

MODERN EDUCATION SOCIETY'S COLLEGE OF ENGINEERING, PUNE

Department:- Computer Engineering

Academic Year:- 2018-19

9th April

Semester:-II

Starting Date:- 17/12/2018

Concluding Date:- 09/04/2019

Sr. No	Month Activity	Dec		Jan				Feb				March				April				May				Coordinator	Human Resource & Funding						
		W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W			W					
		-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	p	17	18	19	20			21	22	23	24		
I	Academic																														
1	To accept course theory/practical responsibility for the term																												HOD	HOD	
2	To set Objectives of the course/dept																												HOD, SKW	HOD, SKW	
3	Mapping with PEO'S																												HOD, SKW	HOD, SKW	
4	To prepare content analysis/lesson plan/Syllabus/Personal Timetable																												SPD	SPD,DDA	
5	To prepare/ review/ update lab manual																												SPD	SPD,DDA	
6	Review/preparation/maintenance of labs																												HOD	SRK,NIU	
7	Instruction delivery theory/practical/generation of self learning																												SPD	SAH,ASK	
8	Conduction of Class Test/ Tutorial												Test					Test											SRK	NLC,MAM,NIU,PRR	
9	SE Online Exam and TE-BE InSem											FE/SE Online					Online/ In-Sem												SRK	NLC,MAM,NIU,PRR	
10	Analysis of University Result																												SRK	SHP, SB	
11	Defaulters list and send letters to parents																												SPD		
12	Parent meeting																												SPD	RMW,SK1	
13	Mentoring students																												SPD		
14	Library usage review																												SPD	RMW, PRR	
15	Remedial classes																												SRK	MAM, PRR	
16	Student project quality review																												SPK	SSR,BKB	
17	Continuous Assesment/Journal Cerification																												HOD	HOD	
18	Submission of term work marks																													SRK	
19	University practical exam																												SRK	NLC,MAM,PRR,NIU	
20	University theory exam																												SRK		
21	Next term work load distribution																												HOD	HOD	
22	Feedback :Departmental																												SPD		
23	Feedback :Individual Faculty																												SPD		
24	Analysis of feedbacks																												SPD	SPD,NIU, SK1	
25	Preventive and corrective action based on feedback																												HOD		
26	Appraisal form																												HOD	SKW,JRP	
27	Time Table Preparation and Display																												HOD	DDA	

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		-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						
28	Ambience- Class room, Laboratories																											HOD	NLC,ASK				
29	Academic Audit																											RAK					
II Co-Curricular																																	
1	Display academic calendar																											HOD	SBS				
2	DSR Verification																											HOD	NZ				
3	Budget Preparation																											HOD	SPK,ADD				
4	Professional Society Activity																											BKB	SBS,SRK, DDA				
5	Interaction with outside world: 5.a. Conducting short term courses																											BKB	GBA, GBD, SP, JM				
	5.b. FDP [Staff]																											BKB					
	5.c. Guest Lectures																											BKB	SSR, MAM, SB, SI, BM 20,000/-				
	5.d. Industrial Visits																											BKB	SBS, SK1 50,000/-				
6	Student Association Activities : ACE																											SPD	GSP, SHP, SAH, GBD, ADD 80,000/-				
7	Research/R&D/project proposal/ consultancy																											BKB	JRP, SPK				
8	Training of support staff																											BKB	GSP, MAM, GBD				
9	Innovations/entrepreneurship initiative/publication of technical magazine / organizing paper contest/product design contest																											BKB	GSP, SHP				
10	Departmental Meeting	Departmental meeting to be conducted on 2nd & 4th Saturday of Every Month																									HOD						
11	Entrepreneurship Development Program																											BKB	JRP, SAH				
12	Incubation Center																											BKB					
13	Grants & Revenue Generation																											GSP					
14	National/International Conference																											SPK	SBS, SHP 1,50,000/-				
15	Publication Activity																											SPK					
III Extra-Curricular																																	
1	Days Celebration																											SBS	NIU, PAK 15,000/-				
2	NSS																											SBS	SBS, NZ				
3	Robo Club																											SBS	ADD, MSS 15,000/-				
4	College Magazine																											SBS	APK				
5	News Letter																											SBS	APK				
6	Astitva																											SBS	SK, SP 10,000/-				
7	Student Welfare Board																											SBS	SK, GBA				

HOD

PRINCIPAL