


Anjuman College of Engineering & technology Sadar, Nagpur
Academic Calendar (Winter 2018)

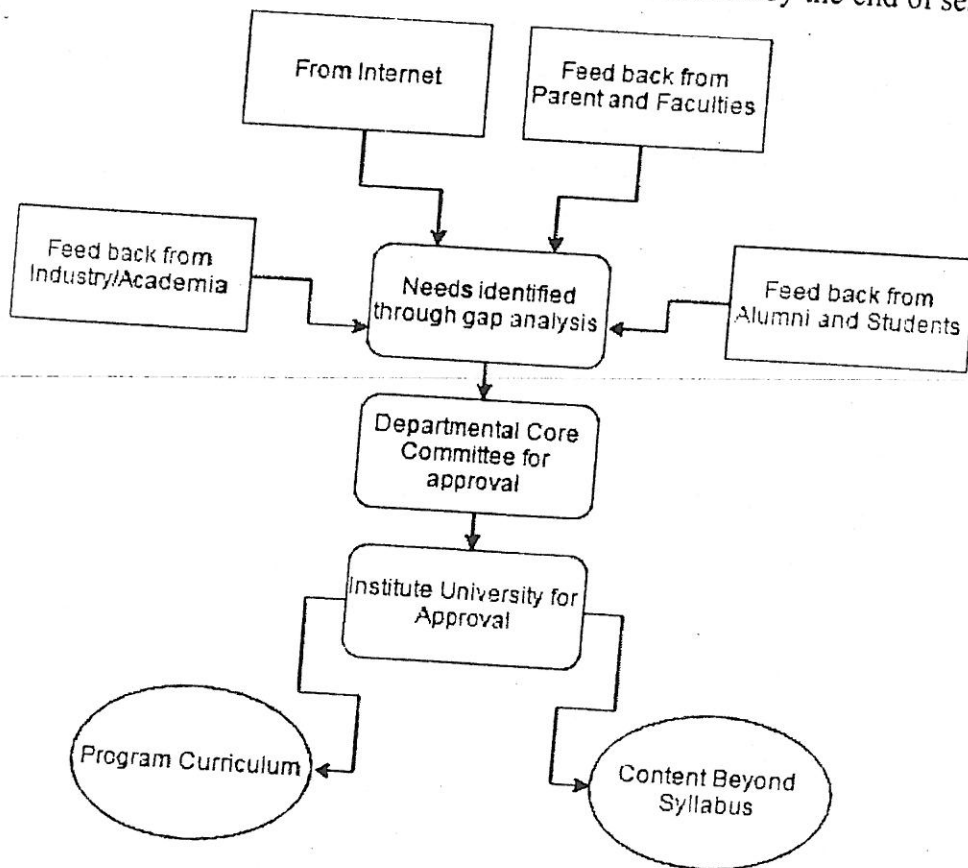
JUNE 2018			
Programme Name/ Event Name/ Activities	UG 3 rd , 5 th & 7 th (Semester)	PG 1 st & 3 rd (Semester)	First Year 1 st (Semester)
Commencement of odd Semester	20 June 2018	01 July 2018 **	01 August 2018
JULY 2018			
CAT-1 (9 am to 10.30 am)	13 Aug to 21 Aug 2018		17 Sept to 22 Sept 2018 **
AUGUST 2018			
Departmental Forum Installation only	23 rd to 31 st July 2018		
Independence Day (Wednesday)		15 th August 2018	
Parsi New Year (Friday)		17 th August 2018	
Eid- ul -Azha (Wednesday)		22 August 2018	
CAT-2 (9 am to 10.30 am)	24 th Sept to 29 th Sept 2018		11 Oct to 16 Oct 2018 **
SEPTEMBER 2018			
Parent Teacher Meet (Saturday)		01/09/2018	
Ganesh Chaturthi (Thursday)		13 th Sept 2018	
Muharram (Thursday)		20 Sept 2018	
Last Teaching Day	29 th September 2018		16 Oct 2018 **
October 2018			
Mahatma Gandhi Jayanti (Tuesday)		02 nd October 2018	
Submission of Continues Assessment	03 Oct 2018		
Make up Classes	01 Oct to 13 Oct 2018		
Dussehra (Thursday)		18th Oct 2018	
University Examination	18 th October Onwards		
Industrial visit	After University Examination & before commencement of next session		

Above dates are subject to change if University schedule changes
** Probable Dates


 Dean Academics
 (Dr. S. M. Ali)

Academic Policy

- 1) Department should strictly follow Academic Calendar prescribed by Academic Committee and submit their departmental activity Calendar by 01/7/2018.
- 2) Every Teacher should provide syllabus, course outcomes to students, along with name of reference books and content beyond syllabus at the beginning.
- 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 20 students. Copy of the mentor nominated must be sent to Dean Academic by 16 July 2018.
(Type of Mentoring: Professional guidance / Career advancement / Course work specific / Lab specific / Total development / Stress related issue / etc).
- 5) 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 Texonomy for questions of question paper, assignment)
- 6) HODs are requested to identify the gap between curriculum-industry and curriculum-PO by using given flowchart and conduct guest lectures, seminars, etc from academicians and industrialists to fulfill the gaps. HOD's are also requested to submit previous session and industrialists to fulfill the gaps. HOD's are also requested to submit previous session report the same by 05-7-2018 and for the current session by the end of session.



- 7) HOS's are requested to send letter to BOS for identified gaps.
- 8) Departments are requested to take pedagogical initiative by taking workshop/guest lecture from resource persons on topic like role of faculty in engineering, journal preparation, teaching methods, etc and submit the report by first week of September 2018.

- 9) The HODs are requested to follow the following methods of innovation and creativity in teaching learning process like:
 - i. Lectures & Tutorials
 - ii. Black board teaching & Presentations (Still and Videos)
 - iii. Handouts (Notes)
 - iv. NPTEL lectures
 - v. Webinars
 - vi. Learning through projects & model making
 - vii. Publication & patents
 - viii. Mobile learning
 - ix. Website/ICT learning/ Wordpress, etc
 - x. Interactive learning (students presentation)
 - xi. Any other innovative technique so that pos and pso are addressed
- 10) HODS are requested to motivate and send their students for internship/vacation training and submit the report of last session by first week of July 2018.
- 11) Using marks obtained in university exam of last semester & find weak and bright students send a copy by 01 July 2018.
- 12) Subject allotment copy to be sent to undersigned by 26 June 2018.
- 13) All the teachers are instructed to upload their coded teaching plan in college monitoring system. If teacher remains absent, he/she has to take the extra lecture within the same month so that teaching plan remains undisturbed.
- 14) Practicals should be taken for complete 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. Practical assessment to be done in the attendance register after every 2 or 3 practicals.
- 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) Weak students should be provided assistance accordingly like mentoring, informing the parent about their performance, simplified exam oriented coaching and materials, notes, remedial classes, etc.
- 17) Deptt. Master time table must be submitted on 01/07/2018 (one copy to Academic Dean & Principal).
- 18) Teachers should ensure to teach at least one unit using PPT or OHP. Standard books should be referred for effective teaching and learning.
- 19) There should be two teachers during practical for a batch of 30 students.
- 20) Teachers are advised to give question banks to the students & set the question paper referring previous university exam papers.

21) Continuous assessment of theory and practical prescribed by academic committee as follows:

Exam	Total Marks	Course	Weightage
CAT-1 (1½ hr)	30	Unit-1,2,3 Que. 1 or 2 (U1), Que. 3 or 4 (U2) Que. 5 or 6 (U3)	Unit-1,2,3 ≈ 33% each
CAT-2 (1½ hr)	30	Unit-4,5,6 Que. 1 or 2 (U4), Que. 3 or 4 (U5) Que. 5 or 6 (U6)	Unit-4,5,6 ≈ 33% each

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

Sr.No.	Teacher Assessment for theory	Marks
1.	Attendance (75% to 84% = 2 M / 85% & above = 4 M)	8 Marks
(Any two of the following)		
2.	Assignment	4 Marks
3.	Student Conduct (Behaviour with staff)	2 Marks
4.	Seminar	2 Marks
5.	Group discussion	2 marks
6.	Incentives for inter college event	2 marks
7.	Report writing	2 marks
8.	Industrial visits questionnaires	2 marks
	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	Marks
1.	Team work	5 Marks
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)	
1.	Team work	5 Marks
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

22) Department should give in house project and industrial project to students and should follow evaluation scheme given below.

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	Design 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

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


24) Attendance register should be filled properly.

25) Provisional detention list to displayed on 20/08/2018

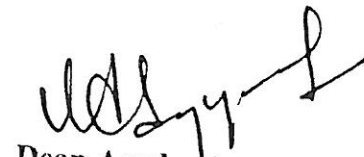
26) Documentation should be kept for all the tasks

There will be surprise visit by Dean Academic, Committee members and Principal.

Approved



23/06/18


Dean Academics
(Dr. S. M. Ali)