



Academic Planner
2020-21 Term-I

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	13/06/2020	SE, TE, BE	Display of Time Table
2	13/06/2020		Online Meeting conducted by HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution during pandemic situation.
3	15/06/2020	SE, TE, BE	Term Commencement
4	20/06/2020		Academic Planning Committee Meeting with Vice-Principal
5	01/07/2020		Submission of weekly report about number of students registered/admitted department wise to the Academic Planning Committee
6	01 – 08/07/2020	SE, TE, BE	Orientation Program and Curriculum Booklet Circulation
7	06 – 11/07/2020	SE, TE, BE	Mentor Mentee Meeting with GFM (I st)
8	09/07/2020		Online Meeting by Principal to take overview of Online Teaching in pandemic situation.
9	15/07/2020	SE, TE, BE	Attendance Review I (Theory + Practical) (I st)
10	15/07/2020		Review of registration and admission of students by GFM
11	20 - 25/07/2020	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (I st)
12	27 – 31/07/2020		Peer Feedback
13	03 – 08/08/2020	SE, TE, BE	Mentor Mentee Meeting with GFM (II nd)
14	17/08/2020	SE, TE, BE	Attendance Review (Theory + Practical) (II nd)
15	17 - 21/08/2020	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (II nd)
16	19/08/2020		Academic Planning Committee Meeting (Online) with Vice-Principal for discussion of academic activities in pandemic situation.
17	02/09/2020		Central Academic Co-ordinator's Telephonic meeting with Departmental Academic Co-ordinators regarding review of <ul style="list-style-type: none"> ○ Online Teaching ○ Online Assessment ○ Project and Seminar
18	07 – 12/09/2020	SE, TE, BE	Mid Term Faculty Feedback from students
19	16/09/2020	SE, TE, BE	Attendance Review (Theory + Practical) (III rd)
20	21/09/2020		Academic Planning Committee Meeting with Vice-Principal for academic activities review
21	21 – 26/09/2020	SE, TE, BE	Mentor Mentee Meeting with GFM (III rd)
22	28 – 30/09/2020	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (III rd)
23	16/10/2020	SE, TE, BE	Attendance Review (Theory + Practical) (IV th)
24	19/10/2020		Academic Planning Committee Meeting with Vice-Principal for academic activities review <ul style="list-style-type: none"> ○ Part Submission ○ Final Submission ○ End Sem Exam



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24	26 - 31/10/2020		Syllabus (Theory + Practical) review meeting of GFM with HOD (IV th)
25	28 - 30/10/2020	SE, TE, BE	Part Submission of Lab work
26	09/11/2020		Academic Planning Committee Meeting with Vice-Principal for academic activities review
27	11/11/2020	SE, TE, BE	Display submission schedule
28	23/11/2020	SE, TE, BE	Final Attendance Review
29	23/11/2020	SE, TE, BE	Final Syllabus Review
30	23 - 25/11/2020	SE, TE, BE	Extra lectures for students who faced some issues during pandemic situation
31	23 - 25/11/2020	SE, TE, BE	Course Exit and End Term Feedback from Students
32	23 - 25/11/2020	SE, TE, BE	Mock Oral Practical Exam (as per the need of course) and Final Submission
33	24/11/2020		Academic Planning Committee Meeting with Vice-Principal
34	26/11/2020	SE, TE, BE	Display EndSem Exam schedule
35	01 - 05/12/2020	SE, TE, BE	EndSem Exam
36	05/12/2020	SE, TE, BE	Term End
37	05/12/2020		Academic Planning Committee Meeting with Vice-Principal
38	10/12/2020		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 I/C
Dr. Mrs. V. V. Khatavkar
Mrs. S. A. Kulkarni