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

**Department: Electronics and Telecommunicatio** **Sem: I** **Academic Year : 2025-26**

**Academic Calendar** **Sem Start Date: 1 July 2025** **Sem End Date: 30 Nov.2025**

| Sr No | Instutional Development Activity | Activity Details | Group Leaders | IDC Department Coordintor | Faculty | Detailed Activities | Planned Week | June | | July | | | | August | | | | September | | | | October | | | | November | | | | | Goal | Resources Funds | Sign |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | W | W | W | W | W | W | W | W | W | | | |
| B | Department Review | Monitoring and execution of activites 1,2,3,4(Attendies: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO) | | PPM | | | | -2 | -1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | |
| | | | | MPD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Academic Activity | VNR (Dean) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Academic Monitoring / Examination Cell | Academic Monitoring, Academic Audit | KST (E&TC) | KST/BMN | PPM,PNK,SSP | Workload Distribution & inform to faculty | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | PPM,BMN | 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 scholler 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… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sr No | Instutional Development Activity | Activity Details | Group Leaders | IDC Department Coordintor | | Detailed Activities | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Examination / Result Analysis / Students Data | PBC (CEO) | ASK | SND,NPJ and Mr. Dhebe | Student data (Students exam data & Confirmation of Roll Call) | | Roll Call | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | SND, GK,ASK, Mr. Malgi | Result Data Analysis and Action plan (Remedial Classes) | | | | | | | | | | | Exam Data | | | | | | | | | | | | | | | | | | |
| | | | | | MMD,PST, Mr. Malgi, Mr. | CIE-Mid Term/End Term Test (Internal),assignment/Tute/Quizes etc as per accriditation format | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | Display Marksheet & Analysis with action plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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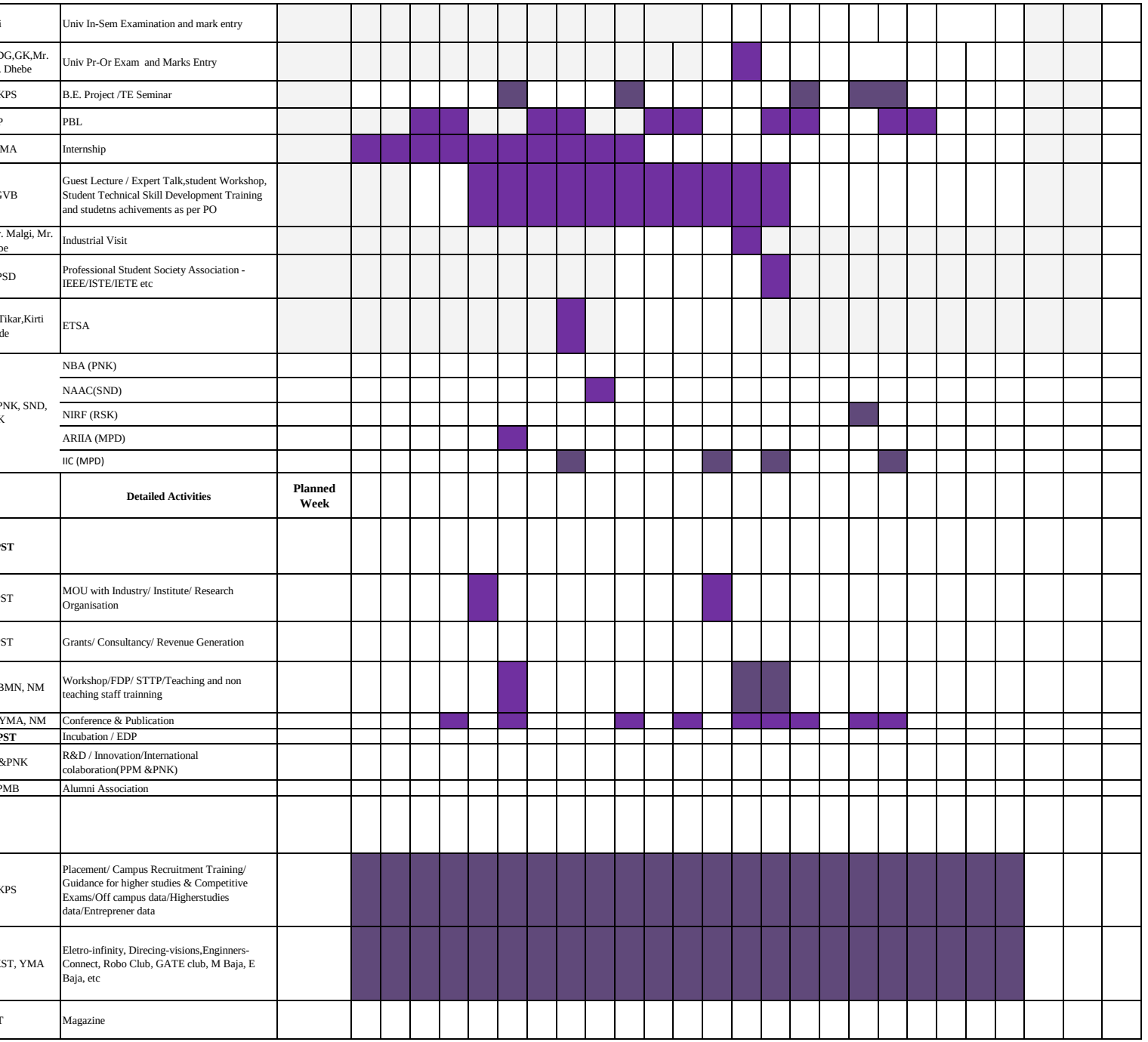
| | | | | | SDG, Mr. Malgi | Univ In-Sem Examination and mark entry | |
| | | | | | ASK,SND, SDG,GK,Mr. Malgi,Mr. Dhebe | Univ Pr-Or Exam and Marks Entry | |
| 1 | Academic Monitoring / Examination Cell | B.E. Project /PBL//Internship | SKW | SSP | RSK, KPS | B.E. Project /TE Seminar | |
| | | | | | 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 studetns achivements as per PO | |
| | | | | | MMD,NM,Mr. Malgi, Mr. Dhebe | Industrial Visit | |
| | | | | | PNK,PSD | Professional Student Society Association - IEEE/ISTE/IETE etc | |
| | | | | | GVB,Smita Tikar,Kirti Shinde | ETSA | |
| | | Accreditation Process & Quality Ranking | PPM (IQAC) | RSK | PPM, PBC, PNK, SND, RSK | NBA (PNK) | |
| | | | | | | NAAC(SND) | |
| | | | | | | NIRF (RSK) | |
| | | | | | | ARIIA (MPD) | |
| | | | | | | IIC (MPD) | |
| **Sr No** | **Instutional Development Activity** | **Activity Details** | **Group Leaders** | **IDC Department Coordintor** | | **Detailed Activities** | **Planned Week** |
| | | **Industry Institute Interaction** | | | **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/ STTP/Teaching and non teaching staff trainning | |
| | | | | | 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 colaboration(PPM &PNK) | |
| | | Alumni Association | VNC/YMA | UDD | YMA,PMB | Alumni Association | |
| | | **Student Development and Placement** | **ACM (Dean)** | | | | |
| 3 | Student Development | 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 | |
| | | | | | SST | Magazine | |



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|---|---|---|---|---|---|---|---|---|
| | **and Placement** | Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE) | | **UDD** | SDG | Newsletter | | |
| | | | | | NPJ,PSD | Astitva/ Day Celebration | | |
| | | | | | SND, SDG,NPJ | Jhankaar | | |
| | | | | | SST | NCC / Sports | | |
| | | | | | SST,UDD | NSS / Student Welfare | | |
| **Sr No** | **Institutional Development Activity** | **Activity Details** | **Group Leaders** | **IDC Department Coordinator** | | **Detailed Activities** | **Planned Week** | |
| | | **Administration** | **SBS(FE) (Dean)** | | | | | |
| **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. | | | |
| | | Purchase Cell | Dean Admin | | PPM,BMN,NPJ, Mr. Dhebe | | | |
| | | Library | Librarian | | PST, Mr. | | | |

**Coordinator** **Head of Department** **Principal**