

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

Department: Mechanical Engineering

Sem: I

Academic Year : 2022-23

Academic Calendar

Sem Start Date:18/07/2022

Sem End Date: 10/12/2022

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	Review Meeting Planning & Review	Every/Alternate Week
B	Department Review	Monitoring and execution of activities 1,2,3,4 (Attendees: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		VNC	RNY	All activity Planning & Report Collections	W2, W8 & W16
				SHG (PG)	BDN	All PG Activity	W0 & W10
		Academic Activity	VNR (Dean)				
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	KAM	VNC	Workload Distribution & inform to faculty	-W2
					SDW	Preparation of Academic Calendar, Time table & Display	-W1
					KAM	Allotment of class, parent teachers, Course coordinator	W0 & W1
					Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)	W5, W10, W15
					BDN	Parents Meet	W10
					VNR	Academic Audit to review quality of academic processes (Course & Department level Files)	W4 & W12
					KAM	Mid/End term Feedback & its corrective action	W9 & W16
					SPG	Annual Department Report	W2 & W15

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1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	SSJ (Sr)	Class Teacher	Student data (Confirmation of Roll Call)	W2
					Class Teacher	Result Data Analysis and Action plan (Remedial Classes)	W7 to W9
					SSJ (Jr)	Mid Term Test (Internal)	W7 & W8
					SSJ (Sr)	Display Marksheet & Analysis with action plan	W9
					SSJ (Sr)	Univ In-Sem Examination and mark entry with Analysis	W10
					SSJ (Jr)	End Term Exam - Internal	W15
					SSJ (Sr)	Display Marksheet - End term Internal with Analysis	W16
		B.E. Project /PBL//Internship	SKW	SPG	VSM	BE Project	W2, W7 & W14
				ARP	BRP	PBL	W14
					ARP	Honors Courses	W0 & W1
				BRP	ARP	Internship	W4 & W13
		BRP	Guest Lecture / Expert Talk		W6 & W14		
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW	BRP	BRP	Student Workshop, Student Technical Skill Development Training	W5 & W13
					SRK	Industrial Visit	W4 & W14
				SRK	SHG (SAE), VNR (ISHRAE), KAM (ASME), BDN (ISTE), VSM (IoE)	Professional Student Society Association - CSI/ACM/SAE/ISTE/IET etc	W5 to W15
					HSS	MESA	W10 & W13
		Accreditation Process & Quality Ranking	PPM (IQAC)	RNY	RNY	NBA	W4, W9 & W14
					SPG	NAAC	W4, W9 & W14
					SHG	NIRF	W6 & W11
					ARP	ARIIA	W6 & W11

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	Detailed Activities	Planned Week
		Industry Institute Interaction	RAK (Dean)				
2	Interaction with Outside world Cell	Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training	SHG	SDW	SDW	MOU with Industry/ Institute/ Research Organisation	W5 & W13
					SDW	Grants/ Consultancy/ Revenue Generation	W5 & W13
					BDN	FDP/ STTP	W5 & W13
					SSJ (Jr)	Technical Support & Office Staff Training	W10 & W12
					BDN	Conference & Publications	W15
					VJS	Incubation	W5 & W13
		R&D / Innovation / EDC/Incubation/ International Colabaration	RSK	VJS	ARP	Entrepreneuship Development Programme	W5 & W12
				BDN	BDN	R&D / Innovation	W5, W10, W15
Alumni Association	VNC/YMA	SSJ (Jr)	SSJ (Jr)	Alumni Association	W11 & W16		
		Student Development and Placement	ACM (Dean)				
3	Student Development and Placement	Placement/CRT	GSP	VRV	VRV	Placement	W1 to W14
					VRV	Campus Recruitment Training	W1 & W5
					VRV	Guidance for higher studies & Competitive Exams	W6 & W12
		All Clubs	SRK Comp	VSM	VSM	Nakshatra Astronomy club	W5 to W14
					VSM	Google developer student club	W5 to W14
					VSM	Workattech MESCOE	W5 to W14
					VSM	Colloquium Magna Model United Nations Club (Personality development)	W5 to W14
					BRP	E-Baja	W2 to W14
					SRK	M-Baja	W2 to W14
					BRP	Robo Club	W5 to W12
					VSM	Smart India Hackaton	W6 & W13
					VSM	Directing Visions	W5 to W14
					VSM	Designers Club	W5 to W14

		Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)	PNK	HSS	HSS	Magazine	W14 & W16
					HSS	Newsletter	W14 & W16
					HSS	Astitva	W6 & W13
					HSS	Day Celebration	W2 to W14
					HSS	Jhankaar	W15 & W16
					HSS	NCC / Sports	W6 & W13
					BDN	NSS	W6 & W13
					VRV	Student Welfare	W4 & W 13
					BDN	Medical Test (only for FE and DSE)	W5
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		Administration	SBS(FE) (Dean)				
4	Administration	Admission Process	Registrar	PMR	PMR		W1 to W5
		WebSite/Social Media Marketing /Publicity	PRO	BDN	HSS		W2, W7 & W14
		Office Management Cell	Dean Admin	KDH	PMR		W1 & W10
		Housekeeping & Maintenance	HoD	AAC	SDM	Department Ambience	W3, W7, W11 & W15
					RSS	Lab Maintenance	W0 & W1
		DSR Verification, Consumable records		KAM	VRV	Lab DSR verification	W5 & W11
		Purchase Cell	Dean Admin	HoD	VRV		W0 & W3
		Library	Librarian	RNY	KDH		W1 & W5


Coordinator


Head of Department


Vice Principal


Principal