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

Academic Year : 2025-26

Department: Mechanical Engineering

Academic Calendar

Sem: II

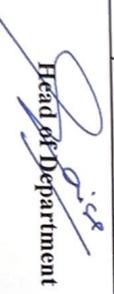**Sem Start Date: 01/01/2026**   **Sem End Date: 19/05/2026**

Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	Detailed Activities	Planned Week
A	Management Review	Review of Activites 1,2,3,4. (Attendies: P, VP, Heads, Deans, IQAC,CEO, Registrar, Librarian, TPO with Trustees)	Group Leaders	VNR	VJS	Review Meeting Planning & Review	Alternate Week
		Monitoring and execution of activites 1,2,3,4(Attendies: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)	Principal / Vice-Principal	VNR	RNY	All activity Planning & Report Collections	W2, W8 & W16
B	Department Review		SHG (PG)	SHG	SHG	All PG Activity	W0 & W10
	Academic Activity		VNR (Dean)		VNR/SDW	Workload Distribution & inform to faculty	W-1, W0
					SDW	Preparation of Academic Calendar, Time table & Display	W0, W1
					KAM	Allotment of class, parent teachers, Course coordinator	W0, W1
					Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)	W6, W12, W15
					KAM/Class Teacher	Parents Meet	
					VNR	Academic Audit to review quality of academic processes (Course & Department level Files)	W4, W12
					KAM	Mid/End term Feedback & its corrective action	W9, W16
					SSJ (Sr)	Annual Department Report	W15
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	KAM			

Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	Detailed Activities	Planned Week
1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	SRK	Class Teacher	Student data (Confirmation of Roll Call)	W1
					Class Teacher	Result Data Analysis and Action plan (Remedial Classes)	W8
					Individual Faculty/AAS	Mid Term Test (Internal) / CCE	As declared by SPPU
					Individual Faculty/AAS	Display Marksheet & Analysis with action plan	As declared by SPPU
					Individual Faculty	Univ In-Sem Examination and mark entry with Analysis	As declared by SPPU
					Individual Faculty/AAS	End Term Exam - Internal / CCE	W14
					Individual Faculty	Display Marksheet - End term Internal with Analysis	W16
		B.E. Project /PBL//Internship		SPG	SPG/VSM	BE Project	W4 to W15
					VJS/VPS	Community Engagement Project (CEP)	W13
				ARP	ARP	Honors Courses	W0 & W1
				SSJ (Sr)	SSJ (Sr)	Internship/Mini Project	W13
					SSJ (Sr)	Guest Lecture / Expert Talk	W2, W4, W6, W10, W12
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW		SRK	Industrial Visit	W10, W12
					SSJ (Sr)	Student Workshop, Student Technical Skill Development Training	W3, W5, W11
				BDN	SHG (SAE), VNR (ISHRAE), KAM (ASME), BDN (ISTE), VSM (IoE)	Professional Student Society Association - CSI/ACM/SAE/ISTE/IET etc	W3, W5, W11
					HSS	MESA	W11
		Accreditation Process & Quality Ranking	PPM (IQAC)	RNY	RNY	NBA	W1 to W15
					SPG	NAAC	W1 to W15
					ARP	NIRF / ARIIA	W1 to W15

Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	Detailed Activities	Planned Week
2	Interaction with Outside world Cell	**Industry Institute Interaction**					
		Consultancy / MOU / Grants / Rev. Generation	SHG	AM	AM	MOU with Industry/ Institute/ Research Organisation/ One staff one industry	W1 to W15
					AM	Grants/ Consultancy/Revenue Generation	W1 to W15
		FDP / Conference / Publications/ Technical/Office Staff Training	SPK	SHG	BDN	FDP/ STTP	W9, W13
					SSJ (Jr)	Technical Support & Office Staff Training	W10
					BDN	Conference & Publications	W1 to W15
		R&D / Innovation / EDC/Incubation/ International Colabaration	RSK	BDN	VJS	Incubation	W5 & W13
					ARP	Entreprenureship Development Programme	
					BDN	R&D / Innovation	
		Alumni Association	YMA	SSJ (Jr)	SSJ (Jr)	Alumni Association	
		Student Development and Placement		ACM (Dean)			
		Placement/CRT	GSP	VSM	VSM/AAS	Placement	W1 to W15
					ARP	Campus Recruitment Training	W-2 to W12
					VSM	Guidance for higher studies & Competitive Exams	W9 to W12
		All Clubs	SRK Comp	ARP	ARP	Designers Club/Green Club	
					VSM	Techne Club/Robo Club	
					SRK	Tronix 4.0 Club	
						E-Baja	
					SPG	Smart India Hackaton	W1 to W13

Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	Detailed Activities	Planned Week
3	Student Development and Placement	Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)	PNK	HSS	HSS	Magazine	W7, W15
					HSS	Newsletter	W7, W15
					HSS	Astitva	W3, W7, W8, W12
					HSS	Day Celebration	
					SSJ (Sr)	Jhankaar	W1 to W15
					KAM	NCC / Sports	W1 to W15
					BDN	NSS	W1 to W15
					BDN	Student Welfare	W1 to W15
					SPG	Medical Test (only for FE and DSE)	W1 to W15
		Administration	**SBS(FE) (Dean)**			**Detailed Activities**	**Planned Week**
4	Administration	Admission Process	Registrar	SRK	LGP		W1 to W15
		WebSite/Social Media Marketing /Publicity	PRO	BDN	HSS		W1 to W15
		Office Management Cell	Dean Admin	VJS	LGP		W1 to W15
					SDM/MSP	Department Ambience	W1 to W15
		Housekeeping & Maintenance	HoD	SDW	RSS/LGP	Lab Maintenance	W1 to W3
		DSR Verification, Consumable records	Dean Admin	VJS	SSJ (Jr)	Lab DSR verification	W16
		Purchase Cell	Dean Admin	SSJ (Sr)	SSJ (Sr)	Department Purchase	W1 to W15
		Library	Librarian	VJS	MSP	Library Usage	W16
		Department ERP		BDN	MSP	Department ERP Monitoring	W1 to W15

Coordinator   Head of Department   Principal