

{ Sem-2
2023-24 }

ACADEMIC CALENDER

(ACADEMIC SESSION SUMMER- 2024)

Particulars	Schedule Dates
Commencement of second term Even semester	01/12/2023 to 30/04/2024 Classes to be resumed from 26 th December onwards for semesters whose examinations are completed, others to plan & start immediately after examination.
CAT-I Exam	29/01/2024* *Based on ODD semester examinations, department to decide CAT-I date for 2 nd & 4 th Semester.
Plan academics for Advanced & Slow Learners (Display of provisional detention list and plan for improvement)	05/02/2024
Parents Teachers Meet	First week of February 2024. For 2 nd & 4 th Semester to be extended by two weeks.
Progressive Academic Feedback of Advanced and Slow Learners to be addressed by HOD's In Department	05/02/2024
Measures taken for improvement Report and implementation	First week of February 2024
Guest lecturers from Industry expert, Alumni, Workshops/Industrial Visits.	During the entire semester as per the availability and approval of the resource person, to be planned by the department.

21/12/23

Received on 22/12/23

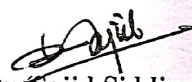
Jayesh
22/12/23



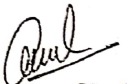


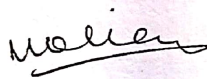
CAT-II Exam	First week of March 2 nd & 4 th Semester to be plan after two weeks
Feedback for Even semester	Second week of March 2024
University Examination as per RTMNU	15/03/2024 onwards (Tentative)
Makeup Classes to be rescheduled depending upon the university examination time table	Second week of March 2024
Summer Vacations	02/05/2024 to 15/06/2024
Submission of continuous assessment mark submission	Third week of March 2024

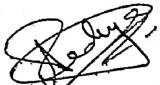
(Above schedule is subject for change & extended as per the university circulars from time to time and university examination time table declared. The department to take care of needful extension based on syllabus coverage & classes/practical conducted and ensures completion of syllabus)


Dr. Sajid Siddiqui

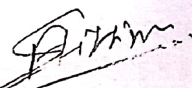

Dr. Amir Hussain

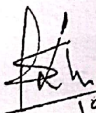

Prof. Nawaz Sheikh



Prof. Mohsina Anjum


Prof. Sadia Patka


Dr. Tanveer Quazi


Prof. Firoz Siddiqui


19/12/23
Dr. M. S. Khatib
Dean, Academics


20/12/2023
Dr. Mohammad Sohail Parvez
Offg. Principal

Enclosure:

- i. University Academic Calendar
- ii. Format for Syllabus coverage report emailed to all HOD's & members from respective deptt.

Academic Policy-23-24

- 1) Classes for all Regular students to be conducted as per enclosed academic calendar.
- 2) All academic records should be maintained on www.acetcademic.com portal.
- 3) Department to plan and prepare their own department academic calendar to inculcate the schemes of university and practice teaching & learning process as per NAAC/NBA guidelines to secure maximum marks. HOD's are requested to submit their departmental academic policies, university schemes, master time table, individual time table, mentor mentee list, records and plan of innovative practices by 15/02/2024 to their respective academic committee member. PG Departments to prepare their own academic calendar & policies and put for approval prior to commencement of semester.
- 4) Every faculty to counsel and provide syllabus, course outcomes, list of text and reference books and content beyond syllabus to the students. Due plan and care should be taken for slow and advance learners in the mid of semester only rather than at the end of the semester. Prerequisite records of the same to be maintained and provided for the audits.
- 5) Mentoring should be on Professional guidance / Career advancement / Course work / Laboratory specific / overall personality development / UHV / placement opportunities/ training programs/ Stress management and related issues, etc). The records to be maintained with mentor in charge of the department and to be furnished for AUDIT/NAAC/NBA.
- 6) Subject teachers to prepare and maintain a detail course file which contains teaching plan, syllabus, notes, solutions, university question bank and solutions, CAT-1, CAT-2. QB & evaluated sample papers, student signed attendance records, continuous assessment records, issues raised /resolved and assignments for each subject. CO-PO mapping and attainment as per the directions of heads of the department. (Use Bloom's Taxonomy for preparing question paper, and assignment). Laboratory instructors to prepare and maintain lab manuals.
- 7) HODs are requested to identify the gap between university curriculum and industry requirements and conduct guest lectures, workshops seminars, etc from industry resource person, alumni to fulfil the gaps identified.
- 8) HODs are requested to pursue and send letter to BOS for identified curriculum gaps.
- 9) HODs are requested to follow the following methods of innovation and creativity in teaching learning process like:
 - i. Google Classrooms
 - ii. Handouts (Notes)
 - iii. NPTEL lectures / Swayam / MOOCs
 - iv. Webinars
 - v. Learning through projects & model making / Case Studies
 - vi. Website /ICT learning / WordPress etc.
 - vii. Interactive learning (students presentation / Audio / Video)
 - viii. Any other innovative technique so that PO's and PSO's are addressed
- 10) HODs are requested to motivate and send their students for internship training and maintain the records with their department faculty in charge.
- 11) All the teachers are instructed to upload their teaching plan in college Academic monitoring website (www.acetcademic.com). If teacher remains absent, he/she has to take the extra lecture within the same month so that teaching plan remains

undisturbed.

- 12) In every semester Practical list should be revised and industry relevant practical's to be conducted. Lab manuals with complete solution and probable questions with a scope of modifications should be available In laboratories Practical assessment to be done regularly.
- 13) Advanced learners to be encouraged to attend conferences, workshops, publish papers in SCI/SCOPUS/UGC approved refereed journals and to ensure they should excel in university ranks. They should also be encouraged to take up competitive examinations like GATE, GRE etc., further they should be encouraged to take up innovative projects and apply for funding.
- 14) Slow learners should be monitored regularly and facility to learn and cope up with the examination to be provided. Assistance through mentoring, informing their parents about their performance, simplified university exam materials, notes, remedial classes, etc. to be provided
- 15) Dept. Master time table must be prepared and displayed on the notice board a copy of which to be submitted **01/01/2024** (one copy to Academic Dean & Principal).
- 16) Standard text books and reference books should be referred for effective teaching and learning.
- 17) Teachers are advised to give question banks to the students & set the question paper referring previous university exam papers.
- 18) **Continuous assessment of theory and practical prescribed by academic committee as follows:**

Exam	Total Marks	Course	Weightage
CAT-1	20	Any 2 units out of 5 units of the syllabus Q.1 or Q.2 and Q.3 or Q.4 (2 Questions on each Unit of 10 Marks each Total 4 Questions)	Any 2 units comprising of 40%
CAT-2	30	Remaining 3 units out of 5 units of the syllabus Q.1 or Q.2 and Q.3 or Q.4 and Q.5 or Q.6 (2 Questions on each Unit of 10 Marks each Total 6 Questions)	Remaining 3 units comprising of 60%

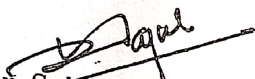
Student's continuous assessment of Theory is as follows:


Department	CAT-1	CAT-2	Teacher Assessment
All Departments (Total 30)	6	9	15


Phase - 3

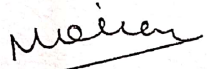
Sr. No	Performance Indicator
1	Final report
2	Demo with presentation
3	Questions and Answer

- 20) Syllabus coverage report must be submitted at the end of each month as per proforma enclosed. Theory & Practical attendance should be enclosed with syllabus coverage.
 21) Provisional detention list and further improvement of students should be planned and taken care in every month of the semester.


 Dr. Sajid Siddiqui

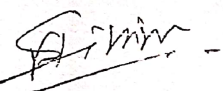

 Dr. Amir Hussain

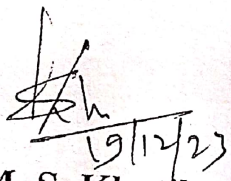

 Prof. Nawaz Sheikh

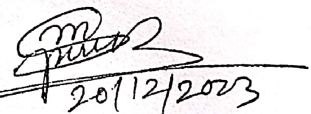

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 19/12/23
 Dr. M. S. Khatib
 Dean, Academics

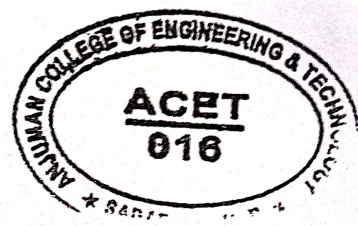

 20/12/2023
 Dr. Mohammad Sohail Parvez
 Offg. Principal

Month	Day							No. of working	Activities
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
DEC					1	2	3	00	26- Commencement of 1 st & 2 nd semester
	4	5	6	7	8	9	10	00	
	11	12	13	14	15	16	17	00	
	18	19	20	21	22	23	24	00	
	25	26	27	28	29	30	31	05	
Total No of Working Days:								05	25-Christmas
Month	Day							No. of working	Activities
JAN	1	2	3	4	5	6	7	06	Commencement of 2 nd & 4 th semester 26-Republic Day 29-CAT-1(6 th & 8 th sem)
	8	9	10	11	12	13	14	05	
	15	16	17	18	19	20	21	06	
	22	23	24	25	26	27	28	04	
	29	30	31					03	
Total No of Working Days:								24	
Month	Day							No. of working	Activities
FEB				1	2	3	4	03	PTM(6 th & 8 th) Progressive Academic feedback for advance & slow learners
	5	6	7	8	9	10	11	05	
	12	13	14	15	16	17	18	06	
	19	20	21	22	23	24	25	05	
	26	27	28	29				04	
Total No of Working Days:								23	
Month	Day							No. of working	Activities
MAR					1	2	3	02	CAT2 Feedback 15- University Examination as per RTMNU Calender
	4	5	6	7	8	9	10	05	
	11	12	13	14	15	16	17	06	
	18	19	20	21	22	23	24	05	
	25	26	27	28	29	30	31	06	
Total No of Working Days:								24	
Month	Day							No. of Working	Activities
APR	1	2	3	4	5	6	7	06	
	8	9	10	11	12	13	14	05	
	15	16	17	18	19	20	21	06	
	22	23	24	25	26	27	28	05	
	29	30						02	
Total No of Working Days:								24	

Total Instructional Days: 99

- i. Holidays Shall be separately notified by Principal office.
- ii. As per University Examination Circulars last day of Teaching should be decided for the respective semester.
- iii. Irrespective of Calender Syllabus Coverage & no. of lecture required to complete the syllabus should be planned and conducted as per teaching plan .

12/12/23
Dr. M. S. Khatib
 Dean, Academics
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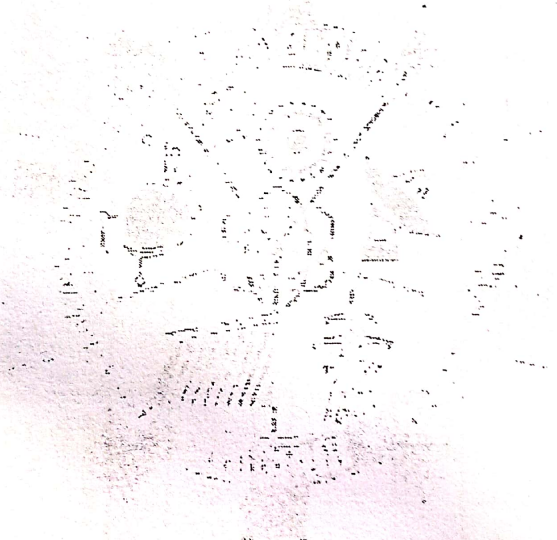
Dr. Mohammad Sohail Parvez
 Offg. Principal
Dr. M. SOHAIL PERVEZ
 Officiating Principal
 Anjuman College of Engineering
 & Technology, Sadar, Nagpur



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
MANGALWARI BAZAAR ROAD, SADAR, NAGPUR - 440001.

NOTICE

In view of commencement of the academic session summer 2024, all the heads of the department are hereby informed to submit the syllabus coverage format within first week of every month. The revised syllabus coverage format is attached herewith and soft copy of the same has been emailed to all the heads and academic members of the respective departments.



M. S. Khatib
20/12/23

Dr. M. S. Khatib
Dean Academics, ACET



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY
MANGALWARI BAZAAR ROAD, SADAR, NAGPUR - 440001

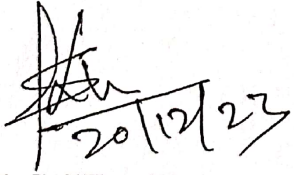
DEPARTMENT OF _____

SYLLABUS COVERAGE REPORT
SESSION 2023 - 2024 (EVEN SEMESTER)

S. NO	SEMESTER (SECTION)	NAME OF SUBJECT TEACHER (Theory / Practical)	SUBJECT (Theory / Practical)	From 26 th December To 31 st January						SIGNATURE
				THEORY LECTURE ALLOTTED PER WEEK	TOTAL NO. OF LECTURES ENGAGED	NO. OF UNITS COVERED	PROBABLE QUESTIONS COMPLETED	PRACTICAL / PROJECT ALLOTTED PER WEEK	PRACTICAL / PROJECT ENGAGED	
1	4/6/8 th Sem.	Subject Incharge Name	A1(TH)							
2		Subject Incharge Name	A2(TH)							
3		Subject Incharge Name	A3(TH)							
4		Subject Incharge Name	A4(TH)							
5		Subject Incharge Name	A5(TH)							
6	4 th Semester (Section _____)	Practical Incharge Name (Batch B1-B2)	A1(PR)							
		Practical Incharge Name (Batch B3-B4)	A1(PR)							
		Practical Incharge Name (Batch B1-B2)	A4(PR)							
		Practical Incharge Name (Batch B3-B4)	A4(PR)							
		Project Coordinator Name	A6 (PR)							

Signature of H.O.D.:

Remark & Signature:


20/12/23
Dr. M. S. Khatib
Dean Academics

Attached. A Attendance Record of Theory & Practical downloaded from acetab

