



**Progressive Education Society's
Modern College of Engineering**

**Academic Planner
2021-22 Term- II**

Academic Activities and its planning are as follows:

Activity	Period/Frequency
HOD Meeting with faculty	Prior to term commencement, as and when required as per discretion of department
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.

Verica



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Sr. No.	Planned Date/Week	Class	Academic Activity
1	18/01/2022		Academic Planning Committee Meeting with Vice-Principal
2	20/01/2022	SE, TE, BE	Display of Time Table
3	22/01/2022		Online Meeting by HOD
4	24/01/2022	SE, TE, BE	Start of semester
5	24 to 25/01/2022	SE, TE, BE	Orientation Program and Curriculum Booklet Circulation
6	24 to 29/01/2022	SE, TE, BE	Submission of weekly report about number of students registered/admitted department wise to the Academic Planning Committee
7	31/01/2022		Academic Planning Committee Meeting with Vice-Principal
8	01/02/2022	SE, TE, BE	Review of registration and admission of students by GFM
9	07 – 12/02/2022	SE, TE, BE	Mentor Mentee Meeting with GFM (I st)
10	21 - 26/02/2022		Peer Feedback
11	24/02/2022	SE, TE, BE	Attendance Review I (Theory + Practical) (I st)
12	28/02/2022		Academic Planning Committee Meeting with Vice-Principal
13	28/02 - 05/03/2022	SE, TE, BE	Syllabus (Theory + Practical) review (I st)
14	28/02 - 05/03/2022	SE, TE, BE	Assessment 1 (Unit # 1 and 2)
15	07 – 12/03/2022	SE, TE, BE	Mentor Mentee Meeting with GFM (II nd)
16	14 – 19/03/2022	SE, TE, BE	Mid Term Faculty Feedback from students
17	19/03/2021		Parents Meet (Online)
18	24/03/2022	SE, TE, BE	Attendance Review (Theory + Practical) (II nd)
19	28/03/2022		Academic Planning Committee Meeting with Vice-Principal
20	28/03 - 01/04/2022	SE, TE, BE	Syllabus (Theory + Practical) review (II nd)
21	28/03 - 01/04/2022	SE, TE, BE	Assessment 2 (Unit # 3 and 4)
22	04 – 09/04/2022	SE, TE, BE	Mentor Mentee Meeting with GFM (III rd)
23	04 – 09/04/2022	SE, TE, BE	End Term Feedback, Student Satisfaction Survey, Program Exit Survey from Students
24	11 – 16/04/2022	SE, TE, BE	Final Syllabus (Theory + Practical) review (III rd)
25	11 – 16/04/2022	SE, TE, BE	Course Exit Survey
26	13/04/2022	SE, TE, BE	Display submission schedule
27	18 – 23/04/2022	SE, TE, BE	Assessment 3 (Unit # 5 and 6)
28	18 – 23/04/2022	SE, TE, BE	Mock Oral Practical Exam (as per the need of course) and Final Submission
29	20/04/2022	SE, TE, BE	Final Attendance Review (Theory + Practical) (III rd)
30	25/04/2022		Academic Planning Committee Meeting with Vice-Principal
31	26/04/2022	SE, TE, BE	Term End
32	30/04/2022		Term Closure report submission by departmental Academic Co-ordinator to Central Academic Committee

Version



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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