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

Department: Electronics and Telecommunica Sem: II Academic Year : 2022-23
Academic Calendar Sem Start Date: Jan 2023 Sem End Date: May 2023

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week	December		Jan				Feb				March				April					May				Goal	Resources Funds	Sign
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	PPM				W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W		Goal	Resources Funds	Sign
B	Department Review	Monitoring and execution of activites 1,2,3,4(Attendies: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		PPM				-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
				MPD																					▓	▓								
		Academic Activity	VNR (Dean)																															
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	KST/BMN	PPM,PNK,SSP	Workload Distribution & inform to faculty			▓	▓																								
					PPM,PNK,KST,SND	Preparation of Academic Calendar,		▓	▓																									
					PST,RAJ	Time table & Display				▓	▓																							
					Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)							▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓							
					RSK,KST,SDG	parent-teacher coordinator,Parents Meet (& Action Plan Implementation),finding weak and scholler students and action							▓																			
					PBC,KST,PPM	Academic Audit to review quality of academic processes, teaching learning process (Course file,Over all department) , DAB meeting,							▓											▓								
					PPM,PBC,PNK,KST,SND,	Review of Department level Files																		▓								
					YMA,RAJ	Mid/End term Feedback & its corrective action(all type of feedback))			▓	▓	▓	▓																				
					UDD,BMN	End Sem Department Report (including END Sem Reports)											▓	▓														
					KST,BMN,SST	Academic Calender Monitoring and maintaining file…																				▓	▓	▓				
Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities																										
					SND,NPJ and Mr. Kate	Student data (Students exam data & Confirmation of Roll Call)		Roll Call ▓																								
					SND, Mr. Dhebe and Mr. Shinde	Result Data Analysis and Action plan (Remedial Classes)											Exam Data ▓	▓														

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1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	AAD	MMD,PST, RAJ Mr. Kate	CIE-Mid Term/End Term Test (Internal),assignment/Tute/Quizes etc as per accriditation format					▓ March		
						Display Marksheet & Analysis with action plan					▓ March		
					AAD, SND,MCR,Mr. Dhebe	Univ In-Sem Examination and mark entry						▓ April	
					AAD,SND, MCR Mr. Shinde, Mr. Kate	Univ Pr-Or Exam and Marks Entry							▓ May
		B.E. Project /PBL//Internship	SSP	SSP	RSK, AVS	B.E. Project /TE Seminar							▓ May
					SSP	PBL						▓ April	
					SSP,YMA	Internship			▓ Jan	▓ Feb	▓ March	▓ April	
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW	GVB	AAD,GVB	Guest Lecture / Expert Talk,student Workshop, Student Technical Skill Development Training and studetns achivements as per PO			▓ Jan	▓ Feb	▓ March	▓ April	
					MMD,Mr. Shinde	Industrial Visit				▓ Feb			
					PNK,AVS	Professional Student Society Association - IEEE/ISTE/IETE etc					▓ March		
					GVB	ETSA					▓ March		
		Accreditation Process & Quality Ranking	PPM (IQAC)	RSK	MPD, PPM, PBC, PNK, SND, RSK	NBA (PNK)							
						NAAC(SND)							
						NIRF (RSK)							
						ARIIA (MPD)							
						IIC (MPD)							
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		Industry Institute Interaction	RAK (Dean)										
2	Interaction with Outside world Cell	Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training	SHG	RSK	PSD	MOU with Industry/ Institute/ Research Organisation							
					VHK	Grants/ Consultancy/ Revenue Generation						▓ April	
					YMA,PMB,SST	Workshop/FDP/ STTP/Teaching and non teaching staff trainning			▓ Jan	▓ Feb	▓ March	▓ April	▓ May
					MMD	Conference & Publication							
		R&D / Innovation / EDC/Incubation/ International Colaboration	RSK	SND, PST	RSK	Incubation / EDP							
					RSK	R&D / Innovation						▓ May	

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		Alumni Association	VNC/YMA	UDD	YMA,PMB,UDD	Alumni Association							(May)
		Student Development and Placement	**ACM (Dean)**										
3	**Student Development and Placement**	Placement/CRT	**GSP**	**YMA**	PMB,SST	Placement/ Campus Recruitment Training/ Guidance for higher studies & Competitive Exams/Off campus data/Higherstudies data/Entreprener data			Jan–May				
		All Clubs	**SRK Comp**	**PMB**	PMB,PST ,KST, YMA,SDG	Eletro-infinity, Direcing-visions,Enginners-Connect, Robo Club, GATE club, M Baja, E Baja, etc			Jan–May				
		Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)	**PNK**	**MMD**	MMD,PSD	Magazine							(May)
					UDD,BMN	Newsletter							(May)
					VHK,NPJ	Astitva/ Day Celebration			Jan–March				
					SND, PSD	Jhankaar				Feb			
					AVS	NCC / Sports			Jan–April				
					UDD, MCR	NSS / Student Welfare		Dec	Jan–March				

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		Administration	**SBS(FE) (Dean)**						Feb	March	April	May
4	**Administration**	Admission Process	Registrar		SSP,PMB,NPJ				Feb		April	
		WebSite/Social Media Marketing /Publicity	PRO		SSP,SDG				Jan	Feb	March	April	May
		Office Management Cell	Dean Admin						Feb			
		Housekeeping & Maintenance	HoD		All Lab Assistants	Department Ambience, class room, corridor			Jan–May				
					RSK ,Lab incharge, Lab Assistants	Facilities and Technical support				March		
		DSR Verification, Consumable records			GVB, KST, SND and All Lab Assistants						April	
		Purchase Cell	Dean Admin		PPM,BMN,VHK, Mr. Kate and Mr. Shinde					March		May
		Library	Librarian		PST							

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Coordinator   Head of Department   Principal