

**Modern Education Society's College of Engineering, Pune - 411 001**

**Department: Mechanical Engineering**

**Sem: II**

**Academic Year : 2020-21 w.e.f. 06/04/2021**

**Academic Calendar**

**Sem Start Date:15/01/2021**

**Sem End Date: 15/06/2021**

Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinator	Department Committee	Detailed Activities	Planned Week
A	Management Review	Review of Activities 1,2,3,4. (Attendees: P, VP, Heads, Deans, IQAC,CEO, Registrar, Librarian, TPO with Trustees)	Principal / Vice-Principal	VNC	VJS		
B	Department Review	Monitoring and execution of activities 1,2,3,4(Attendees: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		VNC	RNY		
				SHG (PG)	BDN		
		<b>Academic Activity</b>	<b>VNR (Dean)</b>				
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	KAM	VNC	Workload Distribution & inform to faculty	
					SDW	Preparation of Academic Calendar, Time table & Display	
					KAM	Allotment of class, parent teachers, Course coordinator	
					Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)	
					Parent Teacher	Parents Meet	
					SPG	Academic Audit to review quality of academic processes (Course & Department level Files)	
					KAM	Mid/End term Feedback & its corrective action	
					SPG	Annual Department Report	

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinitor	Department Committee	Detailed Activities	Planned Week
1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	SSJ (Sr)	Class Teacher	Student data (Confirmation of Roll Call)	
					Class Teacher	Result Data Analysis and Action plan (Remedial Classes)	
					SSJ (Jr)	Mid Term Test (Internal)	
					SSJ (Jr)	Display Marksheet & Analysis with action plan	
					SSJ (Jr)	Univ In-Sem Examination and mark entry with Analysis	
					SSJ (Jr)	End Term Exam - Internal	
					SSJ (Jr)	Display Marksheet - End term Internal with Analysis	
		B.E. Project /PBL//Internship	SKW	SPG	VSM	BE Project	
					VJS	TE Seminar	
				ARP	BRP	PBL	
					ARP	Internship	
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW	BRP	BRP	Guest Lecture / Expert Talk	
					BRP	Student Workshop, Student Technical Skill Development Training	
				SRK	SRK	Industrial Visit	
					SHG (SAE), VNR (ISHRAE), KAM (ASME), BDN (ISTE), VSM (IoE)	Professional Student Society Association - CSI/ACM/SAE/ISTE/IET etc	
		Accreditation Process & Quality Ranking	PPM (IQAC)	RNY	HSS	MESA	
					RNY	NBA	
					SPG	NAAC	
					SHG	NIRF	
							ARP

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		<b>Industry Institute Interaction</b>	<b>RAK (Dean)</b>				
2	<b>Interaction with Outside world Cell</b>	Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training	<b>SHG</b>	<b>SDW</b>	SDW	MOU with Industry/ Institute/ Research Organisation	
					SDW	Grants/ Consultancy/ Revenue Generation	
					SDW	FDP/ STTP	
					SDW	Technical Support & Office Staff Training	
					BDN	Conference & Publications	
					VJS	Incubation	
		R&D / Innovation / EDC/Incubation/ International Colabaration	<b>RSK</b>	<b>VJS</b>	VJS	Entrepreneureship Development Programme	
	<b>BDN</b>	BDN		R&D / Innovation			
Alumni Association	<b>VNC/YMA</b>	<b>SSJ (Jr)</b>	SSJ (Jr)	Alumni Association			
		<b>Student Development and Placement</b>	<b>ACM (Dean)</b>				
3	<b>Student Development and Placement</b>	Placement/CRT	<b>GSP</b>	<b>VRV</b>	VRV	Placement	
					VRV	Campus Recruitment Training	
					VRV	Guidance for higher studies & Competitive Exams	
		All Clubs	SRK Comp	<b>VSM</b>	VSM	Nakshatra Astronomy club	
					VSM	Google developer student club	
					VSM	Workattech MESCOE	
					VSM	Colloquium Magna Model United Nations Club (Personality development)	
					BRP	E-Baja	
					SRK	M-Baja	
					BRP	Robo Club	
					VSM	Smart India Hackaton	
					VSM	Directing Visions	
					VSM	Designers Club	

		Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)	<b>PNK</b>	<b>HSS</b>	HSS	Magazine	
					HSS	Newsletter	
					HSS	Astitva	
					HSS	Day Celebration	
					HSS	Jhankaar	
					HSS	NCC / Sports	
					BDN	NSS	
					VRV	Student Welfare	
					BDN	Medical Test (only for FE and DSE)	
<b>Sr No</b>	<b>Instutional Development Activity</b>	<b>Activity Details</b>	<b>Group Leaders</b>	<b>IDC Department Coordintor</b>	<b>Department Committee</b>	<b>Detailed Activities</b>	<b>Planned Week</b>
		<b>Administration</b>	<b>SBS(FE) (Dean)</b>				
<b>4</b>	<b>Administration</b>	Admission Process	Registrar	<b>DDM</b>	PMR		
		WebSite/Social Media Marketing /Publicity	PRO	<b>BDN</b>	HSS		
		Office Management Cell	Dean Admin	<b>KDH</b>	PMR		
		Housekeeping & Maintenance	HoD	<b>AAC</b>	SDM	Department Ambience	
					RSS	Lab Maintenance	
		DSR Verification, Consumable records		<b>KAM</b>	VRV	Lab DSR verification	
		Purchase Cell	Dean Admin	<b>HoD</b>	VRV		
Library	Librarian	<b>RNY</b>	KDH				

**Coordinator**

**Head of Department**

**Vice Principal**

**Principal**







