

Modern Education Society's
College of Engineering, Pune
ACTIVITY CALENDAR

YEAR : 2018-19

Department: - FE (ALL)

Starting date: -01/08/2018

Semester:-I

Concluding Date : 05/12/2018

Month	July		August				September					October				November				December					Resource person	Resources	
	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W				
	-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22			
I	Academic																										
1	To accept course theory/practical responsibility for the term																									DSA	
2	To set Objectives course/dept																									DSA/AP	
3	Mapping with PEOs																									DSA/AP	
4	Preparation of content analysis/lesson plan /syllabus/Personal TT/Course Fiile & Personal File																									SN/	
5	Review/Prepare/ Update lab manual																									SSK/VVT	
6	Review/preparation/ maintenance of lab																									SSK/VVT	
7	Instruction Delivery Theory/Practical/genration of self learning																									VSG/	
8	Conduction ofMid term/End Term/Tutorial/ Mock Test																									RBC/ASK	
9	University Online exam																									RBC/Sen Sup/ Ass SS	
10	Analysis of university result																									SSK	
11	Display Defaulters list and send letters to parents																									SSM	
12	Orientation / Parent Meeting program																									ARP/SSM	
13	Mentoring of Students/Parent Teacher Activity/Review																									SBS/SN	
14	Library usage review																									PAK	
15	Remedial classes																									RBC/ANS	
16	Student project quality																										
17	Journal certification																									Submission	Subject Incharge
18	Submission of term work marks																									RBC/SSK	
19	University Practical Exam																										
20	University Theory Exam																									RBC/ Sen Sup/ Ass SS	
21	Next term work load distribution																									DSA	
22	Feedback (Departmental) & Analysis																										
23	Feedback (Individual Faculty)																									MV/SAB/	
24	Analysis of Feedback (individual Faculty)																										

Month	Activity	July		August					September					October					November					December					Resource person	Resources
		W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W		
		-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22					
25	Review of Corrective / Preventive Action based on feedback																											DSA		
26	Appraisal Form																											DSA		
27	Time Table Preparation & display																											DSA/ARP/SSJ		
28	Class rooms/labs/faculty rooms ambience																											SSK		
II Co-curricular																														
1	Display academic calendar																											ARP/SSJ		
2	DSR verification																											VSG		
3	Budget Preparation																											SBS/SAB/SSK/VSG		
4	Industrial Visit																													
5	Professional Society																													
6	Interaction with outside world:guest Lecture																											DSA/MV / Subject teachers		
7	Conducting short term course/workshop, 6.b FDP(staff)																													
8	Academic Activity Report Collection																											VSG/		
9	Reserch/publication activity/R& D project proposal.consultancy																													
10	Training of Support Staff																													
11	innovation/enterpreunership initiative/publicationof technical magzine/organizing paper																													
12	Weekly Meeting NBA Preparation/NAAC/LIC																											AP/SN		
13	Enterpreunership Devolopemnt																													
14	Icubication Center / Departmental Report Generation																											ANS		
15	National / Interntional Conference																													
III Extra-Curricular																														
1	Days Celebration																													
2	NSS																											SN/		
3	ROBO club																													
4	College Magazine/																											MV		
5	News Letter																											MV		
6	Alumini Meet																													
7	Students' Medical Check Up																											SN/BHOGE/CLASS TEACHER/PARENT TEACHER		


Prepared By
Prof A R Patil


FE INCHARGE
Prof. Dr. D. S. Adkar


Vice Principal
Prof Dr. V. N. Raibhole

Principal
Prof. Dr. A. A. Keste

	Month	Jan					Feb				Mar				Apr				May					Resource person	Resources	
		W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W					
		-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			22
25	Review of Corrective / Preventive Action based on feedback																								DSA	
26	Appraisal Form																								DSA	
27	Time Table Preparation & display																								ARP/SSJ/AVC	
28	Class rooms/labs/faculty rooms ambience																								PMW/AVC	
II	Co-curricular																									
1	Preparing & Display academic calendar																								ARP/SSJ/AVC	
2	DSR verification																								BRP/PAK	
3	Budget Preparation																								DSA/VSG/SBS/SSK	
4	Industrial Visit																									
5	Professional Society																									
6	Interaction with outside world:guest Lecture																								SN/PAK	
7	Conducting short term course/workshop, 6.b FDP(staff)																									
8	Academic Activity Report Collection																								VSG/VSM	
10	Reserch/publication activity/R& D project proposal.consultancy																									
11	Training of Support Staff																									
12	innovation/Enterpreneursip initiative/publicationof technical magazine/organizing																									
14	Weekly Meeting NBA Preparartion																								AP/SN	
15	Enterpreneursip Developemnt																									
16	Departmental Report Genaration																								ANS/VRV	
17	National / Interntional Conference																									
III	Extra-Curricular																									
1	Days Celebration																									
2	NSS																									
3	ROBO club																									
4	College Magazine/																								MV/PDN	
5	News Letter																								MV/MSM	
6	Alumini Meet																									
7																										


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