



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

**Department Academic Planner  
2023-24 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 Internship 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.
- > Faculty Development Programs to be conducted prior to the term commencement and after the term conclusion

