



PES's
Modern College of Engineering

Academic Planner
2021-22 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
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
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	07/06/2021		Academic Planning & Development Committee Meeting
2	12/06/2021	TE, BE	Display of Time Table
3	12/06/2021		Online Meeting conducted by HOD with Faculties
4	15/06/2021	TE, BE	CommencementTerm and Online Registration through ERP
5	30/06/2021		Central Academic Co-ordinator's Admission Followup meeting
6	01 - 02/07/2021	TE, BE	Orientation Program
7	01 – 08/07/2021	TE, BE	Curriculum Booklet Circulation
8	06 – 11/07/2021	TE, BE	Mentor Mentee Meeting with GFM (I st)
9	14/07/2021		Central Academic Co-ordinator's Admission Followup meeting
10	15/07/2021	TE, BE	Attendance Review I (Theory + Practical) (I st)
11	15/07/2021	TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (I st)
12	19/07/2021		Academic Planning & Development Committee Meeting
13	30/07/2021		Central Academic Co-ordinator's Admission Followup meeting
14	26 – 31/07/2021	TE, BE	Peer Feedback
15	02 – 07/08/2021	TE, BE	Mentor Mentee Meeting with GFM (II nd)
16	17/08/2021	TE, BE	Attendance Review (Theory + Practical) (II nd)
17	17/08/2021	TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (II nd)
18	17/08/2021	SE	Display of Time Table
19	20/08/2021	SE	CommencementTerm and Online Registration through ERP
20	23/08/2021		Academic Planning & Development Committee Meeting
21	23 - 24/08/2021	SE	Orientation Program and Circulation of Curriculum Booklet
22	30/08 - 04/09/2021	TE, BE	Assessment I
23	01 - 04/09/2021	SE	Peer Feedback
24	06– 11/09/2021	SE, TE, BE	Mid Term Faculty Feedback from students
25	16/09/2021	TE, BE	Attendance Review (Theory + Practical) (III rd)
26	16/09/2021	TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (III rd)
27	20/09/2021	SE	Attendance Review (Theory + Practical) (I st)
28	20/09/2021	SE	Syllabus (Theory + Practical) review meeting of GFM with HOD (I st)
29	22/09/2021		Academic Planning & Development Committee Meeting
30	20 – 25/09/2021	SE, TE, BE	Mentor Mentee Meeting with GFM (III rd)
31	04 - 09/10/2021	SE	Assessment I



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32	08/10/2021	TE, BE	Display Submission Schedule
33	11 - 20/10/2021	TE, BE	Final Submission and Assessment II
34	11 - 20/10/2021	TE, BE	Course Exit and End Term Feedback from Students
35	16/10/2021	TE, BE	Final Attendance Review (Theory + Practical) (IV th)
36	18/10/2021		Academic Planning & Development Committee Meeting
37	20/10/2021	TE, BE	Term End
38	20/10/2021	SE	Attendance Review (Theory + Practical) (IInd)
39	20/10/2021	SE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IInd)
40	29/10/2021	SE	Display Submission Schedule
41	08/11/2021		Academic Planning & Development Committee Meeting
42	08 - 12/11/2021	SE	Final Submission and Assessment II
43	08 - 12/11/2021	SE	Course Exit and End Term Feedback from Students
44	09/11/2021	SE	Final Attendance Review (Theory + Practical) (III rd)
45	12/11/2021	SE	Term End
46	18/11/2021		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 I/C
Dr. Mrs. V. V. Khatavkar
Mrs. S. A. Kulkarni