



**Progressive Education Society's
Modern College of Engineering**

**Academic Planner
2018-19 Term– I**

Academic Activities and its planning are as follows:

Activity	Period/Frequency
HOD Meeting with faculty and T&P Co-ordinator	Prior to term commencement
Student's registration and its reporting	First week of commencement
Attendance review	Monthly (Thrice a term)
Remedial actions to be taken for low attendance category students and its follow up	Monthly (Thrice a term)
Academic Planning Committee Meeting with Vice Principal	Monthly, Prior to term commencement and at the end of term
Syllabus review	Monthly (Thrice a term)
Peer Feedback	Once a term
Mentor mentee meeting	Monthly (Thrice a term)
Unit Test for TE and BE based on first two units	Once a term
MCQ tests for SE as per SPPU norms	Twice a term
Part submissions	Twice a term
Correspondence with parents about <ul style="list-style-type: none">● Attendance● Performance of students about theory and practical	Monthly (Thrice a term)
Parents meet	Once a term
TE Seminar and BE Project reviews	Once a term
Feedback by students	Twice a term
Mock oral practical exams and final submission	End of term
Academic Verification	Twice a term

Following points to be noted:

- Activities for slow and advance learners to be conducted continuously throughout the term as per the time table.
- SE Online exam and TE, BE In-sem examination will be scheduled as per SPPU notification.
- Mid sem academic verification will be conducted during TE and BE SPPU In-sem exams.
- Spot physical verification will be conducted by committee as per convenience of committee members without any intimation.



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Sr. No.	Planned Date/Week	Class	Academic Activity
1	08/06/2018		Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution
2	08/06/2018		Meeting of HOD with T&P Co-ordinator
3	08/06/2018	SE, TE, BE	Display of Time Table
4	11/06/2018		Academic Planning Committee Meeting with Vice-Principal
5	15/06/2018	SE, TE, BE	Term Commencement
6	15 – 23/06/2018	SE, TE, BE	Submission of daily report about number of students registered department wise to the Academic Planning Committee
7	25/06/2018		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
8	29/06/2018	SE, TE, BE	Orientation Program
9	31/06/2018	SE, TE, BE	Curriculum Booklet Circulation
10	02 - 07/07/2018		Peer Feedback
11	02 - 07/07/2018	SE, TE, BE	Mentor Mentee Meeting with GFM (I st)
12	14/07/2018	SE, TE, BE	Attendance Review I (Theory + Practical)
13	16/07/2018		Academic Planning Committee Meeting with Vice-Principal for academic activities review
14	16 – 20/07/2018		Correspondence with parents about Attendance and Performance of students in theory and practical
15	16 – 21/07/2018	TE, BE	Unit Test (based on completed syllabus)
16	16 – 21/07/2018	SE	MCQ Test 1 (based on Unit I and II for 25 Marks)
17	17/07/2018	SE, TE, BE	Syllabus (Theory + Practical) review (I st)
18	23 – 27/07/2018	SE, TE, BE	Remedial actions to be taken for low attendance category students and its follow up
19	23 – 27/07/2018	SE, TE, BE	Display of Results for Unit Test and MCQ Test with its analysis
20	23 – 28/07/2018	SE, TE, BE	Part submission I (Based on completed practicals)
21	31/07/2018	SE, TE, BE	Display Part submission status
22	31/07/2018 - 04/08/2017	SE, TE, BE	Mentor Mentee Meeting with GFM (II nd)
23	04/08/2017	SE, TE, BE	Parents Meet I
24	14/08/2018	SE, TE, BE	Syllabus (Theory + Practical) review (II nd)
25	16/08/2018	SE, TE, BE	Attendance Review II (Theory + Practical)
26	17 – 23/08/2018	SE, TE, BE	Remedial actions to be taken for low attendance category students and its follow up
27	17 – 23/08/2018	SE, TE, BE	Correspondence with parents about Attendance and Performance of students in theory and practical
28	16 – 18/08/2018	TE, BE	Seminar and Project Review
29	18/08/2018		Academic Planning Committee Meeting with Vice-Principal for academic activities review
30	20 - 25/08/2018	SE, TE, BE	Mid Term Feedback from students



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31	20 – 25/08/2018	SE, TE, BE	Part submission II
32	27/08/2017		Display Part submission status
33	27 – 31/08/2018	SE	MCQ Test 2 (based on Unit III and IV for 25 Marks)
34	03 – 08/09/2018	SE	Display of Results of MCQ test 2 with its analysis
35	03 - 08/09/2018	SE, TE, BE	Mentor Mentee Meeting with GFM (III rd)
36	15/09/2018	SE, TE, BE	Attendance Review III (Theory + Practical)
37	17/09/2018	SE, TE, BE	Syllabus (Theory + Practical) review (III rd)
38	17 – 22/09/2018	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
39	17 – 22/09/2018	SE, TE, BE	Correspondence with parents about Attendance and Performance of students in theory and practical
40	17 – 22/09/2018	SE, TE, BE	Part submission III
41	18/09/2018		Academic Planning Committee Meeting with Vice-Principal
42	18/09/2018		Display of submission schedule
43	24/09/2018	SE, TE, BE	Display Part submission status
44	01 - 06/10/2018	SE, TE, BE	Course Exit Feedback from Students
45	01 - 06/10/2018	SE, TE, BE	End Term Feedback from Students
46	01 - 06/10/2018	SE, TE, BE	End Term Test
47	03/10/2018	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IV th)
48	08 – 11/10/2018	SE, TE, BE	Mock Oral Practical Exam and final submission
49	10/10/2018	SE, TE, BE	Final Attendance review (Theory + Practical)
50	12/10/2018	SE, TE, BE	Tentative Detention List submission to Academic Planning committee
51	15/10/2018		Academic Planning Committee Meeting with Vice-Principal
52	15 – 20/10/2018		Final Academic Verification
53	17/10/2018		Term End

Direct Second Year

Sr. No.	Academic Activity	Planned Date/Week
1	Display schedule for Extra Lectures	During Admission Week
2	Student Registration	Immediate after admission
3	MCQ Test I	After two weeks of starting of the schedule
4	Result display and analysis	Next week of MCQ Test
5	Feedback of Course and staff from students	After three weeks of starting of the schedule
6	MCQ Test 2	After four weeks of starting of the schedule
7	Result display and analysis	Next week of MCQ Test
10	End Sem Exam, Mock Exam	Same as regular students

Principal **Vice- Principal** **Academic Planning Committee I/C**
 Prof. Dr. (Mrs.) K. R. Joshi Prof. Dr. (Mrs.) N. R. Kulkarni Mrs. V. V. Khatavkar/Mrs. S. A. Kulkarni