

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

Department: Computer Engineering

Academic Year : 2023-24 Sem-II

Academic Calendar

Sem Start Date: TE/BE: 28/12/2023

Sem End Date: TE/BE: 30/04/2024

Sem Start Date: SE: 15/01/2024

Sem End Date: SE: 30/04/2024

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. (Attendies: P, VP, Heads, Deans, IQAC,CEO, Registrar, Librarian, TPO with Trustees)	Principal / Vice-Principal	NFS	Department Committee		
B	Department Review	Monitoring and execution of activities 1,2,3,4 (Attendies: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		NFS			
				SKW(PG)			
		Academic Activity	VNR (Dean)				
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	SRK	NFS, SBS	Workload Distribution & inform to faculty	W-1, W0
					SBS, CYV	Preparation of Academic Calendar, Time table & Display	W0,W1
					SRK, SK SAS, PMP, CYV	Allotment of class, parent teachers, Course coordinator	W0, W1
						Attendance Monitoring (Monthly Defaulters' list & Action Plan)	W6, W12, W16
						Parents Meet	
						Mid/End term Feedback & its corrective action	W9, W16
					RAK, SPD, DDA	Academic Audit to review quality of academic processes (Course & Department level Files)	W8
SSR, RHS	Annual Department Report	W15					

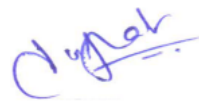
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1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	SPK	BKB, SSR, GSP	Student data (Confirmation of Roll Call)	W1
					SPK MSS, BFM, NSG, PSR, SSM	Result Data Analysis and Action plan (Remedial Classes)	W8
						Mid Term Test (Internal)	As declared by SPPU
						Display Marksheet & Analysis with action plan	As declared by SPPU
						Univ In-Sem Examination and mark entry with Analysis	As declared by SPPU
						End Term Exam - Internal	W14
						Display Marksheet - End term Internal with Analysis	W16
		B.E. Project /PBL//Internship	SPD	SPD, SSR, PMP	BE Project	W4 To W15	
				SPD, SSR, ASK	TE Seminar	W4 To W15	
				APK, SK, STC	PBL	---	
				SPD, GBA, ASK	Internship	W1 To W15	
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW	SSR, SAS, RHS, AAS, SSM	Guest Lecture / Expert Talk	W4 To W15	
				SBS, ADD, PSR	Industrial Visit	---	
				SBS, DDA, BFM	Professional Student Society Association -CSI/ACM/SAE/ISTE/IET etc	W10	
				BKB, GBA, NSG	Student Workshop, Student Technical Skill Development Training	W3 To W15	
				GSP, ASK, JSM, RHS	ACE/ETSA/MESA	W11	
		Accreditation Process & Quality Ranking	PPM (IQAC)	RMW	RMW, NSG	NBA	W4 to W15
					APK, BFM, AAS	NAAC	W4 to W15
					RMW, SPK, DDA	NIRF	
					RMW, BKB,SSM	ARIIA	W4 to W15

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	JRP	JRP, PSR	MOU with Industry/ Institute/ Research Organisation	W8-W10
					GSP, ADD	Grants/ Consultancy/ Revenue Generation	W1-W15
					BKB, GBA, ASK, NSG	FDP/ STTP	W12-13
					GSP, ADD	Technical Support & Office Staff Training	W10
					APK, JSM, BFM	Conference	-
					JRP, SK, PSR	Publications	W12-W15
		RMW, SAS, PMP	Incubation				
		R&D / Innovation / EDC/Incubation/ International Colabaration	RSK	RMW	RMW, SAS, PMP	Entrepreneureship Development Programme	
		JRP, CYV, PSR, ADD			R&D / Innovation		
Alumni Association	VNC/YMA	RAK	RAK, MSS	Alumni Association			
		Student	ACM (Dean)				
3	Student Development and Placement	Placement/CRT	GSP	GSP	GSP, DDA, MSS, SAS	Placement	W1 to W15
						Campus Recruitment Training	W1 to W4
						Guidance for higher studies & Competitive Exams	W9 to W12
		All Clubs	SRK Comp	BKB	BKB, ADD, GBA, PSR	Nakshatra Astronomy club	W4 to W13
						Google developer student club	
						Workattech MESCOE	
						Colloquium Magna Model United Nations Club (Personality development)	
						Robo Club	
						Directing Visions	
						Designers Club	
						Enthusiat Club	
						Hackerearth Club	
						Code Storm Club	
Smart India Hackaton							


Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinator	Department Committee	Detailed Activities	Planned Week	
3	Student Development and Placement	Magazine/Astitva/Jhankaar/ Newsletter/ NSS/student welfare/ Sports/ Medical Test (FE&DSE)	PNK	APK	APK, ASK	Magazine	W7, W15	
					APK, AAS	Newsletter	W7, W15	
					APK, RHS	Astitva		
					APK, JSM, PMP	Day Celebration	W3, W7, W8, W12	
					APK, ASK	Jhankaar		
					BKB, ASK	NCC / Sports	W1 To W15	
					SBS, BFM	NSS	W1 To W15	
					SKW, GBA	Student Welfare	W1 To W15	
					STC	Medical Test (only for FE and DSE)		
		Administration	SBS(FE) (Dean)					
4	Administration	Admission Process	Registrar		SKW, MSS, GBA, JSM, ASK, BFM		W1 to W8	
		WebSite/Social Media Marketing /Publicity	PRO		SRK, RHS, MSS	Departmental Website Monitoring	W1 to W15	
		Office Management Cell	Dean Admin					
		Housekeeping & Maintenance	HoD			GSP, CYV	Department Ambience	W1 to W15
						SRK, CYV	Lab Maintenance	W1 to W3
						SRK, CYV	Lab DSR verification	W16
		Purchase Cell	Dean Admin		SPK, ADD	Departmental Purchase	W1 to W15	
		Library	Librarian		RMW, AAS	Library Usage	W16	
		Departmental ERP			JRP	Departmental ERP Monitoring		
Department Meeting Book Maintenance			SPK, SSM	Preparation of MoM				



Coordinator



Head of Department



Principal