Modern Education Society's Wadia College of Engineering, Pune - 411 001 elecommunication Sem: II Academic Year : 2024-25

Department: Electronics and Telecommunication Sem: II Academic Calendar Sem Start Date: Jan 2025							Academic Year : 2024-25 Sem End Date: May 2025																									
	2-	Instutional		Group	IDC	att. gan 2020			Dece	Decembe Jan				Feb				March				A!1				f						
1	No '	Development Activity	Activity Details	Leaders	Department Coordintor		Detailed Activities	Planned Week	1			Jai	n			ren	,		Mi	iren			April			N	Aay			ı		
	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	v v	v w	w	w	w	w	w	Goal	Reso urces Fund s	Sign
	В	Department Review	Monitoring and execution of activites 1,2,3,4(Attendies: P, VP, Heads, Deans, IQAC,	Principal	PPM				-2	-1	1	2	3	4	5	6 7	8	9	10	11	12	13 1	4 1	5 16	5 17	18	19	20	21			
			CEO, Registrar, Librarian, TPO)		MPD																											
			Academic Activity	VNR	(Dean)																											
						PPM,PNK,SSP	Workload Distribution & inform to faculty																									
						PPM,BMN	Preparation of Academic Calendar,																									
			Academic Monitoring, Academic Audit			PMB,PSD	Time table & Display																									
						Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)																									
		Academic Monitoring /		KST (E&TC)	KST/BMN	KST,SST, CTs	parent-teacher coordinator,Parents Meet (& Action Plan Implementation),finding weak and scholler students and action																									
		Examination Cell				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																									
1	Sr ,	Instutional Development	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities																									
_		Activity			Coordintor	SND,NPJ and Mr. Harshal	Student data (Students exam data & Confirmation of Roll Call)																									
						SND, GK,ASK, Mr. Malgi	Result Data Analysis and Action plan (Remedial Classes)		Roll (all							Eva	ım Da	ta .													
			Examination / Result Analysis /	PBC (CEO)	ASK	MMD,PST, Mr. Malgi, Mr.	CIE-Mid Term/End Term Test (Internal),assignment/Tute/Quizes etc as per accriditation format										LAC															
			Students Data			Fandilolu	Display Marksheet & Analysis with action plan																									
						SDG, Mr. Malgi	Univ In-Sem Examination and mark entry																									
						ASK,SND, SDG,GK,Mr. Malgi,Mr. Harshal	Univ Pr-Or Exam and Marks Entry																									
						RSK, KPS	B.E. Project /TE Seminar																									
			B.E. Project /PBL//Internship		SSP	SSP	PBL																									
					SSP,YMA	Internship																										

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			SKW		ASK,GVB	Guest Lecture / Expert Talk, student Workshop, Student Technical Skill Development Training and studetns achivements as per PO																
		Industrial Visit/ SDP/ Guest Lecture/		GVB	MMD,NM,Mr. Malgi, Mr. Harshal	Industrial Visit																
		Student Association chapter		GVB	PNK <mark>,PSD</mark>	Professional Student Society Association - IEEE/ISTE/IETE etc																
					GVB,Smita Tikar,Kirti Shinde	ETSA																
						NBA (PNK)														\top		
						NAAC(SND)									H		1 1			\top		
		Accreditation Process & Quality Ranking	PPM (IQAC)	RSK	PPM, PBC, PNK, SND, RSK	NIRF (RSK)														\neg		
		Quality Kaliking				ARIIA (MPD)														\neg		
						IIC (MPD)											1 1			\top		
Sr	Instutional	1 C 2 D 4 7	Group	IDC		70 4 71 14 47 59	DI															
No	Development Activity	Activity Details	Leaders	Department Coordintor		Detailed Activities	Planned Week													\bot		
		Industry Institute Interaction	RAK	(Dean)	NM,PST																	
		Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/			NM,PST	MOU with Industry/ Institute/ Research Organisation																
	Interaction		SHG	RSK	NM,PST	Grants/ Consultancy/ Revenue Generation														_		\perp
2	Interaction with Outside world Cell	Technical/Office Staff Training			YMA,PMB,BMN, NM	Workshop/FDP/ STTP/Teaching and non teaching staff trainning																
		R&D / Innovation /			PPM, MMD,YMA, NM RSK,PST	Conference & Publication Incubation / EDP														+		-
		EDC/Incubation/ International	RSK	PST	RSK,NM,PPM &PNK	R&D / Innovation/International																
		Colabaration Alumni Association	VNC/YMA	UDD	YMA,PMB	colaboration(PPM &PNK) Alumni Association											+ +			+		_
		Student Development and Placement		(Dean)	,																	
		Placement/CRT	GSP	YMA	PMB,KPS	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, Direcing-visions,Enginners- Connect, Robo Club, GATE club, M Baja, E Baja, etc																
3	Student Development				SST	Magazine																
	and Placement				SDG	Newsletter																
		Magazine/Astitva/Jhank aar/ Newsletter/ NSS /student		UDD	NPJ,PSD	Astitva/ Day Celebration														\perp		
		welfare/Sports/Medical Test (FE&DSE)			SND, SDG,NPJ	Jhankaar																\perp
					SST	NCC / Sports		\vdash	_			_	\vdash	-	\vdash		+	 -	$\vdash \vdash$	+	+	_
					SST,UDD	NSS / Student Welfare																
Sr No	Instutional Development Activity	Activity Details	Group Leaders	Department Coordintor		Detailed Activities	Planned Week															
		Administration SBS(FE) (Dean)) (Dean)																		
		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												
4 Administrati			Lab incharge, Lab Assistants	Facilities and Technical support												
	DSR Verification, Consumable records		GVB,KST, SND and Mr. Malgi, Mr. Fandilolu													
	Purchase Cell	Dean Admin	PPM,BMN,NPJ, Mr. Harshal													
	Library	Librarian	PST, Mr. Fandilolu												$\sqcap T$	