



PES's Modern College of Engineering
Department of Information Technology

Academic Planner
2019-20 Term- I

Academic Activities and its planning are as follows:

| Activity | Period/Frequency |
|---|---|
| Term Commencement Meeting of HOD with faculty | Prior to term commencement |
| HOD Meeting with faculty | As and when required |
| 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 and Development 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) |
| Internal Assessment | As and when required (At Departmental/Programme discretion) |
| Mid Term Lab Verification | Twice a term |
| Parents meet | Once a term |
| TE Seminar and BE Project reviews | Once a term (At Departmental/Programme discretion) |
| Teachers Feedback by students | Twice a term |
| Course Feedback by students | Once a term |
| Mock oral practical exams and final submission | End of term (At Departmental/Programme discretion) |

*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 | 10/06/2019 | | Meeting with HOD with faculty regarding Academic Planning to decide strategy to complete curriculum according to load distribution |
| 2 | 12/06/2019 | | Academic Planning Committee Meeting with Vice-Principal |
| 3 | 13/06/2019 | SE, TE, BE | Display of Time Table |
| 4 | 15/06/2019 | SE, TE, BE | Term Commencement |
| 5 | 15 – 22/06/2019 | SE, TE, BE | Submission of daily report about number of students registered department wise to the Academic Planning Committee |
| 6 | 24/06/2019 | | Academic Planning Committee Meeting with Vice-Principal for Student registrations review |
| 7 | 01 – 06/07/2019 | SE, TE, BE | Orientation Program Curriculum Booklet Circulation |
| | 01 – 06/07/2019 | SE, TE, BE | Mentor Mentee Meeting with GFM (I st) |
| 8 | 08 – 13/07/2019 | | Peer Feedback |
| 9 | 15/07/2019 | SE, TE, BE | Syllabus (Theory + Practical) review (I st) Attendance Review (Theory + Practical) (I st) |
| 10 | 16 – 20/07/2019 | | Remedial actions to be taken for low attendance category students and its follow-up |
| 11 | 22/07/2019 | | Academic Planning Committee Meeting with Vice-Principal for academic activities review |
| 12 | 22 – 27/07/2019 | SE, TE, BE | Mid-term Lab Work Verification |
| 13 | 29/07 - 03/08/2019 | SE, TE, BE | Mentor Mentee Meeting with GFM (II nd) |
| 14 | 16/08/2019 | SE, TE, BE | Syllabus (Theory + Practical) review meeting of GFM with HOD (II nd) Attendance Review (Theory + Practical) (II nd) |
| 15 | 17 – 24/08/2019 | SE, TE, BE | Remedial actions to be taken for low attendance category students and its follow-up |
| 16 | 19 - 24/08/2019 | SE, TE, BE | Mid Term Feedback from students |
| 17 | 24/08/2019 | SE, TE, BE | Parents Meet I |
| 18 | 26/08/2019 | | Academic Planning Committee Meeting with Vice-Principal for academic activities review |
| 19 | 16 - 21/09/2019 | SE, TE, BE | Mentor Mentee Meeting with GFM (III rd) |
| 20 | 16/09/2019 | SE, TE, BE | Syllabus (Theory + Practical) review meeting of GFM with HOD (III rd) Attendance Review (Theory + Practical) (III rd) |
| 21 | 16 – 21/09/2019 | SE, TE, BE | Remedial actions to be taken for low attendance category students and its followup |
| 22 | 23/09/2019 | | Academic Planning Committee Meeting with Vice- |



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| | | | Principal |
|----|-----------------|------------|--|
| 23 | 23 - 28/09/2019 | SE, TE, BE | End Term and Course Feedback from Students |
| | 28/09/2019 | SE, TE, BE | Display of submission schedule |
| 24 | 01/10/2019 | SE, TE, BE | Syllabus (Theory + Practical) review meeting of GFM with HOD (IV th) Final Attendance review (Theory + Practical) (IV th) |
| 25 | 01 – 12/10/2019 | SE, TE, BE | Mock Oral Practical Exam and final submission |
| 26 | 14/10/2019 | | Academic Planning Committee Meeting with Vice-Principal |
| 27 | 16/10/2019 | | 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 | Feedback of Course and staff from students | After three weeks of starting of the schedule |
| 4 | End Sem Exam, Mock Exam | Same as regular students |

HOD (IT)
Mrs. S. Deshpande

Academic Co-ordinator
Mrs. S. A. Kulkarni