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Academic Planner
2018-19 Term– I

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 follow up	Monthly (Thrice a term)
Academic Planning Committee Meeting with Vice Principal	Monthly, Prior to term commencement and at the end of term
Syllabus review	Monthly (Thrice a term)
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 ● Attendance ● Performance of students about theory and practical	Monthly (Thrice a term)
Parents meet	Once a term
TE Seminar and BE Project reviews	Once a term
Feedback by students	Twice a term
Mock oral practical exams and final submission	End of term
Academic Verification	Twice a 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.	08/06/2018		Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution
2.	08/06/2018		Meeting of HOD with T&P Co-ordinator
3.	08/06/2018	SE, TE, BE	Display of Time Table
4.	11/06/2018		Academic Planning Committee Meeting with Vice-Principal
5.	15/06/2018	SE, TE, BE	Term Commencement
6.	15 – 23/06/2018	SE, TE, BE	Submission of daily report about number of students registered department wise to the Academic Planning Committee
7.	21/6/18	SE, TE, BE	International Yoga Day
8.	25/06/2018		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
9.	29/06/2018	SE, TE, BE	Orientation Program
10.	31/06/2018	SE, TE, BE	Curriculum Booklet Circulation
11.	02/07/18	SE	SE Orientation Program
12.	02 - 07/07/2018		Peer Feedback
13.	02 - 07/07/2018	SE, TE, BE	Mentor Mentee Meeting with GFM (Ist)
14.	07/07/18	SE, TE, BE	Spotlight (Light : Camera: Click)
15.	14/07/2018	SE, TE, BE	Attendance Review I (Theory + Practical)
16.	14/07/2018	TE, BE	Workshop on 3D printing
17.	17/7/18	SE, TE, BE	Play store Uploading of App
18.	17/7/18	SE, TE, BE	Designing Tools
19.	16/07/2018		Academic Planning Committee Meeting with Vice-Principal for academic activities review
20.	16 – 20/07/2018		Correspondence with parents about Attendance and Performance of students in theory and practical
21.	13-14/07/2018	SE, TE, BE	Question paper verification.
22.	16 – 21/07/2018	TE, BE	Unit Test (based on completed syllabus)
23.	16 – 21/07/2018	SE	MCQ Test 1 (based on Unit I and II for 25 Marks)
24.	17/07/2018	SE, TE, BE	Syllabus (Theory + Practical) review (Ist)
25.	21/07/18	TE	Workshop on "Agile Development Process"
26.	21/07/18	BE	Seminar on Scope for Mobile Application Testing in Security
27.	23 – 27/07/2018	SE, TE, BE	Remedial actions to be taken for low attendance category students and its follow up
28.	23 – 27/07/2018	SE, TE, BE	Display of Results for Unit Test and MCQ Test with its analysis
29.	23/7/18 to 28/7/18	TE	Python
30.	23 – 28/07/2018	SE,TE,BE	Part submission I (Based on completed practicals)
31.	24/08/18	BE	Guest Lecture "Digital Forensics"

32.	31/07/2018	SE,TE,BE	Display Part submission status
33.	31/07/2018 - 04/08/2017	SE, TE, BE	Mentor Mentee Meeting with GFM (IInd)
34.	04/08/2017	SE, TE, BE	Nail Art Competition
35.	04/08/2017	SE, TE, BE	**Parents Meet I**
36.	11/8/18	SE, TE	Workshop on Maya 3D
37.	14/08/2018	SE, TE, BE	Syllabus (Theory + Practical) review (IInd)
38.	16/08/2018	SE, TE, BE	Attendance Review II (Theory + Practical)
39.	16,17,18/8/18	BE	Workshop for Entrepreneurship Development Cell
40.	17 – 23/08/2018	SE, TE, BE	Remedial actions to be taken for low attendance category students and its follow up
41.	17 – 23/08/2018	SE, TE, BE	Correspondence with parents about Attendance and Performance of students in theory and practical
42.	16 – 18/08/2018	TE, BE	Seminar and Project Review
43.	18/08/2018		Academic Planning Committee Meeting with Vice-Principal for academic activities review
44.	20 - 25/08/2018	SE, TE, BE	**Mid Term Feedback from students**
45.	20 – 25/08/2018	SE, TE, BE	Part submission II
46.	25/08/18	TE	How to manage Project
47.	27/08/2017		Display Part submission status
48.	23-24/08/2018	SE	Question paper verification.
49.	27 – 31/08/2018	SE	MCQ Test 2 (based on Unit III and IV for 25 Marks)
50.	31/8/18	Faculties	STTP on IOT
51.	01/09/18	TE	Session on "Big data analytics"
52.	03 – 08/09/2018	SE	Display of Results of MCQ test 2 with its analysis
53.	03 - 08/09/2018	SE, TE, BE	Mentor Mentee Meeting with GFM (IIIrd)
54.	05/09/18	Staff and Students	Teacher's Day Celebration
55.	15/09/2018	SE, TE, BE	Attendance Review III (Theory + Practical)
56.	15/09/18	SE, TE, BE	Engineer's Day Celebration
57.	15/09/18	SE, TE, BE	Seminar on Drupal
58.	17/09/2018	SE, TE, BE	Syllabus (Theory + Practical) review (IIIrd)
59.	17 – 22/09/2018	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
60.	17 – 22/09/2018	SE, TE, BE	Correspondence with parents about Attendance and Performance of students in theory and practical
61.	17 – 22/09/2018	SE, TE, BE	Part submission III
62.	18/09/2018		Academic Planning Committee Meeting with Vice-Principal
63.	18/09/2018		Display of submission schedule
64.	24/09/2018	SE, TE, BE	Display Part submission status
65.	01 - 06/10/2018	SE, TE, BE	**Course Exit Feedback from Students**
66.	01 - 06/10/2018	SE, TE, BE	**End Term Feedback from Students**
67.	27-28/09/2018	SE, TE, BE	Question paper verification.
68.	01 - 06/10/2018	SE, TE, BE	**End Term Test**
69.	03/10/2018	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IVth)

70.	08 – 11/10/2018	SE, TE, BE	Mock Oral Practical Exam and final submission
71.	10/10/2018	SE, TE, BE	Final Attendance review (Theory + Practical)
72.	12/10/2018	SE, TE, BE	Tentative Detention List submission to Academic Planning committee
73.	15/10/2018		Academic Planning Committee Meeting with Vice-Principal
74.	15 – 20/10/2018		Final Academic Verification
75.	17/10/2018		Term End

Direct Second Year

Sr. No.	Academic Activity	Planned Date/Week
1	Display schedule for Extra Lectures	During Admission Week
2	Student Registration	Immediate after admission
3	MCQ Test I	After two weeks of starting of the schedule
4	Result display and analysis	Next week of MCQ Test
5	Feedback of Course and staff from students	After three weeks of starting of the schedule
6	MCQ Test 2	After four weeks of starting of the schedule
7	Result display and analysis	Next week of MCQ Test
10	End Sem Exam, Mock Exam	Same as regular students

HoD   (IT)   **Academic Co-ordinator**   **Activity In-charge**
Mrs. S. D. Deshpand e   Mrs. S. A. Kulkarni   Mrs. S. S. Bhavsar