


Anjuman College of Engineering & technology Sadar, Nagpur

Academic Calendar (Summer 2018)

December 2017			
Programme Name/ Event Name/ Activities	UG 4 <sup>th</sup> , 6 <sup>th</sup> & 8 <sup>th</sup> (Semester)	PG 2 <sup>nd</sup> & 4 <sup>th</sup> (Semester)	First Year 2 <sup>nd</sup> (Semester)
Parent Teacher Meet	Before Commencement of Session		
Commencement of even Semester	18 <sup>th</sup> December 2017	01 January 2018 (Probable)	01 January 2018
Christmas	25 <sup>th</sup> December 2017		
January 2018			
Techsaga & Celestial	22 <sup>nd</sup> to 25 <sup>th</sup> Jan 2018		
Republic Day	26 <sup>th</sup> Jan 2018		
February 2018			
CAT-I	05 <sup>th</sup> to 09 <sup>th</sup> Feb 2018		
Parent Teacher Meet	15 <sup>th</sup> Feb 2018 (Thursday)		
March 2018			
Holi	1 <sup>st</sup> March 2018		
CAT-II	05 <sup>th</sup> to 09 <sup>th</sup> March 2018		
Good Friday	30 <sup>th</sup> March 2018		
April 2018			
Last Teaching Day	31 <sup>st</sup> March 2018		
PUT	02 <sup>nd</sup> to 07 <sup>th</sup> April 2018		
Ambedkar Jayanti	14 <sup>th</sup> April 2018		
Submission of CA	09 <sup>th</sup> April 2018		
Make-up Classes	08 <sup>th</sup> April 2018 Onwards		
May 2018			
University Examination			

# Above dates are subject to change if University schedule changes

  
Dean Academics  
(Dr. S. M. Ali)

## Academic Policy

- 1) Every Teacher should provide course objective and course 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 by 1/1/18
- 5) (Type of Mentoring: Professional guidance / Career advancement / Course work specific /Lab specific / Total development).
- 6) Subject teachers are instructed to prepare a detail course file with following documents teaching scheme, syllabus, notes, extra problems, question bank and assignments on each topic as per instruction of HODS(use Bloom's Texanomy for questions of question paper, assignment)
- 7) The departments should adapt following method of course delivery
  - a. Lectures
  - b. Tutorials
  - c. Presentations (Still and Videos)
  - d. Group task (Project)
  - e. Handouts (Notes)
  - f. Black board teaching
  - g. Webinars
  - h. NPTL lectures
  - i. Any other innovative technique so that pos and pso are addressed  
*hand pen*
- 8) Department should strictly follow Academic Calendar prescribed by Academic Committee and submit their departmental activity Calendar if any according to the Calendar by 1/1/18 *15/1/18*
- 9) Using marks obtained in university exam of last semester & CAT-1 find weak and bright students send a copy by 15/2/18.
- 10) Follow the Continuous assessment of theory and practical prescribed by academic committee.
- 11) Subject allotment copy to be sent to undersigned.
- 12) Arrange workshops to help the students to understand concepts beyond curriculum

- 13) 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.
- 14) 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.
- 15) Bright students to be encouraged to attend conference, workshops, publish papers in SCI/SCOPUS /UGC approved refereed journals they should also be encouraged to achieve university ranks, to take up competitive examinations like GATE, GRE etc., further they should be encouraged to take up innovative projects and apply for funding.
- 16) Class coordinators & Individual teachers are instructed to identify strong and weak students and provide assistance accordingly.
- 17) Care needs to be taken by the faculties in monitoring the performance of slow learners, parents to be informed about their ward performance through sms or any other means.
- 18) Additional coaching is to be given to slow learners through Remedial classes, simplified exam oriented coaching and materials should be provided to them.
- 19) Deptt. Master time table must be submitted on 11/11/19 (one copy to Academic Dean & Principal).
- 20) It is compulsory to teach at least one unit using PPT or OHP. Standard books should be referred for effective teaching and learning.
- 21) There should be two teachers during practical for a batch of 30 students and three teachers for a batch of 60 students.
- 22) Teachers are advised to give question banks to the students. & while setting the question paper all previous university exam papers should be taken into consideration.
- 23) Assignment issue and submission dates should be announced by the respective faculty members. & questions of assignment should be prepared using Bloom taxonomy.
- 24) Deptt. should give in house project and industrial project to students and should follow evaluation scheme given below.
- 25) Evaluation scheme for Projects

**Phase – 1**

Sr.No	Performance Indicator
1	Literature Survey/ Phase 1 report
2	Presentation
3	Questions and Answer

**Phase – 2**

Sr.No	Performance Indicator
1	Methodology Phase 2 report
2	Presentation
3	Questions and Answer

**Phase – 3**

Sr.No	Performance Indicator
1	Final report
2	Demo with presentation
3	Questions and Answer

26) Every teacher has to follow the continuous assessment (CA) prescribed by the academic committee of ACET for theory and practical. The distribution of CA should be shown to the students. The distribution of CA is as shown below:

**Criteria for CAT Continuous assessment test and PUT Pre University test:**

Exam	Total Marks	Course	Weightage
CAT-1 (1hr)	15	Unit-1 and Unit-2 Que. 1 or 2 (U1), Que. 3 or 4 (U2)	Unit-1 ≈ 50% Unit-2 ≈ 50%
CAT-2 (1hr)	15	Unit-3 and Unit-4 Que. 1 or 2 (U3), Que. 3 or 4 (U4)	Unit-3 ≈ 50% Unit-4 ≈ 50%
PUT/Sessional Pre university test (2hrs)	60	Unit-1 to Unit-6 1 Que. (U1 & U2) 1 Que. (U3 & U4) 2 Que. (U5 & U6) Pattern Que. 1 or 2, Que. 3 or 4, Que. 5 or 6, Que. 7 or 8.	Unit-1 & 2 = 25% Unit-3 & 4 = 25% Unit-5 & 6 = 50%

**Theory**

Department	CAT-1	CAT-2	PUT/ Sessional	Teacher Assessment	Total Marks
All deptt Except S & H	03	03	06	08	20
S & H	1.5	1.5	03	04	10

Sr.No.	Teacher Assessment for theory (Any four)	8 Marks
1.	Assignment <i>Comp</i>	2 Marks ✓
2.	Attendance 75%	2 Marks <u>      </u> 8
3.	Seminar	2 marks ✓
4.	Group discussion	2 marks
5.	Incentives for inter college event	2 marks
6.	Report writing	2 marks
7.	Industrial visits questionnaires	2 marks
8.	Social activities like blood donation, tree plantation, Swachh Bharat Abhiyan, etc.	2 marks

### Practical assessment

Department	CA	Viva	Teacher Assessment	Total Marks
All deptt	15 M	5 M	5 M	25

### For all Deptt.

Sr.No.	Teacher Assessment for practical	5 Marks
1.	Team work ✓	1 Mark
2.	Group discussion ✓	1 Mark
3.	Journal quality	1 Mark
4.	Involvement	1 Mark
5.	Results, presentations etc	1 Mark

### For S/H Deptt.

Sr.No.	Teacher Assessment (Any five)	5 Marks
1.	Team work	1 Mark
2.	Group discussion	1 Mark
3.	Journal quality	1 Mark
4.	Involvement	1 Mark
5.	Results	1 Mark
6.	Power point presentation	1 Mark
7.	Activities	1 Mark
8.	Applications of practicals, etc	1 Mark

27) Department must organize parent meet, seminar/workshop, industrial visit.

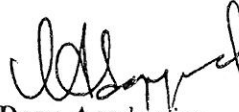
28) Syllabus coverage report must be submitted at the end of each month.

29) Attendance register should be filled properly.

30) Provisional detention list to displayed on 28/2/18

31) Documentation should be kept for all the tasks

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

  
Dean Academics  
(Dr. S. M. Aii)

# ANJUMAN COLLEGE OF ENGINEERING AND TECHNOLOGY

SADAR, NAGPUR

SESSION 2017-18 ( Even Semester )

## ACADEMIC CALENDER

Month	Day							No. of Working	Activities
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
DECEMBER					1	2	3		1- EID E MILAD 25- CHRISTMAS
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24	5	
	25	26	27	28	29	30	31	6	

Total no. of Working Days: 11

Month	Day							No. of Working	Activities
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
JANUARY	1	2	3	4	5	6	7	6	22 to 25- CELESTIAL 2018 26- REPUBLIC DAY
	8	9	10	11	12	13	14	5	
	15	16	17	18	19	20	21	6	
	22	23	24	25	26	27	28	0	
	29	30	31					3	

Total no. of Working Days: 20

Month	Day							No. of Working	Activities
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
FEBURARY				1	2	3	4	3	05 to 09 - CAT1 13- MAHA SHIVRATRI 15- Parent Teacher Meet
	5	6	7	8	9	10	11	5	
	12	13	14	15	16	17	18	5	
	19	20	21	22	23	24	25	5	
	26	27	28					3	

Total no. of Working Days: 21

Month	Day							No. of Working	Activities
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
MARCH				1	2	3	4	2	1- HOLI 05 to 09 - CAT2 30- GOOD FRIDAY
	5	6	7	8	9	10	11	5	
	12	13	14	15	16	17	18	6	
	19	20	21	22	23	24	25	5	
	26	27	28	29	30	31		5	

Total no. of Working Days: 23

Month	Day							No. of Working	Activities
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
APRIL	30						1		02 to 07- PUT 14- AMBEDKAR JAYANTI
	2	3	4	5	6	7	8	6	
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		

Total no. of Working Days: 6

Total Instructional Days: 81

*Sample Copy of Documentation*

**Anjuman College of Engineering and Technology**  
**Department of Electronics and Telecommunication Engineering**

Name of Subject: \_\_\_\_\_ Experiment No: \_\_\_\_\_ Date: \_\_\_\_\_

Roll No.	CA Out of (10/n <sup>1</sup> )	Viva Out of (5/n)	Teacher's Assessment					Total
			Team Work (1/n)	Group Discussion (1/n)	Journal Quality (1/n)	Involvement (1/n)	Result (1/n)	
1								

Sample Format for a subject having 10 experiments

**Anjuman College of Engineering and Technology**  
**Department of Electronics and Telecommunication Engineering**

Name of Subject: SW Lab Experiment No: 1 Date: 14-01-2017

Roll No.	CA Out of (1)	Viva Out of (0.5)	Teacher's Assessment					Total
			Team Work (0.1)	Group Discussion (0.1)	Journal Quality (0.1)	Involvement (0.1)	Result (0.1)	
1	1	0.5	0.1	0.1	0.1	0.1	0.1	2
2	1	0.2	0.1	0	0.1	0	0.1	1.5

*Sign with Date of Subject teacher.*

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**Anjuman College of Engineering and Technology**  
**Department of Electronics and Telecommunication Engineering**

Name of Subject: \_\_\_\_\_ Experiment No: \_\_\_\_\_ Date: \_\_\_\_\_

Roll No.	CA Out of (10)	Viva Out of (5)	Teacher's Assessment					Total
			Team Work (1)	Group Discussion (1)	Journal Quality (1)	Involvement (1)	Result (1)	
1								

Sample Format for a subject having 10 experiments

**Anjuman College of Engineering and Technology**  
**Department of Electronics and Telecommunication Engineering**

Name of Subject: SW Lab Experiment No: 1 Date: 14-01-2017

Roll No.	CA Out of (10)	Viva Out of (0.5)	Teacher's Assessment					Total
			Team Work (0.1)	Group Discussion (0.1)	Journal Quality (0.1)	Involvement (0.1)	Result (0.1)	
1	10	5	1	1	1	1	1	20
2	10	2	1	0	1	0	1	15

*Sign with date of Subject teacher*

*Dr. S. M. Ali*

<sup>1</sup> Where, 'n' is the total number of experiments in the subject.

*Adarsh*

# Pre University Test Question Paper Format

## Anjuman College of Engineering & Technology

Department of .....

### Pre University Test (Winter-2017)

Subject:-..... Time: - 2hrs Total Marks: 60M Date: - .../.../2017

Q.1		7M	}	Unit I	}	25% Syllabus
	OR					
Q.2		7M	}	Unit II		
Q.3		8M				
	OR		}	Unit III		
Q.4		8M				
Q.5		7M	}	Unit IV		
	OR					
Q.6		7M	}	Unit V	}	25% Syllabus
Q.7		8M				
	OR		}	Unit VI		
Q.8		8M				
Q.9		15M	}	Unit VI		
Q.10		15M				
Q.11			}	Unit VI		
	OR					
Q.12		15M				

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Note: - Add sub question if required

Q.1 to Q.12	a)	}	7M or 8M or 15M
	b)		
	c)		