



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

**Academic Planner
Term- II**

Sr. No.	Academic Activity	Planned Date/Week
1	Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution	1/06/2016
2	Meeting of HOD with T&P Co-ordinator, T&P officer	1/06/2016
3	Report number of students registered daily in the dept to co-ordinator	15 – 27/06/2016
4	Orientation Program	20/06/2016
5	Peer Feedback	27 – 30/06/2016
6	Co-curricular activities	As per dept schedule
7	Syllabus (Theory + Practical)review meeting of GFM with HOD-I (Prepare monitoring sheet to maintain the record for checking planned and engaged lectures as well as practical as per teaching plan)	01/07/2016
8	Mentor Mentee Meeting with GFM - I (Records to be maintained)	01/07/2016
9	Unit Test 1 (TE and BE)	4 – 9/07/2016
10	Display Results with its analysis	6 – 11/07/2016
11	MCQ Test 1 (SE)	12 – 16/07/2016
12	Display Results with its analysis	14 – 18/07/2016
13	Send performance report of every student to their parents. (Include Performance of test with %of attendance)	14 – 18/07/2016
14	Activities for slow and fast learner	14 – 18/07/2016
15	Syllabus (Theory + Practical)review meeting of GFM with HOD-I (Prepare monitoring sheet to maintain the record for checking planned and engaged lectures as well as practical as per teaching plan)	15/07/2016
16	Mentor Mentee Meeting with GFM - I (Records to be maintained)	15/07/2016
17	Students feedback for course and staff	16/07/2016
18	Display First Defaulter List and give academic punishment to defaulter students	16/07/2016
18	Parents Meet I	23/07/2016
19	Submission of Punishments and Follow up	26/07/2016
20	Syllabus (Theory + Practical)review meeting of GFM with HOD-II (Prepare monitoring sheet to maintain the record for checking planned and engaged lectures as well as practical as per teaching plan)	29/07/2016
21	Mentor Mentee Meeting with GFM - II (Records to be maintained)	29/07/2016
22	Unit Test 2 (TE and BE)	01 - 06/08/2016

23	Display Results with its analysis	03 – 08/08/2016
24	Syllabus (Theory + Practical)review meeting of GFM with HOD-III (Prepare monitoring sheet to maintain the record for checking planned and engaged lectures as well as practical as per teaching plan)	12/08/2016
25	Mentor Mentee Meeting with GFM - III (Records to be maintained)	12/08/2016
26	MCQ Test 2 (SE)	16 – 20/08/2016
27	Students feedback for course and staff	16/08/2016
28	Display Second Defaulter List and give academic punishment to defaulter students	16/08/2016
29	Display Results with its analysis	18 – 22/08/2016
30	Send performance report of every student to their parents. (Include Performance of test with % of attendance)	18 – 22/08/2016
31	Activities for slow and fast learner	18 – 22/08/2016
32	Submission of Punishments and Follow up	26/08/2016
33	Syllabus (Theory + Practical)review meeting of GFM with HOD-IV (Prepare monitoring sheet to maintain the record for checking planned and engaged lectures as well as practical as per teaching plan)	26/08/2016
34	Mentor Mentee Meeting with GFM - IV (Records to be maintained)	26/08/2016
35	Syllabus (Theory + Practical)review meeting of GFM with HOD-V (Prepare monitoring sheet to maintain the record for checking planned and engaged lectures as well as practical as per teaching plan)	09/09/2016
36	Mentor Mentee Meeting with GFM - V (Records to be maintained)	09/09/2016
37	Display Second Defaulter List and give academic punishment to defaulter students	16/09/2016
38	Syllabus (Theory + Practical)review meeting of GFM with HOD-VI (Prepare monitoring sheet to maintain the record for checking planned and engaged lectures as well as practical as per teaching plan)	23/09/2016
39	Mentor Mentee Meeting with GFM - VI (Records to be maintained)	23/09/2016
40	Submission of Punishments and Follow up	26/09/2016
41	End Sem Exam (SE, TE and BE)	26 – 30/09/2016
42	Display Results with its analysis	28/09/2016 – 2/10/2016
43	Mock Oral Practical Exam	03 – 05/10/2016

Direct Second Year

Sr. No.	Academic Activity	Planned Date/Week
1	Extra Lectures schedule	7 – 13/08/2016
2	Student Registration	13/08/2016
	MCQ Test I	22 – 26/08/2016
	Result display and analysis	24 – 28/08/2016

	Feedback of Course and staff from students	22/08/2016
	MCQ Test 2	29 /08/2016 – 2/09/2016
	Result display and analysis	31/08/2016 – 4/09/2016
	Display Defaulter List I	14/09/2016
	Submission of Punishments and Follow up	24/09/2016
	End Sem Exam, Mock Exam	Same as regular students

