Academic Planner
2019-20 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
Peer Feedback	Once a term
Mentor mentee meeting	Monthly (Thrice a term)
Assessment of Curriculum (Theory + Practical)	At the discretion of department
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 FE, TE and BE In-sem examination will be scheduled as per SPPU notification.
➢ Mid sem academic verification will be conducted during FE, TE and BE SPPU In-sem exams.

Sr. No.	Planned Date/Week	Class	Academic Activity
1	09/12/2019		Academic Planning Committee Meeting with Vice-Principal
2	12/12/2019		Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution
3	10/12/2019	SE, TE, BE	Display of Time Table
4	16/12/2019	SE, TE, BE	Term Commencement
5	16 – 21/12/2019	SE, TE, BE	Submission of daily report about number of students registered department wise to the Academic Planning Committee
6	23/12/2019		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
7	03 – 10/01/2020		Peer Feedback
8	06 – 11/01/2020	SE, TE, BE	Orientation Program and Curriculum Booklet Circulation
9	13 – 18/01/2020	SE, TE, BE	Mentor Mentee Meeting with GFM (Ist)
10	16/01/2020	SE, TE, BE	Attendance Review I (Theory + Practical) (Ist)
11	20/01/2020		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
12	20 – 25/01/2020	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
13	20 - 25/01/2020	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (Ist)
14	10 – 15/02/2020	SE,TE,BE	Mentor Mentee Meeting with GFM (IInd)
15	17/02/2020	SE, TE, BE	Attendance Review (Theory + Practical) (IInd)
16	17 – 22/02/2020	SE, TE, BE	Midterm verification of Lab work
17	18 – 23/02/2020	SE,TE,BE	Mid Term Faculty Feedback from students
18	24/02/2020		Academic Planning Committee Meeting with Vice-Principal for academic activities review
19	24 - 29/02/2020	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IInd)
20	24 – 29/02/2020	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
21	24 – 29/02/2020	SE, TE, BE	Communication with parents about Attendance and Performance of students
22	11 – 16/03/2020	SE, TE, BE	Mentor Mentee Meeting with GFM (IIIrd)
23	16/03/2020	SE, TE, BE	Attendance Review (Theory + Practical) (IIIrd)
24	19/03/2020		Academic Planning Committee Meeting with Vice-Principal for academic activities review
25	21/03/2020		Parents Meet
26	23 – 28/03/2020	SE, TE, BE	Remedial actions to be taken for low attendance category

			students and its followup
27	23 – 28/03/2020	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IIIrd)
28	30/03 – 04/04/2020	SE, TE, BE	Course Exit and End Term Feedback from Students
29	01/04 – 09/04/2020	SE, TE, BE	End Term Exam (Mock Oral Practical Exam as per the need of course) and Final Submission
30	04/04/2020	SE, TE, BE	Final Attendance Review
31	08/04/2020		Academic Planning Committee Meeting with Vice-Principal
32	11/04/2020	SE, TE, BE	Term End
33	13/04/2020		Academic Planning Committee Meeting with Vice-Principal

Note:

- Periodic Assessment tools (Unit Tests/MCQ/ Presentations/ Hands on/ Mini Projects Activity etc.) are at the discretion of departmental end as per the necessity.
- Assessment technique test paper verification to be done one week prior scheduled test.
- Faculty Development Programs to be conducted prior to the term commencement and after the term conclusion.

HoD   **Academic Co-ordinator**
Mrs. S. D. Deshpande   Mrs. S. A. Kulkarni