

Aryabhata College of Engineering & Technology

(Approved by AICTE, New Delhi and affiliated to Mahamaya Technical University, NOIDA)
(formerly affiliated to UP Technical University / Gautam Buddha Technical University, Lucknow)

13th Km Stone, Baghpat-Meerut Road, Daula, Baghpat – 250 601 (UP) INDIA

E-mail : info@acet.in; Web : www.acet.in; Phone : 09359765680/40; Fax : 0121-2962952

Academic Planning for Odd Sem : 2011-12 (for Students' Circulation)

- Classes of Odd Semester are commencing wef Aug 05, 2011 and will run till Nov 30, 2011. If GBTU/MTU examinations are commencing wef third week of Dec (say 18 Dec), then classes will run till Dec 05, 2011.
- The college working time is 09:00 am to 4:30 pm on all working days. Generally, first and third Saturday of the month will be observed as holiday (Refer Academic Calendar).
- Lunch timings for B. Tech. (I Year, IV year) and MBA (I Year) are from 12:00 pm to 12:40 pm and for B. Tech. (II Year, III year) and MBA (II Year) are from 01:05 pm to 01:45 pm. Conduct of the classes (seven classes per day) will be as per the time table which will be circulated from time to time. The schedule of conduct of classes is as :

I Yr & IV Yr	I	II	III	Lunch	IV	V	Break	VI	VII	Depart
	09:15	10:10	11:05	12:00	12:45	01:40	02:30	02:40	03:25 to 04:10	04:30
II Yr & III Yr	I	II	Break	III	IV	Lunch	V	VI	VII	Depart
	09:15	10:10	11:05	11:15	12:10	01:00	01:45	02:40	03:25 to 04:10	04:30

- All the college transport vehicles and students (from own vehicles / transport arrangements) must reach to the college on or before 09:00 am on every morning of working day so that classes can be commenced smoothly wef prescribed time.
- Students may approach Counsellor / HOD concerned and/or Dr. Vineeta Singh, Asst. Professor of Dept. of Applied Science and Humanities, In-charge : Grievance Redressal Cell, any time, for their problems.

Award of Sessional Marks of Theory Subjects

For award of sessional marks, following policy will be followed (for half unit subjects, scale suitably) :

- For awarding CT marks (30), 25% weightage will be given to first term of sessional tests, 25% weightage will be given to second term of sessional tests and 50% weightage will be given to PUTs. In case of absence / UFM in a test, zero marks will be considered in that test only.
- For award of TA marks (10), teacher will evaluate students based on class discipline, submission and evaluation of home-assignments and attention and participation in class to understand the subject.
- Attendance marks (10) will be awarded based on the percentage of attendance in a particular subject.

Class Tests / Pre-University Tests / Home Assignments

There will be TWO term of sessional tests (each of 120 min duration, wef 11:00 am to 01:00 pm and max. marks of 60; irrespective of half/full unit subject). During sessionals, there will be only one test in a day in case of B. Tech. whereas, in case of MBA, there may also be two tests in a day, as no. of subjects in MBA are eight. First term of sessional tests will be conducted in the September'2011 (Sep 12-17, 2011) and second term will be conducted in the October'2011 (Oct 17-22, 2011). Pre-university tests (of 2/3 hrs duration and max. marks of 50/100 for half/full unit subject) will be conducted at the end of semester, after completing full syllabus. The detailed examination schedule and seating plan is to be provided by examination cell. There will be one home-assignment per unit and each student is required to submit it in his/her handwriting. These must be provided before commencement of each unit of the subject, mentioning date of submission.

In case of B. Tech. – First Year students, **Unit Tests** will also be conducted on Mon / Fri of every week alongwith two sessionals and one PUTs. For all full unit subjects, there will be five unit tests and for all half unit subjects, there will be four unit tests. The examination schedule and seating plan is to be provided by examination cell.

Syllabus for Tests

The syllabus covered in the class will be the syllabus of test for the subject concerned. However, first term of sessional will be from approximately two (02) units of the entire syllabus and second term of sessional will be from another approximately two (02) units, without repetition. For pre-university tests, question papers will be as per the GBTU / MTU pattern and will be from full syllabus. Approximately 20% questions appeared in previous test will appear compulsorily in forthcoming test papers; mean, 20% question of class tests – I will appear in the question paper of second class tests (of each subject, respectively) and questions of first class tests and second class tests (20% from each) will appear in the question paper of PUTs (of each subjects respectively). Unit tests (only for B. Tech. – I Year) will be conducted just after the completion of one (each) unit of subject concerned.

Attendance and Appraisal Reports

Attendance will be counted wef commencement of classes. Monitoring of attendance will be carried by the Dean (Acad). Two / Three appraisal reports will be sent to the parents at different intervals. Each appraisal report will contain the attendance percentage (cumulative) and marks obtained in class tests till date.

As per the norms of affiliating Technical University (MTU, NOIDA and GBTU, formerly UPTU, Lucknow), student has to maintain the minimum attendance of 75% in aggregate, failing which he/she may be detained and would not be permitted to appear in the coming Odd Semester University Examination as well as in sessional tests.

Award of GP Marks

GP marks (out of 50) will be awarded by Dean (SA) : 25 marks, HOD concerned (15 marks) and Counsellor concerned (10 marks), based on discipline and participation in curricular and extra-curricular activities. Compilation of the marks will be done by HOD concerned.

Office of the Dean – Students' Affairs will be accountable for award 25 GP marks of each student based on discipline (15) and participation in curricular / extra-curricular / games / sports etc activities (10 marks). Recommendation of Proctors/Discipline Committee/Chief Proctor/ Dean (SA) / Director will also be incorporated. HOD concerned will award 15 GP marks, and Counsellor concerned will award 10 GP marks based on discipline and other related issues.

Note : In case of mass-bunking / mass-absenteeism of whole class, a deduction of 2 marks per act will be deducted from GP marks (indiscipline, maximum of 10 marks). Further, late arrival (not reporting on registration date) of students may be penalized

Students' Performance Evaluation and Improvement / Quality Improvement / Personality Development

Students' performance will be evaluated by each subject teacher on continuous basis. If a student misses three classes consecutively of any of the subject, his/her parents will be informed telephonically by the subject teacher and a note in this regard will be made in the register by the subject teacher. Repetition of such absence will be brought in to notice of concerned Counsellor / HOD and Dean (Academics) /Director in writing and a letter is to be sent to the parents of such student. The weak students will be identified on the basis of class performance and first class test result. Separate attention will be paid to such students. Regarding quality improvement and personality development, seminars, presentations, aptitude quiz and group discussions may be conducted. It will also help in personality development and training and placement related activities.



(Brijesh Singh)

Dean (Academic)