

**Modern Education Society's College of Engineering, Pune - 411 001**

**Department: Computer Engineering**  
**Academic Calendar**

**Sem:I**

**Sem Start Date: TE/BE:18/07/2022**

**Sem Start Date: SE:17/08/2022**

**Academic Year : 2022-23**

**Sem End Date: TE/BE:05/11/2022**

**Sem End Date: SE:10/12/2022**

Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinator	Department Committee	Detailed Activities	Planned Week
A	Management Review	Review of Activities 1,2,3,4. (Attendies: P, VP, Heads, Deans, IQAC,CEO, Registrar, Librarian, TPO with Trustees)	Principal / Vice-Principal	NFS			
B	Department Review	Monitoring and execution of activities 1,2,3,4 (Attendies: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		NFS			
				SKW (PG)			
		<b>Academic Activity</b>	<b>VNR (Dean)</b>				
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	RMW	NFS, SBS	Workload Distribution & inform to faculty	W-1, W0
					SBS, CYV	Preparation of Academic Calendar, Time table & Display	W0,W1
					RMW, SK, SAS, SEI, PMP,	Allotment of class, parent teachers, Course coordinator	W0, W1
						Attendance Monitoring (Monthly Defaulters' list & Action Plan)	W6, W12, W16
						Parents Meet	
						Mid/End term Feedback & its corrective action	W9, W16
					RAK, SPD, DDA	Academic Audit to review quality of academic processes (Course & Department level Files)	W8
					SRK, ADD, ASN	Annual Department Report	W15

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	Detailed Activities	Planned Week
1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	JRP	BKB, SSR, GSP	Student data (Confirmation of Roll Call)	W1
					JRP, MSS, BFM, NSG, ASN, PSR	Result Data Analysis and Action plan (Remedial Classes)	W8
						Mid Term Test (Internal)	As declared by SPPU
						Display Marksheet & Analysis with action plan	As declared by SPPU
						Univ In-Sem Examination and mark entry with Analysis	As declared by SPPU
						End Term Exam - Internal	W14
						Display Marksheet - End term Internal with Analysis	W16
		B.E. Project /PBL//Internship	SPD	SPD, SSR, PMP	BE Project	W4 To W15	
				SPD, SSR, SSM	TE Seminar	W4 To W15	
				APK, SSM, NSG	PBL	---	
				SPD, GBA, DSR	Internship	W1 To W15	
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW	SSR	SSR, SAS, RHS, CYV, AAS	Guest Lecture / Expert Talk	W4 To W15
					SBS, ADD, SK	Industrial Visit	---
					SRK, DDA, SBS, BFM	Professional Student Society Association - CSI/ACM/SAE/ISTE/IET etc	W10
					BKB, GBA, ASK, NSG	Student Workshop, Student Technical Skill Development Training	W3 To W15
					GSP, ASK, JSM, ASN	ACE/ETSA/MESA	W11
		Accreditation Process & Quality Ranking	PPM (IQAC)	APK	SKW, JSM	NBA	W4 to W15
					SRK, BFM, CYV	NAAC	W4 to W15
					SPK, DDA	NIRF	
					APK, SSM	ARIIA	W4 to W15

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	Detailed Activities	Planned Week
		<b>Industry Institute Interaction</b>	<b>RAK (Dean)</b>				
2	<b>Interaction with Outside world Cell</b>	Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training	<b>SHG</b>	<b>SPK</b>	SPK, PSR	MOU with Industry/ Institute/ Research Organisation	W8-W10
					GSP, BFM	Grants/ Consultancy/ Revenue Generation	W1-W15
					BKB, GBA, ASK, NSG	FDP/ STTP	W12-13
					GSP, SSM	Technical Support & Office Staff Training	W10
					SSR, SEI	Conference	-
					SK, PSR	Publications	W12-W15
					RMW, AAS	Incubation	
		R&D / Innovation / EDC/Incubation/ International Colabaration	<b>RSK</b>	<b>BKB</b>	RMW, AAS	Entrepreneuship Development Programme	
		Alumni Association	<b>VNC/YMA</b>	<b>RAK</b>	RAK, MSS	Alumni Association	
		<b>Student Development and Placement</b>	<b>ACM (Dean)</b>				
3	<b>Student Development and Placement</b>	Placement/CRT	<b>GSP</b>	<b>GSP</b>	GSP, DDA, MSS, SAS	Placement	W1 to W15
						Campus Recruitment Training	W1 to W4
						Guidance for higher studies & Competitive Exams	W9 to W12
		All Clubs	<b>SRK Comp</b>	<b>SRK</b>	SRK, ADD, GBA, PSR	Nakshatra Astronomy club	W4 to W13
						Google developer student club	
						Workattech MESCOE	
						Colloquium Magna Model United Nations Club	
						Robo Club	
						Directing Visions	
						Designers Club	
						Enthusiat Club	
						Hackerearth Club	
						Code Storm Club	
Smart India Hackaton							

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	Detailed Activities	Planned Week
3	Student Development and Placement	Magazine/Astitva/Jhankaar/ Newsletter/ NSS/student welfare/ Sports/ Medical Test (FE&DSE)	PNK	SBS	APK, ASK	Magazine	W7, W15
					APK, AAS	Newsletter	W7, W15
					APK, SEI, RHS	Astitva	
					APK, JSM, PMP	Day Celebration	W3, W7, W8, W12
					APK, ASK	Jhankaar	
					BKB, ASK	NCC / Sports	W1 To W15
					SBS, SEI	NSS	W1 To W15
					SBS, GBA	Student Welfare	W1 To W15
					STC, CK	Medical Test (only for FE and DSE)	
		<b>Administration</b>	<b>SBS(FE) (Dean)</b>				
4	Administration	Admission Process	Registrar		SRK, DDA, MSS, JSM		W1 to W8
		WebSite/Social Media Marketing /Publicity	PRO		SRK, MSS SBS, RHS		W1 to W15
		Office Management Cell	Dean Admin		BKB		
		Housekeeping & Maintenance	HoD		GSP, ASK	Department Ambience	W1 to W15
					SRK, ASK	Lab Maintenance	W1 to W3
		DSR Verification, Consumable records			SRK, ASK, DSR	Lab DSR verification	W16
		Purchase Cell	Dean Admin		SPK, ADD		W1 to W15
		Library	Librarian		RMW, DSR	Library Usage	W16

Coordinator

Head of Department

Principal