



PES's
Modern College of Engineering
Department of Information Technology

Departmental Academic Planner
2021-22 Sem- I

Academic Activities and its planning are as follows:

Activity	Period/Frequency
HOD Meeting with faculty	As per the requirement
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)
NBA/NAAC Meetings	Fortnightly
Academic Committee Meeting	Fortnightly
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
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 (Mid + End term)	Twice a term
Feedback by students about Course (Course Exit)	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.



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Sr. No.	Planned Date/Week	Class	Academic Activity
1	05/06/2021		Academic Committee Meeting
2	12/06/2021	TE, BE	Display of Time Table
3	12/06/2021		HOD with Faculties Meeting
4	12/06/2021		NBA/NAAC Meeting
5	15/06/2021	TE, BE	Commencement of Term and Online Registration through ERP
6	19/06/2021		Academic Committee Meeting
7	26/06/2021		NBA/NAAC Meeting
8	01 - 02/07/2021	TE, BE	Orientation Program
9	01 – 08/07/2021	TE, BE	Curriculum Booklet Circulation
10	03/07/2021		Academic Committee Meeting
11	06 – 11/07/2021	TE, BE	Mentor Mentee Meeting with GFM (I st)
12	10/07/2021		NBA/NAAC Meeting
13	15/07/2021	TE, BE	Attendance Review I (Theory + Practical) (I st)
14	15/07/2021	TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (I st)
15	17/07/2021		Academic Committee Meeting
16	31/07/2021		NBA/NAAC Meeting
17	26 – 31/07/2021	TE, BE	Peer Feedback
18	02 – 07/08/2021	TE, BE	Mentor Mentee Meeting with GFM (II nd)
19	07/08/2021		Academic Committee Meeting
20	14/08/2021		NBA/NAAC Meeting
21	17/08/2021	TE, BE	Attendance Review (Theory + Practical) (II nd)
22	17/08/2021	TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (II nd)
23	17/08/2021	SE	Display of Time Table
24	20/08/2021	SE	Commencement of Term and Online Registration through ERP
25	21/08/2021		Academic Committee Meeting
26	23 - 24/08/2021	SE	Orientation Program and Circulation of Curriculum Booklet
27	28/08/2021		NBA/NAAC Meeting
28	30/08 - 04/09/2021	TE, BE	Assessment I
29	01 - 04/09/2021	SE	Peer Feedback
30	04/09/2021		Academic Committee Meeting
31	06– 11/09/2021	SE, TE, BE	Mid Term Faculty Feedback from students
32	11/09/2021		NBA/NAAC Meeting
33	16/09/2021	TE, BE	Attendance Review (Theory + Practical) (III rd)
34	16/09/2021	TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (III rd)



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35	18/09/2021		Academic Committee Meeting
36	20/09/2021	SE	Attendance Review (Theory + Practical) (Ist)
37	20/09/2021	SE	Syllabus (Theory + Practical) review meeting of GFM with HOD (Ist)
38	20 – 25/09/2021	SE, TE, BE	Mentor Mentee Meeting with GFM (III rd)
39	25/09/2021		NBA/NAAC Meeting
40	01/10/2021		Academic Committee Meeting
41	04 - 09/10/2021	SE	Assessment I
42	08/10/2021	TE, BE	Display Submission Schedule
43	09/10/2021		NBA/NAAC Meeting
44	11 - 20/10/2021	TE, BE	Final Submission and Assessment II
45	11 - 20/10/2021	TE, BE	Course Exit and End Term Feedback from Students
46	16/10/2021		Academic Committee Meeting
47	16/10/2021	TE, BE	Final Attendance Review (Theory + Practical) (IV th)
48	20/10/2021	TE, BE	Term End
49	20/10/2021	SE	Attendance Review (Theory + Practical) (IInd)
50	23/10/2021		NBA/NAAC Meeting
51	20/10/2021	SE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IInd)
52	29/10/2021	SE	Display Submission Schedule
53	30/10/2021		Academic Committee Meeting
54	08 - 12/11/2021	SE	Final Submission and Assessment II
55	08 - 12/11/2021	SE	Course Exit and End Term Feedback from Students
56	09/11/2021	SE	Final Attendance Review (Theory + Practical) (III rd)
57	12/11/2021	SE	Term End
58	13/11/2021		Academic Committee Meeting
59	18/11/2021		Term Closure report submission by departmental Academic Co-ordinator to Central Academic Committee
60	20/11/2021		NBA/NAAC Meeting

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.
- 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

Dr. Mrs. S. D. Deshpande

Academic Committee Incharge

Mrs. S. A. Kulkarni