

**School of Petroleum Technology
Pandit Deendayal Petroleum University
Gandhinagar-382007, Gujarat**

**M.TECH RULES
(Effective from July, 2010)**

1. CATEGORIES OF M. TECH. STUDENTS

The School of Petroleum Technology (SPT) admits M. Tech. students under the following categories:

I) REGULAR (FULL – TIME)

A student in this category who spends full time for his M. Tech. and receive fellowship/assistantship from Pandit Deendayal Petroleum University (PDPU) or any other recognized funding agency.

II) SPONSORED (FULL – TIME)

A student in this category is sponsored by a recognized R&D organization, national institute, governmental organization or industry for doing M. Tech in SPT on a full time basis. He should have at least two years of working experience in the respective field. He will not receive any financial support from PDPU. Sponsorship letter (Form I) should be attached with the application for admission.

2. MINIMUM QUALIFICATIONS/CRITERIA FOR ADMISSION

Students for admission to the M. Tech. Programme in Petroleum Engineering at SPT must satisfy the following criteria:

- I. Bachelor's degree in Petroleum Engineering, Petroleum Refinery Engineering, Petrochemical Engineering, Chemical Engineering, Chemical Technology, Mechanical Engineering, Civil Engineering, Mining Engineering / M. Sc. or M.Sc Tech. in Applied Geology, Applied Geophysics, Petroleum Geology, with Mathematics as one of the courses of study at the bachelors level, and with a minimum CPI of 6.5 on a 10 point scale or equivalent (60% of aggregate marks).
- II. Valid GATE score for Regular (full-time) students.
- III. Students have to qualify entrance examination and personal interview conducted by SPT.

3. ADMISSION PROCEDURE

- 3.1 Admission to the M. Tech. Programme of the School will normally be in the months of May/June every year. For admission an advertisement will be issued in the month of April/May (in PDPU website as well as national news papers).
- 3.2 Admission to the Regular (Full-Time) category of students is granted on the basis of valid GATE scores and an interview / admission test held usually during the month of June or July every year. Candidates without GATE score may be considered for admission without fellowship. **The GATE scores of the current academic year only would be accepted.** Admission to the Sponsored (Full-Time) category is granted on the basis of interview/admission test along with Regular (Full-Time) category of students.
- 3.3 The applicants who have completed or are likely to complete all the examinations including the thesis oral examination, viva etc. of the qualifying degree by the date of admission to the programme may be considered for **provisional** admission after payment of requisite fees; however, if admitted, they must produce the evidence of their having passed the qualifying degree examination with the specified minimum marks/CPI (as specified in clause 2) within 8 weeks of the beginning of the semester, failing which their admission is liable to be cancelled. In such cases, fees paid by the candidate will not be returned.

4. FINANCIAL SUPPORT

Students admitted to the M. Tech. Programme under Regular (Full-Time) category will be considered for assistantships/fellowships, etc. subject to the following norms:

- 4.1 Students must have a valid GATE score at the time of admission.
- 4.2 Students receiving assistantship/fellowship from PDPU or from any other funding agencies will be required to perform academic duties assigned to them by the School as per rules in force from time to time.
- 4.3 The continuation of the assistantship/fellowship will be subject to satisfactory performance of the duties assigned by the department and satisfactory progress in the postgraduate programme.
- 4.4 Financial assistance will normally be for a period of two years.
- 4.5 Only those students who are currently registered in the postgraduate programme shall be entitled to assistantships/fellowships. The students on leave longer than that specified under the leave rules are not entitled to assistantships/fellowships.

5. LEAVE RULES

5.1 An M Tech student is eligible for 30 days of leave in a calendar year.

5.1.1 The leave of 30 days includes medical and all other leaves, in an academic year. If any Saturday, Sunday or Holiday falls during the leave, they will be counted towards leave except for such holidays prefixed or suffixed with the leave. The accumulated leave can be availed during vacation period.

5.1.2 Out of the 30 days of leave per annum, an M. Tech. Student will be permitted to avail maximum 15 days of leave on completion of each semester. However, any leave not availed at the end of any semester can be carried over to the next semester and the cumulative can be availed together, subject to a maximum of 30 days at a time.

5.1.3 During the semester period, (i.e. July–November and January –May), a student will be allowed only a maximum of one week leave including holidays.

5.2 Absence without obtaining prior sanction of leave will be considered as an act of indiscipline and shall entail reduction of scholarship on a *pro rata* basis, besides any other action that may be decided by the School.

5.3 Any absence over and above the prescribed limit of admissible leave shall entail deduction from the assistantship/fellowship, besides other actions as may be decided by the School.

FORM I – SPONSORSHIP LETTER

(This should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

The
The Director
School of Petroleum Technology, PDPU, Gandhinagar, Gujarat

Sub: Sponsoring an Employee for M. Tech. Programme

Dear Sir,

We hereby sponsor the candidature of Mrs./Mr., who is an employee in our organization, for joining M. Tech. Programme inat your Institute as a full -time student.

We shall relieve him of his duties in the organization during the two years of the M.Tech. programme.

Signature and seal of the
Sponsoring Authority

6. REGULATIONS

6.1 Admission procedure

This is stated in section 3 of this document.

6.2 Admission

Candidates whose selection is approved by the Chairman, Admission Committee, will be admitted to the M. Tech. programme of the School after payment of the prescribed fees.

6.3 Academic requirements

Registration at the beginning of each semester, on the prescribed dates announced in the academic calendar, is mandatory for every student until he completes his program. No student is allowed to attend a course without registration in that course. In case of compelling reasons, the School provides for **Late Registration**, whereby a student is allowed to register after the last date of registration on payment of a prescribed fine.

The student registers for course(s) during a given semester, on the basis of the program as prescribed in the Curriculum.

Registration is done in person, normally on the first day of each semester, for which the schedule is announced in advance. Students having outstanding dues to the School or hostel will not be permitted to register; if a student fails to register during any semester his studentship is liable to be cancelled.

6.3.1 Semester load and course units

A semester load is at least of 15 credits. Theory courses carry credits in the range of 4 to 8, practical courses carry credits 1 to 3 and Seminar/Project/Dissertation carry credits in the range of 5 to 10 (See **Appendix I** for an explanation).

6.3.2 Course Structure

- (a) The two year M. Tech Programme would be consisting of a zero credit bridge course and four semesters. The first two semesters will contain five to six subjects each.
- (b) The first two semesters are for the courses. The third and fourth semesters would be for seminar/project work/dissertation.
- (c) There would be a training of six to eight weeks. The training would be undertaken during summer vacation period in industry/reputed R&D organization/university. Mentoring for industrial orientation, etc. would be done during winter vacation period.

6.3.3 Credits and SPI/CPI

Requirements for students registered in M Tech. are of four semesters. They will be required to complete a minimum of 90 credits of load of which 55 to 60 credits shall be through course work and 30 to 35 through project/seminar/dissertation. Every M. Tech. student must complete prescribed courses. **SPI and CPI will be calculated on the basis of all the Postgraduate courses taken by the student.**

No student registered for the M Tech programme shall continue in the programme for more than 3 years.

6.3.4 Grades and points

- (a) The performance of the students in their course work will be evaluated in terms of letter grades: AA, AB, BB, BC, CC, CD, DD, F. These grades are equivalent to the following points/ratings on a 0 - 10 scale.

AA = 10
AB = 09
BB = 08
BC = 07
CC = 06
CD = 05
DD = 04
FF = 00

- (b) If a student has done a part of the course work, but has for a genuine reason not been able to do the remaining part of the course in any semester, the instructor may send the grade 'II' (incomplete). In this case the student must contact the Instructor soon after the examination and if the Instructor is convinced that the reasons for missing a part of the course/examinations are genuine he may let the student make up for the portion missed. The 'II' Grade can be converted into a regular grade by the Instructor within two weeks of the last date of the End Semester Examination. Otherwise, this will automatically be converted into 'FF' Grade.

7.3.5. Academic performance requirements

(a) The SPI (Semester Performance Index) or CPI (Cumulative Performance Index) of a student in any particular semester is calculated as follows:

- The point equivalent to the grade awarded in each course for which the student has registered is multiplied by its unit rating.
- These products are added and the sum is divided by the total number of units. The ratio is the SPI or CPI depending on whether the number of units refer to those in that particular semester or to those in the total period of students postgraduate programme.

(b) The minimum CPI requirement for continuing in the M. Tech. programme is 6.0. Fellowship/Assistantship would be discontinued for those students who are having CPI less than 6.0 at the end of each semester.

7.3.6 Thesis/Project

- (a) Thesis supervisor(s) for a student will be appointed from amongst the faculty members. The School will evolve modalities for appointing of supervisors keeping in view the students' aspirations and faculty interest. A faculty member as '**Program Coordinator**', nominated by the Director, will co-ordinate this activity and will formally communicate the appointment of thesis supervisor(s) of a student to the Director. No change/addition of Supervisor(s) is allowed after the thesis has been submitted to the academic/examination section.
- (b) In case there has been a change/addition in the Supervisor(s), the thesis will be submitted not earlier than three months from the date of communication of such change/addition to the academic/examination section.
- (c) No student once registered for thesis/project units will be allowed to continue the programme without a Thesis Supervisor having been appointed by the Director. No change in thesis supervisor(s) will be allowed without the consent of the Director. In exceptional cases, with prior approval of the Chairman, Academic Council and on the recommendation of Director, a student may be allowed to have a co-supervisor from outside the institute.
- (d) Each student will be required to submit one bound copy of the thesis/project each to the academic section and the Thesis Supervisor(s) and to library. The thesis/project will be examined by an **Oral Examination Committee** consisting of the thesis supervisor(s) or in his absence the programme co-ordinator and at least two but not more than four other faculty members of the school (not below the rank of Associate Professor) or external examiner as proposed by the thesis supervisor(s)/programme co-ordinator in consultation with Director of the school. The programme co-ordinator will act as the convener of the Oral Examination Committee.

(d) Acceptance/Rejection of the Thesis/Project

A thesis/project will be considered to have been accepted if majority of the members of the committee recommend its acceptance. Otherwise thesis/project will be considered to have been rejected. If a thesis/project is rejected along with a recommendation by the Committee for resubmission after incorporating and modification/correction suggested by the Committee, oral examination for the resubmitted thesis/project will be conducted by the same Committee unless otherwise approved by the Director. If the resubmitted thesis/project is rejected, the matter will be reported to the Academic Council for one more resubmission or rejection or acceptance of the thesis/project work.

APPENDIX I

Postgraduate Courses

1. Course Number

Each Postgraduate Course code will have a number consisting of two parts. The first part will consist of a code to identify the programme which will be of 1 to 3 characters of English alphabets and identical for all courses of the Programme. The second part will be a three digit number.

2. Course Units

The credits of a Postgraduate Course will be arrived at as follows: for each lecture hour and for each tutorial hour, there shall be two and one credit respectively. For each practical (laboratory) and seminar/project/dissertation hour there shall be half credit. Some examples are given in the table below.

Contact hours of the course (per week)	L-T-P	Weightage (Credit)
Three Lecture hours	3-0-0	6
Three Lecture hours + one tutorial hour	3-1-0	7
Three Lecture hours + Two hours lab session	3-0-2	7
Ten Seminar/dissertation/project hours	0-0-10	5

3. Approval of New Courses

All Postgraduate courses require the approval of the Academic Council (after recommendation from the Board of Studies/ Faculty) before being offered. The course will be proposed by the interested faculty member and submitted to the BoS for consideration, which, in turn, may recommend and forward to the Dean, Faculty of Engineering & Technology.