



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

**Academic Planner**  
**2019-20 Term– II**

Academic Activities and its planning are as follows:

<b>Activity</b>	<b>Period/Frequency</b>
HOD Meeting with faculty	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)
Assessment of Curriculum (Theory + Practical)	At the discretion of department
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 about Faculty	Twice a term
Feedback by students about Course (Course Exit)	End of term
Feedback by students about Program Exit (Graduate Exit)	End of term
Student Satisfaction Survey by students	End of term
Mock oral practical exams and final submission	End of term

Following points to be noted:

- ☐ Activities for slow and advanced learners to be conducted continuously throughout the term as per the time table.
- ☐ SE Online exam and FE, TE and BE In-sem examination will be scheduled as per SPPU notification.
- ☐ Mid sem academic verification will be conducted during FE, TE and BE SPPU In-sem exams.



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Sr. No.	Planned Date/Week	Class	Academic Activity
1	09/12/2019		Academic Planning Committee Meeting with Vice-Principal
2	12/12/2019		Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution
3	10/12/2019	SE, TE, BE	Display of Time Table
4	16/12/2019	SE, TE, BE	Term Commencement
5	16 – 21/12/2019	SE, TE, BE	Submission of daily report about number of students registered department wise to the Academic Planning Committee
6	23/12/2019		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
7	06 – 11/01/2020	SE, TE, BE	Orientation Program and Curriculum Booklet Circulation
8	13 – 18/01/2020	SE, TE, BE	Mentor Mentee Meeting with GFM (I <sup>st</sup> )
9	16/01/2020	SE, TE, BE	Attendance Review I (Theory + Practical) (I <sup>st</sup> )
10	20/01/2020		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
11	20 – 25/01/2020	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
12	20 - 25/01/2020	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (I <sup>st</sup> )
	03 – 10/01/2020		Peer Feedback
13	10 – 15/02/2020	SE,TE,BE	Mentor Mentee Meeting with GFM (II <sup>nd</sup> )
14	17/02/2020	SE, TE, BE	Attendance Review (Theory + Practical) (II <sup>nd</sup> )
15	17 – 22/02/2020	SE, TE, BE	Midterm verification of Lab work
16	18 – 23/02/2020	SE,TE,BE	Mid Term Faculty Feedback from students
17	24/02/2020		Academic Planning Committee Meeting with Vice-Principal for academic activities review
18	24/02 - 29/02/2020	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (II <sup>nd</sup> )
19	24 – 29/02/2020	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
20	24 – 29/02/2020	SE, TE, BE	Communication with parents about Attendance and Performance of students
21	11 – 16/03/2020	SE, TE, BE	Mentor Mentee Meeting with GFM (III <sup>rd</sup> )
22	16/03/2020	SE, TE, BE	Attendance Review (Theory + Practical) (III <sup>rd</sup> )
23	19/03/2020		Academic Planning Committee Meeting with Vice-Principal for academic activities review
24	21/03/2020		Parents Meet
25	23 – 28/03/2020	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup



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26	23 – 28/03/2020	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (III <sup>rd</sup> )
27	30/03 – 04/04/2020	SE, TE, BE	Course Exit and End Term Feedback from Students
28	30/03 – 04/04/2020	BE	Graduate Exit and Student Satisfaction Survey by Students
29	01/04 – 09/04/2020	SE, TE, BE	End Term Exam (Mock Oral Practical Exam as per the need of course) and Final Submission
30	04/04/2020	SE, TE, BE	Final Attendance Review
31	08/04/2020		Academic Planning Committee Meeting with Vice-Principal
32	11/04/2020	SE, TE, BE	Term End
33	13/04/2020		Academic Planning Committee Meeting with Vice-Principal

**Note:**

- Periodic Assessment tools (Unit Tests MCQ/ Presentations/ Hands on/ Mini Projects Activity etc.) are at the discretion of departmental end as per the necessity.
- Faculty Development Programs to be conducted prior to the term commencement and after the term conclusion.

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

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

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