

# Anjuman College of Engg & Technology, Nagpur

## Academic Schedule

### 2015-2016 ODD Semester

#### June 2015

Programme Name / Event Name / Activities	UG	PG
Commencement of Even Semester	15 <sup>th</sup> June 15	15 <sup>th</sup> June 15

#### July 2015

Ramadan EID	18-20 July 15	18-20 July 15
Guest Lecture/ Seminar	25-30 July 15	25-30 July 15

#### August 2015

First Unit Test	01-08 August 15	01-08 August 15
Independence Day	15 August 15	15 August 15
Parent Meet	21 August 15	21 August 15

#### September 2015

Sessional Examination	28 Sep - 05 Oct 2015	28 Sep - 05 October 2015
Last Teaching Day	25 September 2015	25 September 2015

#### October 2015

Submission Of Continuous Assessment	07 October 2015	07 October 2015
University exams	21 October Onwards	21 October Onwards

# Above dates are subject to change if university schedule changes

## Academic Policy

- 1) There should be convener for the test exam with proper seating arrangement and exam related documentation in the respective department.
- 2) Senior Faculty member should be given the teaching load of higher semester
- 3) Experienced faculties and subject teacher on particular topics be assigned as per expertise.
- 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 to students on each topics *as per guidelines of NBA Committee.*
- 6) Teaching through DLP should be arranged. Video and online lectures should be arranged.
- 7) Faculties should update themselves with recent trends and applications and orient the students accordingly.
- 8) Faculties should guide the students for their projects properly.
- 9) All departments are instructed to shoot information about student performance to their parents through SMS.
- 10) All the teachers are instructed to upload their 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.**
- 11) **Practicals should be taken complete for 02 hours** and teachers are instructed to explain the concept , procedures, purpose of the practicals & give viva voce question. Practical subject teacher are advised to take the application oriented practical to the students.
- 12) Faculties should provide knowledge pertaining to subject other than syllabus.
- 13) Faculty should address the problem of the students.
- 14) Continuous Assessment for each practical shall be graded in terms of marks as shown below :-

Roll No	Name of student	Per Practical Performed ( Continuous Assessment column )		
		Performance (0-5 Marks )	Viva (0- 5Marks)	Total Marks (0-10 Marks )
01				
02				

15) 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 (student) should be given maximum marks.
- If student remains absent on the day of practical, performs and appears for VIVA-VOCE with reasonable answer in next practical slot, then he (student) marks should be proportionally degraded.
- 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.
- Sample format for the above Continues assessment of practical is attached for reference.

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

16) Class coordinators & Individual teachers are instructed to identify strong and weak students and provide assistance accordingly.

17) Minimum **48 to 60** lectures must be taken for subjects as per the scheme of R.T.M Nagpur University..

18) Deptt. Master time table & time table of each individual staff member with room no./lecture, teaching load of individual teacher must be submitted on **05/07/2015** (one copy to Academic Dean & Principal).

19) It is compulsory to teach at least one unit using PPT or OHP. Standard books should be referred for effective teaching and learning.

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

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

## Continuous Assessment & Incentive marks (As per NBA process)

- 1) HOD and Class Coordinator will inform the scheme of internal Marks to the student of their respective Department.
- 2) <sup>\*</sup>2 **Incentive marks** should be given on active participation in paper
- 3) Presentation/Quiz/Technical event etc.
- 4) Internal Assessment for theory will be as Follows

Department	Attendance Marks	Test Marks	Sessional Marks	Assig Mark	Total Marks (Theory)
All 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 in maximum except S & H deptt. For S & H deptt, sessional paper will be of 40 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
85% & Above	08	05
75% to 84%	07	04
60% to 74%	06	03
50% to 59%	05	02
Below 50 %	03	01

6. Department are requested to give the detail schedule of their department Guest Lecture/ Industrial Visit / Technical Event to the Deans Academics.

7. 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.

## Feedback

1. Academic committee recommends taking feedback from student at the end of each Semester before commencement of the Sessional exam.
2. Academic committee recommends taking feedback from staff at the end of each Semester related to the subject difficulties, Labs , Facilities in the department and any other short comings in presence of Principal.
3. Feedback mechanism from alumni, parents and industry