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

Department: Electronics and Telecommunication **Sem: I** **Academic Year : 2023-24**
Academic Calendar **Sem Start Date: July 2023** **Sem End Date: Nov 2023**

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week	June		July				August				September				October				November					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		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, BMN,SND	Preparation of Academic Calendar,		■	■	■																							
					PST, PSD,SMT	Time table & Display		TE , BE TT					SE, TE, BE TT												Remedial class TT, Updated TT according to syl							
					Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)								■			■									■						
					RSK,KST, CTs	parent-teacher coordinator,Parents Meet (& Action Plan Implementation),finding weak and scholar 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, APK	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																											
		Examination / Result Analysis /	**PBC (CEO)**	**AAD**	SND, KPS and Mr. Kate	Student data (Students exam data & Confirmation of Roll Call)		Roll Call																								
					SND, Gouri Kulkarni, SDG, Mr. Dhebe and Mr. Shinde	Result Data Analysis and Action plan (Remedial Classes)								Exam Data																		
					MMD,PST, SMT, Mr. Kate	CIE-Mid Term/End Term Test (Internal),assignment/Tut/Quizes etc as per accriditation format					■									■											

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

Department: Electronics and Telecommunicatio Sem: I **Academic Year : 2023-24**
Academic Calendar
Sem Start Date: July 2023 Sem End Date: Nov 2023

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week	June	July	August	September	October	November		
1	Academic Monitoring / Examination Cell	Students Data				Display Marksheet & Analysis with action plan									
					ASK, SND, SDG, Mr. Dhebe	Univ In-Sem Examination and mark entry		As per SPPU circular							
					AAD,SND, SDG, Gouri Kulkanrni, Mr. Shinde, Mr. Kate	Univ Pr-Or Exam and Marks Entry		As per SPPU circular						
		B.E. Project /PBL//Internship		SSP	RSK, AVS	B.E. Project /TE Seminar									
					SSP	PBL									
					SSP,YMA	Internship									
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW	GVB	ASK, GVB	Guest Lecture / Expert Talk,student Workshop, Student Technical Skill Development Training and studetns achivements as per PO									
					MMD, NM,Mr. Shinde	Industrial Visit									
					PNK,AVS	Professional Student Society Association - IEEE/ISTE/IETE etc									
					GVB	ETSA									
		Accreditation Process & Quality Ranking	PPM (IQAC)	RSK	PPM, PBC, PNK, SND, RSK	NBA (PNK)									
						NAAC(SND)									
						NIRF (RSK)									
						ARIIA (RSK)									
						IIC (PNK)									

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week								
		Industry Institute Interaction	RAK (Dean)	NM											
2	Interaction with Outside world Cell	Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training	SHG	RSK	NM	MOU with Industry/ Institute/ Research Organisation									
					NM	Grants/ Consultancy/ Revenue Generation									
					YMA,PMB,BMN, SST	Workshop/FDP/ STTP/Teaching and non teaching staff trainning									
					MMD	Conference & Publication									
		R&D / Innovation / EDC/Incubation/ International Colaboration	RSK	SND, PST	RSK	Incubation / EDP									
					RSK	R&D / Innovation									
		Alumni Association	VNC/YMA	UDD	YMA,PMB,UDD	Alumni Association									
		Student Development and Placement	ACM (Dean)												

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

Department: Electronics and Telecommunicatio Sem: I   Academic Year : 2023-24

Academic Calendar   Sem Start Date: July 2023   Sem End Date: Nov 2023

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week	June	July	August	September	October	November
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		███	███	███	███	███	███
		All Clubs	**SRK Comp**	**PMB**	PMB,PST ,KST, YMA	Eletro-infinity,Enginners-Connect, Robo Club, M Baja, E Baja, etc		███	███	███	███	███	███
		Magazine/Astitva/Jhank aar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)	**PNK**	**MMD**	MMD, Gouri Kulkarni	Magazine							
					UDD, BMN	Newsletter			▮ July				▮ Nov
					NPJ, PSD	Day Celebration					▮ Sept		
					SND, SDG, NPJ	Jhankaar							
					AVS	NCC / Sports							
					UDD, APK	NSS / Student Welfare			▮ July		▮ Aug	▮ Oct	

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week	June	July	August	September	October	November
		Administration	**SBS(FE) (Dean)**										
4	Administration	Admission Process	Registrar		PNK, UDD, MMD			███	███				
		WebSite/Social Media Marketing /Publicity	PRO		SSP, PST, SDG				▮	▒	▒	▒	▒
		Office Management Cell	Dean Admin										
		Housekeeping & Maintenance	Registrar		All Lab Assistants	Department Ambience, class room, corridor		███	███	███	███	███	███
					RSK ,Lab incharge, Lab Assistants	Facilities and Technical support							
		DSR Verification, Consumable records			GVB, KST, SND and All Lab Assistants							▮ Oct	
		Purchase Cell	Dean Admin		PPM,BMN, NPJ Mr. Kate and Mr. Shinde			▨ blue					▨ blue
		Library	Librarian		PST			▨ yellow					

Coordinator   Head of Department   Principal