

Anjuman College of Engg & Technology, Nagpur

Academic Schedule

December 2014			
Programme Name / Event Name / Activities	UG	PG	First year BE
Commencement of Even Semester	29 th Dec 14	29 th Dec 14	29 th Dec 14
January 2015			
Technical Event by All Department	20 th & 21 st Jan 15	20 th & 21 st Jan 15	20 th & 21 st Jan 15
Celestial 2015	22 nd - 24 th Jan 15	22 nd - 24 th Jan 15	22 nd - 24 th Jan 15
Republic Day	26 th Jan 15	26 th Jan 15	26 th Jan 15
February 2015			
First Unit Test .	09 th - 15 th Feb 15	09 th - 15 th Feb 15	09 th - 15 th Feb 15
Parent Meet	21 st Feb 15	21 st Feb 15	21 st Feb 15
April 2015			
Sessional exam	20 th - 25 th April		
Make Up Classes	27 th Apr - 10 th May		
Submission of Continues Assessment	28 th Apr		
Last Teaching Day	20 th Apr		
May 2015			
Unversity exams	10 th May Onwards		

Above dates are subject to change if university schedule changes

Academic Policy

- 1) There should be convener for the test exam with proper seating arrangement and exam related documentation in the respective department.
- 2) One mentor teacher is must for at least 15 students. Copy of the mentor nominated must be sent to Dean Academic.

(Type of Mentoring: Professional guidance / Career advancement / Course work specific

Lab specific / Total development).

- 1) Subject teachers are instructed to prepare a detail course file accompanied by teaching scheme, syllabus, notes, extra problems, question bank and assignments on each topic.
- 2) All departments are instructed to shoot information about student performance to their parents through SMS.
- 3) All the teachers are instructed to upload their teaching plan, work load syllabus on college monitoring system. **If teacher remains absent, he/she has to take the extra lecture within the same month.**
- 4) **Practicals should be taken complete for 02 hours** and teachers are instructed to give viva voce question. If possible ,practical subject teacher are advised to take the application oriented practical to the students.
- 5) Instructions regarding practical related continues assessment:-
 - If student is present on the day of practical, performs and appears for VIVA-VOCE with reasonable answer then he (student) should be given maximum grade like A.
 - If student remains absent on the day of practical, performs and appears for VIVA-VOCE with reasonable answer in next practical slot, then students grade should be proportionally degraded to B,C .
 - The subject teacher should give continuous assessment marks of 1st practical in the next practical slot and the same should be carried till end of all practical's.

There will be surprise visit by committee members or Dean Academic along with Principal during practical hours .

- 6) Class coordinators & Individual teachers are instructed to identify strong and weak students and provide assistance accordingly.
- 7) Subject teachers are instructed to take the prescribed classes given in the syllabus of RTMNU

- 8) Deptt. Master time table & time table of each individual staff member with room no./lecture, teaching load of individual teacher must be submitted on 05/01/2015 (one copy to Academic Dean & Principal).
- 9) It is compulsory to teach at least one unit using PPT or OHP. Standard books should be referred for effective teaching and learning.
- 10) There should be two teachers during practical for a batch of 30 students
- 11) Department must organize parent meet, seminar/workshop, industrial visit
- 12) Syllabus coverage report must be submitted at the end of each month.
- 13) Provisional detention list to displayed on 1st march 2015.

Continuous Assessment & Incentive marks

- 1) HOD and Class Coordinator will inform the scheme of internal Marks to the student of their respective Department.
- 2) **Incentive marks** should be given on active participation in paper Presentation/Quiz/Technical event etc.
- 3) Internal Assessment for theory will be as Follows

Department	Attendance Marks	Test Marks	Sessional Marks	Assig Mark	Incentive marks	Total Marks (Theory)
All Deptt.except S & H	08	04	04	02	02	20
S & H	05	01	01	01	02	10

For all the departments Sessional Exam paper will be of 40 Marks

Internal Assessment for practical will be as Follows

Attendance	Continuous Assessment	Viva-Voce	Total Marks (Practical)
05	10	10	25


5. The Marks distributions for the attendance will be as follows

% Attendance	Theory Marks	Practical Marks
75% & Above	08	05

6. All HOD are requested to give academic calendar of last semester showing the detail schedule of their department Guest Lecture/ Industrial Visit / Technical Event to the Deans Academics before 10 th Jan 2015
7. Department should encourage their faculty members for research publications, R & D and consultancy work as well as Interactions with Outside World.
8. Department should encourage their faculty members for Self Learning and Learning beyond syllabus.
9. Departments should keep records of all the documents like continuous assessment , files, practical records etc for last three years

Feedback

1. Academic committee recommends taking feedback from student at the end of each Semester
2. Academic committee recommends taking feedback from staff at the end of each Semester related to the subject difficulties, Labs , Facilities in the department and any other short comings in presence of Principal.
3. HODs are requested to take Feedback from alumni, parents and industry, employers & maintain records


Principal
30/12/2014


Academic Dean
30/12/14

Anjuman College of Engg & Technology, Nagpur

A meeting of academic committee was called on 28/05/14 at 10.30 Am by Academic Dean and following points were discussed in the meeting.

Semester pattern schedule:

1. The Session for semester pattern (Odd) 17/06/2014 to 20/10/2014
2. There will be only one sessional examination.
3. The test exam will be taken at the departmental level between 04/08/2014 to 11/08/2014 during 9-10AM without disturbing the normal schedule .
4. No alterations are allowed in the time schedule of the test. Test will be of maximum 25 marks and 01 hour duration
5. First sessional from 22/09/2014 to 29/09/14 (Time 10.30 to 12.30 pm)
(After sessional Practicals from 1 pm to 3 pm should be arranged)
6. Submission of continuous assessment will be on or before 01/10/2014
7. Final theory exam 21/10/2014 onwards.

The Other Point which were discussed and finalized with reference to the letter ACET/P/156/14 dated 06/05/2014 from Principal are as follows :-

- 1) There should be convener for the test exam with proper seating arrangement and exam related documentation in the respective department.
- 2) Academic working committee was formed with the following Members. The committee will observe & work for academic related issues of the department under the guidance of academic Dean. The committee members will provide 02 girls and 02 boys students from each class for course monitoring and resolving issues. Academic working committee members are :-
 - 1) Mrs Nawaz Khan(S&H) 2) Mr Kirti Khandelwal(MECH) 3) Mrs Mohsina Anjum(EXTC) 4) Syed Aamir Hussain(CIVIL) 5) Mr Nawaz Sheikh(EXPO) 6) Ms.Qudsiya Naaz(CSE)
- 3) One mentor teacher is must for at least 15 students. Mentor must know the problems related with class, students, subject or any other. Copy of the mentor nominated must be sent to Dean Academic
- 4) Subject teachers are instructed to provide notes, extra problems, question bank and assignments to students on each topic.

Received

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22.07.14

- 5) All departments are instructed to shoot information about student performance to their parents through SMS.
- 6) All the teachers are instructed to upload their teaching plan, work load syllabus on college monitoring system. **If teacher remains absent, he/she has to take the extra lecture within the same month.**
- 7) **Practicals should be taken complete for 02 hours** and teachers are instructed to give viva voce question. If possible practical subject teacher are advised to take the application oriented practical to the students. Continuous Assessment for each practical shall be graded in terms of marks as shown below :-

Roll No	Name of student	Per Practical Performed		
		(Continuous Assessment column)		
		Performance (0-5 Marks)	Viva (0- 5Marks)	Total Marks (0-10 Marks)
01				
02				

- 8) Instructions regarding practical related continues assessment:-

- If student is present on the day of practical, performs and appears for VIVA-VOCE with reasonable answer then he (student) should be given maximum marks.
- If student remains absent on the day of practical, performs and appears for VIVA-VOCE with reasonable answer in next practical slot, then he (student) marks should be proportionally degraded.
- The subject teacher should give continuous assessment marks of 1st practical in the next practical slot and the same should be carried till end of all practical's.
- Sample format for the above Continues assessment of practical is attached for reference.

There will be surprise visit by committee members or Dean Academic along with Principal during practical hours .

- 9) Individual subject teachers are instructed to provide question bank before commencement of test or sessional exams. Question bank should have

probable questions asked in university exam It would be better if these questions are put in sessionals and test exams.

- 10) Class coordinators & Individual teachers are instructed to identify strong and weak students and provide assistance accordingly.
- 11) Minimum 45 to 50 lectures must be taken for subjects having 05 scheduled lecture/week and 40 to 45 for 04 scheduled lecture/week.
- 12) Deptt. Master time table & time table of each individual staff member
- 13) with room no./lecture, teaching load of individual teacher must be
- 14) submitted on 05/07/2014 (one copy to Academic Dean & Principal).
- 15) It is compulsory to teach at least one unit using PPT or OHP. Standard book should be referred for effective teaching and learning.
- 16) Department must organize parent meet, seminar/workshop, industrial visit
- 17) Syllabus coverage report must be submitted at the end of each month
- 18) Incentive marks should be given on active participation in paper
- 19) Presentation/Quiz/Technical event etc.
- 20) Internal Assessment for theory and practical will be as Follows

Department	Attendance Marks	Test Marks	Sessional Marks	Assignment /incentives Marks	Total Marks (Theory)
All except S & H	10	04	04	02	20
S & H	07	01	01	01	10

For all the departments Sessional Exam paper will be of 50 Marks in maximum except S & H deptt. For S & H deptt, sessional paper will be of 40 marks

Attendance	Continuous Assessment	Viva-Voce	Total Marks (Practical)
05	10	10	25

14) The Marks distributions for the attendance will be as follows

% Attendance	Theory Marks	Practical Marks
75% & Above	05 10	05
65% to 74%	05 09	04

50% to 64%	0-8	03
Below 50 %	0-7	02

- 15) Departments are requested to submit their technical event/seminar/workshop scheduled date to be conducted. (If any)
- 16) Member Secretary will provide the syllabus coverage report of S/H Deptt.
- 17) Above dates are subject to change if university schedule changes

The following committee members attended the meeting:-

Present

Prof Akash Langde

Present

Prof. Syed Naimuddin

Prof. Kamlesh Kelwade

Prof Leena Gahane

[Signature]
Prof. Syed Mohd. Ali

Dean Academics

Copy to Principal for approval

Copy to Heads for information

Copy to Exam coordinator

Copy to Sports in charge

Approved

[Signature]

23/06/2014