

Anjuman College of Engg & Technology, Nagpur

Academic Schedule

January 2016			
Programme Name / Event Name / Activities	UG 4 th , 6 th & 8 th (Semister)	PG	First year BE 2 nd (Semister)
Commencement of Even Semester	7 th Jan 16		4 th Jan 2016 <u>1 Jan</u>
Celestial 2016	22 th -24 th Jan 16		
Republic Day	26 th Jan 16		
February 2016			
First Unit Test	15 th - 19 th Feb 16		
March 2016			
Parent Meet	05/03/2016		
Techsaga2016	12 th - 13 th March		
April 2016			
Last Teaching Day	7 th Apr		
Seasonal exam	11 th - 16 th April		
Make Up Classes	18 th Apr - 23 th April		
Submission of Continues Assessment	20 th Apr		
May 2016			
University exams	2 nd May Onwards		

Above dates are subject to change if university schedule changes

Academic Policy

- 1) Every Teacher should provide Program objective and programme outcome to students, along with name of reference books. at the beginning.
- 2) Every Teacher should provide detail syllabus at the beginning of class and the some extra portion /practical which they are going to teach.
- 3) There should be convener for the test exam with proper seating arrangement and exam related documentation in the respective department.
- 4) 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).
- 5) 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.
- 6) All departments are instructed to shoot information about student performance to their parents through SMS every week.
- 7) All the teachers are instructed to upload their coded 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.**
- 8) **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.
- 9) 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/she (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.

- 10) Class coordinators & Individual teachers are instructed to identify strong and weak students and provide assistance accordingly.
- 11) Subject teachers are instructed to take the prescribed classes given in the syllabus of RTMNU
- 12) Deptt. Master time table & time table of each individual staff member with room no./lecture, teaching load of individual teacher must be submitted on 15/01/2016 (one copy to Academic Dean & Principal).
- 13) It is compulsory to teach at least one unit using PPT or OHP. Standard books should be referred for effective teaching and learning.
- 14) There should be two teachers during practical for a batch of 30 students and three teachers for a batch of 60 students.
- 15) Department must organize parent meet, seminar/workshop, industrial visit
- 16) Syllabus coverage report must be submitted at the end of each month.
- 17) Attendance register should be filled properly.
- 13) Provisional detention list to displayed on 1st march 2016.

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	Total Marks (Theory)
All Deptt.except S & H	08	05	05	02	20
S & H	05	02	02	01	10

For all the departments Sessional Exam paper will be of 50 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. 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

Approved


Principal 28/01/16


Academic Dean

ANJUMAN COLLEGE OF ENGINEERING AND TECHNOLOGY

GUIDELINES FOR EFFICIENT UTILIZATION OF PRACTICAL TIME SLOT OF 2 HOURS

1. University has provided objectives for every subject.
2. In 2 hours, objective of practical must be fulfilled.
3. An example of EDC Practical is shown below:

Objective: To study basic concepts, DC circuits, AC circuits, semiconductors, Semiconductor devices, Power supply, Bipolar and Field effect transistor amplifiers, Frequency response of amplifier.

After completion of the practical:

1. The students will get the basic concepts of different semiconductor components.
2. They will be able to understand the use of semiconductor devices in different electronic circuits.
3. They will be able to calculate different performance parameters of transistors.
4. They will be able to plot and study the characteristics of semiconductor devices.

Utilization of complete practical time

Sr.no.	Approx. Time	Task to be performed with practical slot
1.	10 min	Explanation of circuit diagram
2.	10 min	Practical performance of Experiment by Teacher with a group of students.
3.	05 min	Performance by Students under supervision of teacher
4.	60 min	Sr.2 and 3 is repeated for other batches under supervision of teacher & lab assistant
5.	35 min	File check and taking viva and giving viva questions
6.	03 min	Attendance
Approx total time	120 min	

- ✓ When students are doing practical under supervision of teacher and lab assistant other students will do the calculation and write up.

✓ setup to be prepared & checked by lab Assistant before commencement of practical
One new practical every year.

Prof. S.M. Ali
Dean Academics

Dr. Sajid Anwar
Principal