

### **1.1.2 The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)**

At the beginning of each semester, an academic calendar is prepared by the academic coordinator based on the schedule provided by Anna University, consisting of various curricular schedules like:

- College Reopening Date
- Unit Wise Syllabus Completion Details
- Details of Holidays
- Course/Class committee, PAQIC, DAC, and ISO MRM Meeting
- Question Paper Submission Deadlines
- Internal Assessment Test I, II and, III Dates
- Last Working Day detail
- Tentative Anna University Practical Examination and End Semester Examination dates

The academic calendar after being approved by the principal is uploaded on the college website, displayed on notice boards, and communicated to students through email/Canvas/Google classroom.

**NOTE:** In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly

The following institutional level Continuous Internal Evaluation (CIE) process and schedule is created based on the Anna University schedule to adhere to portal entry calendar:

- Three Internal Assessment Tests
- Tutorials/Assignments
- Online Quiz
- Model Examination
- Model Practical/Viva

Continuous Internal Evaluation (CIE) of an institution includes the following preparative activities based on the academic calendar:

#### **Step 1: Timetable Preparation**

- Time table Coordinator of each department prepares the timetable as per the guidelines of Anna University and the academic calendar to attain the outcome based education.
- The timetable is sent to students through email/Canvas/Google classroom and displayed on notice boards of every department and classroom.

#### **Step 2: Course Files Preparation**

- After the allocation of subjects to the faculty members, the course file of each subject is prepared, consisting of:
  - ✦ Lecture/Practical Plan
  - ✦ Assignment Plan
  - ✦ Tutorial Plan
- This course file is duly approved by the Head of the department.

#### **Step 3: Internal Examinations Schedule**

- The dates of Internal Assessment Tests, model examinations, and model practical's are mentioned in the academic calendar.
- The detailed examination schedule is announced in advance, by the Examination Control officer after getting approval from principal.

#### **Step 4: Setting Question Paper**

- The question papers for the Internal Assessment Tests, model examinations, and model practical are prepared by concerned faculties and are approved by the head of the department.
- The Examination Control officer selects one question paper for the subjects out of two question papers prepared by the concerned faculty member for the Internal Assessment Tests and Model Examinations.
- The course instructors prepare Internal Assessment Tests/Model Examination

question papers based on the revised Bloom's Taxonomy level and are mapped to the Course Outcomes (COs) along with scheme of evaluation.

### **Step 5: Internal Examination Evaluation Process**

After completion of examinations all the answer booklets, hardcopy/softcopy will be collected by the Examination Control office. The detailed procedure for valuation of answer scripts are given below:

#### **1. Valuation of Answer Scripts in Offline Examinations:**

- The answer scripts are handed over to the faculty member concerned for valuation, the corrected answer scripts must be given to the students and it should be returned to the Examination Control office within four days of the date of examination.
- The valuation of answer scripts may be interchanged for common subjects for one/ two tests in a semester.

#### **2. Valuation of Answer Scripts in Online Examinations:**

- The softcopy of all the answer sheets will be sent to the class email id/uploaded in canvas.
- To send/upload the answer sheets, maximum of 30 minutes will be given for all the students.
- Multiple submissions of answer scripts will not be entertained. However, for genuine case, after getting permission from Professor In-Charge of ECO, HoD concerned and principal the provision for uploading of answer sheets will be enabled.
- The softcopy of all answer sheets will be sent to the course handling faculty members concerned for valuation through email.
- A maximum of four days will be given for the completion of valuation from the date of examination.

#### **3. Continuous evaluation and assessments are also done for a laboratory course, project work, and internships.**

### **Step 6: Additional Assessment (Assignments and Quiz)**

- In addition to the IAT, assignments, and quizzes are also part of Continuous Internal Evaluation to
- Assignments are provided to students on the scheduled dates mentioned in the assignment plan and solutions are submitted by students within 3 to 5 days.
- Every teacher conducts MCQs on the related topic for practice and revision with the help of Google forms/Quizizz/Canvas.

### **Step 7: University Exams Schedule**

- The tentative dates for university exams are indicated in the academic calendar.
- The final university exam schedule is also displayed on students' notice boards.

### **Step 8: Periodical Review**

- Periodical review based on performance is done in DRM, CAC, CCM, and Course Committee meeting.
- Calculation of CO-PO attainment for each course
- Feedback is obtained from Course Exit survey, Program Exit Survey for improvement if required.



**RAMCO INSTITUTE OF TECHNOLOGY**  
**Academic Schedule for ODD Semester of Academic Year 2020-21**  
**III Semester, V Semester & VII Semester BE Courses**

AUGUST		SEPTEMBER		OCTOBER		NOVEMBER	
1 SAT		1 TUE		1 THU		1 SUN	Holiday
2 SUN	Holiday	2 WED	<b>IQAC Meeting</b>	2 FRI	<b>IAT-2 (Ends)</b>	2 MON	
3 MON		3 THU	IAT QP-1 Submission	3 SAT	<b>PTA Meeting WED TT</b>	3 TUE	
4 TUE		4 FRI		4 SUN	Holiday	4 WED	
5 WED		5 SAT	<b>IAT-1 (Starts) TUE TT</b>	5 MON	<b>Completion of Unit IV</b>	5 THU	
6 THU		6 SUN	Holiday	6 TUE	Consolidated Mark statement	6 FRI	
7 FRI		7 MON	<b>Completion of Unit II</b>	7 WED		7 SAT	
8 SAT		8 TUE		8 THU		8 SUN	Holiday
9 SUN	Holiday	9 WED		9 FRI		9 MON	<b>End Semester Examination</b>
10 MON		10 THU		10 SAT	THU TT	10 TUE	
11 TUE	Krishna Jeyanthi Holiday	11 FRI	<b>IAT-1 (Ends)</b>	11 SUN	Holiday	11 WED	<b>ISO MRM Meeting</b>
12 WED	College Reopening	12 SAT	FRI TT	12 MON	CoCM& CCM 3 (starts)	12 THU	
13 THU		13 SUN	Holiday	13 TUE		13 FRI	
14 FRI		14 MON	CoCM& CCM 2 (starts)	14 WED	IAT QP-3 Submission	14 SAT	
15 SAT	Independence Day Holiday	15 TUE	Students Feedback (starts)	15 THU	CoCM& CCM 3 (Ends)	15 SUN	Holiday
16 SUN	Holiday	16 WED	Consolidated Mark statement	16 FRI	<b>Completion of Unit V</b>	16 MON	
17 MON		17 THU	CoCM& CCM 2 (Ends)	17 SAT	<b>IAT-3 (Starts) FRI TT</b>	17 TUE	
18 TUE	CoCM& CCM 1 (starts)	18 FRI	Students Feedback (Ends)	18 SUN	Holiday	18 WED	
19 WED		19 SAT	<b>PAQIC Meeting MON TT</b>	19 MON		19 THU	
20 THU		20 SUN	Holiday	20 TUE		20 FRI	
21 FRI	CoCM& CCM 1 (Ends)	21 MON	<b>Completion of Unit III</b>	21 WED		21 SAT	<b>DAC Meeting</b>
22 SAT	vinayagar chaturthi Holiday	22 TUE		22 THU		22 SUN	Holiday
23 SUN	Holiday	23 WED	IAT QP-2 Submission	23 FRI	<b>IAT-3 (Ends)</b>	23 MON	
24 MON	<b>Completion of Unit I</b>	24 THU		24 SAT	MON TT	24 TUE	
25 TUE		25 FRI		25 SUN	Holiday	25 WED	
26 WED		26 SAT	<b>IAT-2 (Starts) TUE TT</b>	26 MON	<b>Last Working Day</b>	26 THU	
27 THU		27 SUN	Holiday	27 TUE	Consolidated Mark statement	27 FRI	
28 FRI		28 MON		28 WED	<b>AU Practical Examination</b>	28 SAT	<b>IQAC Meeting</b>
29 SAT	Holiday	29 TUE		29 THU		29 SUN	Holiday
30 SUN	Holiday	30 WED		30 FRI	-	30 MON	
31 MON		-	-	31 SAT	-	-	-

*M*  
10/12/20



**Notes:**

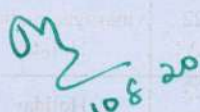
- 1 Internal Assessment Test I covers the syllabus of Unit I & 50% syllabus of Unit II, Internal Assessment Test II covers the syllabus of 50% syllabus of Unit II, Unit III and Internal Assessment Test III covers syllabus of Unit IV and syllabus of Unit V.
- 2 The Faculty members should evaluate the Answer scripts on the day(s) announced by exam control office for central valuation. The mark statements of all the subjects will be prepared by exam control office and the same will be given to the respective faculty members. The evaluated answer scripts should be distributed to the students for clarification/verification of marks allotted and should be returned within 2 days after completion of central valuation. In case of any change in marks awarded must be communicated to the exam control office.
- 3 No Retest will be conducted. However, the Students who are absent for the Test due to genuine reasons with prior permission and those who scored less than 60% of marks in any subject(s) in Internal Assessment Tests shall write Retest / Improvement Test for the corresponding subject(s) to improve their marks based upon the learn-perform-score policy, by obtaining permission from faculty and Principal.
- 4 Each Student shall write atleast 2 Assignments and present 1 Seminar or submit 1 Innovative Miniproject work in addition to writing 2 Online/ Written Unit Tests, 3 Internal Assessment Tests, and one Model Test in each Theory course (if required). The Faculty member shall evaluate Students' Assignments, Innovative project, Seminars, etc., and award grades to encourage them improve their self-learning performance.
- 5 The Respective Faculty Members are requested to conduct Unit Online test using google forms on during their class hours subjected to laboratory availability.

**Number Working Days : 60**

**Abbreviations:**

1	IAT -	Internal Assessment Test
2	CoCM -	Course Committee Meeting
3	CCM -	Class Committee meeting
4	DAC -	Department Advisory Committee Meeting
5	ISO MRM	ISO Management Review Meeting
6	PAQIC -	Program Assessment Quality Improvement Committee
7	PTA -	Parents Teachers Meeting
8	TT -	Time Table

  
10/8/2020  
**Academic Coordinator**

  
10/8/20  
**Principal**



# RAMCO INSTITUTE OF TECHNOLOGY

Academic Schedule for ODD Semester of Academic Year 2020-21

III Semester, V Semester & VII Semester BE Courses (Revised as on 16.10.2020)

AUGUST		SEPTEMBER		OCTOBER		NOVEMBER	
1 SAT		1 TUE		1 THU		1 SUN	Holiday
2 SUN	Holiday	2 WED	<b>IQAC Meeting</b>	2 FRI	Gandhi Jeyanthi Holiday	2 MON	<b>IAT-3 (Starts)</b>
3 MON		3 THU	IAT QP-1 Submission	3 SAT	<b>IAT-2 (Ends) PTA Meeting WED TT</b>	3 TUE	
4 TUE		4 FRI		4 SUN	Holiday	4 WED	
5 WED		5 SAT	<b>IAT-1 (Starts) TUE TT</b>	5 MON	Completion of Unit IV	5 THU	
6 THU		6 SUN	Holiday	6 TUE		6 FRI	
7 FRI		7 MON	Completion of Unit II	7 WED	Consolidated Mark statement	7 SAT	<b>IAT-3 (Ends) MON TT</b>
8 SAT		8 TUE		8 THU		8 SUN	Holiday
9 SUN	Holiday	9 WED		9 FRI		9 MON	Model Practical Starts
10 MON		10 THU		10 SAT	THU TT	10 TUE	Consolidated Mark statement
11 TUE	Krishna Jeyanthi Holiday	11 FRI	<b>IAT-1 (Ends)</b>	11 SUN	Holiday	11 WED	
12 WED	College Reopening	12 SAT	FRI TT	12 MON		12 THU	Model Practical Ends
13 THU		13 SUN	Holiday	13 TUE		13 FRI	Last Working Day
14 FRI		14 MON	CoCM& CCM 2 (starts)	14 WED		14 SAT	Deepavali Holiday
15 SAT	Independence Day Holiday	15 TUE	Students Feedback (starts)	15 THU		15 SUN	Holiday
16 SUN	Holiday	16 WED	Consolidated Mark statement	16 FRI	Completion of Unit V	16 MON	
17 MON		17 THU	CoCM& CCM 2 (Ends)	17 SAT	FRI TT	17 TUE	AU Practical Examination
18 TUE	CoCM& CCM 1 (starts)	18 FRI	Students Feedback (Ends)	18 SUN	Holiday	18 WED	
19 WED		19 SAT	<b>PAQIC Meeting MON TT</b>	19 MON		19 THU	
20 THU		20 SUN	Holiday	20 TUE		20 FRI	
21 FRI	CoCM& CCM 1 (Ends)	21 MON	Completion of Unit III	21 WED		21 SAT	<b>DAC Meeting</b>
22 SAT	vinayagar chaturthi Holiday	22 TUE		22 THU		22 SUN	Holiday
23 SUN	Holiday	23 WED	IAT QP-2 Submission	23 FRI	CoCM& CCM 3 (starts)	23 MON	
24 MON	Completion of Unit I	24 THU		24 SAT	MON TT	24 TUE	
25 TUE		25 FRI		25 SUN	Pooja Holiday	25 WED	<b>ISO MRM Meeting</b>
26 WED		26 SAT	<b>IAT-2 (Starts) TUE TT</b>	26 MON	Pooja Holiday	26 THU	End Semester Examination
27 THU		27 SUN	Holiday	27 TUE		27 FRI	
28 FRI		28 MON		28 WED	IAT QP-3 Submission	28 SAT	<b>IQAC Meeting</b>
29 SAT	Holiday	29 TUE		29 THU	CoCM& CCM 3 (Ends)	29 SUN	Holiday
30 SUN	Holiday	30 WED		30 FRI	Miladi Nabi Holiday	30 MON	
31 MON		-	-	31 SAT	Completion of Revision classes, FRI TT	-	-


**Notes:**

- 1 Internal Assessment Test I covers the syllabus of Unit I & 50% syllabus of Unit II, Internal Assessment Test II covers the syllabus of 50% syllabus of Unit II, Unit III and Internal Assessment Test III covers syllabus of Unit IV and syllabus of Unit V.
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- 4 Each Student shall write atleast 2 Assignments and present 1 Seminar or submit 1 Innovative Miniproject work in addition to writing 2 Online/ Written Unit Tests, 3 Internal Assessment Tests, and one Model Test in each Theory course (if required). The Faculty member shall evaluate Students' Assignments, Innovative project, Seminars, etc., and award grades to encourage them improve their self-learning performance.
- 5 The Respective Faculty Members are requested to conduct Unit Online test using google forms on during their class hours subjected to laboratory availability.


**Number Working Days : 75**

**Abbreviations:**

1	IAT -	Internal Assessment Test
2	CoCM -	Course Committee Meeting
3	CCM -	Class Committee meeting
4	DAC -	Department Advisory Committee Meeting
5	ISO MRM	ISO Management Review Meeting
6	PAQIC -	Program Assessment Quality Improvement Committee
7	PTA -	Parents Teachers Meeting
8	TT -	Time Table

 16/10/2020

Academic Coordinator

 16/10/2020

Principal



**RAMCO INSTITUTE OF TECHNOLOGY**  
Academic Schedule for ODD Semester of Academic Year 2020-21  
I Semester BE Courses

NOVEMBER		DECEMBER		JANUARY		FEBRUARY		MARCH	
1 SUN	Holiday	1 TUE		1 FRI	New year Holiday	1 MON		1 MON	
2 MON		2 WED		2 SAT	Holiday	2 TUE		2 TUE	
3 TUE		3 THU	Completion of Unit I	3 SUN	Holiday	3 WED		3 WED	
4 WED	Commencement of Induction Program	4 FRI		4 MON		4 THU		4 THU	
5 THU		5 SAT	TUE TT	5 TUE		5 FRI		5 FRI	
6 FRI		6 SUN	Holiday	6 WED		6 SAT	MON TT	6 SAT	
7 SAT		7 MON		7 THU	Completion of Unit III	7 SUN	Holiday	7 SUN	Holiday
8 SUN	Holiday	8 TUE		8 FRI		8 MON		8 MON	End Semester Examination
9 MON		9 WED		9 SAT	THU TT	9 TUE		9 TUE	
10 TUE		10 THU		10 SUN	Holiday	10 WED		10 WED	
11 WED		11 FRI	IAT QP-1 Submission	11 MON		11 THU	IAT QP-3 Submission	11 THU	
12 THU		12 SAT	WED TT	12 TUE	IAT QP-2 Submission	12 FRI	Completion of Unit V	12 FRI	
13 FRI		13 SUN	Holiday	13 WED		13 SAT	TUE TT	13 SAT	
14 SAT	Deepavali Holiday	14 MON	IAT-1 (Starts)	14 THU	Pongal Holiday	14 SUN	Holiday	14 SUN	Holiday
15 SUN	Holiday	15 TUE		15 FRI	Thiruvalluvar Day	15 MON	IAT-3 (Starts)	15 MON	
16 MON		16 WED		16 SAT	Holiday	16 TUE	CoCM& CCM 3 (starts)	16 TUE	
17 TUE		17 THU		17 SUN	Holiday	17 WED		17 WED	
18 WED	Commencement of Classes	18 FRI	Completion of Unit II	18 MON		18 THU		18 THU	
19 THU		19 SAT	IAT-1 (Ends) THU TT	19 TUE	IAT-2 (Starts)	19 FRI	CoCM& CCM 3 (Ends)	19 FRI	
20 FRI		20 SUN	Holiday	20 WED		20 SAT	WED TT IAT-3 (Ends)	20 SAT	
21 SAT	DAC Meeting FRI TT	21 MON	Students Feedback (starts)	21 THU		21 SUN	Holiday	21 SUN	Holiday
22 SUN	Holiday	22 TUE		22 FRI		22 MON		22 MON	
23 MON		23 WED	Consolidated Mark statement	23 SAT	FRI TT	23 TUE		23 TUE	
24 TUE		24 THU	Students Feedback (Ends)	24 SUN	Holiday	24 WED	Last Working Day	24 WED	
25 WED	ISO MRM Meeting	25 FRI	Christmas	25 MON	IAT-2 (Ends)	25 THU	Consolidated Mark statement	25 THU	
26 THU	CoCM& CCM 1 (Starts)	26 SAT	FRI TT	26 TUE	Republic Day	26 FRI	AU Practical Examination	26 FRI	
27 FRI		27 SUN	Holiday	27 WED		27 SAT	National Science Day Celebration	27 SAT	
28 SAT	IQAC Meeting MON TT	28 MON	CoCM& CCM 2 (Starts)	28 THU	Completion of Unit IV	28 SUN	Holiday	28 SUN	Holiday
29 SUN	Holiday	29 TUE		29 FRI	Consolidated Mark statement	-	-	29 MON	
30 MON	CoCM& CCM 1 (Ends)	30 WED		30 SAT	TUE TT	-	-	30 TUE	
-	-	31 THU	CoCM& CCM 2 (Ends)	31 SUN	Holiday	-	-	31 WED	

*Handwritten signature and date: 29/12/20*

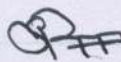
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- 5 The Respective Faculty Members are requested to conduct Unit Online Quiz on during their class hours subjected to laboratory availability.


**Number Working Days : 78**

**Abbreviations:**

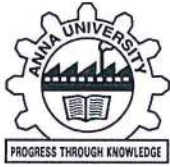
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7	PTA -	Parents Teachers Meeting
8	TT -	Time Table

 29/10/2020

Academic Coordinator

 29/10/2020

Principal



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**ANNA UNIVERSITY**  
CHENNAI – 600 025

Email: [coe@annauniv.edu](mailto:coe@annauniv.edu)

☎: 044-22357252, 044-22357264, 044-22357265

☎: 044-22350293

**CONTROLLER OF EXAMINATIONS (i/c)**

Letter No.13715/CoE/COVID-19/C20-C30/2020/1

01-08-2020

To

The Deans of Regional Campuses /  
The Deans of Constituent Colleges /  
The Principals of the Non-Autonomous Affiliated Colleges

Sir/Madam,

Sub: Office of CoE, Anna University – April/May 2020 Examinations –  
Attendance and Assessment Marks – Reg.

Ref: 1. G.O. (Ms) 111, Higher Education (K2) Department dated 27.07.2020.  
2. Minutes of the meeting of the Director (AC), Chairpersons of Faculty,  
CoE, ACoE(UD) and others held on 28-07-2020.

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Due to the outbreak of COVID-19 pandemic, the whole world, including India, is passing through unprecedented difficult times. As all universities and colleges in Tamil Nadu are closed due to lockdown from 17<sup>th</sup> March 2020, the teaching – learning process and research activities have been badly disrupted. The schedule of Terminal Semester examinations has also got disturbed.

In this regard, following the guidelines of University Grants Commission (UGC) and All India Council for Technical Education (AICTE), the Higher Education Department of Government of Tamil Nadu have issued an order, vide Ref.1, by cancelling the end-semester examinations for the Under-Graduate (UG) and Post-Graduate (PG) students of first to pre-final year and issued instructions for passing the results.

Based on the order, vide Ref.1, the University, vide Ref.2, have decided to obtain the Attendance / Internal Assessment marks as given below for further action.

**Attendance:**

During the lockdown period, the students may be deemed to have attended all the classes and the total attendance may be calculated accordingly. Hence, the attendance of the students shall be considered by summing up of the actual attendance of classes attended by the students before COVID lockdown and full attendance for the period during lockdown.

Hence, the colleges may upload the actual attendance secured by the students upto 16<sup>th</sup> March 2020 in the web portal of the office of the Controller of Examinations in the first 3 assessment periods for the higher semesters and in the first 2 assessment periods for the second semester.

### **Continuous Assessment for all UG/PG Programmes (Full-Time/Part-Time)**

As the lockdown for the students was from 17<sup>th</sup> March 2020, there is the possibility of conducting only two Assessment Tests for the higher semester UG/PG students except the second semester.

Hence, the colleges may upload

- (i) The first two assessment marks for the Theory Courses / Theory cum Studio of B.Arch. courses in the 2<sup>nd</sup> and 3<sup>rd</sup> assessment periods,
- (ii) Internal assessment marks for the Practical Courses by considering the number of experiments conducted upto 16<sup>th</sup> March 2020 in the 4<sup>th</sup> assessment period and
- (iii) Internal assessment marks for the Studio based courses of B.Arch. in the 4<sup>th</sup> assessment period.

Similarly, for the 2<sup>nd</sup> semester UG/PG courses, there is a possibility of conducting only one Internal Assessment during the 2<sup>nd</sup> assessment period and hence it is requested to upload

- (i) The first assessment mark for the Theory Courses / Theory cum Studio courses of B.Arch./M.Arch. in the 2<sup>nd</sup> assessment period,
- (ii) Internal assessment marks for the Practical Courses by considering the number of experiments conducted upto 16<sup>th</sup> March 2020 in the 4<sup>th</sup> assessment period and
- (iii) Internal assessment marks for the Studio based courses of B.Arch./M.Arch. in the 4<sup>th</sup> assessment period.

**The Principals of the Colleges are requested to complete the entry of attendance and the assessment marks in the web portal on or before 05.08.2020.**

**Also, the Principals of the Colleges are requested to send the examination fees collected from the students for the Current Semester Courses alone to the office of the Controller of Examinations on or before 07.08.2020.**

Yours sincerely,

  
01.08.2020

**CONTROLLER OF EXAMINATIONS (i/c)**

  
01/08/2020

**Copy to: The Zonal Coordinators / Zonal Officers of all Zones**



**CENTRE FOR ACADEMIC COURSES**  
ANNA UNIVERSITY  
CHENNAI – 600 025

Off: 22357077 / 73  
22357074  
Fax / Dir : 22352272

**Dr. S. HOSIMIN THILAGAR**  
**DIRECTOR**

Letter No.2407/AU/CAC/Ach Sch(Rev)/2020

16.10.2020

To  
The Deans of Regional Campuses /  
The Deans of Constituent Colleges /  
The Principals of the Non-Autonomous Affiliated Colleges.

**NOTIFICATION**

**Agenda Item: Extension of Academic Schedule (August – November 2020).**

Representations were received from various Principals of Affiliated colleges regarding the challenges / difficulties faced by both the students and faculty during the online teaching – learning process. The issues such as cramped academic schedule, poor network connectivity and insufficient time period between the conduct of three reviews for the project work were discussed.

After due deliberations, in order to address the above said issues and to facilitate the completion of syllabus and the conduct of the internal assessment, it was decided to extend the Academic schedule for the Affiliated Colleges for the current semester. The revised schedule for this session (August – November 2020) is tabulated as below:

### Affiliated Institutions

Sl. No	Program me	Commen cement of Classes	Last working day		Commencement of Practical Examinations		Commencement of End Semester Examinations	
			Existing	Revised	Existing	Revised	Existing	Revised
1.	All UG / PG Programme s (except I Semester)	12.08.2020	26.10.2020	13.11.2020	28.10.2020	17.11.2020	09.11.2020	26.11.2020
2.	B. E. / B. Tech. (Part-Time) – III, V, VII							

**RE - OPENING DAY FOR THE NEXT SEMESTER: 28.12.2020 (Monday)**

\*\* In order to ensure minimum no. of working days, the following Saturdays are declared as working days.

Sl. No.	Working Days (Saturdays for UG & PG )	Time Table of the Week Day to be Followed
1.	05.09.2020	Tuesday
2.	12.09.2020	Friday
3.	19.09.2020	Monday
4.	26.09.2020	Tuesday
5.	03.10.2020	Wednesday

Sl. No.	Working Days (Saturdays for UG & PG )	Time Table of the Week Day to be Followed
6.	10.10.2020	Thursday
7.	17.10.2020	Friday
8.	24.10.2020	Monday
9.	31.10.2020	Friday
10.	07.11.2020	Monday

This decision is taken with the approval of the competent authority.

Thanking you,

Yours faithfully,

*[Signature]*  
16/10/2020  
**DIRECTOR**

**Copy to:**

1. PS to Vice Chancellor
2. PA to Registrar
3. The Chairpersons, Faculty of Civil / Mechanical / Electrical // ICE / Technology / Management Sciences / S&H / Architecture & Planning, AU, Ch – 25.
4. Office of the Controller of Examinations
5. Office of Additional Controller of Examinations (UDs)
6. The Stock File, CAC.

# RAMCO INSTITUTE OF TECHNOLOGY

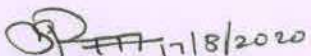
Academic Year 2020-2021 (Odd Semester)

17.08.2020

In order to ensure good academic preparation for the ensuing semester, all the faculty members are advised to prepare Lecture Plan, Tutorial Plan, Practical Plan, using ISO formats already in practice for III, V and VII Semester Theory Subjects. The complete course files as per the contents given below will be reviewed by the principal as per the following schedule. The preparation will be reviewed by HOD and Principal.

## Contents of the Theory Course file:

1. Lecture Plan
  2. Course objective and course outcomes
  3. Tutorial Plan with tutorial sheets if applicable
  4. Teaching – Learning material (Notes of lesson neatly typed/ written with good hand writing with appropriate margin on all 4 sides of the paper and any other downloaded and edited material, soft copies of NPTEL Video, Online course materials relevant to the subject.
  5. Question Bank with atleast (20 Nos. of 2 mark Question with Answers and around 10-15 important bigger questions for each unit.
  6. Question Bank with application oriented Question for each unit
  7. Syllabus Copy
  8. Individual Time Table
  9. Class Time Table
  10. Question Papers of immediate previous University examination (4-6 Nos.) for the subject concerned.
  11. Any other relevant material
- The course file for practical course can be prepared after receiving guideline as per the Anna University.
  - Due to Covid 19 Pandemic, the lecture plan can be prepared from 02.07.2020 in order to smooth conduct of classes.
  - The faculty members are requested to prepare the documents and verification process will be done after the Lockdown period.

  
Academic Coordinator \*  
(Dr.S.Periyanyagi)

  
Vice Principal

  
PRINCIPAL

Date: 21.01.2021



**CENTRE FOR ACADEMIC COURSES**  
ANNA UNIVERSITY: : CHENNAI – 600 025

**ACADEMIC SCHEDULE FOR NON AUTONOMOUS AFFILIATED COLLEGES**

**December 2020 – May 2021 (Even Semester – Final Semester\*)**

**UG & PG Programmes**

Sl. No.	Programme	Semester	Commencement of Classes	Last working day	Commencement of Practical Examinations	Commencement of End Semester Examinations
1.	B.E. / B.Tech.(Full-Time)	VIII	14.12.2020	12.04.2021**	15.04.2021	26.04.2021
2.	B.Arch. (Full-Time)	X				
3.	M.E. / M.Tech./ M.Arch.(FT)	IV				
4.	M.C.A. (Full-Time)	VI				
5.	M.B.A. (FT)	IV				
6.	M.Sc. (5 Yrs-Integrated)	X				
7.	M.B.A. (5 Yrs-Integrated)	X				

**\* Odd Semester - End Semester Examinations Holidays from 01.02.2021 to 17.02.2021.**

**NOTE:**

1. The Theory and Practical Examination schedules will be published in due course (Practical Examinations will be conducted before the theory examinations).
2. If necessary, loss of classes due to various curricular / co-curricular activities of the department / college may be compensated by conducting classes on Saturdays.

**\*\* In order to ensure minimum no. of working days, the following 8 Saturdays are declared as working days.**

Sl. No.	Working Days (Saturdays)	Time Table of the Week Day to be Followed
1.	20.02.2021	Friday
2.	27.02.2021	Tuesday
3.	06.03.2021	Wednesday
4.	13.03.2021	Friday

Sl. No.	Working Days (Saturdays)	Time Table of the Week Day to be Followed
5.	20.03.2021	Monday
6.	27.03.2021	Tuesday
7.	03.04.2021	Wednesday
8.	10.04.2021	Thursday

*Vijay*  
21.1.2021

**DIRECTOR  
ACADEMIC COURSES**



# CENTRE FOR ACADEMIC COURSES

ANNA UNIVERSITY: : CHENNAI – 600 025

## ACADEMIC SCHEDULE FOR NON AUTONOMOUS AFFILIATED COLLEGES

February 2021 – June 2021 (Even Semester – Except II & Final Semester)\*

### UG & PG Programmes

Sl. No.	Programme	Semester	Commencement of Classes	Last working day	Commencement of Practical Examinations	Commencement of End Semester Examinations
1.	B.E. / B.Tech.(Full-Time)	IV,VI	18.02.2021	21.05.2021**	24.05.2021	02.06.2021
2.	B.E. / B.Tech (Part-Time)	IV,VI				
3.	B.Arch. (Full-Time)	IV,VI,VIII				
4.	M.C.A. (Full-Time)	IV				
5.	M.Sc. (5 Yrs-Integrated)	IV,VI,VIII				
6.	M.B.A. (5 Yrs-Integrated)	IV,VI,VIII				

\* As per the directives of the Government of Tamil Nadu, the classes will be conducted in ONLINE mode

RE - OPENING DAY FOR THE NEXT SEMESTER: 01.07.2021 (Thursday)

#### NOTE:

- The Theory and Practical Examination schedules will be published in due course (Practical Examinations will be conducted before the theory examinations).
- If necessary, loss of classes due to various curricular / co-curricular activities of the department / college may be compensated by conducting classes on Saturdays.

\*\* In order to ensure minimum no. of working days, the following 12 Saturdays are declared as working days.

Sl. No.	Working Days (Saturdays)	Time Table of the Week Day to be Followed
1.	20.02.2021	Friday
2.	27.02.2021	Tuesday
3.	06.03.2021	Wednesday
4.	13.03.2021	Friday
5.	20.03.2021	Monday
6.	27.03.2021	Tuesday

Sl. No.	Working Days (Saturdays)	Time Table of the Week Day to be Followed
7.	03.04.2021	Wednesday
8.	10.04.2021	Thursday
9.	17.04.2021	Friday
10.	24.04.2021	Monday
11.	08.05.2021	Tuesday
12.	15.05.2021	Wednesday

*Wf*  
21.1.2021

DIRECTOR  
ACADEMIC COURSES



**RAMCO INSTITUTE OF TECHNOLOGY**  
Academic Schedule for EVEN Semester of Academic Year 2020-21  
VIII Semester B.E. Courses

DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL	
1 TUE		1 FRI	New year Holiday	1 MON	CoCM & CCM 2 (Starts)	1 MON	Completion of Unit IV	1 THU	
2 WED		2 SAT	Holiday	2 TUE		2 TUE		2 FRI	Good Friday
3 THU		3 SUN	Holiday	3 WED		3 WED		3 SAT	
4 FRI		4 MON		4 THU	CoCM & CCM 2 (Ends)	4 THU		4 SUN	Holiday
5 SAT		5 TUE		5 FRI		5 FRI		5 MON	
6 SUN	Holiday	6 WED		6 SAT	MON TT	6 SAT		6 TUE	
7 MON		7 THU	IAT QP-1 Submission	7 SUN	Holiday	7 SUN	Holiday	7 WED	
8 TUE		8 FRI		8 MON	Completion of Unit III	8 MON		8 THU	
9 WED		9 SAT	THU TT	9 TUE		9 TUE		9 FRI	
10 THU		10 SUN	Holiday	10 WED		10 WED		10 SAT	
11 FRI		11 MON	IAT-1 (Starts)	11 THU	IAT QP-2 Submission	11 THU		11 SUN	Holiday
12 SAT		12 TUE	IAT-1 (Ends)	12 FRI		12 FRI		12 MON	
13 SUN	Holiday	13 WED		13 SAT	TUE TT	13 SAT		13 TUE	Telugu New Year
14 MON	Commencement of Classes	14 THU	Pongal Holiday	14 SUN	Holiday	14 SUN	Holiday	14 WED	Tamil New Year
15 TUE		15 FRI	Thiruvalluvar Day	15 MON	IAT-2 (Starts)	15 MON		15 THU	
16 WED		16 SAT	Holiday	16 TUE	IAT-2 (Ends)	16 TUE	Completion of Unit V	16 FRI	
17 THU		17 SUN	Holiday	17 WED	Project Review II (Starts)	17 WED	CoCM & CCM 3 (Starts)	17 SAT	
18 FRI		18 MON	Completion of Unit II	18 THU		18 THU	IAT QP-3 Submission	18 SUN	Holiday
19 SAT	THU TT	19 TUE	Consolidated Mark statement	19 FRI		19 FRI		19 MON	
20 SUN	Holiday	20 WED	Project Review I (Starts)	20 SAT	Project Review II (Ends) WED TT	20 SAT	CoCM & CCM 3 (Ends)	20 TUE	
21 MON	CoCM & CCM 1 (Starts)	21 THU		21 SUN	Holiday	21 SUN	Holiday	21 WED	
22 TUE		22 FRI		22 MON	Consolidated Mark statement	22 MON	IAT-3 (Starts)	22 THU	
23 WED		23 SAT	Project Review I (Ends) WED TT	23 TUE		23 TUE	IAT-3 (Ends)	23 FRI	
24 THU	CoCM & CCM 1 (Ends)	24 SUN	Holiday	24 WED		24 WED	Project Review III (Starts)	24 SAT	
25 FRI	Christmas	25 MON		25 THU		25 THU		25 SUN	Mahavir Jayanti
26 SAT	FRI TT	26 TUE	Republic Day	26 FRI		26 FRI	Project Review III (Ends)	26 MON	
27 SUN	Holiday	27 WED	Students Feedback (starts)	27 SAT	National Science Day Celebration	27 SAT	Last Working Day	27 TUE	
28 MON	Completion of Unit I	28 THU		28 SUN	Holiday	28 SUN	Holiday	28 WED	
29 TUE		29 FRI	Students Feedback (Ends)	-	-	29 MON	Consolidated Mark statement	29 THU	
30 WED		30 SAT	TUE TT	-	-	30 TUE	AU Practical Examination	30 FRI	
31 THU		31 SUN	Holiday	-	-	31 WED		31 SAT	-

*M*  
04/12/20


**Notes:**

- 1 Internal Assessment Test I covers the syllabus of Unit I & 50% syllabus of Unit II, Internal Assessment Test II covers the syllabus of 50% syllabus of Unit II, Unit III and Internal Assessment Test III covers syllabus of Unit IV and syllabus of Unit V.
- 2 The Faculty members should evaluate the Answer scripts on the day(s) announced by exam control office for central valuation. The mark statements of all the subjects will be prepared by exam control office and the same will be given to the respective faculty members. The evaluated answer scripts should be distributed to the students for clarification/verification of marks allotted and should be returned within 2 days after completion of central valuation. In case of any change in marks awarded must be communicated to the exam control office.
- 3 No Retest will be conducted. However, the Students who are absent for the Test due to genuine reasons with prior permission and those who scored less than 60% of marks in any subject(s) in Internal Assessment Tests shall write Retest / Improvement Test for the corresponding subject(s) to improve their marks based upon the learn-perform-score policy, by obtaining permission from faculty and Principal.
- 4 Each Student shall write atleast 2 Assignments and present 1 Seminar or submit 1 Innovative Miniproject work in addition to writing 2 Online/ Written Unit Tests, 3 Internal Assessment Tests, and one Model Test in each Theory course (if required). The Faculty member shall evaluate Students' Assignments, Innovative project, Seminars, etc., and award grades to encourage them improve their self-learning performance.
- 5 The Respective Faculty Members are requested to conduct Unit Online Quiz on during their class hours subjected to laboratory availability.

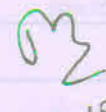
**Number Working Days : 73**

**Abbreviations:**

1	IAT -	Internal Assessment Test
2	CoCM -	Course Committee Meeting
3	CCM -	Class Committee meeting
4	DAC -	Department Advisory Committee Meeting
5	ISO MRM	ISO Management Review Meeting
6	PAQIC -	Program Assessment Quality Improvement Committee
7	PTA -	Parents Teachers Meeting
8	TT -	Time Table

 10/12/2020

**Academic Coordinator**

 10/12/20

**Principal**



**RAMCO INSTITUTE OF TECHNOLOGY**  
**Academic Schedule for EVEN Semester of Academic Year 2020-21**  
**IV Semester & VI Semester B.E. Courses**

FEBRUARY		MARCH		APRIL		MAY		JUNE	
1 MON		1 MON		1 THU	CoCM&CCM 2 (Ends)	1 SAT	May Day	1 TUE	
2 TUE		2 TUE		2 FRI	Good Friday	2 SUN	Holiday	2 WED	End Semester Examination
3 WED		3 WED		3 SAT	MON TT	3 MON	CoCM&CCM 3 (starts)	3 THU	
4 THU		4 THU	Completion of Unit I	4 SUN	Holiday	4 TUE		4 FRI	
5 FRI		5 FRI		5 MON	Students Feedback (starts)	5 WED		5 SAT	
6 SAT		6 SAT	Residential Assignment	6 TUE		6 THU	CoCM&CCM 3 (starts)	6 SUN	Holiday
7 SUN	Holiday	7 SUN	Holiday	7 WED		7 FRI		7 MON	
8 MON		8 MON		8 THU	Completion of Unit III	8 SAT	TUE TT	8 TUE	
9 TUE		9 TUE		9 FRI	Students Feedback (Ends)	9 SUN	Holiday	9 WED	ISO MRM Meeting
10 WED		10 WED		10 SAT	PA/GA/PC/TS/ARW PTA Meeting	10 MON		10 THU	
11 THU		11 THU	PAQIC Meeting	11 SUN	Holiday	11 TUE	IAT QP-3 Submission	11 FRI	
12 FRI		12 FRI		12 MON	Residential Assignment	12 WED		12 SAT	
13 SAT		13 SAT	PA/GA/PC/TS/ ARW	13 TUE	Telugu New Year	13 THU	FRI TT Completion of Unit V	13 SUN	Holiday
14 SUN	Holiday	14 SUN	Holiday	14 WED	Tamil New Year	14 FRI	Ramzan	14 MON	
15 MON		15 MON	IAT QP-1 Submission	15 THU	IAT QP-2 Submission	15 SAT	IAT-3 (Starts)	15 TUE	
16 TUE	IQAC Meeting	16 TUE		16 FRI		16 SUN	Holiday	16 WED	
17 WED		17 WED	IAT-1 (Starts)	17 SAT	PA/GA/PC/TS/ ARW	17 MON	Model Practical Exam Starts	17 THU	
18 THU	Commencement of Classes	18 THU		18 SUN	Holiday	18 TUE		18 FRI	
19 FRI		19 FRI	Completion of Unit II	19 MON	IAT-2 (Starts)	19 WED		19 SAT	DAC Meeting
20 SAT	WED TT	20 SAT	Residential Assignment	20 TUE		20 THU	Model Practical Exam Ends	20 SUN	Holiday
21 SUN	Holiday	21 SUN	Holiday	21 WED		21 FRI	IAT -3 (Ends) Last Working Day	21 MON	
22 MON		22 MON		22 THU		22 SAT	Holiday	22 TUE.	
23 TUE	CoCM&CCM 1 (starts)	23 TUE		23 FRI		23 SUN	Holiday	23 WED	
24 WED		24 WED		24 SAT	PA/GA/PC/TS/ ARW	24 MON	AU Practical Examination	24 THU	
25 THU		25 THU	IAT-1 (Ends)	25 SUN	Mahaveer Jayanti	25 TUE	Consolidated Mark statement	25 FRI	
26 FRI	CoCM&CCM 1 (Ends)	26 FRI		26 MON	IAT-2 (Ends)	26 WED		26 SAT	DAC Meeting
27 SAT	PA/GA/PC/TS/ ARW	27 SAT	PA/GA/PC/TS/ ARW	27 TUE		27 THU		27 SUN	Holiday
28 SUN	Holiday	28 SUN	Holiday	28 WED	Completion of Unit IV	28 FRI		28 MON	
-	-	29 MON	CoCM&CCM 2 (starts)	29 THU	Consolidated Mark statement	29 SAT	IQAC Meeting	29 TUE	
-	-	30 TUE	Consolidated Mark statement	30 FRI		30 SUN	Holiday	30 WED	
-	-	31 WED		-	-	31 MON		-	-

03  
5/12/21



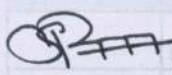
**Notes:**

- 1 Internal Assessment Test I covers the syllabus of Unit I & 50% syllabus of Unit II, Internal Assessment Test II covers the syllabus of 50% syllabus of Unit II, Unit III and Internal Assessment Test III covers syllabus of Unit IV and syllabus of Unit V.
- 2 The Faculty members should evaluate the Answer scripts on the day(s) announced by exam control office for central valuation. The mark statements of all the subjects will be prepared by exam control office and the same will be given to the respective faculty members. The evaluated answer scripts should be distributed to the students for clarification/verification of marks allotted and should be returned within 2 days after completion of central valuation. In case of any change in marks awarded must be communicated to the exam control office.
- 3 No Retest will be conducted. However, the Students who are absent for the Test due to genuine reasons with prior permission and those who scored less than 60% of marks in any subject(s) in Internal Assessment Tests shall write Retest / Improvement Test for the corresponding subject(s) to improve their marks based upon the learn-perform-score policy, by obtaining permission from HOD and Principal.
- 4 Each Student shall write atleast 2 Assignments and present 1 Seminar or submit 1 project work in addition to 3 Internal Assessment Tests, and one Model Test in each Theory course (if required). The Faculty member shall evaluate Students' Assignments, Innovative project, Seminars, etc., and award grades to encourage them improve their self-learning performance.
- 5 Faculty Members are advised to implement project based learning and problem based learning in their courses and document the outcomes interms of knowledge and skill attainment.

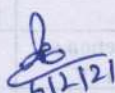
**Number Working Days : 75**

**Abbreviations:**

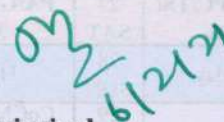
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|---|--------------------------------------|
| 1. IAT - Internal Assessment Test                           | 9. PA - Programming Aptitude         |
| 2. CoCM - Course Committee Meeting                          | 10. GA - General Aptitude            |
| 3. CCM - Class Committee meeting                            | 11. PC - Professional Communication  |
| 4. DAC - Department Advisory Committee Meeting              | 12. ARW - Advanced Reading & Writing |
| 5. ISO MRM - ISO Management Review Meeting                  | 13. TS - Technical Seminar           |
| 6. PAQIC - Program Assessment Quality Improvement Committee |                                      |
| 7. PTA -Parents Teachers Meeting                            |                                      |
| 8. TT -Time Table   |                                      |

 6/2/2021

**Academic Coordinator**

 6/2/21

**Vice Principal**

 6/2/21

**Principal**



**RAMCO INSTITUTE OF TECHNOLOGY**  
**Academic Schedule for EVEN Semester of Academic Year 2020-21**  
**VIII Semester B.E. Courses (Revised as on 21.01.2021)**

DECEMBER		JANUARY		FEBRUARY		MARCH		APRIL	
1 TUE		1 FRI	New year Holiday	1 MON	AU End Semester Examination (VII)	1 MON		1 THU	IAT QP-3 Submission
2 WED		2 SAT	Holiday	2 TUE		2 TUE		2 FRI	Good Friday
3 THU		3 SUN	Holiday	3 WED		3 WED		3 SAT	Project Review III (Ends)
4 FRI		4 MON		4 THU		4 THU		4 SUN	Holiday
5 SAT		5 TUE		5 FRI		5 FRI		5 MON	IAT-3 (Starts)
6 SUN	Holiday	6 WED		6 SAT	MON TT	6 SAT	Residential Assignment	6 TUE	IAT-3 (Ends)
7 MON		7 THU		7 SUN	Holiday	7 SUN	Holiday	7 WED	CoCM & CCM 3 (Starts)
8 TUE		8 FRI		8 MON		8 MON		8 THU	
9 WED		9 SAT	THU TT	9 TUE		9 TUE		9 FRI	Consolidated Mark statement
10 THU		10 SUN	Holiday	10 WED		10 WED		10 SAT	CoCM & CCM 3 (Ends)
11 FRI		11 MON		11 THU		11 THU	PAQIC Meeting	11 SUN	Holiday
12 SAT		12 TUE	IAT QP-1 Submission	12 FRI		12 FRI	IAT QP-2 Submission	12 MON	Last Working Day-
13 SUN	Holiday	13 WED		13 SAT	TUE TT	13 SAT	FRI TT	13 TUE	Telugu New Year
14 MON	Commencement of Classes	14 THU	Pongal Holiday	14 SUN	Holiday	14 SUN	Holiday	14 WED	Tamil New Year
15 TUE		15 FRI	Thiruvalluvar Day	15 MON		15 MON	Completion of Unit IV IAT 2 (Starts)	15 THU	AU Practical Examination
16 WED		16 SAT	Holiday	16 TUE	IQAC Meeting	16 TUE	IAT-2 (Ends)	16 FRI	
17 THU		17 SUN	Holiday	17 WED	AU End Semester Examination (VII)	17 WED	Project Review II (Starts)	17 SAT	
18 FRI		18 MON	Completion of Unit II	18 THU		18 THU		18 SUN	Holiday
19 SAT	THU TT	19 TUE	IAT-1 (Starts)	19 FRI		19 FRI	Project Review II (Ends)	19 MON	
20 SUN	Holiday	20 WED	IAT-1 (Ends)	20 SAT	FRI TT	20 SAT	Residential Assignment	20 TUE	
21 MON	CoCM & CCM I (Starts)	21 THU		21 SUN	Holiday	21 SUN	Holiday	21 WED	
22 TUE		22 FRI		22 MON	CoCM&CCM 2 (Starts)	22 MON	Consolidated Mark statement	22 THU	
23 WED		23 SAT	WED TT	23 TUE	Completion of Unit III	23 TUE		23 FRI	
24 THU	CoCM & CCM I (Ends)	24 SUN	Holiday	24 WED	Project Review I (Starts)	24 WED		24 SAT	AU End Semester Examination
25 FRI	Chirstmas	25 MON	Consolidated Mark statement	25 THU		25 THU		25 SUN	Mahavir Jayanti
26 SAT	FRI TT	26 TUE	Republic Day	26 FRI	Project Review I (Ends)	26 FRI		26 MON	
27 SUN	Holiday	27 WED	Students Feedback (starts)	27 SAT	CoCM&CCM 2 (Ends) TUE TT	27 SAT	TUE TT	27 TUE	
28 MON	Completion of Unit I	28 THU		28 SUN	Holiday	28 SUN	Holiday	28 WED	
29 TUE		29 FRI	Students Feedback (Ends)	-	-	29 MON		29 THU	
30 WED		30 SAT	TUE TT	-	-	30 TUE	Completion of Unit V	30 FRI	
31 THU		31 SUN	Holiday	-	-	31 WED	Project Review III (Starts)	31 SAT	-

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12/21


**Notes:**

- 1 Internal Assessment Test I covers the syllabus of Unit I & 50% syllabus of Unit II, Internal Assessment Test II covers the syllabus of 50% syllabus of Unit II, Unit III and Internal Assessment Test III covers syllabus of Unit IV and syllabus of Unit V.
- 2 The Faculty members should evaluate the Answer scripts on the day(s) announced by exam control office for central valuation. The mark statements of all the subjects will be prepared by exam control office and the same will be given to the respective faculty members. The evaluated answer scripts should be distributed to the students for clarification/verification of marks allotted and should be returned within 2 days after completion of central valuation. In case of any change in marks awarded must be communicated to the exam control office.
- 3 No Retest will be conducted. However, the Students who are absent for the Test due to genuine reasons with prior permission and those who scored less than 60% of marks in any subject(s) in Internal Assessment Tests shall write Retest / Improvement Test for the corresponding subject(s) to improve their marks based upon the learn-perform-score policy, by obtaining permission from HOD and Principal.
- 4 Each Student shall write atleast 2 Assignments and present 1 Seminar or submit 1 project work in addition to 3 Internal Assessment Tests, and one Model Test in each Theory course (if required). The Faculty member shall evaluate Students' Assignments, Innovative project, Seminars, etc., and award grades to encourage them improve their self-learning performance.
- 5 Faculty Members are advised to implement project based learning and problem based learning in their courses and document the outcomes interms of knowledge and skill attainment.
- 6 All Staurdays is allotted for carrying out project work in the industry or institution.

**Number Working Days : 78**

**Abbreviations:**

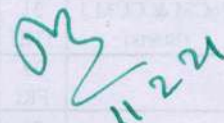
- |   |         |  |
|---|---------|--|
| 1 | IAT -   | Internal Assessment Test                         |
| 2 | CoCM -  | Course Committee Meeting                         |
| 3 | CCM -   | Class Committee meeting                          |
| 4 | DAC -   | Department Advisory Committee Meeting            |
| 5 | ISO MRM | ISO Management Review Meeting                    |
| 6 | PAQIC - | Program Assessment Quality Improvement Committee |
| 7 | PTA -   | Parents Teachers Meeting                         |
| 8 | TT -    | Time Table                                       |

 11/2/2024

**Academic Coordinator**

 11/2/24

**Vice Principal**

 11/2/24

**Principal**



**RAMCO INSTITUTE OF TECHNOLOGY**  
Academic Schedule for EVEN Semester of Academic Year 2020-21  
II Semester B.E. Courses

APRIL		MAY		JUNE		JULY	
1 THU		1 SAT	May Day	1 TUE		1 THU	
2 FRI	Good Friday	2 SUN	Holiday	2 WED		2 FRI	
3 SAT		3 MON		3 THU		3 SAT	IAT 3 (Ends) FRI TT
4 SUN	Holiday	4 TUE	IAT QP-1 Submission	4 FRI		4 SUN	Holiday
5 MON		5 WED		5 SAT	IAT 2 (Ends) MON TT	5 MON	Model Practical Exam Starts
6 TUE		6 THU		6 SUN	Holiday	6 TUE	CoCM&CCM 3 (Ends)
7 WED	Commencement of Classes	7 FRI	IAT-1 (Starts)	7 MON		7 WED	Model Practical Exam Ends
8 THU		8 SAT	TUE TT	8 TUE		8 THU	Last Working Day
9 FRI		9 SUN	Holiday	9 WED	ISO MRM Meeting	9 FRI	Consolidated Mark statement
10 SAT	THU TT	10 MON	Completion of Unit II	10 THU	Completion of Unit IV	10 SAT	AU Practical Examination
11 SUN	Holiday	11 TUE		11 FRI	Consolidated Mark statement	11 SUN	Holiday
12 MON		12 WED		12 SAT	TUE TT	12 MON	
13 TUE	Telugu New Year	13 THU	IAT-1 (Ends)	13 SUN	Holiday	13 TUE	
14 WED	Tamil New Year	14 FRI	Ramzan	14 MON		14 WED	
15 THU	CoCM&CCM 1 (starts)	15 SAT	WED TT	15 TUE		15 THU	
16 FRI		16 SUN	Holiday	16 WED		16 FRI	
17 SAT	FRI TT	17 MON	Students Feedback (starts)	17 THU		17 SAT	
18 SUN	Holiday	18 TUE	Consolidated Mark statement	18 FRI		18 SUN	Holiday
19 MON		19 WED		19 SAT	WED TT DAC Meeting	19 MON	
20 TUE	CoCM&CCM 1 (Ends)	20 THU		20 SUN	Holiday	20 TUE	
21 WED		21 FRI	Students Feedback (Ends)	21 MON		21 WED	Bakrid
22 THU		22 SAT	THU TT	22 TUE		22 THU	End Semester Examination
23 FRI	Completion of Unit I	23 SUN	Holiday	23 WED		23 FRI	
24 SAT	MON TT	24 MON	CoCM&CCM 2 (starts)	24 THU	IAT QP-3 Submission	24 SAT	
25 SUN	Mahavcer Jayanti	25 TUE		25 FRI	Completion of Unit V	25 SUN	Holiday
26 MON		26 WED	Completion of UNIT III	26 SAT	TUE TT DAC Meeting	26 MON	
27 TUE		27 THU	CoCM&CCM 2 (Ends)	27 SUN	Holiday	27 TUE	
28 WED		28 FRI	IAT QP-2 Submission	28 MON	IAT 3 (Starts)	28 WED	
29 THU		29 SAT	FRI TT IQAC Meeting	29 TUE	CoCM&CCM 3 (starts)	29 THU	
30 FRI		30 SUN	Holiday	30 WED		30 FRI	
-	-	31 MON	IAT 2 (Starts)	-	-	31 SAT	-

*3/4/21*

*3/4/21*

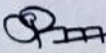
**Notes:**

- 1 Internal Assessment Test I covers the syllabus of Unit I & 50% syllabus of Unit II, Internal Assessment Test II covers the syllabus of 50% syllabus of Unit II, Unit III and Internal Assessment Test III covers syllabus of Unit IV and syllabus of Unit V.
- 2 The Faculty members should evaluate the Answer scripts on the day(s) announced by exam control office for central valuation. The mark statements of all the subjects will be prepared by exam control office and the same will be given to the respective faculty members. The evaluated answer scripts should be distributed to the students for clarification/verification of marks allotted and should be returned within 2 days after completion of central valuation. In case of any change in marks awarded must be communicated to the exam control office.
- 3 No Retest will be conducted. However, the Students who are absent for the Test due to genuine reasons with prior permission and those who scored less than 60% of marks in any subject(s) in Internal Assessment Tests shall write Retest / Improvement Test for the corresponding subject(s) to improve their marks based upon the learn-perform-score policy, by obtaining permission from HOD and Principal.
- 4 Each Student shall write atleast 2 Assignments and present 1 Seminar or submit 1 project work in addition to 3 Internal Assessment Tests, and one Model Test in each Theory course (if required). The Faculty member shall evaluate Students' Assignments, Innovative project, Seminars, etc., and award grades to encourage them improve their self-learning performance.
- 5 Faculty Members are advised to implement project based learning and problem based learning in their courses and document the outcomes interms of knowledge and skill attainment.

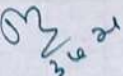
**Number Working Days : 76**

**Abbreviations:**

1. IAT - Internal Assessment Test
2. CoCM - Course Committee Meeting
3. CCM - Class Committee meeting
4. DAC - Department Advisory Committee Meeting
5. ISO MRM - ISO Management Review Meeting
6. PAQIC - Program Assessment Quality Improvement Committee
7. TT -Time Table

  
3/4/2021  
Academic Coordinator

  
3/4/21  
Vice Principal

  
3/4/21  
Principal

**RAMCO INSTITUTE OF TECHNOLOGY**

**Important Dates in Academic Schedule for**  
**VIII Semester of Academic Year 2020 – 2021 (Revised as on 21.01.2021)**

Sl. No.	Activity/ Event	Date(s)
1.	College Reopening for VIII Semester Giving Important dates in Academic Schedule, Syllabus, Course objectives to the students	14.12.2020
2.	Internal Assessment Test I (Tentative)	19.01.2021 & 20.01.2021
3.	Commencement of End Semester Examination for VII Semester	01.02.2021 to 17.02.2021
4.	Project Review I (Tentative)	24.02.2021 to 26.02.2021
5.	Internal Assessment Test II (Tentative)	15.03.2021 & 16.03.2021
6.	Project Review II (Tentative)	17.03.2021 to 19.03.2021
7.	Internal Assessment Test III (Tentative)	05.04.2021 & 06.04.2021
8.	Project Review III (Tentative)	31.03.2021 to 03.04.2021
9.	Last Working Day	12.04.2021
10.	Commencement of University Practical Examination	15.04.2021
11.	Commencement of End Semester Examination	24.04.2021

**Notes:**

- Each Student shall write 3 Internal Assessment Tests, in each Theory course (Subject). In addition, atleast 2 Assignments /1 Seminar shall be carried out to enhance their self-learning.
- All the Internal Assessment Test marks will be considered for Internal Assessment calculation. Absentees mark will be entered as zero.
- Retest for Internal Assessment Test may be held based on Time duration for
  - ❖ Students who could not write the test due to any genuine reasons and recommendation of HOD.
  - ❖ Students who have earned less than 60% of Marks.
- Students those who secured marks between 60-70% may be allowed to write retest for improving their internal marks.
- All Saturdays is allotted for carrying out project work in the industry or institution

**List of Holidays for EVEN Semester of Academic Year 2020 - 2021**

25.12.2020	Friday	Christmas	26.01.2021	Tuesday	Republic day
01.01.2021	Friday	New Year	27.02.2021	Saturday	Residential Assignment
02.01.2021	Saturday	Holiday	20.03.2021	Saturday	Residential Assignment
14.01.2021	Thursday	Pongal	02.04.2021	Friday	Good Friday
15.01.2021	Friday	Thiruvalluvar day	13.04.2021	Tuesday	Telugu New year
16.01.2021	Saturday	* Holiday	14.04.2021	Wednesday	Tamil New year

University Examination schedule with Time Table will be intimated once it is published by the Anna University.

  
Academic Coordinator

  
Vice Principal

  
Principal

# RAMCO INSTITUTE OF TECHNOLOGY

Academic Year 2020-2021 (Even Semester)

11.02.2021

In order to ensure good academic preparation for the ensuing semester, all the faculty members are advised to prepare Lecture Plan, Tutorial Plan, Practical Plan, using ISO formats already in practice. The complete course files as per the contents given below will be reviewed by the principal as per the following schedule. The preparation will be reviewed by HOD and Principal.

## Contents of the Theory Course file:

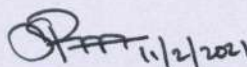
1. Lecture Plan
2. Course objective and course outcomes
3. Tutorial Plan with tutorial sheets if applicable
4. Teaching – Learning material (Notes of lesson neatly typed/ written with good hand writing with appropriate margin on all 4 sides of the paper and any other downloaded and edited material, soft copies of NPTEL Video, Online course materials relevant to the subject.
5. Question Bank with atleast (20 Nos. of 2 mark Question with Answers and around 10-15 important bigger questions for each unit.
6. Question Bank with application oriented Question for each unit
7. Syllabus Copy
8. Individual Time Table
9. Class Time Table
10. Question Papers of immediate previous University examination (4-6 Nos.) for the subject concerned.
11. Project based Learning/ Problem based learning (Based on Subject nature, if required)
12. Any other relevant material

## Contents of the Practical Course file:

1. Laboratory Manual prepared as per guideline
2. Practical Plan
3. Syllabus Copy
4. Individual Time Table
5. Class Time Table
6. Any other relevant material

## Schedule

Sl. No.	Date	Department
1.	16.02.2021	Civil Engineering
2.	16.02.2021	Computer Science and Engineering
3.	16.02.2021	Electrical and Electronics Engineering
4.	17.02.2021	Electronics and Communication Engineering
5.	17.02.2021	Mechanical Engineering
6.	17.02.2021	Science and Humanities

  
Academic Coordinator  
(Dr.S.Periyanyagi)

  
Vice Principal

  
PRINCIPAL