MODERN EDUCATION SOCIETY'S COLLEGE OF ENGINERING, PUNE

Department:- Computer Engineering **Academic Year:- 2017-18** **Semester:-I**

Starting Date:- 15/06/2017 **Concluding Date:- 18/10/2017**

Sr. No	Month	June					July				August					Sept				Oct					Nov			Resource Person	Resources
	Activity	W -1	W 0	W 1	W 2	W 3	W 4	W 5	W 6	W 7	W 8	W 9	W 10	W 11	W 12	W 13	W 14	W 15	W 16	W 17	W 18	W 19	W 20	W 21	W 22	W 23	W 24		
I	**Academic**																												
1	To accept course theory/practical responsibility for the term																											HOD	
2	To set Objectives of the course/dept																											HOD,SKW	
3	Mapping with PEO'S																											HOD,SKW	
4	To prepare content analysis/lesson plan/Syllabus/Personal Timetable																											SPD	
5	To prepare/ review/ update lab manual																											SPD	
6	Review/preparation/maintenance of labs																											HOD	
7	Instruction delivery theory/ practical/generation of self learning																											SPD	
8	Conduction of Tutorial																											SRK	
9	SE Online Exam And TE & BE In Sem																											SRK	
10	Analysis of University Result																											SRK	
11	Defaulters list and send letters to parents																											SPD	
12	Parent meeting																											SPD	
13	Mentoring students																											SPD	
14	Library usage review																											SPD	
15	Remedial classes																											SRK	
16	Student project quality review																											SPK	
17	Continuous Assesment/Journal Cerification			Continous Assessment																								HOD	
18	Submission of term work marks																											SRK	
19	University practical exam																											SRK	
20	University theory exam																											SRK	
21	Next term work load distribution																											HOD	
22	Feedback :Departmental																											SPD	
23	Feedback :Individual Faculty																											SPD	
24	Analysis of feedbacks																											SPD	
25	Preventive and corrective action based on feedback																											HOD	
26	Appraisal form																											HOD	
27	Time Table Preparation and Display																											HOD	
28	Ambience- Class room, Laboratories																											HOD	

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II	**Co-Curricular**																												
1	Display academic calendar																											HOD	
2	DSR Verification																											HOD	
3	Budget Preparation																											HOD	
4	Professional Society Activity																											BKB	
5	Interaction with outside world: **5.a.**Conducting short term courses																											BKB	
	5.b.FDP [Staff]																											BKB	50,000/-
	5.c. Guest Lectures																											BKB	12,000/-
	5.d. Industrial Visits																											BKB	3,50,000/-
6	Student Association Activities : ACE																											SPD	40,000/-
7	Research/R&D/project proposal/ consultancy																											BKB	
8	Training of support staff																											BKB	
9	Innovations/entrepreneurship initiavtive/publication of technical magazine / organizing paper contest/product design contest																											BKB	
10	Departmental Meeting	Departmental meeting to be conducted on 2nd & 4th Saturday of Every Month																										HOD	
11	Entrepreneurship Development Program																											BKB	
12	Incubation Center																											BKB	
13	Grants & Revenue Generation																											GSP	
14	National/International Conference																											RMW	
15	Publication Activity																											RMW	
III	**Extra-Curricular**																												
1	Days Celebration				21st June								15th			5th Sept	15th Sept									11th Nov		SBS	15,000/-
2	NSS																											SBS	
3	Robo Club																											SBS	15,000/-
4	College Magazine																											SBS	
5	News Letter																											SBS	
6	Astitva																											SBS	10,000/-
7	Student Welfare Board																											SBS	

HOD **VICE-PRINCIPAL** **PRINCIPAL**