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

Department: Electronics and Telecommunicatio **Sem: II** **Academic Year : 2023-24**

Academic Calendar **Sem Start Date: 1 Jan 2024** **Sem End Date:30 May 2024**

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Faculty	Detailed Activities	Planned Week	December		Jan				Feb				March				April				May					Goal	Resources Funds	Sign
								W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W					
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																													
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	W-1-W1																										
					PPM,PNK,KST,SND	Preparation of Academic Calendar,	W-2 -W1																												
					PST	Time table & Display	W1,W2																												
					Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)	W3-W18																												
					RSK,KST,SDG	parent-teacher coordinator,Parents Meet (& Action Plan Implementation),finding weak and scholler students and action	W5,W9																												
					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	W19																												
					YMA	Mid/End term Feedback & its corrective action(all type of feedback))	W10,W11,W17-W18																												
					UDD,BMN	End Sem Department Report (including END Sem Reports)	W10,W21																												
					KST,BMN,SST	Academic Calender Monitoring and maintaining file…	W4-W15																												
Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities																											
		Examination / Result Analysis / Students Data	PBC (CEO)	AAD	SND,NPJ and Mr. Kate	Student data (Students exam data & Confirmation of Roll Call)	W1	Roll Call																										
					SND, Mr. Dhebe and Mr. Shinde	Result Data Analysis and Action plan (Remedial Classes)	W8-W10										Exam Data																		
					MMD,PST, Mr. Kate	CIE-Mid Term/End Term Test (Internal),assignment/Tute/Quizes etc as per accriditation format																													
						Display Marksheet & Analysis with action plan																													
					AAD, SND,Mr. Dhebe	Univ In-Sem Examination and mark entry																													

					AAD,SND,Mr. Shinde, Mr. Kate	Univ Pr-Or Exam and Marks Entry	
1	Academic Monitoring / Examination Cell	B.E. Project /PBL//Internship	SKW	SSP	RSK, AVS	B.E. Project /TE Seminar	
					SSP	PBL	
					SSP,YMA	Internship	
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter		GVB	AAD,GVB	Guest Lecture / Expert Talk,student Workshop, Student Technical Skill Development Training and studetns achivements as per PO	
					MMD,Mr. Shinde	Industrial Visit	
					PNK,AVS	Professional Student Society Association - IEEE/ISTE/IETE etc	
					GVB	ETSA	
		Accreditation Process & Quality Ranking	PPM (IQAC)	RSK	MPD, 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	**RAK (Dean)**				
2	Interaction with Outside world Cell	Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training	SHG	RSK	PSD	MOU with Industry/ Institute/ Research Organisation	
					NM,PST	Grants/ Consultancy/ Revenue Generation	
					YMA,PMB,SST	Workshop/FDP/ STTP/Teaching and non teaching staff trainning	
					MMD	Conference & Publication	
		R&D / Innovation / EDC/Incubation/ International Colabaration	RSK	SND, PST	**RSK**	Incubation / EDP	
					RSK	R&D / Innovation	
		Alumni Association	VNC/YMA	UDD	YMA,PMB,UDD	Alumni Association	
		Student Development and Placement	**ACM (Dean)**				
3	Student Development and Placement	Placement/CRT	GSP	YMA	PMB,SST	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,SDG	Eletro-infinity, Direcing-visions,Enginners-Connect, Robo Club, GATE club, M Baja, E Baja, etc	
		Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student	PNK	MMD	MMD,PSD	Magazine	
					UDD,BMN	Newsletter	
					NPJ	Astitva/ Day Celebration	

		Student welfare/Sports/Medical Test (FE&DSE)	PNK	MMD	SND, PSD	Jhankaar		
					AVS	NCC / Sports		
					UDD	NSS / Student Welfare		
Sr No	**Institutional Development**	**Activity Details**	**Group Incharge**	**IDC Department**		**Detailed Activities**	**Planned Week**	
		Administration	**SBS(FE) (Dean)**					
4	**Administration**	Admission Process	Registrar		SSP,PMB,NPJ			
		WebSite/Social Media Marketing /Publicity	PRO		SSP,SDG			
		Office Management Cell	Dean Admin					
		Housekeeping & Maintenance	HoD		All Lab Assistants	Department Ambience, class room, corridoor		
					RSK ,Lab incharge, Lab Assistants	Facilities and Technical support		
		DSR Verification, Consumable records			GVB, KST, SND and All Lab Assistants			
		Purchase Cell	Dean Admin		PPM,BMN, Mr. Kate and Mr. Shinde			
		Library	Librarian		PST			

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