Modern Education Society's College of Engineering, Pune - 411 001
Name of the Departmen:Computer Engineering
Academic Calender 2020-21 Term -I

Starting Date: - 15/06/2020 **Concluding Date: - 05/12/2020**

							June						July				August				September					October				November				Dec				
							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	W	W	W	W	W			
Sr No	**College Development Cell**	**Cell Activity**	**Cell Activity Details**	**College Development Cell activity Coordinator**	**Departmental Primary/ Secondary Coordinator**	**Department Committee Member**	**-2**	**-1**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**Goal**	**Resources Funds**	**Sign**
I	**Academic Monitoring / Examination Cell**	Academic Monitoring & Action	Workload Destribution & inform to faculty	Dr. P. P. Mane	RAK/ RMW/ SPD	NFS,DDA																																	
			Preparation of Time table & Display			MGD,DDA																																	
			Allotment of class, parent teachers, Course coordinator			SKW,RMW																																	
			Confirmation of roll numbers & online attendance sheet			JRP,SSR,GSP																																	
			Attendance Monitoring Report - I (W-2)			RMW,SK																																	
			Non reported students List & reporting to parents			RMW,SK																																	
			Attendance Monitoring Report - II (W-4)			RMW,SK																																	
			Display & Councelling of Low Attedance students			RMW,SK																																	
			Attendance Monitoring Report - III (W-8)			RMW,SK																																	
			Display & Councelling of Low Attedance students & parents			RMW,SK																																	
			Parents Meet			RMW,SK																																	
			Mid term Submission			RMW,SK																																	
			Attendance Monitoring Report - IV (W-12)			RMW,SK																																	
			Display & Councelling of Low Attedance students			RMW,SK																																	
			Remedial Classes & Councelling for Non reported students			GBD																																	
			Attendance Monitoring Report - V (W-15) FINAL			RMW,SK																																	
			Prov. Detention List -Communicate & Councelling			RMW,SK																																	
			Final detention List			RMW,SK																																	
			Term End Report			RMW,SK																																	
		Academic Audit	Academic Audit to review quality of academic processes	Dr. S. S. Sarawade	RAK/ MGD	RAK,GBA																															5,000		
			Current sem Course file Checking			SPD,MGD																																	
			Course file checking of last semester with final result			SPD,MGD																																	
			Mid term Feedback and its corrective action			SPD,SK,SI																																	
			End term Feedback and its corrective action			SPD,SK,SI																																	
		Examination (Internal / External)	Student data	Dr. K. S. Tiwari, Mr. R. B. Chormule	SRK/ MAM	JRP,SSR,GSP																																	
			Result Data Analysis and Action plan			GBD																																	
			Mid Term Test (Internal)			BM																																	
			Display Marksheet & Analysis with action plan			BM,MM																																	
			Univ In-Sem Examination and mark entry with Analysis			GBD																																	
			End Term Exam - Internal			BM,MM																																	
			Display Marksheet - End term Internal with Analysis			BM,MM																																	
		Accreditation Process	Forms & format development	Dr. A.C.Mitra	SKW	SK,YSI																																	
			Compliance status & planning			SK,YSI																																	
			Monitoring of accreditation processes			SK,YSI																																	
		B.E. Project		Dr.S.S.Sarawade/ Dr. S.K.Wagh	SPK	SSR,MSS																																	
		DSR Verification, Consumable item stock Verifiation		Dr. S.B.Sharma	ASK	YSI																																	
		Lab Maintenance and Lab ambiance records				GSP																																	
II	**Interaction with Outside world Cell**	Consultancy		Dr. S. H. Gawande	GSP	JRP,RMW																																	
		MOU with Industry/ Institute/ Research Organisation				SKW																																	
		Grants from UGC/AICTE/BCUD/Govt Organisation/Industry				SKW																																	
		Revenue Generation-Internal and External				GSP																																	
		FDP / Support Staff Trainig/ Student Technical Skill development training			SSR	GBD,GBA, JM,GSP																															85,000		
		Guest Lecture / Industrial Visit				SSR, YSI, ASK SBS, ADD																															1,13,600		
		Conference, Publication				BKB																															1,00,000		
		Incubation / EDP		Dr. J. R. Pansare	RMW	JRP																															5,000		
		R&D / Innovation				JRP																																	
		Others																																					
III	**Student Development**	Placement		Dr. A.C.Mitra	GSP/ DDA	GSP, DDA, MSS																															525,000		
		CRT			SRK/ DDA	SRK,DDA																																	
		Higher Education/Competetive exam Guidance, Expert talk related to placement				SRK,DDA																																	

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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	W	W	W	W	W			
							-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27			
	Cell	Admission/ Promotion/ WebSite updation / Qality Ranking of Institute		Dr.V.N. Raibhole	DDA	DDA																																
		Alumni Association		Dr. S. K. Wagh	RAK/ MSS	RAK,MSS																																
		Others																																				
IV	Co / Extra Curricular Activity Cell	Robo club		Dr. V. J. Sonawane	ADD	MGD,ADD																																
		Baja / E - Baja																																			NA	
		Professional student society Association				SRK,SBS, DDA																															Nil	
		Magazine		Mr. K. A. Mahajan	APK	APK																															20,000	
		Astitva/ Day Celebration				SI/JM																															5,000	
		Jhankaar				APK,SBS																																
		Newsletter				APK																															Nil	
		NCC / Sports		Mr. B.K.Bodkhe	SBS/ GBA	ASK																																
		NSS / Student welfare				SBS/GBA																															30,000	
		Others																																				

Coordinator **HOD** **Principal**