

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

(Autonomous Institute affiliated to University of Mumbai)

Information Bulletin

(R-May 06)

For

Postgraduate Programmes

Leading to

- Three year Programmes
- 201 Master of Computer applications
- Two year Programmes - Master of Technology (M Tech)
- 202 Civil Engineering (with specialization in Environmental Engineering)
- 203 Civil Engineering (with specialization in Construction Management)
- 204 Civil Engineering (with specialization in Structural Engineering)
- 205 Computer Engineering
- 206 Electrical Engineering (with specialization in Power Systems)
- 207 Electrical Engineering (with specialization in Control Systems)
- 208 Electronics Engineering
- 209 Mechanical Engineering (with specialization in Machine Design)
- 210 Mechanical Engineering (with specialization in Automobile Engineering)
- 211 Mechanical Engineering (with specialization in CAD/CAM & Automation)
- 212 Production Engineering
- 213 Textile Technology
- 215 Electronics & Telecommunication Engineering
- 214 Mechanical Engineering (with specialization in Mechatronics)

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

		Three year Programmes
	201	Master of Computer applications
		Two year Programmes - Master of Technology (M Tech)
	202	Civil Engineering (with specialization in Environmental Engineering)
	203	Civil Engineering (with specialization in Construction Management)
	204	Civil Engineering (with specialization in Structural Engineering)
	205	Computer Engineering
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	209	Mechanical Engineering (with specialization in Machine Design)
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	212	Production Engineering
	213	Textile Technology
	215	Electronics & Telecommunication Engineering
	214	Mechanical Engineering (with specialization in Mechatronics)

3		Admissions
		Admissions for the post-graduate programmes shall be done as per procedure finalized by the Senate on the recommendation of PGPC 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 / office of the Registrar 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 PGAPEC.
	4.6	PGAPEC 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 PGAPEC.
	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 APEC 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, DPGC 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 PG programmes, undergo two year - four-semester programme (three year – six semester in case of MCA).
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.
5.1.3	The curriculum for PG programmes indicated in the syllabus for each course briefly. Detail syllabus alongwith recommended textbooks, reference books, compilation of research articles etc, shall be given to the students during the first week of the Semester. Copies of the same alongwith the scheme of evaluation should be forwarded to HoD and Academic Office for record.

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	Postgraduate level seminar or self-study course shall carry 3 credits.																																
5.2.4	General pattern of the contact hours and credits shall be as indicated below:																																
	<table border="1"> <tr> <td colspan="4">Sem I and II</td> <td colspan="3">Semester III and IV</td> <td>Total Programme</td> </tr> <tr> <td>L</td> <td>P</td> <td>T</td> <td>Cr</td> <td>Project</td> <td>III</td> <td>IV</td> <td>Total</td> <td>Cr</td> </tr> <tr> <td>20</td> <td>10</td> <td>30</td> <td>50</td> <td></td> <td>5</td> <td>15</td> <td>20</td> <td>100 - 110</td> </tr> </table>	Sem I and II				Semester III and IV			Total Programme	L	P	T	Cr	Project	III	IV	Total	Cr	20	10	30	50		5	15	20	100 - 110						
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5.2.5	The scheme shall be prescribed in following format:																																
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	Course 3	4	-	4	8	30	70	3
	Course 4	3	2	5	8	30	70	3
	Seminar	-	-	-	3	100	-	-
	Lab course	-	4	4	4	50	50	-

5.3		Dissertation
	5.3.1	In addition to prescribed course work, every student has to do a one-year dissertation under guidance of a Guide allotted by the Department.
	5.3.2	The dissertation 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 dissertation is evaluated in three stages. The first stage and second stage evaluations shall be done by a Committee of Institute faculty (at least two faculty members including project guide). The first stage evaluation shall be done at the end of pre-final semester The second stage evaluation shall be done during the final semester before submission of the synopsis. The Project Guide along with an external examiner shall do the third stage evaluation at the end of final semester.
	5.3.4	During the third stage evaluation, 25% weightage shall be given for the initiative, interest, effort and sincerity shown by the student during the entire project work. Another 50% weightage shall be given for the depth of knowledge depicted and level of analytical skills shown in the report and during viva. 25% weightage shall be given to the presentation of report and seminar.
	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 shall carry 20 credits. The first and second stage assessment shall carry five credits each. Ten credits will be given to third stage evaluation.
	5.3.7	In case a student is awarded EE or FF grade, student has to submit the report afresh and undergo the second stage assessment again.
	5.3.8	Students submitting the reports later than the prescribed date shall be entitled to a maximum grade of BB.
	5.3.9	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.

5.3.10	<ul style="list-style-type: none"> • After the Second stage evaluation, ten copies of the synopsis of the dissertation and name of external examiner from the list of examiners prepared by DPGC and approved PGPC and Senate, will be sent to Examination Section. • The students should submit the Synopsis at least one month prior to the prescribed last date of submission of dissertation. • The students should submit the Dissertation on or before the prescribed date. • Those students, who are unable to submit by the due date, will have to apply for extension with justification before the last date of submission of synopsis. The guide should forward the application through Head of the Department, with a recommendation of period of extension to Convener, PGAPEC for final decision on the application. • Student shall submit two soft-bound copies of the dissertation to the Institute examination section, which will forward the same to the examiners. • After the third stage evaluation, if the Dissertation work is accepted by the Examiners, student should submit one hard bound copy (after making any corrections, if suggested by examiners) to the department. This copy is to be maintained in the Department for record. One soft copy on a CD will also be submitted for record of the Central Library.
5.3.11	Guiding teachers:
	All full-time institute faculty members designated as Professor / Assistant Professor shall be deemed to have been recognized for guiding research for post-graduate courses in their respective discipline.
	All full-time institute faculty members who are having earned doctorate degree shall be deemed to have been recognized for guiding research for post-graduate courses in their respective discipline.
	Recognition for guiding research for post-graduate courses in their respective discipline shall ordinarily be granted in following cases, based on the application made to the Senate.
A	All full-time institute faculty members who are having a masters degree in the discipline and at least 3 years experience of teaching of the PG courses of the concerned discipline.
B	All full-time institute faculty members who are having a masters degree in the first class and at least 3 years experience of teaching of the PG courses of the discipline in which the recognition is sought.
C	Persons appointed as visiting faculty who have an earned doctorate degree and who is teaching at degree level in the concerned discipline. Such persons should be available for guidance at least for one academic year.
D	Persons appointed as visiting faculty and are having pre-eminent qualifications. Such persons should be available for guidance at least for one academic year.
E	Persons appointed as visiting faculty who are having a master's degree and at least 5 years experience of teaching of the PG courses of the discipline in which the recognition is sought. Such persons should be available for guidance at least for one academic year.

5.3.12	The recognition of teachers, whose Institute attachment ceases on account of any reason, shall cease automatically. The recognition can be renewed only through a fresh application to the Senate.
5.3.13	The Senate may withdraw the recognition given to any faculty member in case of persistent irregularity without any valid reasons in engaging classes, persistent indiscipline in the classes, malpractice in evaluation or any other irregularity, which in the opinion of the Senate invites disciplinary action.

6	Course Evaluation System
6.1	The Institute follows a continuous evaluation system with considerable freedom given to the course instructor in deciding pattern of evaluation. It may consist of quizzes, assignments, and laboratory performance, mid term tests, final examination, seminar presentations, report preparation, and class performance / attendance.
6.2	The course instructor shall prepare in the prescribed format, the subject outline, plan of instruction and assessment scheme for circulation among students in the first week of the Semester in which the course is taught. A copy of the same should be submitted to the Department office and the Academic Office for records.
6.3	A weight not less than 50% and not more than 70% shall be assigned to final examination. Generally the weightages for term work assessment, and end-semester examination for each course will be 50:50, 40:60 or 30:70. Evaluation for subjects that are practical or design-based may be 100% on term work.
6.4	<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>
6.5	<i>Sample copies (at least three) 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>
6.6	The end semester examination shall cover full syllabus of the course. Attendance in the end semester examination is compulsory.
6.7	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 distribution of marks at the beginning of the semester / course.
6.8	<i>Evaluated end-semester examination answer books shall be preserved by the Academic office for a period of at least one academic year.</i>
6.9	The weighted marks scored by a student are converted to a letter grade based on grading scale announced by the Instructor at the beginning of the Semester. In general the grading scheme shall be announced in the following format:

Total Weighed Marks out of 100 (from – to)		Grade Point	Letter Grade	Indicative degree of mastery
80	100	10	AA	Outstanding
75	79	9	AB	Excellent
70	74	8	BB	Very good
65	69	7	BC	Good

60	64	6	CC	Satisfactory
55	59	5	CD	Average
50	54	4	DD	Marginal
35	49	2	EE	Unsatisfactory
0	34	0	FF	Very weak

6.10	If the Course Instructor needs to modify the grading scheme at the end of the Semester, he/she can do so with prior approval of PGAPEC. In such case, the student will be awarded a higher grade than what he/she is eligible as per pre-announced grading scheme and in no case a lower grade shall be awarded.
6.11	The student passes the course if he/she scores any grade from AA to DD, grades EE and FF being fail grades.
6.12	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 below.
6.13	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.
6.14	The RR grade is awarded if the student fails to have minimum attendance for the classes. 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.
6.15	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 PGAPEC for consideration of further punishment depending on the seriousness of the offence.
6.16	A student has to pass a course in 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 subject whenever it is offered next.
6.17	If a student fails to appear for any of the end-semester examination due to reasons beyond control, the student should inform the PGAPEC.
6.18	If the student does not pass the course in first attempt, 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. 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.
6.19	If a student repeats a subject, maximum grade that can be awarded shall be AB.

6.20	The most recent grade for the course shall be taken into account for the computation of SPI / CPI.
6.21	There is provision of re-totalling / 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.
6.22	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.
6.23	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 courses 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.
6.24	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.
6.25	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.

7	Programme duration
7.1	A student of two year post graduate degree programme who fails to graduate within three years from date of admission to programme shall be terminated from the programme.
7.2	A student of three year post graduate degree who fails to graduate within five years from date of admission to programme shall be terminated from the programme.

8	Degree requirements
8.1	The names of the students who satisfy below mentioned requirements shall be forwarded to the University of Mumbai for award of M Tech in the relevant branch.
8.2	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.
8.3	The student should have paid all the Institute and University dues.
8.4	The student should have no case of indiscipline or misconduct pending against him/her.
8.5	Minimum Cumulative Performance Index (CPI) for award of a degree is 5.0.
8.6	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 PGAPEC, will register for a course/s again or for improvement in grade / CPI.
8.7	<i>The Annual grade report card shall carry CPI but the degree certificate shall not carry CPI or any class.</i>

8.8	<i>A CPI of 6.5 or above may be considered as equivalent to First Class of similar programmes of the University.</i>
8.9	<i>The institute may issue a separate passing certificate mentioning the class to only those candidates acquiring CPI 6.5 or above.</i>