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

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

Academic Calendar **Sem Start Date: 5 Jan 2026** **Sem End Date: 30 May 2026**

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Faculty	Detailed Activities	December		Jan				Feb				March				April				May					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,AY	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 /	PBC (CEO)	ASK	SND,NPJ and Mr. Dhebe	Student data (Students exam data & Confirmation of Roll Call)	Roll Call																										
					SND, AY,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																												

		Students Data				Display Marksheet & Analysis with action plan
					SDG, Mr. Malgi	Univ In-Sem Examination and mark entry
					ASK,SND, SDG,AY,Mr. Malgi,Mr.	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
					GVB	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**
		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				
		Placement/CRT	GSP	YMA	PMB,KPS	Placement/ Campus Recruitment Training/ Guidance for higher studies & Competitive Exams/Off campus data/Higherstudies data/Entreprener data

3	**Student Development and Placement**	All Clubs	**SRK Comp**	**PMB**	PMB,PST ,KST, YMA	Eletro-infinity, Direcing-visions,Enginners-Connect, Robo Club, GATE club, M Baja, E Baja, etc	
		Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)		**UDD**	SST	Magazine	
					SDG	Newsletter	
					NPJ,PSD	Astitva/ Day Celebration	
					SND, SDG,NPJ	Jhankaar	
					SST	NCC / Sports	
					SST,UDD	NSS / Student Welfare	
Sr No	**Instutional Development Activity**	**Activity Details**	**Group Leaders**	**IDC Department Coordintor**		**Detailed Activities**	
		Administration	**SBS(FE) (Dean)**				
4	**Administration**	Admission Process	Registrar		KST,ASK,SND,SSP,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		

Coordinator **Head of Department**