENTS FOR APPEARING FOR ENDSEMESTER EXAMINATION.....	5
7. FACULTY ADVISOR/MENTOR.....	6
8. COURSE COMMITTEES.....	6
9. ASSESSMENT PROCEDURES FORAWARDINGPOINTS.....	7
10. ELIGIBILITY FOR THE AWARD OFDEGREE.....	7
11. REVISION AND INTERPRETATION OF ACADEMIC RULES&REGULATIONS.....	7

## 1. UNDERGRADUATE PROGRAMMES OF STUDY OFFERED BY THE INSTITUTE

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 THE PROGRAMMES

### 2.1. Categorization of Courses

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, Management studies.
- 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 various faculty.
- 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, NPTEL etc.
- 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. Internship Training

It is desirable that students shall undergo industrial training during summer/winter vacation (preferably after completion of 4<sup>th</sup>Semester).

## 2.4. Value Added Courses

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 per semester.

## 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 SPI calculation.

## 3. DURATION OF THE PROGRAMMES

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

#### **4. CHANGE OF PROGRAMME**

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

#### **5. COURSE ENROLLMENT AND REGISTRATION**

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 college website.

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

- i. Eligibility as per exam rules.
- 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 previous semesters.
- 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 the College.

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 Semester Examinations.

#### **6. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION**

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 concerned teacher.

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

## **7. 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 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-curricular activities.
- 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 them accordingly.

## **8. COURSE COMMITTEES**

### **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 mandatory program
- (b) NBA and OBE requirements such as CO/PO alignment, Bloom's taxonomy for assessment.
- (c) AICTE model curriculum as applicable from time to time.
- (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 AWARDING POINTS**

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 the Department.

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 OF DEGREE**

**10.1.** A student shall be declared to be eligible for the award of the **B.Tech. Degree** Provided the student has

- I. Successfully completed the course requirements and passed all the courses prescribed in all the eight semesters.
- II. Successfully completed the Mandatory course requirements.
- III. Successfully earned the required number of total credits as specified in the Course Credit System.
- IV. No disciplinary action pending against the student.

## **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 be final.
2. For situations not covered under these rules & regulations, Chairman Academic Board shall take interim decisions on case to case basis.