

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

Starting Date: - 15/06/2018

Concluding Date: - 03/11/2018

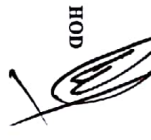
Month Activity	June					July					August					September					October					Resource person	Resources		Sign
	W	0	1	2	3	W	4	5	6	7	W	8	9	10	11	W	12	13	14	15	W	16	17	18	19		20	Fund	
I Academic	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	HOD, SSJ	Class Coordinator					
1 To accept course theory/practical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

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		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			
13	Mentoring students	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	KAM	Class Coordinator Class Teacher Parent Teacher				
14	Library usage review																							VIS	KDH / VIS				
15	Remedial classes																							SDW	PRM / KDH				
16	BE Student project quality review																							SPG	VSM / BRP				
17	Continuous Assessment / Journal Certification																							Class Coordinator	Individual faculty				
18	Submission of term work / In sem marks																							SDW	PRM / SPP				
19	University practical exam																							SDW	PRM / SPP / PNB / Individual faculty				
20	University theory exam																							SDW	SPP / PRM / Individual faculty				
21	Next term work load distribution																							HOD	SSJ / SPP / KAM				
22	Feedback :Departmental																							KAM	SJC / PMR				
23	Feedback :Individual Faculty																							KAM	SJC / PMR				
24	Analysis of feedbacks																							KAM	SJC / Individual faculty				
24	Preventive and corrective action based on feedback																							HOD, SSS	Individual faculty				
26	Appraisal form																							HOD	KDH / PMR				
27	Time Table Preparation and Display																							SSJ	Subas SJ / SPP / AAP				
28	Ambience- Class room, Laboratories																							KAM	CBM				

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	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20																		
III Extra-Curricular																																								
1 Days celebration																																				HSS	BRP			
2 NSS																																				BDN	VVT			
3 ROBO CLUB																																				SIC	SIC / NNK			
4 College Magazine																																				HSS	SSS / VSM / KDH			
5 News Letter																																				SHG, HSS	SSS / VSM / PMR			
6 Asitva																																				PBB	PBB			
7 Students Medical Checkup (DSE)																																				SPG	PRM			


HOD


VICE-PRINCIPAL


PRINCIPAL