

# VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

(Autonomous Institute affiliated to University of Mumbai)

## Information Bulletin

(R-May 06)

For

Four year

Undergraduate Programmes

Leading to

Bachelor of Technology (B Tech)

in

- 101 Civil Engineering
- 102 Mechanical Engineering
- 103 Electrical Engineering
- 104 Production Engineering
- 105 Textile Technology
- 106 Electronics Engineering
- 107 Computer Engineering
- 108 Information Technology



2	Undergraduate Programmes
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The rules and regulations described in this Bulletin are applicable to undergraduate autonomous programmes listed below:

		Bachelor of Technology (B Tech) – Four year programmes
	101	Civil Engineering
	102	Mechanical Engineering
	103	Electrical Engineering
	104	Production Engineering
	105	Textile Technology
	106	Electronics Engineering
	107	Computer Engineering
	108	Information Technology

3		Admissions
		Admissions for these undergraduate programmes shall be done as per the procedure finalized by the Admissions Committee for the Autonomous institutes of the state, from time to time.

4		Attendance
	4.1	Attendance in classes, laboratory and tutorials is compulsory.
	4.2	The course instructor can condone absence of up to 20% after seeking due explanation from the student.
	4.3	The attendance of students shall be monitored every four weeks.
	4.4	In case, attendance of a student falls short by more than 20%, the course instructor / academic office shall warn the student in writing every four weeks and keep the Course coordinator / HoD informed.
	4.5	In case of a student whose attendance falls short by more than 20% at the end of a semester, the course instructor shall forward his/her recommendation to UGAPEC.
	4.6	UGAPEC shall decide if the student can appear for final examination or needs to repeat the subject. Students who do not have to repeat the subject shall have to face a grade penalty as decided by UGAPEC.
	4.7	Attendance in the end semester examination is compulsory. If a student misses the examination due to personal illness, accident or any untoward incident student should report to UGAPEC for a permission to appear for next examination. If the student fails to produce the necessary proofs, the student will be deemed to be failed in those courses and will be awarded RR grade. The student shall then be required to repeat the course.

4.8	In case a student is unable to attend classes for more than four weeks in a semester, he/she may apply to the Dean (Academic) through Convener, DUGC for withdrawal from the Semester, which shall mean, withdrawal from all the registered courses in the Semester. However such application should be made as early as possible and latest before the start of End Semester Examinations.
4.9	Any application on medical grounds shall be accompanied with a medical certificate from a registered practitioner containing the registration number of the practitioner.

5	Programme structure
	All students admitted for any of the UG programmes, undergo four year - eight-semester programme.

5.1	Course work
5.1.1	The students have to undergo a prescribed course structure, which in general terms is defined in Curriculum of a programme.
5.1.2	A certain quantum of work measured in terms of credits is laid down as the requirements for a particular degree. The student has to acquire credits by passing courses every semester. The credits associated with a particular course are dependent upon number of hours of instructions per week in that course and is mentioned in curriculum.

5.2	Credit system																																																																														
5.2.1	Each course has a credit associated with it.																																																																														
5.2.2	Generally, one lecture hour of theory course carries two credits while an hour of laboratory or tutorial course carries one credit. Thus a course with 3 lecture hours and 2 laboratory hours allotted to it shall carry (3x2 plus 2x1) 8 credits.																																																																														
5.2.3	The undergraduate project shall carry 08 credits.																																																																														
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	5.3	Project
	5.3.1	In addition to prescribed course work, every student has to do a one-year project under guidance of a Guide allotted by the Department. A project can also be done in a group of not more than five students. In case of group project, role of every individual should be clearly defined.
	5.3.2	The project may be related to theoretical analysis, experimental investigation, a proto-type design, analysis of data and development of new relationship, fabrication and set up of new equipment etc. Through the project the student has to exhibit both the analytical and practical skills.
	5.3.3	The project is evaluated in two stages. The first stage evaluation shall be done at the end of pre-final semester by a Committee of Institute faculty (at least two faculty members including project guide). The Project Guide along with an external examiner shall do the second stage evaluation at the end of final semester.
	5.3.4	The first stage assessment shall have 25% weightage. Another 25% weightage shall be given for the initiative, interest, effort and sincerity shown by the student during the entire project work. The second stage assessment shall have 50% weightage.
	5.3.5	The first stage evaluation is to be carried out after a minimum of 12 weeks of work.
	5.3.6	The project report should be submitted in the prescribed format at least three weeks prior to the end of final semester or by the prescribed date and second stage assessment can be done in the last week of semester.
	5.3.7	The project shall carry 08 credits. The grade for the project shall be declared only after second stage evaluation.
	5.3.8	In case a student is awarded EE or FF grade, student has to submit the report afresh (even if the Project is a group project) and undergo the second stage assessment again.
	5.3.9	Students submitting the reports late or those who have to re-submit the report due to fail grades shall be entitled to a maximum grade of BB.
	5.3.10	The student should submit two soft bound typed copies for the first stage assessment and three soft bound typed copies for the second stage assessment.
	5.3.11	After successfully completing second stage assessment, the student / group should submit one hardbound copy to the Department for record.

6		English Language Test
	6.1	All students admitted to first year of four year degree programme shall have to appear for a VJTI English language test (VELT).
	6.2	Those students, who fail to qualify in this test, shall have to register for an English language course in Semester II.

6.3	No credits are awarded for passing this test or the course examination, but a PASS (grade of PP) in this VELT or the course examination is essential for entering into third year of the programme.
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7	Course Evaluation System		
7.1	The Institute follows a continuous evaluation system. A typical theory course evaluation shall have term work assessment, mid-semester test and an end-semester examination.		
7.2	The term work assessment may consist of the assignments and/or problems, report of experiments performed, quizzes, and end semester practical / oral examination.		
7.3	The weightage assigned to each of the evaluation components for each course is indicated along with the scheme of evaluation. Generally the weightages for term work assessment, mid-semester test and end-semester examination for each course will be 10:15:75 or 20:20:60. For courses like, workshop practice evaluation shall be based only on term work performance.		
7.4	<i>The instructor shall continuously grade the performance of the student in various components of the term work and the student shall be kept informed about the performance.</i>		
7.5	<i>The instructor should prepare a marks list for the performance of students in the mid-semester examination. The test papers shall be returned to the students after taking signature of the student on the marks list.</i>		
7.6	<i>Sample copies (at least five) of the term work of all courses, on the basis of which the term work assessment is done, shall be preserved in the department for a period of at least three academic years.</i>		
7.7	The end semester examination shall cover full syllabus of the course. Attendance in the end semester examination is compulsory.		
7.8	The assessment in laboratory / practical courses shall be based on quality of term work and an end semester practical and / or oral examination. The course instructor shall announce the mode of evaluation and weightage of each component at the beginning of the semester / course.		
7.9	The first year workshop course will be evaluated only on the basis of performance during the practical during the semester.		
7.10	<i>Evaluated end-semester examination answer books shall be preserved by the Academic office for a period of at least one academic year.</i>		
7.11	The grading scheme shall be as approved by UGAPEC from time to time and the final grades allotted shall also be reviewed and approved by UGAPEC.		
	Letter Grade	Grade Point	Indicative degree of mastery
	AA	10.0	Outstanding
	AB	9.0	Excellent
	BB	8.0	Very good
	BC	7.0	Good
	CC	6.0	Satisfactory
	CD	5.0	Average
	DD	4.0	Marginal

		EE	2.0	Unsatisfactory
		FF	0.0	Very weak

7.12	Maximum of X grace marks may be awarded to a student during a semester to enable a borderline student to pass a course/s where, X = number of courses for which a student has registered minus one.
7.13	The student passes the course if he/she scores any grade from AA to DD, grades EE and FF being fail grades.
7.14	The grade indicates the degree of mastery of the student for the concerned course. Each letter grade has a grade point associated with it as indicated in table above.
7.15	Other grades like; AU: Audit PP: Pass NP: Fail DR: Dropped out II: Incomplete due to non-appearance in end semester examination on health grounds RR: Fail due to lack of attendance, should repeat the course etc. These grades do not have any grade points associated with it.
7.16	The RR grade is awarded if the student fails to have minimum attendance for the classes or if the student fails to attend the end-semester examination without having any valid reasons. Students having poor in-semester record may also be awarded RR grade. Such a student has to repeat for that course whenever it is offered again.
7.17	A student shall be awarded XX grade, in case for misconduct / malpractice / unfair means in the examination, mid-semester test of a course. Such cases should also be reported to UGAPEC for consideration of further punishment depending on the seriousness of the offence.
7.18	A student has to pass a course in not more than three consecutive end-semester examinations (including any re-examination conducted for the course). If the student fails to do so, he/she shall have to repeat the course whenever it is offered next.
7.19	If a student fails to appear for any of the end-semester examination due to reasons beyond control, the student should inform the UGAPEC immediately.
7.20	If the student does not pass the course in first attempt, <ul style="list-style-type: none"> <li>◦ The student shall be awarded a reasonable grade on the basis of performance in the second attempt (re-examination). However maximum grade awarded shall be BB.</li> <li>◦ If the student fails to pass even in second attempt, student shall have to appear the end semester examination of that course in the subsequent semester whenever the course is offered. If a student passes in this examination, only the lower most passing grade shall be awarded in that course.</li> </ul>
7.21	If a student repeats a subject, maximum grade that can be awarded shall be AB.

7.22	The most recent grade for the course shall be taken into account for the computation of SPI / CPI.
7.23	There is provision of re-totaling / re-evaluation of end-semester examination. Request for re-evaluation is to be made to academic office by paying prescribed fees. The provision of re-evaluation is not available for practical / laboratory / seminar courses and the project.
7.24	Semester Performance Index (SPI) measures the performance of a student in a particular semester, which is weighted average for the grades secured in all the courses taken in a semester.
	For example, consider A student has registered for six courses in a semester, out of which two are 8 credit courses, three are 6 credit courses and one is 10 credit course i.e. total of $(2 \times 8 + 3 \times 6 + 1 \times 10)$ 44 credits. If the student secures BB, BC, AA, DD, BC, BB grades respectively in these courses, SPI shall be calculated as: $SPI = (8 \times 8 + 8 \times 7 + 6 \times 10 + 6 \times 4 + 6 \times 7 + 10 \times 8) / 44 = 7.4$ SPI is calculated up to two decimal places.
7.25	Similarly a Cumulative Performance Index is calculated at the end of every semester, taking into account the performance in all courses cleared by the student up to the semester for which the CPI is to be calculated. CPI is calculated up to one decimal place.
7.26	At the end of every semester a grade report card providing details of courses for which the student has registered and SPI/CPI details shall be issued to student.

8	Programme duration
8.1	A student should fulfill the requirements for respective degree within a maximum period of eight years from the date of admission to the programme.

9		Degree requirements
	9.1	The names of the students who satisfy below mentioned requirements shall be forwarded to the University of Mumbai for award of B Tech in the relevant branch.
	9.2	Students should have studied and passed all the courses and acquired necessary number of credits as per the requirements of a particular degree and as prescribed by the Institute from time to time within eight years from date of first registration to programme.
	9.3	The student should have paid all the Institute and University dues.
	9.4	The student should have no case of indiscipline or misconduct pending against him/her.
	9.5	Minimum Cumulative Performance Index (CPI) for award of a degree is 5.0.
	9.6	In case a student acquires required number of credits prescribed for a degree, but fails to have minimum CPI, the student in consultation with the programme convener and with approval from UGAPEC, will register for a course/s again or for improvement in grade / CPI.
	9.7	<i>The Annual grade report card shall carry CPI but the degree certificate shall not carry CPI or any class.</i>
	9.8	<i>A CPI of 6.5 or above may be considered as equivalent to First Class of similar programmes of the University.</i>
	9.9	<i>The institute may issue a separate passing certificate mentioning the class to only those candidates acquiring CPI 6.5 or above.</i>

10		Promotion to next year for UG Programme
	10.1	A student who fails to pass all subjects of first year shall not be allowed to register for the third year.
	10.2	A student who fails to pass all subjects of second year shall not be allowed to register for the fourth year.
	10.3	A student who fails to graduate within eight years from date of first registration to course shall be terminated from the programme.

11		Branch change after first year
	11.1	Branch change at the end of first year shall be followed strictly as per merit based on CPI at the end of first year.
	11.2	Consequent of branch change, the strength of a branch should not fall below 75% of its sanctioned strength. Due to this condition if a student is denied a transfer, no other student with a lower CPI than that of such denied student shall be given transfer.
	11.3	Due to transfers, strength of a branch cannot be more than sanctioned strength.
	11.4	However a student with CPI 9.0 or above shall be provided branch change without considering the branch strength criteria.