



**PES's**  
**Modern College of Engineering**

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**Academic Planner**  
**2018-19 Term– II**

Academic Activities and its planning are as follows:

<b>Activity</b>	<b>Period/Frequency</b>
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 followup	Monthly (Thrice a term)
Academic Planning Committee Meeting with Vice Principal	Monthly, Prior to term commencement and at the end of term
Syllabus review meeting	Monthly
Peer Feedback	Once a term
Mentor mentee meeting	Monthly (Thrice a term)
Unit Test for TE and BE as per SPPU norms	Twice a term
MCQ tests for SE as per SPPU norms	Twice a term
Midterm verification of Lab work	Once a term
Communication with parents about <ul style="list-style-type: none"><li>• Attendance</li><li>• Performance of students</li></ul>	Once a term
Parents meet	Once a term
TE Seminar reviews as per SPPU norms	As per the need of course
BE Project reviews as per SPPU norms	As per the need of course
Feedback by students	Twice a term
Mock oral practical exams and final submission	End of 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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<b>Sr. No.</b>	<b>Planned Date/Week</b>	<b>Class</b>	<b>Academic Activity</b>
1	07/12/2018		Academic Planning Committee Meeting with Vice-Principal
2	12/12/2018		Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution
3	14/12/2018		Meeting of HOD with T&P Co-ordinator
4	10/12/2018	SE, TE, BE	Display of Time Table
5	17/12/2018	SE, TE, BE	Term Commencement
6	17 – 22/12/2018	SE, TE, BE	Submission of daily report about number of students registered department wise to the Academic Planning Committee
7	24/12/2018		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
8	07 – 12/01/2019	SE, TE, BE	Orientation Program and Curriculum Booklet Circulation
9	14 – 19/01/2019		Peer Feedback
	14 – 19/01/2019	SE, TE, BE	Mentor Mentee Meeting with GFM (I <sup>st</sup> )
10	18/01/2019	SE, TE, BE	Attendance Review I (Theory + Practical) (I <sup>st</sup> )
11	19/01/2019		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
12	19 – 25/01/2019	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
	21 - 26/01/2019	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (I <sup>st</sup> )
13	28/01 – 02/02/2019	SE	MCQ Test I (based on Unit I and II for 25 Marks)
14	18/02/2019	SE, TE, BE	Attendance Review (Theory + Practical) (II <sup>nd</sup> )
15	20/02/2019		Academic Planning Committee Meeting with Vice-Principal for academic activities review
16	25/02 - 02/03/2019	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (II <sup>nd</sup> )
17	20 – 26/02/2019	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
18	04 – 09/02/2019	SE	Display of Results for MCQ Test I with its analysis
19	11 – 16/02/2019	SE, TE, BE	Midterm verification of Lab work
20	11 – 16/02/2019	SE, TE, BE	Mentor Mentee Meeting with GFM (II <sup>nd</sup> )
21	18 – 23/02/2019	SE, TE, BE	Mid Term Faculty Feedback from students
22	25/02 – 02/03/2019	SE, TE, BE	Communication with parents about Attendance and Performance of students
23	25/02 – 02/03/2019	SE	MCQ Test II (based on Unit III and IV for 25 Marks)
24	25/02 – 02/03/2019	TE, BE	Unit Test I (based on Unit I, II and III for 30 Marks)
25	02/03/2019	SE, TE, BE	Display of Results of Unit Test I and MCQ test II with its



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			analysis
26	02/03/2019		Parents Meet
27	05 – 09/03/2018		Mid Sem Academic Verification
28	11 – 16/03/2019	SE, TE, BE	Mentor Mentee Meeting with GFM (III <sup>rd</sup> )
29	18/03/2019	SE, TE, BE	Attendance Review (Theory + Practical) (III <sup>rd</sup> )
30	19/03/2019		Academic Planning Committee Meeting with Vice-Principal for academic activities review
31	20 – 26/03/2019	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
32	25 – 30/03/2019	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (III <sup>rd</sup> )
33	27 - 30/03/2019	SE, TE, BE	Final Submission
34	27/03 – 05/04/2019	SE, TE, BE	End Term Exam (and Mock Oral Practical Exam as per the need of course)
35	27/03 – 05/04/2019	SE, TE, BE	End Term Feedback from Students
36	30/03/2019	SE, TE, BE	Final Attendance Review
37	01/04/2019		Academic Planning Committee Meeting with Vice-Principal
38	08/04/2019		Academic Planning Committee Meeting with Vice-Principal
39	09/04/2019	SE, TE, BE	Term End

**Principal**  
Dr. Mrs. K. R. Joshi

**Vice-Principal**  
Dr. Mrs. N. R. Kulkarni

**Academic Monitoring I/C**  
Mrs. V. V. Khatavkar  
Mrs. S. A. Kulkarni