

Modern Education Society Pune - 411 001
Name of the Department : Mechanical Engineering
Academic Calender 2019-20 Term -II : Monthly Review / Status Format

Months : Dec/Jan/Feb/Mar/Apr						Week / Date of activity planned	Week / Date of activity Conducted	Sign
Sr No	College Development Cell	Cell Activity	Cell Activity Details	Departmental Primary/Secondary Coordinator	Department Committee Member			
		Academic Monitoring & Action	Workload Destribution & inform to faculty	KAM / SSJ	ARP, SSJ, SPP			
			Prepararion of Time table & Display	KAM / SSJ	SSJ, ARP, SPP			
			Allotment of class, parent teachers, Course coordinator	KAM / SSJ	HOD, NBA, KAM			
			Confirmation of roll numbers & online attendance sheet	KAM / SSJ	Class Teacher			
			Attendance Monitoring Report - I (W-2)	KAM / SSJ	Class Teacher			
			Non reported students List & reporting to parents	KAM / SSJ	PMR / Parent Teacher			
			Attendance Monitoring Report - II (W-4)	KAM / SSJ	Class Teacher			
			Display & Councelling of Low Attedance students	KAM / SSJ	Class Coordinator Class Teacherr			
			Attendance Monitoring Report - III (W-8)	KAM / SSJ	Class Teacher			
			Display & Councelling of Low Attedance students & parents	KAM / SSJ	Class Coordinator Class Teacherr			
			Parents Meet	KAM / SSJ	Parent Teacher/ P. M. Raikar			
			Mid term Submission	KAM / SSJ	Class Coordinator / Individual			
			Attendance Monitoring Report - IV (W-12)	KAM / SSJ	Class Teacher			
			Display & Councelling of Low Attedance students	KAM / SSJ	Class Coordinator Class Teacherr			
			Remedial Classes & Councelling for Non reported students	KAM / SSJ	SDW / Parent Teacher			

I

Academic Monitoring / Examination Cell

Academic Monitoring / Examination Cell		Attendance Monitoring Report - V (W-15) FINAL	KAM / SSJ	Class Teacher			
		Prov. Detention List -Communicate & Counselling	KAM / SSJ	Parent Teacher			
		Final detention List	KAM / SSJ	KAM / Class Teacher			
		Term End Report	KAM / SSJ	HOD, Individual faculty			
	Academic Audit	Academic Audit to review quality of academic processes	VNR / SPG	VNR / SPG			
		Current sem Course file Checking	VNR / SPG	SSS / SRK			
		Course file checking of last semester with final result	VNR / SPG	SSS / SRK			
		Mid term Feedback and its corrective action	VNR / SPG	AAP			
		End term Feedback and its corrective action	VNR / SPG	AAP			
		Library Review	Sushant S J	Sushant S J/ KDH			
	Examination (Internal / External)	Student data	SDW / VSM	SDW			
		Result Data Analysis and Action plan	SDW / VSM	SDW / Class Teacher			
		Mid Term Test (Internal)	SDW / VSM	Sushnat S J / AAP			
		Display Marksheet & Analysis with action plan	SDW / VSM	SDW / Class Teacher			
		Univ In-Sem Examination and mark entry with Analysis	SDW / VSM	SDW /Individual faculty			
		End Term Exam - Internal	SDW / VSM	Sushnat S J / AAP			
		Display Marksheet - End term Internal with Analysis	SDW / VSM	SDW / Subject Teacher			
	Accreditation Process	Forms & format development	ACM	ACM			
		Compliance status & planning	ACM	ACM / SPP			
		Monitoring of accreditation processes	ACM	ACM / SPP			

		B.E. Project	SPG	SPG , VSM , BRP			
		DSR Verification, Consumable item stock Verification	VRV	VRV			
		Lab Maintenance and Lab ambience records.	VRV	VRV, Sushant S J / HSS			
II	Interaction with Outside world Cell	Consultancy	RNY	SHG / RNY			
		MOU with Industry/ Institute/ Research Organisation	RNY	RNY			
		Grants from UGC/AICTE/BCUD/Govt Organisation/Industry	ARP	ARP			
		Revenue Generation-Internal and External	RNY	RNY			
		FDP / Support Staff Trainig/ Student Technical Skill development training	BRP	ARP / VRV / AAC			
		Guest Lecture / Industrial Visit	BRP	ARP / Sushant S J			
		Conference, Publication	BRP	BDN			
		Incubation / EDP	ARP	RNY , SRK , SPG			
		R&D / Innovation	ARP	ARP			
		Others					
III	Student Development Cell	Placement	RNY / SPP	RNY / SPP			
		CRT	ACM / SPP	ACM / SPP			
		Higher Education/Competetive exam Guidance, Expert talk related to placement	ACM / SPP	ACM / SPP			
		Admission/ Promotion/ WebSite updation / Quality Ranking of Institute	AAP	AAP			
		Alumni Association	Sushant S J	Sushant S J			
		Others					
		Robo club	SRK / BRP	SRK / BRP			

IV	Co / Extra Curricular Activity Cell	Baja / E - Baja	SRK / BRP	SRK / BRP			
		Professional Society Association	SRK / BRP	VNR/ AM/SHG / KAM/BDN/SRK			
		Magazine	HSS	HSS			
		Astitva	HSS	HSS			
		Jhankaar	HSS	HSS			
		Newsletter	HSS	HSS			
		NCC / Sports	BDN / VRV	BDN / VRV			
		NSS / Student welfare	BDN / VRV	BDN / VRV			
		Others					

Academic Calander Coordinator