Modern Education Society Pune - 411 001
Name of the Department : Electronics and Telecommunication Engg.
Academic Calender 2019-20 Term -II

Starting Date: - Nov.2019 Concluding Date: - April 2020

							December						January				February				March					April						
							W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W			
Sr No	College Development Cell	Cell Activity	Cell Activity Details	College Development Cell activity Coordinator	Departmental Primary/Secondary Coordinator	Department Committee Member	-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Goal	Resources Funds	Sign
I	Academic Monitoring / Examination Cell	Academic Monitoring & Action	Workload Destribution & inform to faculty	Dr.P.P.Mane	HOD	MPD,SND																										
			Prepararion of Time table & Display		PMB	PMB																										
			Allotment of class, parent teachers, Course coordinator		HOD	KST																										
			Confermation of roll numbers & online attendance sheet		SSP	CT																										
			Attendance Monitoring Report - I (W-2)		BMN	SSP,GVB,CT																										
			Non reported students List & reporting to parents		RSK	CT																										
			Attendance Monitoring Report - II (W-4)		BMN	SSP,GVB,CT																										
			Display & Councelling of Low Attedance students		RSK	KST,PT																										
			Attendance Monitoring Report - III (W-8)		BMN	SSP,GVB,CT																										
			Display & Councelling of Low Attedance students & parents		RSK	KST																										
			Parents Meet		RSK	KST																										
			Mid term Submission		HOD	GVB																										
			Attendance Monitoring Report - IV (W-12)		BMN	SSP,GVB,CT																										
			Display & Councelling of Low Attedance students		RSK	KST,PT																										
			Remedial Classes & Councelling for Non reported students		PMB	PT																										
			Attendance Monitoring Report - V (W-15) FINAL		BMN	SSP,GVB,CT																										
			Prov. Detention List -Communicate & Councelling		HOD	CT																										
			Final detention List		HOD																											
			Term End Report		SSP	SSP																										
		Academic Audit	Academic Audit to review quality of academic processes	Dr.S.H.Sarawade	MPD	SND																										
			Current sem Course file Checking		MPD	SND																										
			Course file checking of last semester with final result		MPD	SND																										
			Mid term Feedback and its corrective action		BMN	PPM																										
			End term Feedback and its corrective action		BMN	PPM																										
		Examination (Internal / External)	Student data	Dr. K.S.Tiwari	AAD	SSP																										
			Result Data Analysis and Action plan																													
			Mid Term Test (Internal)																													
			Display Marksheet & Analysis with action plan																													
			Univ In-Sem Examination and mark entry with Analysis																													
			End Term Exam - Internal																													
			Display Marksheet - End term Internal with Analysis																													
		Accreditation Process	Forms & format development	Dr. A.C.Mitra	MPD	PPM,KST																										
			Compliance status & planning		MPD	PNK																										
			Monitoring of accreditation processes		MPD	SND																										
		B.E. Project		Dr.S.H.Sarawade	PNK	RSK																										
		DSR Verification, Consumable item stock Verifiation		Dr. S.B.Sharma	UVB	LA, SSB													Insem.													
		Lab Maintenance and Lab ambiance records.			UVB	LA, SSB													Insem.													
II	Interaction with Outside world Cell	Consultancy		Dr. S.H.Gawande	PPM	MPD																										
		MOU with Industry/ Institute/ Research Organisation			NM	UDD																										
		Grants from UGC/AICTE/BCUD/Govt Organisation/Industry			NM	MPD																										
		Revenue Generation-Internal and External			NM	YMA																										
		FDP / Support Staff Trainig/ Student Technical Skill development training			MMD	AAD																										
		Guest Lecture / Industrial Visit			MMD	MMD																										

		Conference, Publication		MMD	MMD																										
		Incubation / EDP		PPM	MPD																										
		R&D / Innovation		PPM	MPD																										
		Others																													
III	Student Development Cell	Placement	Dr. A.C.Mitra	SND	PMB																										
		CRT																													
		Higher Education/Competetive exam Guidance, Expert talk related to placement		YMA	PMB																										
		Admission/ Promotion/ WebSite updation / Qality Ranking of Institute	Dr.V.N.Raibhole	PHM	PHM																										
		Alumni Association	Dr.R.A.Khan	YMA	YMA																										
		Others																													
IV	Co / Extra Curricular Activity Cell	Robo club	Ms.V.J.Sonawane	PMB	PMB																										
		Baja / E - Baja		PST	PST																										
		Professional student society Association		MMD	PNK																										
		Magazine	Dr.P.N.Kota	SSP	SSP																										
		Astitva		YMA	YMA																										
		Jhankaar		SND																											
		Newsletter		SSP	SSP																										
		NCC / Sports	Mr.B.K.Bodake	UDD	SSP																										
		NSS / Student welfare		UDD	SSP																										
		ETSA/ Others		KST	MMD																										