



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



# **ACADEMIC RULES**

## **(POSTGRADUATE PROGRAMMES)**

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## 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

## 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 (PC)** 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
- Online Course (OC)** courses offered by SWAYAM, NPTEL
- Project Course (PR)** courses involving project work by group of students under the supervision of department faculty
- Internship (INT):** A student can complete internship in industry or research institute and get industry/research experience [Included in semester internship **Vocational (VS) and Skill Enhancement (SE) Courses:** courses will provide hands on experience. It will focus on how to do something specific which can be put to immediate use. **Value Education**

- **Course (VE):** Courses such as Understanding India, Environmental Science/Education, and Digital and Technological Solution, Universal Values and Human Ethics
- **Ability Enhancement Course (AE):** Courses such as Communication skills, Modern Indian language.
- **Co-curricular Course/ Activity (CC):** Based on course/activity such as Health and Wellness, Yoga education sports, and fitness, Cultural Activities, NSS/NCC and Fine/ Applied/ Visual/ Performing Arts
- **Field or Community Engagement Project (CEP):** Project in core for social cause
- Indian Knowledge System (IK):** Courses such as Indian Traditional Knowledge, Constitution of India.

## 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

1. All courses are credit courses.
2. The courses of types PC, PE, OE, SE, VSC, PR, INT, AE, IK, CEP, and VE shall be evaluated for grades S, A, B, C, D, F and considered for CPI calculation
3. The course CC shall be graded as PASS or NO PASS and not considered for CPI calculation
4. Student can opt for an OC available on SWAYAM portal (<https://swayam.gov.in/>) or NPTEL portal (<https://onlinecourses.nptel.ac.in/>) subject to approval from department course committee. After successful completion of the course, the course title can appear on the grade card of the student.
5. The project course evaluation shall be absolute as mentioned in “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.

- 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 shall be decided based on available resources by Head/Heads of the Department.
- 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 availability of the resources in the department. The minimum and 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, tutorial and laboratory” classes. Assessment of all the courses shall be done in a continuous manner by the way of assignments, tutorials, Quiz, mini project, presentations, oral, tests etc as defined in course curriculum of particular course. However, minimum requirement for the semester attendance in each head shall be 75% considering all special cases [refer 6.1]. 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 by the concerned course instructor. Concerned course instructor 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 instructor. Course instructor shall provide his remarks on the attendance of such student and eligibility of such student for the end semester and re-examination. The student shall be awarded Repeat Course(RC) grade if he/she is completely absent for Continuous Internal Evaluation (Test 1, Test 2, IE, Term work as applicable) or he/she is made ineligible to appear for end semester examination due to lack of attendance as decided by the course instructor. The student shall complete the course whenever it is offered next. If the course in which RC grade is awarded is of type PE/ OE, the student may or may not get the same course.
- 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/her 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 student.

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.
- e) NEP 2020 Implementation

## **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 shall submit action plan for the course he/she has been assigned by Head of the Department. The course instructor shall maintain an "ATTENDANCE AND ASSESSMENT RECORD" which consists of attendance marked in each theory / Laboratory/ Tutorial class, the assessment points and the record of class work. A copy of this record should be submitted to the Head of the Department. Further, the course

instructor shall submit analysis of the results/ course outcomes of his/her course as required for NBA/NAAC purposes 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 eight semesters.
- 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 Table 5.

**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. PhD students enrolled on pattern of annual progress seminar are also desirably present bi-annual progress seminar for more accurate monitoring of the PhD status.

Proper notice shall be sent to the PhD student by convener of the RAC through email and also to be displayed on department notice board well in advance of the scheduled progress seminar, pre-synopsis, colloquium. Absentee shall be noted by the Research Advisory Committee (RAC) in case PhD student remains absent for any of the evaluations. The record of evaluation shall be submitted by PhD guide in the PG office immediately. Delay in research work evaluation of PhD student may be permitted only in case of valid reason after due permission from Head of the Institute through proper channel.

- c. PhD student shall register for the courses as prescribed by the University of Mumbai for PhD course work. The application for selection of courses shall be submitted as per prescribed format to the exam section within a week from the date of admission of the student.
- 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.

- e. Reminder notices shall be sent to PhD students those are not in communication with guide and research centre. PhD Guide and research advisory committee shall endorse the case of PhD student for preparation of the notice. Two notices in span of a month shall be given to such PhD students. On failure of any communication from PhD student, the PhD admission cancellation procedure shall be initiated accordingly with communication from the University of Mumbai. Institute can proceed for cancellation of PhD admission at institute level of the defaulter PhD student those not done with title approval or registration at the University of Mumbai.
- f. PhD guide shall ensure completion of first draft of the thesis from the PhD student to avoid pending PhD cases after completion of synopsis.
- g. Student shall pay the fees and clear any dues before appearing for PhD progress seminar. PG office shall provide the fee payment details to the concern guide.

## **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.