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

А	idemic Caieno	141			Date: Jan 2023	Sem End Date: May 2023							-								-				-							
Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week	Dece	mbe		Ja	n			Feb				Marc	h		A	April			N	Iay					
A		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 v	w	w	w	v v	v	v w	W	w	w	w	w	w	w	a , I	Reso urces Fund s	Sign
В	Department Review	Monitoring and execution of activites 1,2,3,4(Attendies: P, VP, Heads, Deans,	Frincipal	PPM				-2	-1	1	2	3	4	5	6	7	8	9	10 1	1 1	2 13	3 14	1 15	16	17	18	19	20	21			
	Review	IQAC, CEO, Registrar, Librarian, TPO)		MPD																												
		Academic Activity	VNR	(Dean)																												
					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)																										
1	Academic Monitoring /	Academic Monitoring,	KST	KST/BMN	RSK,KST,SDG	parent-teacher coordinator,Parents Meet (& Action Plan Implementation),finding weak and scholler students and action																										
	Examination Cell	Academic Audit	(E&TC)	140 17 2 3 1 1 1 V	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	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)										Ex	xam [	Data														
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Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week	Decei r	mbe		Jan	1		Feb			Mar	ch		A	pril		May						
	Examination / Result Analysis /	PBC	AAD	MMD,PST, RAJ Mr. Kate	CIE-Mid Term/End Term Test (Internal),assignment/Tute/Quizes etc as per accriditation format																							
Activity  Academic Monitoring / Examination Cell  Instutional Development Activity  Interaction with Outside	Students Data	(CEO)			Display Marksheet & Analysis with action plan																							
				AAD, SND,MCR,Mr. Dhebe	Univ In-Sem Examination and mark entry																							
				AAD,SND, MCR Mr. Shinde, Mr. Kate	Univ Pr-Or Exam and Marks Entry																							
				RSK, AVS	B.E. Project /TE Seminar																							
	B.E. Project /PBL//Internship		SSP	SSP	PBL																							
Monitoring / Examination				SSP,YMA	Internship													T										
Cell		SKW		AAD,GVB	Guest Lecture / Expert Talk,student Workshop, Student Technical Skill Development Training and studetns achivements as per PO																							
	Industrial Visit/ SDP/			MMD,Mr. Shinde	Industrial Visit																							
	Guest Lecture/ Student Association chapter		GVB	PNK,AVS	Professional Student Society Association - IEEE/ISTE/IETE etc																							
				GVB	ETSA																							
					NBA (PNK)																							
					NAAC(SND)																							
	Accreditation Process & Quality Ranking	(IQAC)	RSK	MPD, PPM, PBC, PNK, SND, RSK	NIRF (RSK)																							
		•			ARIIA (MPD)																							
					IIC (MPD)																							
Development	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week																						
	Industry Institute Interaction	RAK	(Dean)																									
	Consultancy / MOU /			PSD	MOU with Industry/ Institute/ Research Organisation																							
	Generation/FDP / Conference /	SHG	RSK	VHK	Grants/ Consultancy/ Revenue Generation																							
Interaction with Outside world Cell	Publications/ Technical/Office Staff Training			YMA,PMB,SST	Workshop/FDP/ STTP/Teaching and non teaching staff trainning																							
	DoD /I			MMD	Conference & Publication																							
	EDC/Incubation/ International	RSK	SND, PST	RSK RSK	Incubation / EDP  R&D / Innovation																							
	Academic Monitoring / Examination Cell  Instutional Development Activity  Interaction with Outside	Academic Monitoring / Students Data    B.E. Project / PBL/Internship	Academic Monitoring / Students Data  B.E. Project / PBL//Internship  Examination Cell  B.E. Project / PBL//Internship  SKW  Industrial Visit/SDP/ Guest Lecture/ Student Association chapter  Accreditation Process & Quality Ranking  Activity Details  Instutional Development Activity  Industry Institute Interaction  Vine Interaction  Interaction  Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training  R&D / Innovation / EDC/Incubation/ International  RSK	Academic Monitoring / Examination Cell  B.E. Project / PBL/Internship  B.E. Project / PBL/Internship  Industrial Visit/SDP/ Guest Lecture/ Student Association chapter  Accreditation Process & PPM Quality Ranking  Activity  Activity Details Activity  Industry Institute Interaction With Outside world Cell  Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training  RED/Innovation / EDC/Incubation / International  RED/Innovation / EDC/Incubation / International  RED/Innovation / EDC/Incubation / International  RED/Incubation / International  RESK SND, PST	Academic Analysis / Students Data  Academic Monitoring / Examination / Result Analysis / Students Data  Academic Monitoring / Examination Cell  B.E. Project / PBL//Internship  Examination Cell  B.E. Project / PBL//Internship  B.E. Project / PBL//Internship  B.E. Project / PBL//Internship  SSP  SSP  SSP  SSP  SSP  MMD,Mr. Shinde  GVB  MMD,Mr. Shinde  GVB  Accreditation Process & QVB  Accreditation Process & Quality Ranking  Activity Details Activity Details Activity  Industry Institute Interaction with Outside world Cell  REAL (Dean)  PSD  Training  REAL (Dean)  REAL (PInnovation / EDC/Incubation/ International REAL (SND, PST)  REAL (Innovation / EDC/Incubation/ International REAL (SND, PST)	Academic Monitoring / Students Data   PBC (CEO)   AAD   MMD,PST, RAI Mr. Kate   Siplay Marksheet & Analysis with action plan	Academic National Process & Coordinator   AAD   AAD	Academic Monitoring / Surferniship Monitorin	Activity  Acrdemic Numbers Data  Acrdemic Suddens Mr. Kate  B.E. Project PBL/Internship  B.E. Project PBL/Internship  Cell  B.E. Project SSP  SSP  SSP  BRL Syspect Tilk student Workshop, Statent Technical State State Special Suddens Scherements as per PO  MD.Dr. Shinds Mr. Kate  Industrial Vsak' SDIV  Genet Lecture' Suddent Association chapter  Acrdeditation Process & Quality Ranking  Quality Ranking  Acrdeditation Process & Quality Ranking  Base Project  Broker Spr  Broke S	Academic Monitoring / Sumination / Result Analysis / Suddist Data  Academic Monitoring / Sumination Data  Balancial Visid / SDP/ Gueet Lecture / Super Talk-student Workshop, Sumination data didents advectation shaper of the data Association dapter of the data Association data association dapter of the data Association data Association dapter of the data Association data Associati	Academic Monitoring / Ranking PBE (CEO)  AAD  ACAD SND.MCR.Mc. Diploy Marksheet & Analysis with action plan  ALE Project PBE / Internaling	Activity	Activity    Configuration   Co	Activity   Localization   Possible   PBC (CBO)   AAD   AAD	Academic   Securitation   Result   Re	Activity   Continued   Conti	Activity   Constitution   Process   Constitution   Process   Pro	Activity Remainstrate / Result Response Data  Activity Remainstrate / Result Remainstrate /	According   Complement   Comp	Academics   Acad	Academic   Academic	Authority   Care   Ca	Activity   Continued   Conti	Activity   Commerce   Result   Resu	Addition   Committee   Part   Co	Action   Company   Compa	Additional Part of the Continue of the Continu	Application   Committee   Co

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March   Control   Contro	Aca	demic Calend	lar		Sem Start	Date: Jan 2023	Detailed Activities Planned Week Decembe Jan Feb March April May																
Manufaccine		Development		Group Leaders	IDC Department Coordintor			Planned Week		Jar	1	F	eb		Marc	h	Ap	ril		May			
Present Company Secretary			Alumni Association	VNC/YMA	UDD	YMA,PMB,UDD	Alumni Association																
Paccentance CCT				ACM	(Dean)																		
All Cultury   PMB			Placement/CRT	GSP	YMA	PMB,SST	Guidance for higher studies & Competitive Exams/Off campus data/Higherstudies																
Administration   PRO			All Clubs		PMB		Connect, Robo Club, GATE club, M Baja, E																
Magazine/Antiva/Bunk   Artive/Lecture/NSS   PNK   MMD   PNK   PNK   MMD   PNK   PNK   MMD   PNK   PN	3					MMD,PSD	Magazine																
Administration  Administration  PRO  Administration  PRO  Administration  Description  Descripti		and Placement				UDD,BMN	Newsletter																
Test (TEADSE)  AVS NCC / Sports  UDD, MCR NSS / Student Welfare  UDD, MCR NSS / Student Welfare  Administration  SBS(FE) (Dean)  Administration  Administration  Feeling Publicity  Dean  All Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, class room, cornidoor  RSK, Lab incharge, Lab Assistants  Department Ambience, cl			aar/ Newsletter/ NSS /student	PNK	MMD	VHK,NPJ	Astitva/ Day Celebration																
UDD, MCR NSS / Student Welfare  Detailed Activities Planned Week  Administration SBS(FE) (Dean)  Administration SBS(FE) (Dean)  Administration Process Registrar SSP, PMB, NFI  WebSite-Social Media Marketing Publicity  Office Management Cell Dean Admin  Dean Administration Hoo Consumable records  BSK, Lab incharge, Lab Assistants  GVB, KST, SND and All Lab Assistants  GVB, KST, SND and All Lab Assistants  Dean PPM, BMN, VHC, Mr.			welfare/Sports/Medical Test (FE&DSE)			SND, PSD	Jhankaar																
Administration   Activity Details   Consumer   Consum						AVS	NCC / Sports																
Administration  SBS(FE) (Dean)  Administration  SBS(FE) (Dean)  Administration  SBS(FE) (Dean)  Administration  WebSite-Social Media Marketing Publicity  Office Management Cell  Dean Admin  All Lab Assistants  Department Ambience, class room, corridoor  BSS Verification, Consumable records  GVB, KST, SND and All Lab Assistants  Dean  GVB, KST, SND and All Lab Assistants  Department Ambience, class room, corridoor  Consumable records  Dean						UDD, MCR	NSS / Student Welfare																
Admission Process Registrar SSP,PMB,NPJ  WebSite/Social Media Marketing /Publicity  Office Management Cell Dean Admin  Administration  Housekeeping & Maintenance  HoD DSR Verification, Consumable records  Dean Office Management Cell Dean Office Managemen	SI N	Danishman	Activity Details	Group	D		Detailed Activities	Planned Week															
WebSite/Social Media Marketing /Patolicity  PRO SSP.SDG  Office Management Cell Dean Admin  All Lab Assistants Department Ambience, class room, corridoor  HoD Bar Verification, Consumable records  GVB, KST, SND and All Lab Assistants  Dean PPM,BMN,VHK, Mr.			Administration	SBS(FE	E) (Dean)																		
Administration    Administration   Dean Admin   All Lab Assistants   Department Ambience, class room, corridoor   All Lab Assistants			Admission Process	Registrar		SSP,PMB,NPJ																	
Administration  Housekeeping & Maintenance  HoD  DSR Verification, Consumable records  GVB, KST, SND and All Lab Assistants  Department Ambience, class room, corridoor  RSK, Lab incharge, Lab Assistants  GVB, KST, SND and All Lab Assistants  Department Ambience, class room, corridoor  RSK, Lab incharge, Lab Assistants  GVB, KST, SND and All Lab Assistants  Department Ambience, class room, corridoor  RSK, Lab incharge, Lab Assistants  DSR Verification, Consumable records  DSR Verification, Consumable records  Dean  Dean  PPM,BMN,VHK, Mr.				PRO		SSP,SDG																	
4 Administration Housekeeping & Maintenance HoD  RSK ,Lab incharge, Lab Assistants Facilities and Technical support  One of the consumable records  DSR Verification, Consumable records  Dean PPM,BMN,VHK, Mr.			Office Management Cell																				
Maintenance HoD RSK ,Lab incharge, Lab Assistants Facilities and Technical support  DSR Verification, Consumable records Consumable records Dean PPM,BMN,VHK, Mr.	4	Administration	Housekeeping &			All Lab Assistants	Department Ambience, class room, corridoor																
Consumable records Lab Assistants  Lab Assistants  Dean PPM,BMN,VHK, Mr.				HoD		RSK ,Lab incharge, Lab Assistants	Facilities and Technical support																
, ,			Purchase Cell																				
Library Librarian PST			Library	Librarian		PST																	

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Sr   Instutional   Development   Activity Details   Group   Leaders	IDC Department Coordintor	Detailed Activities	Planned Week Planned Week r	Jan	Feb	March	April	May	

Head of Department Principal Coordinator