### Academic Planner
### 2021-22 Term– II

Academic Activities and its planning are as follows:

| Activity | Period/Frequency |
|---|---|
| HOD Meeting with faculty | Prior to term commencement, as and when required as per discretion of department |
| 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 | Monthly |
| Peer Feedback | Once a term |
| Mentor mentee meeting | Monthly (Thrice a term / need based during pandemic) |
| Assessment of Curriculum (Theory + Practical) | At the discretion of department |
| Midterm verification of Lab work | 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 about Faculty | Twice a term |
| Feedback by students about Course (Course Exit) | End of term |
| Feedback by students about Program Exit (Graduate Exit) | End of term |
| Student Satisfaction Survey by students | End of term |
| Mock oral practical exams and final submission | End of term |
| Submission of Term Closure Report | End of term |
| Completion of Student Profile Booklet | End of term |

Following points to be noted:
      Activities for slow and advanced learners to be conducted continuously throughout the term.
      SPPU Examination will be scheduled as per SPPU notification.

| Sr. No. | Planned Date/Week | Class | Academic Activity |
|---|---|---|---|
| 1 | 20/01/2022 | SE, TE, BE | Display of Time Table |
| 2 | 22/01/2022 | | HoD Meeting with all faculties |
| 3 | 24/01/2022 | SE, TE, BE | Start of semester |
| 4 | 24 to 25/01/2022 | SE, TE, BE | Orientation Program and Curriculum Booklet Circulation |
| 5 | 24 to 29/01/2022 | SE, TE, BE | Submission of weekly report about number of students registered/admitted department wise to the Academic Planning Committee |
| 6 | 29/01/2022 | | HoD Meeting with all GFMs |
| 7 | 01/02/2022 | SE, TE, BE | Review of registration and admission of students by GFM |
| 8 | 05/02/2022 | | HoD Meeting with all faculties |
| 9 | 07 – 12/02/2022 | SE, TE, BE | Mentor Mentee Meeting with GFM (I$^{st}$) |
| 10 | 12/02/2022 | | HoD Meeting with all GFMs |
| 11 | 21 - 26/02/2022 | | Peer Feedback |
| 12 | 24/02/2022 | SE, TE, BE | Attendance Review I (Theory + Practical) (I$^{st}$) |
| 13 | 26/02/2022 | | HoD Meeting with all faculties |
| 14 | 28/02 - 05/03/2022 | SE, TE, BE | Syllabus (Theory + Practical) review (I$^{st}$) |
| 15 | 28/02 - 05/03/2022 | SE, TE, BE | Assessment 1 (Unit # 1 and 2) |
| 16 | 05/03/2022 | | HoD Meeting with all GFMs |
| 17 | 07 – 12/03/2022 | SE,TE,BE | Mentor Mentee Meeting with GFM (II$^{nd}$) |
| 18 | 12/03/2022 | | HoD Meeting with all faculties |
| 19 | 14 – 19/03/2022 | SE,TE,BE | Mid Term Faculty Feedback from students |
| 20 | 19/03/2021 | | Parents Meet (Online) |
| 21 | 19/03/2022 | | HoD Meeting with all GFMs |
| 22 | 24/03/2022 | SE, TE, BE | Attendance Review (Theory + Practical) (II$^{nd}$) |
| 23 | 26/03/2022 | | HoD Meeting with all faculties |
| 24 | 28/03 - 01/04/2022 | SE, TE, BE | Syllabus (Theory + Practical) review (II$^{nd}$) |
| 25 | 28/03 - 01/04/2022 | SE, TE, BE | Assessment 2 (Unit # 3 and 4) |
| 26 | 04 – 09/04/2022 | SE, TE, BE | Mentor Mentee Meeting with GFM (III$^{rd}$) |
| 27 | 04 – 09/04/2022 | SE, TE, BE | End Term Feedback, Student Satisfaction Survey, Program Exit Survey from Students |
| 28 | 09/04/2022 | | HoD Meeting with all GFMs |
| 29 | 11 – 16/04/2022 | SE, TE, BE | Final Syllabus (Theory + Practical) review (III$^{rd}$) |
| 30 | 11 – 16/04/2022 | SE, TE, BE | Course Exit Survey |
| 31 | 13/04/2022 | SE, TE, BE | Display submission schedule |
| 32 | 16/04/2022 | | HoD Meeting with all faculties |
| 33 | 18 – 23/04/2022 | SE, TE, BE | Assessment 3 (Unit # 5 and 6) |

| 34 | 18 – 23/04/2022 | SE, TE, BE | Mock Oral Practical Exam (as per the need of course) and Final Submission |
|---|---|---|---|
| 35 | 20/04/2022 | SE, TE, BE | Final Attendance Review (Theory + Practical)  (III$^{rd}$ ) |
| 36 | 23/04/2022 | | HoD Meeting with all GFMs |
| 37 | 26/04/2022 | SE, TE, BE | Term End |
| 38 | 30/04/2022 | | Term Closure report submission by departmental Academic Co-ordinator to Central Academic Committee |

**Note:**

- Periodic Assessment tools (Unit TestsMCQ/ Presentations/ Hands on/ Mini Projects Activity etc.) are at the discretion of departmental end as per the necessity.
- Faculty Development Programs to be conducted prior to the term commencement and after the term conclusion.
- Every mentor has to update the Student Profile Booklet after declaration of SPPU results.

**HoD (IT)**                                                             **Academic Co-ordinator**

Dr. Mrs. S. D. Deshpande                                          Mrs. Sampada A. Kulkarni