


**Anjuman College of Engineering & technology Sadar, Nagpur**  
**Academic Calendar (Winter 2020)**

<b>AUGUST 2020</b>	
<b>Programme Name/ Event Name/ Activities</b>	<b>UG 3<sup>rd</sup> , 5<sup>th</sup> &amp; 7<sup>th</sup> (Semester)</b>
<b>Commencement of odd Semester</b>	01 August 2020
<b>Independence Day (Saturday)</b>	15 <sup>th</sup> August 2020
<b>Muharram (Saturday)</b>	29 <sup>th</sup> August 2020
<b>SEPTEMBER 2020</b>	
<b>Parents Teacher Meet</b>	19 September 2020*
<b>OCTOBER 2020</b>	
<b>Mahatma Gandhi Jayanti (Friday)</b>	02 <sup>nd</sup> October 2020
<b>Eid Milad (Thursday)</b>	29 <sup>th</sup> October 2020
<b>Last Teaching Day</b>	<b>31<sup>st</sup> October 2020</b>
<b>NOVEMBER 2020</b>	
<b>CAT</b>	2 <sup>nd</sup> to 7 <sup>th</sup> November 2020
<b>Diwali</b>	14 <sup>th</sup> November 2020

# above dates is subject to change if University schedule changes

\* Probable Dates

  
26/06/2020

**Dr. Sayyad Naimuddin**  
**Dean Academics ( InCharge)**

**Anjuman College of Engineering & Technology  
Nagpur**

**Academic Calendar (Even 2020- 2021)**

January 2021	
Programme Name/ Event Name/ Activities	UG 4 <sup>th</sup> , 6 <sup>th</sup> & 8 <sup>th</sup> (Semester)
Commencement of Even Semester	16 January 2021
Republic Day	26 January 2021
March 2021	
CAT-I	22 <sup>nd</sup> to 27 <sup>th</sup> March 2021
April 2021	
Parents Teacher Meet	4 <sup>th</sup> April 2021
May 2021	
Last Teaching Day	15 <sup>th</sup> May 2021
CAT-II	15 <sup>th</sup> to 20 <sup>th</sup> May 2021
University Exam	26 <sup>th</sup> May 2021 onwards

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06/01/2021

**Dr. Sayyad Naimuddin**  
Dean Academics  
**Dr. SAYYAD NAIMUDDIN**  
Dean - Academic  
Anjuman College of Engineering  
& Technology, Nagpur.



# ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

MANGALWARI BAZAR ROAD, SADAR, NAGPUR-440001.

(Managed by Anjuman Hami-E-Islam, Nagpur)

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Ref. No. : ACET/P/2021/ 830

Date : 05.07.2021

## REVISED OFFICE ORDER

A committee is reconstituted under Dean Acaemics for the **Session 2021-22 and onwards.**  
Following are the members of the committee ;


1. Dr. Sayyad Naimuddin	Dean Academics
2. Prof. Sajid Siddique	Member
3. Prof. Mohsina Anjum	Member
4. Dr. Rashmi Bade	Member
5. Dr. Tanveeroddin quazi	Member
6. Prof. Sadia Patka	Member
7. Prof. Nawaz Sheikh	Member

### DUTIES & RESPONSIBILITIES OF ACADEMICS COMMITTEE

- Preparation & Dissemination of Institute Academic Calendar with reference to RTMNU mentioning odd and even semester Academic activities, student assessment rules and policies of ACET.
- Generation of student data required for Student Information System (SIS) through college automation software and updation & maintenance of college automation system for SIS through M.I.S.
- Maintain academic records and awards.
- Plan and expansion of academic programs and activities for making the institution as center of excellence.
- Monitor Syllabus Coverage reports of all the subject teachers of all the Department
- Supervise the pre-examination and post examination process.
- Preparation & Circulation of Continuous Assessment Test/ Sessional examinations timetables before the start of the academic session.
- Follow up the following activities of the Departments:
  - Continuous assessment marks (internal marks) of both theory and practical.
  - Taking Student Feedback for each Subject / Library, Administrative staff etc.,
  - Taking Suitable action on the feedback received from the students in consultation with the undersigned.
- Ensure the timely publication of result analysis of RTMNU and action taken for improvement

.2.

- Supervise the central library of the institution & its up-gradation as per norms.
- Supervise the inter University / Institute collaborative UG/ PG/ Doctoral Programs, in consultation with the various Deans, like Alumni, Students Activities and Research & Development etc.
- To ensure proper conduct of co-curricular activities through respective Heads like. Guest Lectures, Workshops, Seminars, Technical and non-technical Training, Technical Competition, Edutech, Techsaga, Techfest etc.
- To provide certificate/Award/Medal to participant of co-curricular activity to students and appreciation letters to staff In-Charge.
- Monitoring Mentor Mentee Online minutes of meeting and to check whether the issue related the students are resolved.
- All the policies should be framed in the light of NBA & NAAC after consulting the undersigned.
- Any other innovative policy or work assigned by the undersigned.

  
DR. SYED MOHAMMAD ALI  
PRINCIPAL

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Copy to;

- The Dean-Academics for necessary actions.
- Committee Members for necessary actions.
- Dean and HODs for information.
- Principal's file.





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Ref. No. : ACET/P/2019/ 353

Date : 24.09.19

## OFFICE ORDER

### PUBLICITY COMMITTEE 2020-2021

In view of facilitating and aiding the publicity strategies to be implemented for enhancing the admissions to the college, a committee of the following members is being constituted herewith, following are the members of the committee.

Dr. Shahbaz Khan	-	Convenor
Dr. Yusuf Quazi	-	Member
Prof. M. Sharfoddin Khatib	-	Member
Prof. Mohammad Nasiruddin	-	Member
Prof. Khwaja Izhar Ahmad	-	Member
Dr. Archana Shirbhate	-	Member
Prof. Sanjay Ganar	-	Member
Prof. Namrata Lotia	-	Member
Prof. Abdul Razzaque	-	Member
Dr. Kirti Kumar Khandelwal	-	Member
Prof. Mohammad Shakebuddin	-	Member
Prof. Mohammad Atif	-	Member
Dr. Vikas Nagrale	-	Member

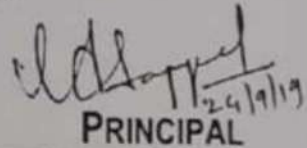
#### RESPONSIBILITIES OF THE COMMITTEE;

- They should identify the potential source of students for admission to the college
- They should create a data bank of the prospective aspiring students who may take admission in our college. They should make regular follow-up with such students for attracting admissions.
- They should suggest various programmes and activities to be undertaken which may positively reflect on the admission prospects of our college.
- They should visit potential institutions, tuition classes, Minority Institutions, orient the students about our college highlights, to attract admission in the forthcoming academic year.
- They should work on strategies to be implemented for the publicity and branding of the college. They should contact and guide the aspiring students to join our college.
- They should compile all the information, highlighting the infrastructural facility, CDs, Power Point Presentations, brochures & leaflets. The same will be used as publicity tools during publicity visit to various institutions & tuition classes.
- They should utilize the college facilities optimally & the other staff members as well for effective publicity of the college.

For Circulation  
 25/09/19

.2.

- The committee is entirely responsible for the publicity and branding of our college. They should put in the best possible efforts to ensure 100% admission in our college. They should use all the available facilities and resources of our college to accomplish the assigned responsibility.
- They should find out data of siblings of student who are studying in ACET and do their counselling for joining our college.
- The committee members should make the video clips of the placed students and parents, which can be used for publicity with the help of social media.
- They should daily update the undersigned and Administrator about the progress of their work.
- Any other innovative method for admission with the consent of Administrator and undersigned.

  
PRINCIPAL

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Copy to;

- Above concerned committee members,
- All the Deans, Heads, W/S, T&P, Library, for information.