



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

**Department Academic Planner  
2022-23 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
Academic review	Monthly (Thrice a term)
Peer Feedback	Once a term
Mentor mentee meeting	Monthly (Thrice a term)
Assessment of Curriculum (Theory + Practical)	As per OBE Policies
Midterm verification of Lab work	Once a term
Parents Teacher 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	End of term
Student Satisfaction Survey by students	End of term
Feedback by faculty about Curriculum	End of term
Project Exhibition	End of term/During M'Pulse
Mock oral practical exams and final submission	End of term
Completion of Student Profile Booklet	End of term
Submission of Term Closure Report	End of term
Internal Academic Audit	End of term
External Academic Audit	End of term

Following points to be noted:

- ▯ Assessment will be conducted by course coordinator as per OBE Policy.
- ▯ Activities for slow, advanced learners and make-up, remedial classes to be conducted during the term.
- ▯ SPPU Examination will be scheduled as per SPPU notification.
- ▯ Every mentor has to update the Student Profile Booklet after declaration of SPPU results.





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

**Department Academic Calendar for Third Year Engineering (TE), Final Year Engineering (BE)**

Sr. No.	Planned Date/Week	Academic Activity
1	21/01/2023	Staff Meeting with HOD
2	21/01/2023	Display of Time Table
3	23/01/2023	Commencement of semester
4	23 - 24/01/2023	Registration through ERP
5	23 - 25/01/2023	Orientation Program and Curriculum Booklet Circulation
6	30/01 - 04/02/2023	Mentor Mentee Meeting (I <sup>st</sup> )
7	21 - 26/02/2023	Peer Feedback
8	23/02/2023	Academic Review I (I <sup>st</sup> )
9	24/02/2023	GFM meeting with Academic Coordinator
10	27/02 - 04/03/2023	Mentor Mentee Meeting (II <sup>nd</sup> )
11	06 - 11/03/2023	Mid Term Faculty Feedback from students
12	06 - 11/03/2023	First Assessment (Based on CO1& CO2)
13	18/03/2023	Parents Teacher Meet
14	20/03/2023	Academic Review (II <sup>nd</sup> )
15	24/03/2023	GFM meeting with Academic Coordinator
16	27/03 - 31/03/2023	Second Assessment (Based on CO3& CO4)
17	31/03 - 06/04/2023	Mentor Mentee Meeting (III <sup>rd</sup> )
18	10 - 15/04/2023	Project Exhibition
19	17 - 21/04/2023	End Term Feedback, Student Satisfaction Survey, Program Exit Survey from Students
20	17 - 21/04/2023	Curriculum Feedback by faculty
21	17 - 21/04/2023	Course Exit Survey
22	20/04/2023	Academic Review (III <sup>rd</sup> )
23	20/04/2023	Display submission schedule
24	24 - 28/04/2023	Mock Oral Practical Exam (as per the need of course) and Final Submission
25	24/04/2023	GFM meeting with Academic Coordinator
26	29/04/2023	Conclusion of Teaching
27	20/05/2023	Term End
28	22 - 27/05/2023	Submission of Term Closure report
29	05-10/06/2023	Internal Academic Audit
30	12-17/06/2023	External Academic Audit
31	20/06/2023	Submission of Internal and External Audit Report





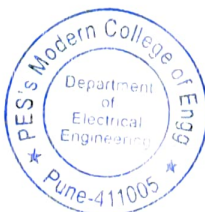
Academic Calendar for Second Year Engineering (SE)

Sr. No.	Planned Date/Week	Academic Activity
1	21/01/2023	Display of Time Table
2	21/01/2023	Staff Meeting by HOD
3	06/02/2023	Commencement of term
4	06 - 07/02/2023	Registration through ERP
5	06 - 08/02/2023	Orientation Program and Curriculum Booklet Circulation
6	13 - 17/02/2023	Mentor Mentee Meeting (I <sup>st</sup> )
7	06 - 11/03/2023	Peer Feedback
8	24/02/2023	GFM meeting with Academic Coordinator
9	06/03/2023	Academic Review I (I <sup>st</sup> )
10	13 - 18/03/2023	Mentor Mentee Meeting (II <sup>nd</sup> )
11	13 - 18/03/2023	First Assessment (Based on CO1& CO2)
12	13 - 18/03/2023	Mid Term Faculty Feedback from students
13	18/03/2023	Parents Teacher Meet
14	24/03/2023	GFM meeting with Academic Coordinator
15	03/04 - 06/04/2023	Second Assessment (Based on CO3& CO4)
16	06/04/2023	Academic Review (II <sup>nd</sup> )
17	17 - 21/04/2023	Mentor Mentee Meeting (III <sup>rd</sup> )
18	24/04/2023	Academic Planning Committee Meeting
19	02 - 06/05/2023	End Term Feedback, Student Satisfaction Survey from Students
20	02 - 06/05/2023	Curriculum Feedback by faculty
21	02 - 06/05/2023	Course Exit Survey
22	04/05/2023	Display submission schedule
23	08/05/2023	Academic Review (III <sup>rd</sup> )
24	08 - 13/05/2023	Mock Oral Practical Exam (as per the need of course) and Final Submission
25	13/05/2023	Conclusion of Teaching
26	22 - 27/05/2023	Submission of Term Closure report
27	31/05/2023	Term End
28	05-10/06/2023	Internal Academic Audit
29	12-17/06/2023	External Academic Audit
30	20/06/2023	Submission of Internal and External Audit Report

Note :

- Some dates may be change subject to SPPU Examination scheduled as per SPPU notification
  - Assessment based on CO5 & CO6 depends on course coordinator as per OBE Policy.
- Activities for slow, advanced learners and make-up, remedial classes to be conducted during the term

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**Academic Co-ordinator**  
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