



# DR. S.& S.S GHANDHY COLLEGE OF ENGINEERING & TECHNOLOGY

2020

INSTITUTE  
HANDBOOK

TECHNICAL  
EDUCATION  
DEPARTMENT

GOVERNMENT  
OF  
GUJARAT

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## **Dr. S & S. S. Ghandhy College of Engineering and Technology, Surat**

Where “*Education is a commitment to excellence in Teaching and Learning.*”

### **BRIEF HISTORY:**

Dr. S & S. S. Ghandhy College of Engineering & Technology is situated at heart of SURAT, the second largest city of Gujarat State. This Institute is one of the oldest and largest Technical Institution of Gujarat. It was established in June 1955. The donor late Dr. SORABJI & SAROSH SORABJI GHANDHY, a local ZOROASTRIAN Medical Practitioner, was the Prime Driving Force behind the establishment of this Institute, who donated Rs. 0.52 million in the year of 1952. Actually, he had a dream of starting a Degree Engineering College, not just a Polytechnic and so, he named the college as Dr. S. & S. S. GHANDHY COLLEGE OF ENGINEERING & TECHNOLOGY. Later on, The Government of Bombay State acquired the land building and equipments at the cost of Rs. 0.605 Million. Currently, the institute is administered by Directorate of Technical Education (DTE), Govt of Gujarat. All the programmes of the institute are AICTE approved and the institute is affiliated to Gujarat Technological University (GTU), Chandkheda, Gujarat.

### **INSTITUTE VISION**

“To be a unique centre of excellence in technical education & innovation for sustainable growth of industry and society.”

## **INSTITUTE MISSION**

1. To impart globally viable technical core competencies and skills.
2. To respond effectively to the ever changing needs of industry and community at large.
3. To promote conducive campus environment and resources for qualitative education and innovation.
4. To inculcate moral, ethical and professional values amongst all internal stakeholders.

## **PRINCIPAL'S MESSAGE:**

In the new environment of liberalization, the field of technical education have been facing the challenges not only from inside but also from the outside world. It has changed the role of teachers, administrators, and planners involved in the field of technical education. The barrier between a classroom and an industry, anywhere in the world, is now very transparent with respect to technology. The large number of national & international technical institutes, who are wrestling to employ their students, are in search of innovative teaching methods. Our institute, which is the oldest in South Gujarat region, is committed to provide quality education, to produce young entrepreneurs, and to involve themselves for the benefits of all stakeholders.

**- Shri N.A.Sangani (I/C Principal)**

## **INFRASTRUCTURE:**

The total land area of the institute is 24 acres of which the scattered area of between the building and the surroundings is about 25%. Various buildings, departments, hostels, etc of the institute acquire the rest.

## PROGRAMMES RUN AT INSTITUTE:

### A. Regular Diploma Programmes:

Sr. No.	Name of Programmes	No. Of Seats	Year of Establishment	Duration
1	Civil Engg.	60+60	1955	06 Sem.
2	Mechanical Engg.	120+60	1958	06 Sem.
3	Electrical Engg.	60+60	1958	06 Sem.
4	Automobile Engg.	60	1958	06 Sem.
5	Metallurgy Engg.	60	1965	07 Sem.
6	Textile Processing Engg.	60	1969	06 Sem.
7	Textile Manufacturing Engg.	30	1969	06 Sem.
8	Power Electronics Engg.	60	1984	06 Sem.
9	Information Technology	60	2000	06 Sem.

## **DEPARTMENTS:**

- Civil Engineering Department
- Mechanical Engineering Department
- Electrical Engineering Department
- Automobile Engineering Department
- Textile Manufacturing Technology Department
- Textile Processing Technology Department
- Metallurgy Engineering Department
- Power Electronics Department
- Applied Mechanics Department
- Science & Humanity Department
- Workshop
- Information Technology

## **SECTIONS:**

- ◆ Community Polytechnic Wing
- ◆ Learning Resources User's Centre
- ◆ Training and Placement Unit
- ◆ Computer Centre
- ◆ Library
- ◆ Continuous Education
- ◆ Office & Central Store
- ◆ Person with Disabilities
- ◆ ISTE Chapters
- ◆ Alumni Association

## STUDENT ORIENTED ACTIVITIES AND AMENITIES

1. NCC & NSS Cells are functioning effectively in the Institute.

2. **Students Scholarship** : From **Dr. Sarosh Gandhi Scholarship**.

**Open Merit Scholarship** : Every year, total 312 students from 9 branches get scholarship as per their merit. Student can get **Rs. 3000.00** per anum. The SC and ST scholarship and financial aid is provided as per govt. norms. (FOR THIS CHECK NOTICE BOARD TIME TO TIME)

3. **Drinking RO Water** facilities are provided at different places in the Institute.

4. **I. S. T. E. (Indian Society for Technical Education)** students' chapter, is constituted for overall Development of Students. It provides guidance & training to students to develop better learning skills and personality. ISTE chapter of our Institute organize various activities like Debate Competition, Industrial visit, Expert Lectures, Quiz Competition, Seminar , Thalassemia test etc. This also promote students to attend ISTE events outside campus.

5. **Students Stores** : Provide different stationeries for laboratories and drawings.

6. **Students Gymkhana Activities** : Different activities like outdoor games, indoor games, Quiz Competition; Debate; Painting; Essay writing, Different Cultural Activities, EBSB related activities etc. are also arranged

7. **Dr. Sarosh Gandhi Gold Medal Award: One** students from each academic year in the institute awarded Gold Medal while from each department one student awarded Silver Medal.

8. **Industrial Visit & Industrial Training:** To increase practical knowledge of students' local & out of stations industrial visits along with teaching staff is arranged regularly. For Sandwiched Diploma Courses a long term industrial training provided in respective industry.

**9. Seminars & Expert Lectures:** From industries and other engineering colleges the guest lecturers are giving expert lectures on respective subjects. Seminars are also arranged on different technical topic frequently.

**10. Alumni Associations:** A pass outs students associations is existing since 1980. They are doing activities for institute & students of this college.

**11 Training & Placement:** Over the last many decades Dr. S. & S. S. Ghandhy College of Engineering & Technology, Surat has risen as one of the most preferred institute for acquisition of talented students from the Campus. The Placement Cell in the institute has been operational with the dual objectives of providing counselling to the students for their career development and arranging campus placement drives with prestigious industries to provide best opportunities to students. Final year students from seven departments (about 390) are deputed for implant training in industries. Hectic activities are going on all over the year for job placement of pass out young engineers (about 250). Institute is at the top in job placement in Gujarat. Institute has now become center of attraction for many recruiters. Some of the major companies that visited the campus for recruitment in last three years are mentioned below:

• L & T, Heavy Engg.	• L & T, Hydro Carbon	• L & T Construction
• ArcelorMitalNipon Steel	• Adani ports	• Adani Power
• Ultratech Cement	• Kribhco	• Guajrat Gas
• Thermax Limited	• Uttam Galva	• Suzuki Motors
• Linde	• Bajaj Auto	• ABC Bearing
• C. B. Suratwala & Sons.	• Piramal Glass	• Torrent Power
• Nish Techno. Proj	• Essact Mgt. Ltd.	• RajashreePolyphin
• Tata Motors	• Uniphos Electronics	• Birla Copper
• Asahi Glass	• Shell Lubricants	• InfresMethodex
• H. M. H. Metal	• TheisPrecicsion	• John Deere

**12 Finishing School :** The institute is running FINISHING SCHOOL program in accordance with Knowledge Consortium of Gujarat-KCG, under

Government of Gujarat in order to enhance Employability Skills, Life skills and Functional English Skills of students. This program is for the final year students of all branches.

**13 Safety & Development of the Students :**

In the Institute various Cells are constituted, & functioning for the safety and development of students. Such as Anti ragging Monitoring Cell, Sexual Harassment Monitoring Cell, Women development Cell, Internal Complaint committee etc.

**14 Rashtriya Uchchar Shiksha Abhiyan (RUSA) :** SC/ST students get benefits from the grant given under RUSA, by the government.

**15 Hostel :** Separate hostel facility for boys and girls is available.

**16 Future plans:** Government of Gujarat Has sanctioned 14.37 cr. rupees for new buildings, like for Civil Engineering Department and Workshop.

### **VARIOUS PROJECTS**

1. Community Wing.
2. Person With Disabled Project (Physically Handicapped Scheme)

### **INFORMATION FOR FIRST YEAR STUDENTS**

The information given in the following sections is pertaining to all students of the institute in general and to first year students in particular. For Ready reference of first year students, teaching and examination scheme and syllabi are given. It is expected that the students will carefully read the information given in subsequent sections. The information given in this broucher is only for guidance and is subject to changes from time to time.



## **IMPORTANT NOTES:**

The students getting admission should thoroughly go through the brochure and strictly follow the rules and regulations:

(1) Identity Card: Identity of a student and his/her association with the institute is reflected through his/her identity card. Hence it is an essential document that a student must carry with him/her during and after college hours. The identity card helps the student to avail the facility of library, gymkhana etc. A student found without his/her will be fined.

(2) Notice Board: Day to day, useful information are displayed on notice board. Roll numbers of these students who fall short of attendance, do not complete the term work and are defaulters for some other reasons on general and/or departmental notice board. Hence students are required to develop a habit of referring the notice board and they should strictly follow the information and orders displayed there in.

(3) Each student should get photocopies of the receipts of tuition fee and examination fee for producing for railway and bus concession, and during examinations. No duplicate receipt will be issued by the institute.

**NOTE: Every Student admitted to the college shall have to give an undertaking at the time of joining that he/she shall abide by the college and hostel rules and agree to confirm to the rules and regulations in force from time to time. He/she will do nothing either inside or outside the college that will interfere with its orderly governance and discipline.**

## **GENERAL BEHAVIOUR:**

(1) Student will have to attend all theory classes and laboratories during working days from the first day of the semester or year. In case of unavoidable circumstances, prior permission of concerned H.O.D. is to be taken. For sickness, they will have to produce the medical certificate with an application from their parents or guardians. In such case parents or guardians should inform immediately.

(2) Student should strike a proper balance between extracurricular activities and academic requirements. Students participating in these activities will not be allowed to interfere in academic schedules and matters.

(3) During hours of class, the main lobby, all the corridors and area surrounding the library are to be observed as silence zones. Students who cause any disturbance such as loud noises or vehicle horns, in these zones shall be liable to a fine at the discretion of the authorities. So it is expected from individual student as well as student groups that they behave with responsibility and maintain good discipline on the campus.

(4) Students should care for college property, building, equipments, laboratories, class rooms, workshops and drawing halls and refrain from any actions that would disfigure or damage them. Offenders shall be severely dealt with by college authorities and compensation for the same will be charged as penalty.

(5) Students will not indulge in the activities and will not form a group causing any hindrance to the academic and administrative activities of the college. If he/she is found doing so he/she will be punished and disciplinary actions will be taken by the authorities.

(6) Students should pay due respect and honour to teachers. Students who fail to obey the above rules and standards of the university/college authority will be penalized by the authorities to the extent of suspension or debarring him for further study. The decision of the college authority shall be considered competent and final.

### **EXAMINATION SYSTEM:**

As per Gujarat Technological University (G.T.U.) Rules Exam of each subject is conducted. Mid-sem Exam (M), Internal Exam (I) and University External Examination (E) together make an individual subject head of passing. The distribution and weightage of marks is specified in the examination scheme in the syllabus.

- Students have to appear for Mid-sem and Internal examination as per G.T.U rules. Minimum 40% marks are required for passing Mid-sem and 50% in Internal exam. Students Scoring less than 40% marks in **Mid-sem** exam may be given one more chance to appear in Remedial test as per G.T.U. norms but in case of remedial exam, the students are only eligible for minimum passing marks even though the secured marks are more than the passing marks.

- University External Examination (E) , conducted at the end of every semester for the subjects as per examination scheme specified in syllabus. For further details and detailed exam scheme refer university website : [www.gtu.ac.in](http://www.gtu.ac.in)

- Students may not be allowed to appear in one or all subjects university examination if (i) Presence criteria of 75% is not fulfilled in one or more subjects (OR) (ii) Not satisfactorily completed assigned work in one or more subjects.

**Term Work:** The work carried out in laboratory comprises of conducting practicals and or solving tutorial exercises. The student is supposed to carry out term work regularly, record it in a workbook during laboratory hours and get it evaluated continuously so as to avoid accumulation of work. This work is to be documented regularly in the journal and get it checked regularly.

**Non submission of term work will prevent student from appearing in the external examination. Hence it is to be taken sincerely and to be over looked by the student in any case. Satisfactory completion and submission of term work latest by last day of concerned term is prerequisite for appearing in university examination. A candidate who has been detained or has failed in any term-work shall have to repeat the concerned year or semester as the case may be.**

**Attendance:** It is important that in a professional course the student cannot rely totally on self learning. One has to attend classes regularly in particular shift (batch) in which he/ she has got the admission in order to learn the subject systematically. Also one has to perform practicals in order to observe and learn the principles related to the course. Thus attendance becomes an important facet of an engineering and diploma institution. As per university rules mentioned earlier during

the term , students are supposed to have atleast 75% presence in lectures and laboratories in individual subject. The students who fail to fulfil the above criteria of attendance may not be allowed to submit their term work and may not be permitted to appear in university examination.

In case of difficulties, the students are advised to contact their subject teachers as well as head of department. They are always willing to assist.

### **RULES AND REGULATIONS**

- Students are strictly informed to abide the rules and regulations framed by the college authorities and maintain complete discipline while in the college premises.
- Strict actions will be taken if anyone is found disobeying the rules and regulations.
- Complete cleanliness and sincere behavior should be maintained in the college premises.
- Students are instructed to pay their fees on time.
- Students should issue their I-card and Library card immediately they get admission in the course selected and carry the same along with them every day.
- If anyone is found without I-card inside the college premises it would be a punishable offence.
- Students are informed to read the Notice Board on daily basis for important announcements and circulars.
- Mark sheets, fee receipts and other important documents should filed in this file regularly and maintain the records during their course period.
- A history card is being provided along with this file, which should be maintained by the students on regular basis.
- This file should be carried along with for 2 weeks at the start of the semester.

- The term work files of previous semester should be collected within a week of the beginning of the new semester, afterwards they cannot be claimed.
- Students should actively and enthusiastically participate in all the activities performed at the department as well as in the college level.
- 75% attendance in theory and 100% in practical attendance are compulsory, if failed to maintain so, the following student will be detained.

### **OTHER ACTIVITIES PERFORMED**

- Every year students are taken to various places for industrial visits with the aim to enhance their practical knowledge regarding industrial aspect.
- Expert lectures are conducted on regular basis by various experienced dignitaries to increase the knowledge of students and provide them a guideline for near future.
- Various extracurricular activities like sports week, youth festival, garba competition, paper presentation, poster presentation, elocutions, drama, etc are organized in the institute with the motto of all-round development of students.

### **GUJARAT TECHNOLOGICAL UNIVERSITY**

*No.Gtu/Evaluation/Aug 13/4564*

*Dt.05<sup>th</sup> Aug 13*

### **New Evaluation Scheme for various courses w.e.f from Academic Term**

#### **2010-11**

Based upon the recommendations of the university committee meeting on 19<sup>th</sup> July, '10 and approval by Hon Vice-Chancellor, the following evaluation scheme is to be followed by the institutes affiliated to Gujarat Technological University from the *academic term* 2010-11.

## DIPLOMA ENGINEERING

Courses	University Theory Exam (E)		Mid-Semester Test (M)		Practical/Continuous Evaluation Component: CEC	
	Max. Marks	Passing Marks	Max. Marks	Passing Marks	Max. Marks	Passing Marks
	<b>Dip. Engg.</b>	70	23	30	12	50

**Note:** The marks scored by a student in the Practical component/Continuous Evaluation Component **(I)** will not be counted for calculating SPI/CPI but it will convert into appropriate grade. However it will be reflected in SPI/CPI in the final year of the course where an external examination for the Practical component/Continuous Evaluation Component **(I)** will be conducted.

### GENERAL RULES FOR ALL COURSES:

- **Remedial Exam:** In remedial exam, the students of all courses will be allowed to appear in all subjects but result will be processed as per concerned exam norms.
- **Backlogs:** Failing in any of the heads of the subject (E, M or I) will carry subject backlog.
- **Back-logs for detention:** For the student detention of various courses, except pharmacy course, the maximum backlogs a student can carry will be equal to four at any point of time. However it will be based on the declaration of results of remedial exam of the previous semester. As an example, if the student is having 5 backlogs in first semester exam, he/she will be allowed to study in second semester.

After the end of 2<sup>nd</sup> semester academic term, remedial exam of 1st semester will be conducted and it will be followed by 2<sup>nd</sup> semester university main exam. On declaration of 1<sup>st</sup> semester remedial exam result if the student passes one subject out of 5 which leads to 4 backlogs in total. As backlogs are not exceeding 4 in number, he/she will be allowed to continue his/her 3rd semester study. In case number of backlogs continues equal to 5 then, he/she will not be eligible for his/her study in 3 semester. It is to be noted that in this case backlogs of 2<sup>nd</sup> semester will not be counted for detention.

- **Rules for Withdrawal of Exam Form:** Rules for withdrawal of exam forms remain same as it is mentioned in GTU circular No. Gtu/query/norms/1841 dated 12<sup>th</sup> April 10

- **Above scheme shows general scenario of evaluation scheme but for a specific subject refer syllabus link available on [www.gtu.ac.in](http://www.gtu.ac.in)**

- **GTU Circular (Notification : 1/2012 )**

- The Academic Council of the Gujarat Technological University has approved the following resolutions. These resolutions are enforced from the date of issue of this notification and effective from the winter exam 2011 of the Gujarat Technological University.

**(1) Validity of students enrollments from the different courses :**

- Validity of student's enrolment in a particular course shall be valid up to double the duration of a particular course. However, if a student is not in a position to complete the course within the duration specified, then he/she will be required to write an application as a special case to Hon.VC for granting the extension.

**(2) Declaration of Final Year/Semester Result:**

- For students, who appear both at the Final year/semester examination as well as at their backlog courses of the previous semesters, their Final

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year/semester's result shall be kept under suspension by the university till he/she clears backlogs of previous semesters (if any).

**(3) Internal evaluation and its effect on result :**

- The Institutes/ Colleges shall submit marks of continuous evaluation of those students who have cleared the backlogs at institutes to the university at the end of every semester, so that the result for such students may be updated along with the university result. Marks submitted after declaration of the university result shall be considered for updation in the next semester's result only.

**(4) Formula for conversion of equivalent percentage of CPI.**

- An equation to find equivalency between CPI/CGPA may be obtained as follows:
- Percentage Marks =  $(\text{CPI/CGPA} - 0.5) \times 10$ .
- **CPI/CGPA Equivalent Class shall be as follows:**
- Below 5.5: Pass class
- 5.5 & above: Second class
- 6.5 & above: First class
- 7.1 & above: First class with distinction

**(5) Award of degree.**

- For all courses, where the duration of the course is more than 2 years, the degree shall be awarded to the students on the basis of CGPA (Cumulative Grade Point Average) of the last four semester's performance in the exams.
- In case of the courses where duration is of two years, the degree shall be conferred to students based upon CPI (Cumulative Performance Index) considering all the four semesters performance.
- **No. : GTU/Notification/2012/3970 Date : 13/04/2012**



No: GTU/Acad/Passing\_Criteria/2018/5440

Date: 19<sup>th</sup> July 2018

Read: Approved MOM of Academic Council dated 4<sup>th</sup> April, 2018

Notification No: 71/2018

**Norms for Detention for all the courses for students admitted from Academic year 2018-19 onwards**

For the students who take admission in the Academic year 2018-19, following norms will be implemented for the detention:

Sr. No.	For entry in	Pass in Semester	Any number of Backlog are allowed in following semester provided term is granted	Max 4 Backlog in
1	Sem 2	Not Applicable	Sem 1	Not Applicable
2	Sem 3	Not Applicable	Sem 2	Sem 1
3	Sem 4	Not Applicable	Sem 3	Sem 1 & 2
4	Sem 5	Sem 1 & 2	Sem 4	Sem 3
5	Sem 6		Sem 5	Sem 3 & 4
6	Sem 7	Sem 3 & 4	Sem 6	Sem 5
7	Sem 8		Sem 7	Sem 5 & 6
8	Sem 9	Sem 5 & 6	Sem 8	Sem 7
9	Sem 10		Sem 9	Sem 7 & 8

For B. Arch. course the rules for passing as mentioned in circular no. GTU/ACAD/B. Arch./689 dated 21.01.2014 and circular no. GTU/Academic/2016/9851 dated 28.12.2016 will also be applicable.