## MODERN EDUCATION SOCIETY'S COLLEGE OF ENGINERING, PUNE

<u>Department:</u>- Computer Engineering
Starting Data: 18/12/2017

Academic Year: 2017-18

Semester:-II Concluding Date:- 06/04/2018

Star	ting Date:- 18/12/2017	_																					JONG	Tuding Date:	- 06/04/2018				
Sr.	Month	<u> </u>	De					Jar		_	Feb   W   W   W				]			Ap		May					Resource				
No	Activity			-				W	W	W	<b> </b>	_			W	W											W	Dorson	Resources
т	Academic	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
1										Т		Τ				Г	Ι					Т				Ι	П	<u> </u>	<u> </u>
1	To accept course theory/practical responsibility for the term																											HOD	
2	To set Objectives of the course/dept			$\dashv$				$\vdash$		+		$\vdash$						Н			$\dashv$	$\dashv$		$\dashv$			$\vdash$	HOD,SKW	
				$\dashv$				$\vdash$		+			$\vdash$			-	_				$\dashv$	_				-	┢		
3	Mapping with PEO'S							$\vdash$		+			_				_	Н			$\dashv$	$\dashv$		_		_	┢	HOD,SKW	
4	To prepare content analysis/lesson plan/Syllabus/Personal Timetable																											SPD	
5	To prepare/ review/ update lab manual																											SPD	
6	Review/preparation/maintenance of labs																	П										HOD	
7	Instruction delivery theory/ practical/generation of self learning																											SPD	
8	Conduction of Tutorial	П		$\neg$						$\top$		П						П										SRK	
9	SE Online Exam And TE & BE In Sem										Online				Online/ In-Sem													SRK	
10	Analysis of University Result	П																П										SRK	
11	Defaulters list and send letters to parents																											SPD	
12	Parent meeting																											SPD	
13	Mentoring students																											SPD	
14	Library usage review																											SPD	
15	Remedial classes																											SRK	
16	Student project quality review																											SPK	
17	Continuous Assesment/Journal Cerification									Con	tinous A	Asses	ssment	-														HOD	
18	Submission of term work marks																											SRK	
	University practical exam																											SRK	
20	University theory exam																											SRK	
21	Next term work load distribution																											HOD	
22	Feedback :Departmental																											SPD	
23	Feedback :Individual Faculty																											SPD	
24	Analysis of feedbacks																											SPD	
25	Preventive and corrective action based on feedback																											HOD	
26	Appraisal form																											HOD	
27	Time Table Preparation and Display																											HOD	
28	Ambience- Class room, Laboratories																											HOD	

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Star	Month			Dec		T		Jai	•			Fel	h	1	7	Marcl	h			Ar	ril				Mos		OHCI	uding Date:	- 00/04/2016
Sr.	Month				T X X 7	**7	T X X 7			<b>XX</b> 7	**7			<b>XX</b> 7				$\mathbf{w} \mathbf{w}$				<b>XX</b> 7	<b>XX</b> 7		May	,	<b>XX</b> 7	Resource	Dagayyaaa
No	Activity	-1		_	2	W 3	4	W   5	W 6	W 7	W 8	<b>W</b> 9	10	W 11	W 12	W 13	14	15	16	17	18	19	20	21	22	W 23		Person	Resources
II	Co-Curricular					10	<u> </u>	10		1 ' 1		1 - 1	10			10		1201		1 - /	120			<u>   </u>			1		
1	Display academic calendar					Τ		Τ		П																		HOD	
	DSR Verification							$\top$		$\Box$		П		$\neg$				П						П				HOD	
	Budget Preparation									$\Box$		П		$\neg$				П						П				HOD	
	Professional Society Activity	П						1				Т.						П						П				BKB	
	Interaction with outside world:							1		П								П						П				BKB	
	<b>5.a.</b> Conducting short term courses																	Ш										DND	
5	<b>5.b.</b> FDP [Staff]	Ш						$\perp$		Ш		Щ						Ш						Ш				BKB	50,000/-
	<b>5.c.</b> Guest Lectures	Ш										ш																BKB	12,000/-
	<b>5.d.</b> Industrial Visits	Ш		_						$\sqcup$		$\sqcup$	$\Box$	$ \longrightarrow $								Щ		Ш				BKB	3,50,000/-
	Student Association Activities : ACE	Ь.,						_		$\sqcup$		ш																SPD	80,000/-
7	Research/R&D/project proposal/consultancy																											BKB	
8	Training of support staff											П																BKB	
	Innovations/entrepreneurship initiavtive/publication of technical magazine / organizing paper contest/product design contest																											BKB	
10	Departmental Meeting							De	partmenta	al me	eting to	be co	onduc	ted or	n 2nd & 4t	h Satu	ırday c	f Ev	ery N	Mont	h							HOD	
11	Entrepreneurship Development Program																											BKB	
12	Incubation Center							1		$\Box$		П						П										BKB	
13	Grants & Revenue Generation																											GSP	
14	National/International Conference							T		П		П						П										RMW	1,50,000/-
15	Publication Activity																	П										RMW	
III	Extra-Curricular								-																				
1	Days Celebration					ankar 18	Youth Day	1	Republic Day						Women's Day													SBS	15,000/-
2	NSS											П																SBS	
3	Robo Club																	П										SBS	15,000/-
4	College Magazine																											SBS	
5	News Letter																											SBS	
6	Astitva																											SBS	10,000/-
7	Student Welfare Board																											SBS	