Academic Planner
2018-19 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	Monthly
CRB Verification and circulation	Once a term
Peer Feedback	Once a term
Mentor mentee meeting	Monthly (Thrice a term)
Verification of Question paper for internal exams	Prior to Internal Exam Schedule
Unit Test for TE and BE as per SPPU norms	Twice a term
MCQ tests for SE as per SPPU norms	Twice a term
Midterm verification of Lab work	Once a term
Communication with parents about - Attendance - Performance of students	Once a term
Parents 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	Twice a term
Mock oral practical exams and final submission	End of term

Following points to be noted:
- ➢ 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.
- ➢ Mid sem academic verification will be conducted during TE and BE SPPU In-sem exams.
- ➢ Spot physical verification will be conducted by committee as per convenience of committee members without any intimation

Sr. No.	Planned Date/Week	Class	Academic Activity
1	07/12/2018		Academic Planning Committee Meeting with Vice-Principal
2	12/12/2018		Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution
3	14/12/2018		Meeting of HOD with T&P Co-ordinator
4	10/12/2018	SE, TE, BE	Display of Time Table
5	17/12/2018	SE, TE, BE	Term Commencement
6	17 – 22/12/2018	SE, TE, BE	Submission of daily report about number of students registered department wise to the Academic Planning Committee
7	24/12/2018		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
8	01 – 05/01/2019	FE, SE, TE, BE	Verification of CRB subject wise and compilation
9	07 – 12/01/2019	SE, TE, BE	Orientation Program and Curriculum Booklet Circulation
10	12/01/2019	SE, TE, BE	Mpulse
11	14/01/2019	SE, TE, BE	Cultural activities
12	14 – 19/01/2019		Peer Feedback
13	14 – 19/01/2019	SE, TE, BE	Mentor Mentee Meeting with GFM (Ist)
14	18/01/2019	SE, TE, BE	Attendance Review I (Theory + Practical) (Ist)
15	19/01/2019	TE	Project Selection: Industry Aspects
16	19/01/2019	SE	Science of Happiness
17	19/01/2019		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
18	19 – 25/01/2019	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
19	21 - 26/01/2019	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (Ist)
20	25/01/2019	SE	MCQ Test I paper verification
21	29/01/2019	BE	Machine Leraning-Ubiquitous Computing
22	28/01 – 02/02/2019	SE	MCQ Test I (based on Unit I and II for 25 Marks)
23	01, 02/02/2019	TE,BE	Workshop on IoT
24	02/02/2019	TE	PBS activity
25	04,05,06/02/2019	BE	Workshop for Entrepreneurship Development
26	09/02/2019	TE	Intellectual Property Rights and Patenting
27	16/02/2019	SE,TE,BE	Product Verbo app
28	18/02/2019	SE, TE, BE	Attendance Review (Theory + Practical) (IInd)
29	20/02/2019		Academic Planning Committee Meeting with Vice-Principal for academic activities review

30	23/02/2019	SE ,TE ,BE	Poster Making Competition
31	23/02/2019	TE	Intellectual Property Rights and Patenting
32	25/02 - 02/03/2019	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IInd)
33	20 – 26/02/2019	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
34	04 – 09/02/2019	SE	Display of Results for MCQ Test I with its analysis
35	11 – 16/02/2019	SE,TE,BE	Midterm verification of Lab work
36	11 – 16/02/2019	SE,TE,BE	Mentor Mentee Meeting with GFM (IInd)
37	18 – 23/02/2019	SE,TE,BE	Mid Term Faculty Feedback from students
38	22/02/2019	TE, BE	Pre in sem test question paper verification
39	23/02/2019	SE	MCQ Test II Question paper verification
40	25/02 – 02/03/2019	SE,TE,BE	Communication with parents about Attendance and Performance of students
41	25/02 – 02/03/2019	SE	MCQ Test II (based on Unit III and IV for 25 Marks)
42	25/02 – 02/03/2019	TE, BE	Unit Test I (based on Unit I, II and III for 30 Marks)
43	02/03/2019	SE, TE, BE	Display of Results of Unit Test I and MCQ test II with its analysis
44	02/03/2019		Parents Meet
45	02/03/2019	SE,TE,BE	Workshop on Drupal
46	05 – 09/03/2018		Mid Sem Academic Verification
47	11 – 16/03/2019	SE, TE, BE	Mentor Mentee Meeting with GFM (IIIrd)
48	15/03/2019	BE	ASPIRE 2K19: Project Competition
49	16/03/2019	SE,TE,BE	Workshop on Web Development using angular js
50	16/03/2019	SE,TE,BE	Workshop on Maya 3D
51	18/03/2019	SE, TE, BE	Attendance Review (Theory + Practical) (IIIrd)
52	19/03/2019		Academic Planning Committee Meeting with Vice-Principal for academic activities review
53	20 – 26/03/2019	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
54	23/03/2019	SE,TE,BE	Session on Cyber Security
55	23/03/2019	SE	Science of Happiness: Hyasclub
56	24- 25/03/2019	SE, TE, BE	Pre end sem question paper verification
57	25 – 30/03/2019	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IIIrd)
58	27 - 30/03/2019	SE, TE, BE	Final Submission
59	27/03 – 05/04/2019	SE, TE, BE	Pre end sem exam theory SE- Unit V & VI – 25 Marks TE- Unit IV, V, VI – 30 Marks Mock Oral Practical Exam
60	27/03 – 05/04/2019	SE, TE, BE	End Term Feedback from Students
61	30/03/2019	SE, TE, BE	Final Attendance Review

62	01/04/2019		Academic Planning Committee Meeting with Vice-Principal
63	08/04/2019		Academic Planning Committee Meeting with Vice-Principal
64	09/04/2019	SE, TE, BE	Term End

HoD	**Academic Monitoring Committee**	**Activity In-charge**
Mrs. S. D. Deshpande	Mrs. S. A. Kulkarni	Mrs. S. S. Bhavsar
	Mrs. V. G. Dixit	
	Ms. D. A. Bhanage	