

**Modern Education Society's College of Engineering, Pune - 411 001**  
**Department of Mechanical Engineering**  
**Academic Year 2018-19 Term -II**

**Starting Date: - 17/12/2018**

**Concluding Date: - 09/ 04 /2018**

	Month Activity	December					January					February					March					April				Resource person	Resources		Sign		
		W -1	W 0	W 1	W 2	W 3	W 4	W 5	W 6	W 7	W 8	W 9	W 10	W 11	W 12	W 13	W 14	W 15	W 16	W 17	W 18	W 19	W 20	Fund							
<b>I Academic</b>																															
1	To accept course theory/practical responsibility for the term																												HoD	Class Coordinator	
2	To set Objectives of the course/dept																												AM ,VMS	V J Sonawane	
3	Mapping with PEO'S																												ARP	V J Sonawane	
4	To prepare content analysis/lesson plan/Syllabus/Personal Timetable																												SSS	PBB / PSP	
5	To prepare/ review/ update lab manual																												SSS	Individual faculty / Lab Incharge	
6	Review/preparation/maintenance of labs.																												VRV	VSM	
7	Instruction delivery theory/ practical/ generation of self learning																												KAM	Class Coordinator	
8	Conduction of mid and end sem test/tutorial (Direct and Indirect attainment tool)																												SDW	PRM /SPP	
9	a) Online Exam (only for SE)																												SDW	SPG / PMR	
	b) In Sem Exam (only for TE/ BE)																												SDW	Asstt. Sup. / Dept. In sem exam coordinator	
10	Analysis of university result																												SDW	Class Teacher / Individual faculty	
11	a ) Display defaulters list																												KAM	Class Teacher	
	b) Send letters to parents																												KAM	Parent Teacher	
12	Parent meeting																												KAM	CBM & Parent Teacher	

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13	Mentoring students																										KAM	Class Coordinator Class Teacherr Parent Teacher	
14	Library usage review																										VJS	KDH / VJS	
15	Remedial classes																										PRM	PRM /KDH	
16	BE Student project quality review																										SPG	VSM / BRP	
17	Continuous Assesment /Journal Cerification																										Class Coordinator	Individual faculty	
18	Submission of term work / In sem marks																										PRM	PRM /SPP	
19	University practical exam																										SPP	PRM / SPP /PBB / Individual faculty	
20	University theory exam																										SPP	SPP / PRM / Individual faculty	
21	Next term work load distribution																										HoD	SSJ / SPP/ KAM	
22	Feedback :Departmental																										SJC	SJC /PMR	
23	Feedback :Individual Faculty																										SJC	SJC /PMR	
24	Analysis of feedbacks																										SJC	SJC /Individual faculty	
24	Preventive and corrective action based on feedback																										DAB,PAC	Individual faculty	
26	Appraisal form																										HoD	KDH /PMR	
27	Time Table Preparation and Display																										SSJ	Suhas S J / SPP / AAP	
28	Ambience- Class room, Laboratories																										CBM	CBM	

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<b>II Co-curricular</b>																													
1	Display academic calendar																										SSJ	Suhas S J / SPP/PRM	
2	DSR verification																										BDN	BDN	
3	Budget Preparation																										HoD	SPG / PMR / Lab I/cs	
4	Professional Society activity																										BDN	NNK	
5	Interaction with outside world: 5.a. Conducting short term courses																										VJS	SRK / CBM	
	5.b.FDP [Staff]																										VJS	SHG / SPG / PSP	
	5.c. Guest Lectures																										CBM	VVT/SNS	
	5.d. Industrial visits																										VRV	NNK/PRM	
6	Student Association Activities : MESA, SAE, BAJA, ASHRE																										HSS, VNR	SRK / SJC / PSP	
7	Research/R&D/project proposal/ consultancy																										SHG	SHG / SPG / VSM	
8	Training of support staff																										AAC	ARP / AAC	
9	Innovations/entrepreneurship initiative / publication of technical magazine / organizing paper contest/product design contest																										HSS , BDN	SPG / SJC / CBM / SRK	
10	Weekly Meeting - NBA / NAAC Preparation																										AM / SPG	HSS / VMS	
11	Entrepreneurship Development																										SRK	SPG / SRK	
12	Incubation Center																										VSM	VJS / SHG	
13	Grants & Revenue Generation																										SSJ / AM	Sushant S J / SRK	
14	National/International Conference																										BDN	AAP / PSP / SNS	
15	Publication Activity																										SHG	AAP / PSP / SNS	

