

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

Department: Automation and Robotics Engineering

Sem: I

Academic Year : 2025-26

Academic Calendar

Sem Start Date: 01/07/2025

Sem End Date: 25/10/2025

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	Detailed Activities	Planned Week
A	Management Review	Review of Activites 1,2,3,4. (Attendies: P, VP, Heads, Deans, IQAC,CEO, Registrar, Librarian, TPO with Trustees)	Principal / Vice-Principal	VNC	PVB	Review Meeting Planning & Review	Alternate Week
B	Department Review	Monitoring and execution of activites 1,2,3,4(Attendies: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		VNC	AAC	All activity Planning & Report Collections	W2, W8 & W16
				VNC	PVB	All PG Activity	W0 & W10
		Academic Activity	VNR (Dean)				
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	AAC	PVB	Workload Distribution & inform to faculty	W-1, W0
					AAC	Preparation of Academic Calendar, Time table & Display	W0, W1
					PMW	Allotment of class, parent teachers, Course coordinator	W0, W1
					PVB	Attendance Monitoring (Monthly Defaulters' list & Action Plan)	W6, W12, W15
					PMW	Parents Meet	
					PMW	Academic Audit to review quality of academic processes (Course & Department level Files)	W4, W12
					PMW	Mid/End term Feedback & its corrective action	W9, W16
					AAC	Annual Department Report	W15

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1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	VYC	Class Teacher	Student data (Confirmation of Roll Call)	W1
					Class Teacher	Result Data Analysis and Action plan (Remedial Classes)	W8
					Individual Faculty	Mid Term Test (Internal)	As declared by SPPU
					Individual Faculty	Display Marksheet & Analysis with action plan	As declared by SPPU
					Individual Faculty	Univ In-Sem Examination and mark entry with Analysis	As declared by SPPU
					Individual Faculty	End Term Exam - Internal	W14
					Individual Faculty	Display Marksheet - End term Internal with Analysis	W16
		B.E. Project /PBL//Internship	SKW	PVB	PVB	BE Project	W4 to W15
					PMW	PBL	W13
				PVB	PVB	Honors Courses	W0 & W1
					TBD	Internship/Mini Project	W13
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter		PPS	PPS	Guest Lecture / Expert Talk	W2, W4, W6, W10, W12
					PPS	Student Workshop, Student Technical Skill Development Training	W3, W5, W11
					PPS	Industrial Visit	W10, W12
				TAJ	KAB	Professional Student Society Association - CSI/ACM/SAE/ISTE/IET etc	W3, W5, W11
					PVB	AURO	W11
		Accreditation Process & Quality Ranking	PPM (IQAC)	AAC	PMW	NBA	W1 to W15
					AAC	NAAC	W1 to W15
					KAB	NIRF	
					TAJ	ARIIA	W1 to W15

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		Industry Institute Interaction	RAK (Dean)				
2	Interaction with Outside world Cell	Consultancy / MOU / Grants / Rev. Generation	SHG	SDW	TAJ	MOU with Industry/ Institute/ Research Organisation	W1 to W15
					TAJ	Grants/ Consultancy/ Revenue Generation	W1 to W15
		FDP / Conference / Publications/ Technical/Office Staff Training	SPK	SHG	AAC	FDP/ STTP	W9, W13
					AAC	Technical Support & Office Staff Training	W10
					AAC	Conference & Publications	W1 to W15
		R&D / Innovation / EDC/Incubation/ International Colabaration	RSK	BDN	KAB	Incubation	W5 & W13
					KAB	Entreprenuership Development Programme	
					KAB	R&D / Innovation	
		Alumni Association	YMA	SSJ (Jr)	KAB	Alumni Association	
		Student Development and Placement	ACM (Dean)				
3	Student Development and Placement	Placement/CRT	GSP	TBD	TDB	Placement	W1 to W15
						Campus Recruitment Training	W-2 to W12
						Guidance for higher studies & Competitive Exams	W9 to W12
		All Clubs	SRK Comp	PVB	PVB	Designers Club/Green Club	W1 to W13
						Techne Club	
					PVB/TAJ	Tronix 4.0 Club	
					AAC	Robo Club	
					VYC	Smart India Hackaton	
		Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)	PNK	PPS	AAC	Magazine	W7, W15
					AAC	Newsletter	W7, W15
					PPS	Astitva	
					VYC	Day Celebration	W3, W7, W8, W12
					PPS	Jhankaar	
					PPS	NCC / Sports	W1 to W15
					VNC	NSS	W1 to W15
					TAJ	Student Welfare	W1 to W15
					---	Medical Test (only for FE and DSE)	

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		Administration	SBS(FE) (Dean)				
4	Administration	Admission Process	Registrar	PVB	PVB		
		WebSite/Social Media Marketing /Publicity	PRO	AAC	AAC		W1 to W15
		Office Management Cell	Dean Admin	AAC	AAC		
		Housekeeping & Maintenance	HoD	PMR	PMR	Department Ambience	W1 to W15
					PMR	Lab Maintenance	W1 to W3
		DSR Verification, Consumable records		PVB	PVB	Lab DSR verification	W16
		Purchase Cell	Dean Admin	PVB	PVB	Department Purchase	W1 to W15
		Library	Librarian	KAB	KAB	Library Usage	W16
		Department ERP		PVB	PMR	Department ERP Monitoring	W1 to W15

Coordinator

Head of Department

Principal