

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

Department: Mechanical Engineering

Sem: I

Academic Year : 2021-22

Academic Calendar

Sem Start Date:02/08/2021

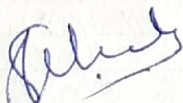
Sem End Date: 07/12/2021


Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordinitor	Department Committee	Detailed Activities	Planned Week
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	VNC	VJS	Review Meeting Planning & Review	Eevery Week
B	Department Review	Monitoring and execution of activites 1,2,3,4(Attendies: P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		VNC	RNY	All activity Planning & Report Collections	W8 & W16
				SHG (PG)	BDN	All PG Activity	W0 & W12
		Academic Activity	VNR (Dean)				
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	KAM	VNC	Workload Distribution & inform to faculty	-W2
					SDW	Preparation of Academic Calendar, Time table & Display	-W1
					KAM	Allotment of class, parent teachers, Course coordinator	W0 & W1
					Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)	W5, W10, W15
					Parent Teacher	Parents Meet	W10
					SPG	Academic Audit to review quality of academic processes (Course & Department level Files)	W4 & W 12
					KAM	Mid/End term Feedback & its corrective action	W9 & W16
					SPG	Annual Department Report	W15

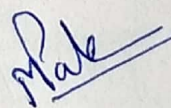
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1	Academic Monitoring / Examination Cell	Examination / Result Analysis / Students Data	PBC (CEO)	SSJ (Sr)	Class Teacher	Student data (Confirmation of Roll Call)	W3
					Class Teacher	Result Data Analysis and Action plan (Remedial Classes)	W7 to W9
					SSJ (Jr)	Mid Term Test (Internal)	W7 & W8
					SSJ (Jr)	Display Marksheet & Analysis with action plan	W9
					SSJ (Jr)	Univ In-Sem Examination and mark entry with Analysis	W10
					SSJ (Jr)	End Term Exam - Internal	W15
					SSJ (Jr)	Display Marksheet - End term Internal with Analysis	W16
		B.E. Project /PBL//Internship	SKW	SPG	VSM	BE Project	W2, W7 & W14
				ARP	BRP	PBL	W15
		Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW		BRP	BRP	Guest Lecture / Expert Talk
				BRP		Student Workshop, Student Technical Skill Development Training	W5 & W13
				SRK	SRK	Industrial Visit	W6 & W14
					SHG (SAE), VNR (ISHRAE), KAM (ASME), BDN (ISTE), VSM (IoE)	Professional Student Society Association - CSI/ACM/SAE/ISTE/IET etc	W6 to W15
					HSS	MESA	W10 & W13
		Accreditation Process & Quality Ranking	PPM (IQAC)	RNY	RNY	NBA	W4, W9 & W14
					SPG	NAAC	W4, W9 & W14
					SHG	NIRF	W7 & W11
					ARP	ARIIA	W7 & W11

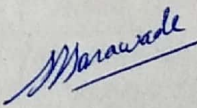
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		Industry Institute Interaction	RAK (Dean)				
2	Interaction with Outside world Cell	Consultancy / MOU / Grants / Rev. Generation/FDP / Conference / Publications/ Technical/Office Staff Training	SHG	SDW	SDW	MOU with Industry/ Institute/ Research Organisation	W5 & W13
					SDW	Grants/ Consultancy/ Revenue Generation	W5 & W13
					SDW	FDP/ STTP	W5 & W13
					SDW	Technical Support & Office Staff Training	W10 & W12
					BDN	Conference & Publications	W15
					VJS	Incubation	W5 & W13
		R&D / Innovation / EDC/Incubation/ International Colabaration	RSK	VJS	VJS	Entreprenureship Development Programme	W5 & W12
		BDN		BDN	R&D / Innovation	W5, W10, W15	
Alumni Association	VNC/YMA	SSJ (Jr)	SSJ (Jr)	Alumni Association	W11 & W16		
		Student Development and Placement	ACM (Dean)				
3	Student Development and Placement	Placement/CRT	GSP	VRV	VRV	Placement	W4 to W14
					VRV	Campus Recruitment Training	W5 & W11
					VRV	Guidance for higher studies & Competitive Exams	W6 & W12
		All Clubs	SRK Comp	VSM	VSM	Nakshatra Astronomy club	W5 to W14
					VSM	Google developer student club	W5 to W14
					VSM	Workattech MESCOE	W5 to W14
					VSM	Colloquium Magna Model United Nations Club (Personality development)	W5 to W14
					BRP	E-Baja	W3 to W14
					SRK	M-Baja	W3 to W14
					BRP	Robo Club	W5 to W12
					VSM	Smart India Hackaton	W6 & W13
					VSM	Directing Visions	W5 to W14
					VSM	Designers Club	W5 to W14

		Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)	PNK	HSS	HSS	Magazine	W15 & W16
					HSS	Newsletter	W15 & W16
					HSS	Astitva	W6 & W13
					HSS	Day Celebration	W4 to W14
					HSS	Jhankaar	W15 & W16
					HSS	NCC / Sports	W6 & W13
					BDN	NSS	W6 & W13
					VRV	Student Welfare	W4 & W 13
					BDN	Medical Test (only for FE and DSE)	W5
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		Administration	SBS(FE) (Dean)				
4	Administration	Admission Process	Registrar	DDM	PMR		W1 to W4
		WebSite/Social Media Marketing /Publicity	PRO	BDN	HSS		W2, W7 & W14
		Office Management Cell	Dean Admin	KDH	PMR		W1 & W10
		Housekeeping & Maintenance	HoD	AAC	SDM	Department Ambience	W3, W7, W11 & W15
				RSS	Lab Maintenance	W0 & W1	
		DSR Verification, Consumable records	KAM	VRV	Lab DSR verification	W5 & W11	
		Purchase Cell	Dean Admin	HoD	VRV		W0 & W1
Library	Librarian	RNY	KDH		W1 & W5		


Coordinator


Head of Department


Vice Principal


Principal