



PES's
Modern College of Engineering
Department of Information Technology

Academic Planner
2017-18 Term– II

Academic Activities and its planning are as follows:

Activity	Period/Frequency
HOD Meeting with faculty and T&P Co-ordinator	Prior to term commencement
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 meeting	Fortnightly
Peer Feedback	Once a term
Mentor mentee meeting	Monthly (Thrice a term)
Unit Test for TE and BE based on first two units	Once a term
MCQ tests for SE as per SPPU norms	Twice a term
Part submissions	Twice a term
Correspondence with parents about <ul style="list-style-type: none">• Attendance• Performance of students about theory and practical	Monthly (Thrice a term)
Parents meet	Twice a term
TE Seminar and BE Project reviews	Once a term
Feedback by students	Twice a term
Exit Survey	One in a term
Mock oral practical exams and final submission	End of term
Academic Audit	End of term

*Activities for slow and advance learners to be conducted continuously throughout the term as per the time table.

** SE Online exam and TE, BE In-sem examination will be scheduled as per SPPU notification.



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Sr. No.	Planned Date/Week	Class	Academic Activity
1	12/12/2017		Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution
2	14/12/2017		Meeting of HOD with T&P Co-ordinator
3	14/12/2017	SE, TE, BE	Display of Time Table
4	18/12/2017	SE, TE, BE	Term Commencement
5	18 – 23/12/2017	SE, TE, BE	Submission of daily report about number of students registered department wise to the Academic Planning Committee
6	20/12/2017	SE, TE, BE	Orientation Program
7	21/12/2017	SE, TE, BE	Curriculum Booklet Circulation
8	26/12/2017		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
9	27 – 30/12/2017		Peer Feedback
10	01/01/2018		Syllabus (Theory + Practical) review meeting of GFM with HOD (I st)
11	03/01/2018	SE, TE, BE	Mentor Mentee Meeting with GFM (I st)
12	15/01/2018	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (II nd)
13	15/01/2018	SE, TE, BE	Attendance Review (Theory + Practical)
14	16 – 18/01/2018		Remedial actions to be taken for low attendance category students and its followup
15	16 – 18/01/2018		Correspondence with parents about Attendance and Performance of students in theory and practical
16	17/01/2018		Academic Planning Committee Meeting with Vice-Principal for academic activities review
17	22-27/01/2018	TE, BE	Unit Test (based on Unit I and II for 20 Marks)
18	22-27/01/2018	SE	MCQ Test 1 (based on Unit I and II for 25 Marks)
19	29 – 31/01/2018	SE, TE, BE	Display of Results for Unit Test and MCQ Test with its analysis
20	29/01/2018 – 02/02/2018	SE,TE,BE	Part submission I
21	31/01/2018	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (III rd)
22	01/02/2018	SE, TE, BE	Mentor Mentee Meeting with GFM (II nd)
23	03/02/2018	SE, TE, BE	Parents Meet I
24	05/02/2018	SE,TE,BE	Submission of report about part submission to the departmental Academic Co-ordinator
25	12 - 17/02/2017	SE, TE, BE	Mid Term Feedback from students
26	14/02/2018	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IV th)



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27	16/02/2018	SE, TE, BE	Attendance Review (Theory + Practical)
28	17/02/2017		Academic Planning Committee Meeting with Vice-Principal for academic activities review
29	20 – 24/02/2018	SE	MCQ Test 2 (based on Unit III and IV for 25 Marks)
30	20 – 24/02/2018	TE, BE	Seminar and Project Review
31	20 – 24/02/2018	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
32	20 – 24/02/2018	SE, TE, BE	Correspondence with parents about Attendance and Performance of students in theory and practical
33	26 - 28/02/2018	SE	Display of Results of MCQ test 2 with its analysis
34	26/02/2017 – 01/03/2018	SE, TE, BE	Part submission II
35	01/03/2018		Syllabus (Theory + Practical) review meeting of GFM with HOD (V th)
36	03/03/2018	SE, TE, BE	Parents Meet II
37	03/03/2018		Submission of report about part submission to the departmental Academic Co-ordinator
38	05/03/2018	SE, TE, BE	Mentor Mentee Meeting with GFM (III rd)
39	15/03/2018	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (VI th)
40	16/03/2018	SE, TE, BE	Attendance Review (Theory + Practical)
41	19 – 24/03/2018	SE, TE, BE	Part submission III
42	19 – 24/03/2018	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
43	19 – 24/03/2018	SE, TE, BE	Correspondence with parents about Attendance and Performance of students in theory and practical
44	19/03/2018		Academic Planning Committee Meeting with Vice-Principal
45	24/03/2018	SE, TE, BE	Submission of report about part submission to the departmental Academic Co-ordinator
46	26 - 28/03/2018	SE, TE, BE	End Term Feedback from Students
47	26 - 28/03/2018	BE	Exit survey
48	31/03/2018		Academic Verification
49	31/03/2018	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (VII th)
50	31/03/2018	SE, TE, BE	Display of submission schedule
51	31/03/2018	SE, TE, BE	Final Attendance review (Theory + Practical)
52	02 – 05/04/2018	SE, TE, BE	Mock Oral Practical Exam and final submission
53	05/04/2018		Academic Planning Committee Meeting with Vice-Principal
54	06/04/2018		Term End

HOD
Mrs. S. D. Deshpande

Academic Monitoring I/C
Mrs. S. A. Kulkarni

Activity In-charge
Mr. Ajeet R. Pathak