

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

**Department: Electronics and Telecommunicat Sem: I**

**Academic Year : 2024-25**

**Academic Calendar**

**Sem Start Date: July 2024**

**Sem End Date: Nov 2024**

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week
A	<b>Management Review</b>	Review of Activites 1,2,3,4. (Attendies: P, VP, Heads, Deans, IQAC,CEO, Registrar, Librarian, TPO with Trustees)	<b>Principal / Vice-Principal</b>	<b>PPM</b>			
B	<b>Department Review</b>	Monitoring and execution of activites 1,2,3,4(Attendies: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		<b>PPM</b>			
				<b>MPD</b>			
		<b>Academic Activity</b>	<b>VNR (Dean)</b>				
1	<b>Academic Monitoring / Examination Cell</b>	Academic Monitoring, Academic Audit	<b>KST (E&amp;TC)</b>	<b>KST/BMN</b>	PPM,PNK,SSP	Workload Distribution & inform to faculty	
					<b>PPM,BMN</b>	Preparation of Academic Calendar,	
					PMB, PSD	Time table & Display	
					Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)	
					KST,SST, 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, GK	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...	
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		Examination / Result Analysis / Students Data	<b>PBC (CEO)</b>	<b>ASK</b>	SND, NPJ and Harshal	Student data (Students exam data & Confirmation of Roll Call)	
					SND, Gouri Kulkarni, ASK, Mr. Malgi	Result Data Analysis and Action plan (Remedial Classes)	
					MMD,PST, Mr. Malgi, Mr. Fandillolu	CIE-Mid Term/End Term Test (Internal), assignment/Tut/Quizes etc as per accriditation format	
						Display Marksheet & Analysis with action plan	
				SDG, Mr. Malgi	Univ In-Sem Examination and mark entry		

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1	Academic Monitoring / Examination Cell				ASK,SND, SDG, Gouri Kulkanrni, Mr. Malgi, Mr. Harshal	Univ Pr-Or Exam and Marks Entry		
		B.E. Project /PBL//Internship		SSP	RSK,KPS	B.E. Project /TE Seminar		
					SSP	PBL		
					SSP,YMA	Internship		
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter		GVB	ASK, GVB	Guest Lecture / Expert Talk,student Workshop, Student Technical Skill Development Training and student achievements etc as per PO		
					MMD, NM, Mr. Malgi, Mr. Harshal	Industrial Visit		
					PNK, PSD	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	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinator	Detailed Activities	Planned Week		
		Industry Institute Interaction	RAK (Dean)		NM, PST			
2	Interaction with Outside world Cell	Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training	SHG	RSK	NM,PST	MOU with Industry/ Institute/ Research Organisation		
					NM,PST	Grants/ Consultancy/ Revenue Generation		
					YMA,PMB,BMN, NM	Workshop/FDP/ STP/Teaching and non teaching staff training		
					PPM,MMD,YMA,NM	Conference & Publication		
		R&D / Innovation / EDC/Incubation/ International Colabaration	RSK	PST	RSK,PST	Incubation / EDP		
			RSK, NM, PPM&PNK	R&D / Innovation/International collaboration (PPM&PNK)				
		Alumni Association	VNC/YMA	UDD	YMA,PMB	Alumni Association		
		Student Development and Placement	ACM (Dean)					
3	Student Development and Placement	Placement/CRT	GSP	YMA	PMB,KPS	Placement/ Campus Recruitment Training/ Guidance for higher studies & Competitive Exams/Off campus data/Higherstudies data/Entrepreneur data		
		All Clubs	SRK Comp	PMB	PMB,PST ,KST, YMA	Eletro-infinity,Enginners-Connect, Robo Club, M Baja, E Baja,Aerathon etc		
					SST	Magazine		
					SDG	Newsletter		

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		Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)	PNK	UDD	NPJ, PSD SND, SDG, NPJ SST SST,UDD	Day Celebration Jhankaar NCC / Sports NSS / Student Welfare
		<b>Administration</b>	<b>SBS(FE) (Dean)</b>			
4	Administration	Admission Process	Registrar		KST,ASK,SND,SSP,GK,PSD,NPJ	
		WebSite/Social Media Marketing /Publicity	PRO		SSP, PST, SDG	
		Office Management Cell	Dean Admin			
		Housekeeping & Maintenance	Registrar		All Lab Assistants	Department Ambience, class room, corridoor
					Lab incharge, Lab Assistants	Facilities and Technical support
		DSR Verification, Consumable records			GVB, KST, SND and Mr. Malgi, Mr. Fandillolu	
		Purchase Cell	Dean Admin		PPM,BMN, NPJ Mr. Muknak	
Library	Librarian		PST, Mr. Fandillolu			

Coordinator      Head of Department

Principal