

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

Department: Computer Engineering

Academic Year : 2024-25 Sem-I

Academic Calendar

Sem Start Date: 01/07/2024

Sem End Date: 25/10/2024

Sr No	Institutional Development Activity	Activity Details	IDC Department Coordinator	Department Committee	Detailed Activities	Planned Week	Planned Date
Academic Activity							
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	SRK	NFS, SBS	Workload Distribution & inform to faculty	W-1, W0	17-06 to 29-06
				SBS, CYV	Preparation of Academic Calendar, Time table & Display	W0,W1	24-06 to 06-07
				SRK STC SAS CYV	Allotment of class, parent teachers, Course coordinator	W0, W1	24-06 to 06-07
					Attendance Monitoring (Monthly Defaulters list & Action Plan)	W6, W12, W15	05-08 to 10-08 16-09 to 21-09 07-10 to 12-10
					Parents Meet		16-09 to 21-09
					Mid/End term Feedback & its corrective action	W9, W16	26-08 to 31-08 14-10 to 19-10
				APK, SPD, DDA	Academic Audit to review quality of academic processes (Course & Department level Files)	W8	19-08 to 24-08
				SSR, RHS	Annual Department Report	W15	07-10 to 12-10
2	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	SPK	BKB, SSR, GSP	Student data (Confirmation of Roll Call)	W1	17-06 to 22-06
				SPK MSS BFM PSR AAS	Result Data Analysis and Action plan (Remedial Classes)	W8	19-08 to 24-08
					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	30-09 to 05-10
					Display Marksheet - End term Internal with Analysis	W16	14-10 to 19-10
		B.E. Project /PBL//Internship	SPD	SPD, SSR, STC	BE Project	W4 to W15	22-07 to 12-10
				SPD, SSR, KAJ	TE Seminar	W4 to W15	22-07 to 12-10
				APK, STC	PBL	---	
				SPD, GBA, KAJ	Internship	---	
				SSR, AAS, KAJ RGT, VDG	Guest Lecture / Expert Talk	W2, W4, W6, W10, W12	08-07 to 13-07 22-07 to 27-07 05-08 to 10-08 02-09 to 07-09 16-09 to 21-09

	Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SSR	SBS, ADD, PSR	Industrial Visit	W10, W12	02-09 to 07-09 16-09 to 21-09	
			SBS, DDA	Professional Student Society Association -CSI/ACM/SAE/ISTE/IET etc	W4, W10	22-07 to 27-07 02-09 to 07-09	
			BKB, GBA, MSU, VDG	Student Workshop, Student Technical Skill Development Training	W3 , W5, W11	15-07 to 20-07 28-07 to 03-08 09-09 to 09-14	
			GSP, AAS, MSU,RHS	ACE/ETSA/MESA	W11	09-09 to 09-14	
	Accreditation Process & Quality Ranking	RMW	RMW, SAS	NBA	W1 to W15	01-07 to 12-10	
			APK, BFM	NAAC	W1 to W15	01-07 to 12-10	
			RMW, MSU, RGT	NIRF		01-07 to 12-10	
			RMW, KAJ	ARIIA	W1 to W15	01-07 to 12-10	
Industry Institute Interaction							
3	Interaction with Outside world Cell	JRP	JRP, PSR	MOU with Industry/ Institute/ Research Organisation	W1 to W15	01-07 to 12-10	
			JRP, ADD	Grants/ Consultancy/ Revenue Generation	W1 to W15	01-07 to 12-10	
			BKB, GBA, VDG, RGT	FDP / STTP	W09, W13	26-08 to 31-08 23-09 to 29-09	
			JRP, KAJ	Technical Support & Office Staff Training	W10	02-09 to 07-09	
				Conference	-		
			JRP, PSR	Publications	W1 to W15	01-07 to 12-10	
		RMW, MSU, KAJ	Incubation				
		R&D / Innovation / EDC/Incubation/ International Colabaration	RMW	RMW, MSU, KAJ	Entrepreneureship Development Programme		
Alumni Association	SKW	SKW, MSS	Alumni Association				
Student Development and Placement							
4	Student Development and Placement	Placement/CRT	GSP	GSP, DDA, MSS, SAS	Placement	W1 to W15	01-07 to 12-10
					Campus Recruitment Training	W-2 to W12	10-06 to 12-10
					Guidance for higher studies & Competitive Exams	W9 to W12	26-08 to 21-09
		All Clubs	BKB	BKB JRP ADD BFM STC	Google Developer Student Club	W1 to W13	01-07 to 28-09
					Robo Club		
		SBS, ADD	Smart India Hackaton				
		APK, VDG	Magazine	W7, W15	12-08 to 17-08 07-10 to 12-10		

5	Student Development and Placement	Magazine/Astitva/Jhankaar/ Newsletter/ NSS/student welfare/ Sports/ Medical Test (FE&DSE)	APK	APK, AAS	Newsletter	W7, W15	12-08 to 17-08 07-10 to 12-10
				APK, MSU	Astitva		
				APK, MSU, RHS	Day Celebration	W3, W7, W8, W12	15-07 to 20-07 12-08 to 17-08 19-08 to 24-08 07-10 to 12-10
				APK, VDG	Jhankaar		----
				BKB, VDG	NCC / Sports	W1 to W15	01-07 to 12-10
				SBS	NSS	W1 to W15	01-07 to 12-10
				SKW, GBA	Student Welfare	W1 to W15	01-07 to 12-10
				BKB	Medical Test (only for FE and DSE)		

Administration

6	Administration	Admission Process					
		WebSite/Social Media Marketing /Publicity		SRK, RHS, MSS	Departmental Website Monitoring	W1 to W15	01-07 to 12-10
		Office Management Cell					
		Housekeeping & Maintenance		GSP, CYV	Department Ambience	W1 to W15	01-07 to 12-10
				SRK, CYV	Lab Maintenance	W1 to W3	01-07 to 20-07
		DSR Verification, Consumable records		SRK, CYV	Lab DSR verification	W16	14-10 to 19-10
		Purchase Cell		SPK, ADD	Departmental Purchase	W1 to W15	01-07 to 12-10
		Library		RMW, RGT	Library Usage	W16	14-10 to 19-10
		Departmental ERP		RMW	Departmental ERP Monitoring	W1 to W15	01-07 to 12-10
		Department Meeting Book Maintenance		SPK, RHS	Preparation of MoM	W1 to W15	01-07 to 12-10



Coordinator



Head of Department



Principal