



Academic Planner
2020-21 Term– II

Academic Activities and its planning are as follows:

Activity	Period/Frequency
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	Monthly
Peer Feedback	Once a term
Mentor mentee meeting	Monthly (Thrice a term / need based during pandemic)
Assessment of Curriculum (Theory + Practical)	At the discretion of department
Midterm verification of Lab work	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
Submission of Term Closure Report	End of term
Completion of Student Profile Booklet	End of term

Following points to be noted:

- Activities for slow and advanced learners to be conducted continuously throughout the term.
- SPPU Examination will be scheduled as per SPPU notification.



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Sr. No.	Planned Date/Week	Class	Academic Activity
1	31/12/2020	SE, TE, BE	Display of Time Table
2	31/12/2020		Online Meeting by HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution during pandemic situation.
3	01/01/2021	SE, TE, BE	Term Commencement
4	04/01/2021		Academic Planning Committee Meeting with Vice-Principal
5			Submission of weekly report about number of students registered/admitted department wise to the Academic Planning Committee
6	04 – 09/01/2021	SE, TE, BE	Orientation Program and Curriculum Booklet Circulation
7	04 – 09/01/2021	SE, TE, BE	Mentor Mentee Meeting with GFM (I st)
8	01/02/2021	SE, TE, BE	Attendance Review I (Theory + Practical) (I st)
9	01/02/2021		Review of registration and admission of students by GFM
10	01 - 06/02/2021	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (I st)
11	08 - 13/02/2021		Peer Feedback
	15 to 20/02/2021	SE, TE, BE	Assessment 1
12	20/02/2021		Academic Planning Committee Meeting with Vice-Principal
13	01 – 06/03/2021	SE, TE, BE	Mentor Mentee Meeting with GFM (II nd)
14	01/03/2021	SE, TE, BE	Attendance Review (Theory + Practical) (II nd)
15	01 - 06/03/2021	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (II nd)
16	12/03/2021		Academic Planning Committee Meeting with Vice-Principal
17	15 – 20/03/2021	SE, TE, BE	Mid Term Faculty Feedback from students
	15 – 20/03/2021	SE, TE, BE	Assessment 2
	17/03/2021		Academic Planning Committee Meeting with Vice-Principal
	20/03/2021		Parents Meet (Online)
18	01/04/2021	SE, TE, BE	Attendance Review (Theory + Practical) (III rd)
19	05 – 10/04/2021	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (III rd)
	12 – 17/03/2021	SE, TE, BE	Assessment 3
20	26 – 30/04/2021	SE, TE, BE	Mentor Mentee Meeting with GFM (III rd)
21	29/04/2021		Academic Planning Committee Meeting with Vice-Principal
22	30/04/2021	SE, TE, BE	Display submission schedule
23	03/05/2021	SE, TE, BE	Final Attendance Review (Theory + Practical) (IV th)
24	03 - 08/05/2021		Final Syllabus (Theory + Practical) review meeting of GFM



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			with HOD (IV th)
25	03 - 08/05/2021	SE, TE, BE	Course Exit, End Term Feedback, Student Satisfaction Survey, Program Exit Survey from Students
26	03 - 08/05/2021	SE, TE, BE	Mock Oral Practical Exam (as per the need of course) and Final Submission
27	15/05/2021	SE, TE, BE	Term End
28	20/05/2021		Term Closure report submission by departmental Academic Co-ordinator to Central Academic Committee

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.
- Every mentor has to update the Student Profile Booklet after declaration of SPPU results.

Principal
Dr. Mrs. K. R. Joshi

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

Academic Monitoring DC
Dr. Mrs. V. V. Khatavkar
Mrs. S. A. Kulkarni