

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

Semester:-I

Concluding Date : 17/12/2019

Department: - FE (ALL)

Starting date: -13/08/2019

Month	July		Aug				Sept					Oct					Nov				Dec					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			
	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23			
1	Academic																										
1																									DSA		
2																									DSA/AP		
3																									DSA/AP		
4																									AP/ANS/AVD		
5																									VSG/SAB/SD		
6																									SSK/AD/AVD		
7																									VSG/PMW/AD		
8																									SSK/ANS/Subject Teacher		
9																									RBC/PMW/ Sen Sup/Ass SS		
10																									SSK/PMW/AAP		
11																									SBS/SSM/AAM		
12																									ARP/SSJ/PPK		
13																									SBS/SD		
14																									SBS/PHM/AAM		
15																									SBS/SD/Subject Teachers		
16																											
17																									Submission	Lab Incharge	
18																										RBC/PMW/AAM	
19																											
20																										RBC/PMW/Sen Sup/Ass SS	
21																										DSA	
22																											
23																										DSA/MV/SAB/AVD	
24																											
25																										DSA	
26																										DSA	
27																										ARP/SSJ/PPK	
28																										VSM/SD/PHM	

Name of the Department- First Year Department

Academic Calender 2019-20 Term -II

Starting Date: - 07/01/2019 Concluding Date: - 09/05/19

Sr No	College Development Cell	Cell Activity	Cell Activity Details	College Development Cell activity Coordinator	Departmental Primary/Secondary Coordinator	Department Committee Member	January		February				March				April																
							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									
I	Academic Monitoring / Examination Cell	Academic Monitoring & Action	Workload Distribution & inform to faculty	Dr. P.P. Mane	SSK/PPK	VRV																											
			Preparation of Time table & Display																														
			Allocation of class, parent teachers, Course coordinator																														
			Confirmation of roll numbers & online attendance sheet																														
			Attendance Monitoring Report - I (W-2)																														
			Non reported students List & reporting to parents																														
			Attendance Monitoring Report - II (W-4)																														
			Display & Counselling of Low Attendance students																														
			Attendance Monitoring Report - III (W-8)																														
			Display & Counselling of Low Attendance students & parents																														
	Academic Audit	Academic Audit	Academic Audit	Parents Meet	Dr. S.S. Sarawade	ARP	MV/ PHM																										
				Mid term Submission																													
				Attendance Monitoring Report - IV (W-12)																													
				Display & Counselling of Low Attendance students																													
				Remedial Classes & Counselling for Non reported students																													
				Attendance Monitoring Report - V (W-15) FINAL																													
				Prov. Detention List -Communicate & Counselling																													
				Final detention List																													
				Term End Report																													
				Academic Audit to review quality of academic processes																													
Examination (Internal / External)	Examination (Internal / External)	Examination (Internal / External)	Current sem Course file Checking	Dr. K.S. Tiwari	VSG	SAB /MV/AVD																											
			Course file checking of last semester with final result																														
			Mid term Feedback and its corrective action																														
			End term Feedback and its corrective action																														
			Student data																														
			Result Data Analysis and Action plan																														
			Mid Term Test (Internal)																														
			Display Marksheet & Analysis with action plan																														
			Univ In Sem Examination and mark entry with Analysis																														
			End Term Exam: Internal																														
Accreditation Process	Accreditation Process	Accreditation Process	Display Marksheet - End term Internal with Analysis	Dr. A.C. Mitra	ARP/BRP	PMW / SSM																											
			Forms & format development																														
			Compliance status & planning																														
			Monitoring of accreditation processes																														
			FE Project																														
			DSR Verification, Consumable Item stock Verification																														
			Lab Maintenance and Lab ambience records																														
			Consultancy																														
			MOU with Industry/ Institute/ Research Organisation																														
			Interaction with Outside world Cell				Interaction with Outside world Cell	Interaction with Outside world Cell	Grants from UGC/AICTE/BCUD/Govt Organisation/Industry	Dr. S.H. Gawande	VSM	VSM																					
Revenue Generation-Internal and External																																	
FDP / Support Staff Training/ Student Technical Skill development training																																	
Guest Lecture / Industrial Visit																																	
Conference, Publication																																	
Incubation / EDP																																	
R&D / Innovation																																	
Others																																	
Placement																																	
CRT																																	
Student Development Cell	Student Development Cell	Student Development Cell	Higher Education/Competitive exam Guidance, Expert talk related to placement	Dr. V.N. Raibhole	SMN/MV	SSM																											
			Admission/ Promotion/ WebSite updation / Quality Ranking of Institute																														
			Alumni Association																														
			Others- Medical Test,Scholarship Forms, Course Exit Survey etc.																														
			Robo club																														
			Baja / E - Baja																														
			Professional student society Association																														
			Magazine																														
			Asstiva																														
			Thankaar																														
Co / Extra Curricular Activity Cell	Co / Extra Curricular Activity Cell	Co / Extra Curricular Activity Cell	Newsletter	Dr. P.N. Kota	MV	Parent Teachers and Class Teachers																											
			NCC / Sports																														
			NSS / Student welfare																														
			Others, Mental Ability Test, Library																														
			Counselling Of Students																														

Prepared by

Prof.S.S.Kulkarni
Prof.P.P.Katkar

FE Incharge

Prof. Dr. D. S. Adkar

Principal

Prof. Dr. A. A. Keste