

Anjuman College of Engg & Technology, Nagpur

Academic Schedule

June 2016

Programme Name / Event Name / Activities	UG 3 th , 5 th & 7 th (Semesters)	PG	First year BE 1 st (Semester)
Commencement of Even Semester	16/06/16	-----	----- 19/
July 2016			
Ramzan-Eid(Eid-UI-Fiter)	06/07/16		
August 2016			
Independence Day	15/08/16		
Parsi New Year Day	17/08/16		
First Unit Test	18/08/16 – 24/08/16		
Parents Meet	31/08/16		
September 2016			
Ganesh Chaturthi	05/09/16		
Bakri Eid(Eid-UI-Zuha)	13/09/16		
Last Teaching Day	23/09/16		
Seasonal exam	26/09/16 – 01/10/16		
October 2016			
Submission of Continues Assessment	05/10/16		
Make Up Casses	03/10/16 - 15/10/16		
University exams(Failure student of even sem)	05/10/16		
University exams(Regular)	21/10/16		

Above dates are subject to change if university schedule changes

Industrial tour- 02/09/16 – 12/09/16

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 Deptt.

- 12) Master time table & time table of each individual staff member with room no./lecture, teaching load of individual teacher must be submitted on 12/07/2016 (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 15th sept.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


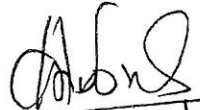
Attendance	Continuous Assessment	Viva-Voce	Total Marks (Practical)
05	10	10	25

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 15/07/16


Academic Dean

ANJUMAN COLLEGE OF ENGG. & TECHNOLOGY
SADAR, NAGPUR.


Department Of Science & Humanities

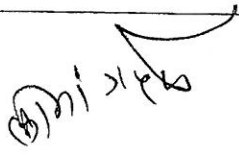
ACADEMIC CALENDAR - 2016

I SEMESTER B.E

SESSION 08/08/2016 TO 27/10/2016

ACTIVITIES	MONTH
Faculty development program	20 th July 2016
Induction program for students of B.E 1 st Semester	12 th August 2016 (First Half)
Interactive sessions once in fifteen days	1 st Saturday (every month in second half)
Guest lecturers from T & P once in a month	3 rd Saturday (every month in second half)
Edutech- One day event	17 th September 2016
First unit test	19 th September to 26 th September 2016
Parents Teachers meet	1 st October 2016
Motivational Guest lecture for students	15 th October 2016 in second half
Sessional exam I	20 th October to 27 th October 2016


~~PROF. MRS. NAWAZ KHAN~~
H.O.D
Science & Humanities Dept.


PROF. DR. LEENA GAHANE
Secretary, College Academic Committee
Science & Humanities Dept.

Copy to: 1. Principal
2. Dean, Academics
3. H.O.D File
4. Secretary, College Academic Committee
5. Circulation for staff