

Modern Education Society's College of Engineering, Pune-01
Name of the Department- First Year Department
Academic Calender 2020-21 Term -I

		Starting Date: - 21/01/2020 Concluding Date: -				Jan		Feb		March		April		May		June		Goal	Resources Funds	Sign					
Sr No	College Development Cell	Cell Activity	Cell Activity Details	College Development Cell activity Coordinator	Departmental Primary/Secondary Coordinator	Department Committee Member	w	w	w	w	w	w	w	w	w	w	w								
I	Academic Monitoring / Examination Cell	Academic Monitoring & Action	Workload Distribution & inform to faculty	Dr. K. S. Tiwari	SSK/PPK	VRV																			
			Preparation of Time table & Display																						
			Allotment of class, parent teachers, Course coordinator																						
			Confirmation of roll numbers & online attendance sheet																						
			Attendance Monitoring Report - I (W-2)																						
			Non reported students List & reporting to parents																						
			Attendance Monitoring Report - II (W-4)																						
			Display & Counselling of Low Attendance students																						
			Attendance Monitoring Report - III (W-8)																						
			Display & Counselling of Low Attendance students & parents																						
			Parents Meet																						
			Mid term Submission																						
			Attendance Monitoring Report - IV (W-12)																						
			Display & Counselling of Low Attendance students																						
			Remedial Classes & Counselling for Non reported students																						
		Attendance Monitoring Report - V (W-15) FINAL																							
		Prov. Detention List -Communicate & Counselling																							
		Final detention List																							
		Term End Report																							
		Academic Audit	Academic Audit to review quality of academic processes	Dr. K. S. Tiwari	Current sem Course file Checking	SSK	AVD/PMW																		
			Course file checking of last semester with final result		VSG	SAB /MV/AVD																			
			Mid term Feedback and its corrective action																						
			End term Feedback and its corrective action																						
			Library usage review		SD	JP/PHM/CBM																			
		Examination (Internal / External)	Student data	Dr. P.B.Chopade	Result Data Analysis and Action plan	VSG/ANS	PMW/PPK/AB																		
			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. P.P.Mane	Compliance status & planning	ARP/SMN	PMW / SSM																				
	Monitoring of accreditation processes																								
	FE Project	Prof.S.K.Wahul		SSK/SAB	VRV/CBM/AAP/NRM/AN/PHM/PN/ Alloted Dept.Faculty																				
	DSR Verification, Consumable item stock Verification			MR	MR/MV/PMW/SAB																				
	Lab Maintenance and Lab ambience records.			SMN	SAB/SSM/PMW/AAP/AB																				
II	Interaction with Outside world Cell	Consultancy	Dr. S.H. Gawande	ARP	MV/PN																				
		MOU with Industry/ Institute/ Research Organisation		ARP	MV/PN																				
		Grants from UGC/AICTE/BCUD/Govt Organisation/Industry		ARP	MV/PN																				
		Revenue Generation-Internal and External		ARP	MV/PN																				
		FDP / Support Staff Training/ Student Technical Skill development training		ARP	MV/PN																				
		Guest Lecture / Industrial Visit		SSK	PMW/SD/ANS/MV																				
		Conference, Publication		ARP	VRV/SD/AB/AAP/JP/PMR and ANS/PMW/PHM/CBM/AN																				
		Incubation / EDP		ARP	MV/PN																				
		R&D / Innovation		ARP	MV/PN																				
		Others		ARP	MV/PN																				
III	Student Development Cell	Placement	Dr. A.C. Mitra	RBC																					
		CRT																							
		Higher Education/Competitive exam Guidance, Expert talk related to placement		Dr. V.N. Raibhole/Registrar	RBC																				
		Admission/ Promotion/ WebSite update/ Quality Ranking of Institute		PRO	SMN	SSM/ANS/MR/JP/AVD																			
		Alumni Association		Dr.V.N.Chougule/YMA	DSA																				
IV	Co / Extra Curricular Activity Cell	Induction Program	PNK	VSG/SBS/SSK	FE Faculty Members																				
		Others- Medical Test.Scholarship Forms.Course Exit Survey etc.		SMN	CBM/PHM/PN/JP/AB																				
		Nakshatr Astronomy Club Robo club,Other clubs		SRK	RBC	JP																			
		Baja / E - Baja		SRK																					
		Professional student society Association			RBC	SD																			
		Magazine			MV																				
		Astiva																							
		Jhankaar			SMN	AB/AN/CBM/PHM/BN																			
		Newsletter			SMN/MV	AAP/AVD																			
		NCC / Sports			SMN																				
		NSS / Student welfare			SMN																				
		Others, Mental Ability Test, Library		Dr. S.B. Sharma	SD	JP/PHM/CBM																			
VLAB	Dr.P.B.Chopade	VRV/SSK	PPK/JP/PMW/AB/MR																						
Counselling of Students		SD	PHM/CBM/Parent Teachers																						

Prepared By
Prof.S.S.Kulkarni

FE HoD
Dr.D.S.Adkar

Principal
Prof. Dr. S. S. Sarwade