

Sr. No.	College Development Cell	Cell Activity	Cell Activity Details	College Development Cell activity Coordinator	Departmental Primary/Secondary Coordinator	Department Committee Member	Sep-25			Oct-25			Nov-25			Dec-25			Goal	Resources Funds	Sign			
							w	w	w	w	w	w	w	w	w	w	w	w						
I	Academic Monitoring / Examination Cell	Academic	Workload Distribution & inform to faculty	Dr. K. S. Tiwari	DSA/MDR	GAK/PRW																		
			Preparation of Time table & Display		MDR																			
			Allotment of class, parent teachers, Course coordinator		DSA/MDR																			
			Confirmation of roll numbers & online attendance sheet		SAB/MPM		SRD/ANY/ASK/PMP																	
			Attendance Monitoring Report - I																					
			Display & Counselling of Low Attendance students		RBC/PMW		RMR/BCM/AMC																	
			Parents Meet																					
			Mid term Submission		SAB/MPM		SRD/ANY/ASK/PMP																	
			Attendance Monitoring Report - II																					
			Display & Counselling of Low Attendance students		GAK/KPS		All Class Teacher/Parent Teacher																	
		Remedial Classes & Counselling for Non reported students	SAB/MPM	SRD/ANY/ASK/PMP																				
		Pros. Detention List - Communicate & Counselling																						
		Final detention List																						
		Term End Report																						
		Academic Audit	Overall Academic Monitoring	Dr. K. S. Tiwari	ARP	All FE Teachers																		
			Academic Monitoring Audit to review quality of academic processes AND Instruction Delivery		ARP	SSJ/PMW/BCM																		
			Current sem Course file Checking		VSG/SBS/SMN																			
			Course file checking of last semester with final result		VSG/SBS/SMN																			
			Mid term Feedback and its corrective action		ARP/MV/AVD	KPS/MKP/AMC/SSA/SSC																		
			End term Feedback and its corrective action		ARP/MV/AVD	KPS/MKP/AMC/SSA/SSC																		
Examination (Internal External)	Library usage review	Dr. P. B. Chopade	AMC																					
	Student data		AVD/MKP/RMR/SSA/ASK																					
	Result Data Analysis and Action plan		AVD/MKP/RMR/SSA/ASK																					
	CCE		AVD/MKP/RMR/SSA/ASK																					
	Display Marksheet & Analysis with action plan		AVD/MKP/RMR/SSA/ASK																					
	Examination and mark entry with Analysis		AVD/MKP/RMR/SSA/ASK																					
	End Term Exam - Internal		AVD/MKP/RMR/SSA/ASK																					
	Display Marksheet - End term with Analysis		AVD/MKP/RMR/SSA/ASK																					
	Forms & format development																							
	Compliance status & planning																							
Co-Curricular Courses Co-ordinator	Monitoring of accreditation processes	Dr. P. P. Mane	SBS & SMN	SAB/MV/PMW/MPM/ANY/GAK																				
	Design Thinking Course Co-ordinator	Prof. S. K. Wahul	MDR/GAK	ARP/SAB/MV/PMW/AVD/SSJ/KPS/SR D/MKP/MPM/RMR/ANY/PMP/BCM/SSC/AMC/PRW/SSA																				
	Professional Communication Skills Co-ordinator		SSJ	SRD/MKP/PRW																				
	DSR Verification, Consumable item stock Verification		SMN	MV/SAB/PMW/GAK/SSA/KPS																				
	Class/Lab Maintenance and Lab ambience records		RBC/PMW	ANY/RMR/MKP/SSA/PRW																				
	Consultancy		ARP	SRD/KPS/SSA/AMC/SSC																				
	MOU with Industry, Institute, Research Organisation		ARP	SRD/MV/ANY/PMP/ASK																				
	Grants from UGC, AICTE, BCUD Govt.		ARP	SRD/MV/ANY/PMP/ASK																				
	Revenue Generation-Internal and External		ARP	SRD/MV/ANY/PMP/ASK																				
	EDP, Support Staff Training, Student Technical Skill		ARP	SRD/MV/ANY/PMP/ASK																				
Guest Lecture, Industrial Visit	MDR		PRW/SA/GAK/RMR																					
Interaction with Outside world Cell	Conference, Publication	Dr. R. S. Kadam	ARP	MV/KPS/SRD/AMC																				
	Incubation, EDP		ARP	SRD/MV/ANY/PMP/ASK																				
	R&D, Innovation		ARP	SRD/MV/ANY/PMP/ASK																				
	Others																							
	Placement		Dr. V. N. Chougule	RBC	SSJ/RMR/SSC/SSA																			
	CRT																							
	Higher Education Competitive exam Guidance, Expert talk related to placement		Dr. V. N. Raibhole Registrar	RBC	SSJ/RMR/SSC/SSA																			
	Admission Promotion WebSite updation, Quality Ranking of Institute			SMN	MDR/AVD/PRW																			
	Alumni Association		Dr. V. N. Chougule YMA	RBC	SRD/KPS/AMC																			
	Induction Program			DSA/MDR	All FE Faculty Members																			
Others- Medical Test, Scholarship Forms, Course Exit		SMN	All Class Teacher/Parent Teacher																					
Co / Extra Curricular Activity Cell	Nakshatr Astronomys Club, Robo club, Other clubs	Prof. S. R. Khonde	DSA	ASK																				
	Baja, E - Baja	Dr. P. N. Kota	RBC	SRD/KPS/BCM																				
	Professional student society, Association		MV	AMC/MPM/ASK																				
	Magazine		MV	AMC/MPM/ASK																				
	Ashiva		RBC	PMW/MDR/ANY/GAK/PRW/SSC/BCM																				
	Jhankar			SMN/MV	PMP/MKP																			
	Newsletter			SMN/HS	GAK/ASK/MDR/MKP/ANY/SRD																			
	NCC, Sports, Physical Activity			SMN	GAK/ASK/MDR/MKP/ANY/SRD																			
	NSS, Student welfare			RBC	MPM/RMR/SSC/ASK																			
	Other Activity, Mental Ability Test, Library			RBC	SAB/AVD/MPM/PRW																			
VLAB	Dr. P. B. Chopade																							
Counselling of Students		CLASS AND PARENT TEACHER	Parent Teachers																					

Prepared by
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FE HoD
Dr. D. S. Adkar

Principal
Dr. M. P. Dale