



**Progressive Education Society's
Modern College of Engineering
Department of Information Technology**

**Departmental Academic Calendar
A.Y. 2023 – 2024 Term – II**

Activity	Period/Frequency
Principal's Meeting with Faculty	Prior to Term Commencement
HOD Meeting with Faculty	Prior to Term Commencement, as when required as per discretion of department
Department faculty meeting	As and when required
Student's registration and its reporting	First week of commencement
Academic review	Monthly (Thrice a term)
Academic Planning Committee Meeting with OBE Committee	Monthly, Prior to Term Commencement at the end of term
Peer Feedback	Once a term
Mentor Mentee Meeting	Monthly (Thrice a term)
Assessment of Curriculum (Theory + Practical)	As per OBE Policies
Midterm Verification of Lab work	Once a term
Parents Teacher 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 faculty about curriculum	End of term
Mock oral practical exams and final submission	End of term
Completion of Student Profile Booklet	End of term
Submission of Term Closure Report	End of term
Internal Academic Audit	End of term
External Academic Audit	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.
- Periodic Assessment tools (Unit Tests/ MCQ/ Presentations/ Hands on/ Mini Projects Activity etc.) are at the discretion of the department as per the requirement.
- 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.





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Sr. No.	Planned Date/Week	Class	Academic Activity
1	07/12/2023	-	Principal Meeting with the faculty- Term Commencement
2	09/12/2023	-	Academic Planning Committee Meeting
3	09/12/2023	TE, BE	Display of Time Table
4	09/12/2023	-	HOD Meeting with Faculty Members
5	11/12/2023	TE, BE	Term Commencement and Registration through ERP
6	11 -30/12/2023	-	Daily reporting of attendance and ERP registration
7	18/12/2023	TE, BE	Academic Planning Committee Meeting about Registration Follow-up
8	18 – 22/12/2023	TE, BE	Orientation Program
9	18 – 22/12/2023	TE, BE	Curriculum Booklet Circulation
10	26/12/2023	SE	Display of Time Table
11	01/01/2024	SE	Term commencement and Registration through ERP
12	01 - 31/01/2024	-	Daily reporting of attendance and ERP registration
13	08 – 12/01/2024	TE, BE	Mentor Mentee Meeting - I
14	08 - 12/01/2024	SE	Orientation Program
15	08 - 12/01/2024	SE	Curriculum Booklet Circulation
16	11/01/2024	TE, BE	Monthly Academic & Attendance Review
17	12/01/2024	TE, BE	Academic Planning Committee Meeting about Registration Follow up
18	15 – 20/01/2024	TE, BE	Peer Feedback, Review in HOD Meeting and Reporting to Principal
19	15 – 20/01/2024	TE, BE	Assessment I (Unit 1 and 2)
20	05 - 09/02/2024	SE	Assessment I (Unit 1 and 2)
21	12/02/2024	SE,TE, BE	Monthly Academic & Attendance Review
22	12/02/2024		Academic Planning Committee Meeting
23	12 –16/02/2024	SE,TE,BE	Mentor Mentee Meeting – II (TE & BE) Mentor Mentee Meeting – I (SE)
24	12 – 16/02/2024	TE,BE	Mid Term Faculty Feedback from students
25	12 – 16/02/2024	SE	Peer Feedback, Review in HOD Meeting and Reporting to Principal
26	19 - 23/02/2024	TE-BE	Part Submission
27	19 - 23/02/2024	TE-BE	Assessment II (Units 3 and 4)
28	19 - 23/02/2024	SE	Mid Term Faculty Feedback from students
29	11 – 15/03/2024	SE,TE,BE	Mentor Mentee Meeting – III (TE & BE) Mentor Mentee Meeting – II (SE)
30	11 – 15/03/2024	SE	Assessment II (Unit 3 and 4)

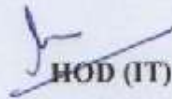




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31	11 – 15/03/2024	SE	Part Submission
32	12/04/2024	SE,TE,BE	Monthly Academic Attendance Review
33	12/04/2024	-	Academic Planning Committee Meeting
34	25/04/2024	TE,BE	Display submission and mock oral/practical exam schedule
35	15 - 20/04/2024	TE,BE	Assessment III (Units 5 and 6)
36	15 - 20/04/2024	SE	Mentor Mentee Meeting - III
37	20/04/2024	-	Principal Meeting with the faculty- Term End
38	22 - 26/04/2024	SE,TE,BE	Course Exit and End Term Feedback from Students
39	22 - 26/04/2024	SE,TE,BE	Mock Oral/Practical Exam and Final Submission
40	22 - 26/04/2024		Monthly Academic & Attendance Review
41	24/04/2024	-	Academic Planning Committee Meeting
42	30/04/2024	SE,TE, BE	Term End
43	15/05/2024	-	Term Closure report submission by departmental Academic Coordinator to Central Academic Committee


HOD (IT)

Prof. Dr. (Mrs.) S.D. Deshpande


Academic Coordinator

Mrs. S. A. Kulkarni

