

To,

The Principal

Anjuman College of Engg and Tech,

Sadar, Nagpur-440001

**Subject: Regarding Academic Calendar/Academic policies approval for session 2016-17 (EVEN SEMESTER).**

Respected sir,

With reference to above mentioned subject a meeting was called by Dean Academics on 13/12/16 at 11.30 am to finalize calendar for even Semester. The undersigned is submitting the calendar and policies for even semester for your approval duly signed by committee members.

- 1) Dr. Akash Langade-----
  - 2) Dr. Leena Gahane----- *for notes*
  - 3) Prof. Kamlesh Kelwade----- *[Signature]*
  - 4) Prof. Syed Naimuddin----- *[Signature]*
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Thanking you

*[Signature]*  
14/12/16  
Dean Academics  
(Dr. S. M. Ali)

# Anjuman College of Engg & Technology, Nagpur

## Academic Schedule

*6<sup>th</sup> Jan 2017*

DECEMBER 2016			
Programme Name / Event Name / Activities	UG 4 <sup>th</sup> , 6 <sup>th</sup> & 8 <sup>th</sup> (Semesters) <i>18 - 31 March</i>	PG 2 <sup>nd</sup> & 4 <sup>th</sup> (Semesters)	First year BE 2 <sup>nd</sup> (Semester)
Commencement of Even Semester(Saturday)	19 <sup>th</sup> Dec 16 ✓ <i>18 Dec</i>	19 <sup>th</sup> Dec 16 <i>1 Jan</i>	19 <sup>th</sup> Dec 16 <i>1 Jan</i>
JANUARY 2017			
First Unit Test	23 <sup>rd</sup> to 31 <sup>st</sup> Jan 17	<i>12 Feb - 12 Feb</i>	23 <sup>rd</sup> to 31 <sup>st</sup> Jan 17
Republic Day(Thursday)	26 <sup>th</sup> Jan 17	<i>12</i>	<i>12 Feb - 12 Feb</i>
<i>22 Jan to 27 Jan</i> FEBRUARY 2017			
Parent Meet(Saturday)	04 <sup>th</sup> Feb 17		<i>23 Feb 2 PM</i> <i>10 - 12 / 37</i>
Techsaga & Celestial 2017	17 <sup>th</sup> to 20 <sup>th</sup> Feb 17		
Mahashivratri(Friday)	24 Feb 17		
MARCH 2017			
Objective Test			01 <sup>st</sup> Mar 17
First sessional S & H			03 <sup>rd</sup> to 09 Mar 17
Holi(Second Day)(Monday)	13 <sup>th</sup> Mar 17		
Gudipadwa(Tuesday)	28 <sup>th</sup> Mar 17		<i>cat = 12 12 March - 12 March</i>
APRIL 2017			
Last Teaching Day		7 <sup>th</sup> Apr 17	<i>7 April</i>
Seasonal exam	10 <sup>th</sup> to 17 <sup>th</sup> Apr 17		10 <sup>th</sup> Apr 17(Onwards) Pre-university exam S&H
Submission of Continues Assessment	20 <sup>th</sup> Apr 17	<i>17 April</i>	
Make Up Classes	18 <sup>th</sup> to 30 <sup>th</sup> Apr 17	<i>16 to 30 April</i>	20 <sup>th</sup> to 30 <sup>th</sup> Apr 17 ✓

*30/17*

May 2017

University Exams

2<sup>nd</sup> 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 including some extra portion of theory /practical which they are going to teach at the beginning of class.
- 3) There should be convener for the test exam with proper seating arrangement and HODS should keep 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 as per instruction of HODS.
- 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 1<sup>st</sup> 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 19/12/2016 (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.
- 18) Provisional detention list to displayed on 27<sup>th</sup> Feb 2017.

### 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	Test Marks	Sessional Marks	Attendance Marks	Behavior/Attitude in class	Assig. Mark	Total Marks (Theory)
All Deptt	05	05	05	03	02	20
S & H	2.5	2.5	2.5	1.5	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	05	05

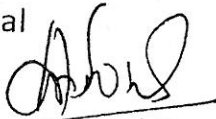
6. Department should encourage their faculty members for research publications, R & D and consultancy work as well as interactions with Outside World.

7. Department should encourage their faculty members for Self Learning and Learning beyond syllabus.

8. Departments should keep records of all the documents like continuous assessment, files, practical records etc for last three years

Approved Academic Calendar &  
Policies for Even Semester 2016-17.

Principal

  
16/12/2016


  
Academic Dean

DEPARTMENT OF SCIENCE & HUMANITIES  
B.E. II SEMESTER -2016-17  
ACADEMIC CALENDER  
19/12/2016 TO 08/04/2017

SCHEDULE

SR.NO	EVENT/PROGRAM	SCHEDULED DATES
1.	PARENTS TEACHER MEET-I	16/12/2016 & 17/12/2016
2.	UNIT TEST -I	23/01/2017 TO 31/01/2017
3.	PARENT'S TEACHER MEET-II	04/02/2017
4.	TECH SAGA & CELESTIAL	17/02/2017 TO 20/02/2017
5.	OBJECTIVE TEST FOR STUDENT'S	01/03/2017
6.	FIRST SESSIONAL EXAM	03/03/2017 To 09/03/2017
7.	PRE UNIVERSITY EXAMINATION	10/04/2017 ONWARDS ( 10.30AM - 12.30 PM )
8.	MAKE UP CLASSES	20/04/2017 ONWARDS
9.	SUBMISSION OF CONTINUOUS ASSESMENT ON OR BEFORE	20/04/2017

DR. LEENA GAHANE  
ACADEMIC INCHARGE

  
PROF. NAWAZ KHAN  
HOD  
S & H DEPTT