



Progressive Education Society's

Modern College Of Engineering, Pune-05.

DEPARTMENT OF INFORMATION TECHNOLOGY

**ACADEMIC PLANNER
2016 – 17 Sem II**

Sr. No.	Planned Duration	Class	Academic Activity
1	8/12/2016		Preparation of Teaching Plan
2	8/12/2016		Display Time Table
3	10/12/2016		Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution
4	10/12/2016		Meeting of HOD with T&P Co-ordinator, T&P officer
5	15/12/2016	SE, TE, BE	Orientation Program
6	15/12/2016	SE, TE, BE	Curriculum Booklet Circulation
7	21/12/2016		Academic Planning and monitoring Committee Meeting
8	29,30,31/12/2016	SE, TE, BE	Peer Feedback
9	02/01/2017		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)
10	9 – 13/01/2017	TE, BE	Unit Test 1 (Covers Unit I for 10 marks)
11	9 – 14/01/2017	SE,TE,BE	Part submission I
12	16/01/2016	SE,TE,BE	Mentor Mentee Meeting with GFM - I (Records to be maintained)
13	16/01/2016	SE,TE,BE	Syllabus (Theory + Practical) review meeting of GFM with HOD-II
14	16/01/2016	SE,TE,BE	Display First Defaulter List and give academic punishment to defaulter students
15	16 – 20/01/2017	TE, BE	Display Results of Unit Test 1 with its analysis
16	16 – 20/01/2017	SE	MCQ Test 1 (Covers Unit I and II for 25 Marks)
17	17/01/2017		Academic Planning and monitoring Committee Meeting
18	21/01/2017	SE,TE,BE	Parents Meet I
19	23 – 27/01/2017	SE	Display Results of MCQ Test with its analysis
20	23 – 27/01/2017	SE,TE,BE	Activities for slow and advanced learner
21	26/01/2017	SE,TE,BE	Submission of Punishments of defaulter students and Follow up
23	27– 28/01/2017	SE,TE,BE	Teacher Evaluation Midterm feedback
24	28/01/2017	SE,TE,BE	Sending performance report of every student to their parents. (Include Performance of test with % of attendance)
25	30/01/2017	SE,TE,BE	Syllabus (Theory + Practical) review meeting of GFM with HOD-III
26	30/01 – 04/02/2017	SE	Online Exam Phase I
27	31/01 – 02/02/2017	TE, BE	Unit Test 2 (Covers Unit II and III for 20 marks)
28	11/02/2017	TE, BE	Display Results of Test II with its analysis
29	15/02/2016	SE,TE,BE	Display Second Defaulter List and give academic punishment to defaulter students
30	16/02/2016	SE,TE,BE	Mentor Mentee Meeting with GFM - II
31	16/02/2016	SE,TE,BE	Syllabus (Theory + Practical) review meeting of GFM with HOD-IV
32	17/02/2017		Academic Planning and monitoring Committee Meeting
33	20 – 24/02/2016	SE	MCQ Test 2 (Covers Unit III and IV for 25 Marks)



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34	20 - 25/02/2017	SE,TE,BE	Part submission II
35	25/02/2017		Parents Meet II
36	25/02/2017	SE,TE,BE	Submission of Punishments of defaulter students and Follow up
37	27 – 28/02/2017	SE	Display Results of MCQ Test with its analysis
38	27/02 – 03/03/2017	SE,TE,BE	Activities for slow and advanced learner
39	01/03/2017	SE, TE, BE	Sending performance report of every student to their parents.
40	01/03/2016	SE,TE,BE	Syllabus (Theory + Practical) review meeting of GFM with HOD-V
41	06 – 11/03/2017	SE	Online Exam Phase II
42	07 – 11/03/2017	TE,BE	TE BE In-Sem Exam
43	15/03/2016	SE,TE,BE	Display Third Defaulter List and give academic punishment to defaulter students
44	16/03/2017		Academic Planning and monitoring Committee Meeting
45	16/03/2016	SE,TE,BE	Mentor Mentee Meeting with GFM - III
46	21/03/2017	SE,TE,BE	Submission of Punishments of defaulter students and Follow up
47	25/03/2017	SE,TE,BE	Display Final Defaulter List and give academic punishment to defaulter students
48	25/03/2016	SE,TE,BE	Syllabus (Theory + Practical) review meeting of GFM with HOD-VI
49	27/03/2017		Academic Planning and monitoring Committee Meeting
50	27 – 28/03/2017	TE, BE	Seminar and Project Review
51	27 – 28/03/2017	SE,TE,BE	Submission of Punishments of Final defaulter students and Follow up
52	29 – 31/03/2017	SE, TE, BE	Mock Oral Practical Exam and final submission

HOD (IT)
Prof. Mrs. S. D. Deshpande