

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

**Department: Computer Engineering**

**Academic Year : 2025-26 Sem-I**

**Academic Calendar**

**Sem Start Date: 01/07/2025**

**Sem End Date: 04/11/2025**

Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinator	Department Committee	Detailed Activities	Planned Week	Sign
A	<b>Management Review</b>	Review of Activities 1,2,3,4. (Attendies: P, VP, Heads, Deans, IQAC,CEO, Registrar, Librarian, TPO with Trustees)	<b>Principal / Vice-Principal</b>	NFS	<b>Department Committee</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)		NFS				
				SKW(PG)				
		<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>SRK</b>	NFS, SBS	Workload Distribution & inform to faculty	W-1, W0	
					NFS, SBS, ADD	Preparation of Academic Calendar, Time Table & Display	W0,W1	
					SRK	Allotment of class, parent teachers, Course coordinator	W0, W1	
					STC	Attendance Monitoring (Monthly Defaulters list & Action Plan)	W6, W12, W15	
					SAS	Parents Meet		
					CYV	Mid/End term Feedback & its corrective action	W9, W16	
					AKS	Academic Audit to review quality of academic processes (Course & Department level Files)	W8	
				APK, RHS	Annual Department Report	W15		
				SPD, ADD				
				SSR, RHS				

Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinator	Department Committee	Detailed Activities	Planned Week	
1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	SPK	BKB, SSR, GSP	Student data (Confirmation of Roll Call)	W1	
					SPK BFM AAS AVJ CCB SMS	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	GSP	GSP, STC, AKS	BE Project	W4 to W15		
				SSR, KAJ, SDB	TE Seminar	W4 to W15		
				SRK,VDG, PGH	PBL/CEP	W2 to W15		
				SPD, GBA, KAJ	Internship	---		
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW	SPD	SPD, SDB, SVD, GPR, DRR, AVJ, MPJ	Guest Lecture / Expert Talk	W2, W4, W6, W10, W12	
					SBS, ADD, AKS, ADJ	Industrial Visit	W10, W12	
					SBS, SDB, STC, ADJ	Professional Student Society Association -CSI/ACM/SAE/ISTE/IET etc	W4, W10	
					SPD, GBA, AAS, VDG, JVD, MPJ	Student Workshop, Student Technical Skill Development Training	W3 , W5, W11	
					GSP, AAS, RHS, SVD,DRR, SAS1	Association of Computer Engineers(ACE)	W11	
		Accreditation Process & Quality Ranking	PPM (IQAC)	RMW	RMW, SAS, VDG	NBA	W1 to W15	
					APK, BFM, AKS	NAAC	W1 to W15	
					RMW, KAJ, SVD	NIRF		
					RMW, KAJ, SVD	ARIIA	W1 to W15	

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinor	Department Committee	Detailed Activities	Planned Week	
		<b>Industry Institute Interaction</b>	<b>RAK (Dean)</b>					
2	<b>Interaction with Outside world Cell</b>	Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training	<b>SHG</b>	<b>JRP</b>	JRP, SDB	MOU with Industry/ Institute/ Research Organisation	W1 to W15	
					JRP, CCB	Grants/ Consultancy/ Revenue Generation	W1 to W15	
					JRP, GBA, CYV, GPR, PGH, ADJ	FDP / STTP	W09, W13	
					JRP, PGH	Technical Support & Office Staff Training	W10	
						Conference	-	
					JRP, BFM, SVD	Publications	W1 to W15	
		RMW, KAJ	Incubation					
		R&D / Innovation / EDC/Incubation/ International Colabaration	<b>RSK</b>	<b>RMW</b>	RMW, KAJ, CCB, SMS	Entrepreneuship Development Programme		
					JRP, VDG, PGH, GPR	R&D/Innovation		
Alumni Association	<b>VNC/YMA</b>	<b>JRP</b>	JRP, SAS, SAS1	Alumni Association				
		<b>Student Development and Placement</b>	<b>ACM (Dean)</b>					
3	<b>Student Development and Placement</b>	Placement/CRT	<b>GSP</b>	<b>APK</b>	APK, SAS, STC, DRR, GSP	Placement	W1 to W15	
						Campus Recruitment Training	W-2 to W12	
						Guidance for higher studies & Competitive Exams	W9 to W12	
		All Clubs	<b>SRK Comp</b>	<b>BKB</b>	BKB GBA ADD BFM DRR MPJ	Google Developer Student Club (BKB, MPJ)	W1 to W13	
						Robo Club ( ADD)		
						Tech Verse Club (GBA)		
						Aerothan ( DRR)		
						Code Storm Club (NFS/BFM)		
		SBS, JVD, SMS			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	SSR	SSR, KAJ, CCB	Magazine	W7, W15	
					SSR, AAS, JVD	Newsletter	W7, W15	
					SSR, GPR	Astitva		
					SSR, GPR, AVJ	Day Celebration	W3, W7, W8, W12	
					SSR, SAS1, SMS	Jhankaar		
					BKB, SAS1	NCC / Sports	W1 to W15	
					SBS, SMS	NSS	W1 to W15	
					SKW, GBA	Student Welfare	W1 to W15	
					BKB, SAS1	Medical Test (only for FE and DSE)		
		<b>Administration</b>	<b>SBS(FE) (Dean)</b>					
4	Administration	Admission Process	Registrar					
		WebSite/Social Media Marketing /Publicity	PRO		BKB, RHS, SAS1	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	
		DSR Verification, Consumable records			SRK, CYV, JVD	Lab DSR verification	W16	
		Purchase Cell	Dean Admin		SPK, ADD	Departmental Purchase	W1 to W15	
		Library	Librarian		RMW, AVJ	Library Usage	W16	
		Departmental ERP			RMW	Departmental ERP Monitoring	W1 to W15	
Department Meeting Book Maintenance			SPK, RHS	Preparation of MoM	W1 to W15			

**Coordinator**

**Head of Department**

**Principal**