

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

Department: Computer Engineering
Academic Calendar

Sem:I

Academic Year : 2021-22

Sem Start Date: TE/BE:15/06/2021

Sem End Date: TE/BE:20/10/2021

Sem Start Date: SE:20/08/2021

Sem End Date: SE:12/11/2021

Sr No	Institutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinator	Department Committee	Detailed Activities	Planned Week
A	Management Review	Review of Activities 1,2,3,4. (Attendies: P, VP, Heads, Deans, IQAC,CEO, Registrar, Librarian, TPO with Trustees)	Principal / Vice-Principal	NFS			
B	Department Review	Monitoring and execution of activities 1,2,3,4 (Attendies: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		NFS			
				SKW (PG)			
		Academic Activity	VNR (Dean)				
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	RMW	NFS, SBS	Workload Distribution & inform to faculty	W-1, W0
					SBS, JM	Preparation of Academic Calendar, Time table & Display	W0,W1
					RMW, SK, SAS	Allotment of class, parent teachers, Course coordinator	W0, W1
					RMW, SK, SEI	Attendance Monitoring (Monthly Defaulters' list & Action Plan)	W6, W12, W16
					RMW, SK, SAS	Parents Meet	
					RAK, SPD, DDA	Academic Audit to review quality of academic processes (Course & Department level Files)	W8
					RMW, SK, SEI	Mid/End term Feedback & its corrective action	W9, W16
					SRK, ADD	Annual Department Report	W15

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinitor	Department Committee	Detailed Activities	Planned Week
1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	JRP	BKB,SSR,GSP	Student data (Confirmation of Roll Call)	W1
					JRP, GBD, BM, MSS, SEI	Result Data Analysis and Action plan (Remedial Classes)	W8
						Mid Term Test (Internal)	As declared by SPPU
						Display Marksheet & Analysis with action plan	As declared by SPPU
						Univ In-Sem Examination and mark entry with Analysis	As declared by SPPU
						End Term Exam - Internal	W14
						Display Marksheet - End term Internal with Analysis	W16
		B.E. Project /PBL//Internship	SPD	SPD, SSR, MSS	BE Project	W4 To W15	
				SPD ,SSR, MSS	TE Seminar	W4 To W15	
				APK, DDA	PBL	---	
				SPD, GBA, YSI	Internship	W1 To W15	
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW	SSR	SSR, SAS, SK, YSI	Guest Lecture / Expert Talk	W4 To W15
					SBS, ADD	Industrial Visit	---
					SRK, DDA, SBS, BM	Professional Student Society Association - CSI/ACM/SAE/ISTE/IET etc	W10
					BKB, GBD, GBA, JM	Student Workshop, Student Technical Skill Development Training	W3 To W15
					GSP, GBD, YSI	ACE/ETSA/MESA	W11
		Accreditation Process & Quality Ranking	PPM (IQAC)	APK	SKW, YSI	NBA	W4 to W15
					SRK, BM	NAAC	W4 to W15
					SPK, DDA	NIRF	
					APK, VHK	ARIIA	W4 to W15

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor	Department Committee	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	SPK	SPK,JM	MOU with Industry/ Institute/ Research Organisation	W8-W10
					GSP,BM	Grants/ Consultancy/ Revenue Generation	W1-W15
					BKB,GBA,JM,GBD	FDP/ STTP	W12-13
					GSP, GBD	Technial Support & Office Staff Training	W10
					SPD, SK	Conference	-
					BKB, SK	Publications	W12-W15
					RMW, GBD	Incubation	
		R&D / Innovation / EDC/Incubation/ International Colabaration	RSK	BKB	RMW, GBD	Entreprenuership Development Programme	
		Alumni Association	VNC/YMA	RAK	RAK, MSS	Alumni Association	
		Student Development and Placement	ACM (Dean)				
3	Student Development and Placement	Placement/CRT	GSP	GSP	GSP, DDA, MSS, SAS	Placement	W1 to W15
						Campus Recruitment Training	W1 to W4
						Guidance for higher studies & Competitive Exams	W9 to W12
		All Clubs	SRK Comp	SRK	SRK, ADD, GBA	Nakshatra Astronomy club	W4 to W13
						Google developer student club	
						Workatttech MESCOE	
						Colloquium Magna Model United Nations Club (Personality development)	
						Robo Club	
						Smart India Hackaton	
						Directing Visions	
						Designers Club	
						Enthusisat Club	
						Hackerearth Club	

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinor	Department Committee	Detailed Activities	Planned Week
3	Student Development and Placement	Magazine/Astitva/ Jhankaar/ Newsletter/ NSS/student welfare/ Sports/ Medical Test (FE&DSE)	PNK	SBS	APK, ASK	Magazine	W7, W15
					APK	Newsletter	W7, W15
					APK, SEI	Astitva	
					APK, JM	Day Celebration	W3, W7, W8, W12
					APK, ASK	Jhankaar	
					BKB, ASK	NCC / Sports	W1 To W15
					SBS, SEI	NSS	W1 To W15
					SBS, GBA	Student Welfare	W1 To W15
				ASK	Medical Test (only for FE and DSE)		
		Administration	SBS(FE) (Dean)				
4	Administration	Admission Process	Registrar		SRK,GSP, NRM, AN		W1 to W8
		WebSite/Social Media Marketing /Publicity	PRO		SBS, ASK		W1 to W15
		Office Management Cell	Dean Admin		BKB		
		Housekeeping & Maintenance	HoD		GSP, ASK	Department Ambience	W1 to W15
					SRK, ASK	Lab Maintenance	W1 to W3
		DSR Verification, Consumable records			SRK, ASK, YSI	Lab DSR verification	W16
		Purchase Cell	Dean Admin		SPK, ADD		W1 to W15
Library	Librarian		RMW, YSI	Library Usage	W16		



Coordinator



Head of Department



Principal