



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

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

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
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 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.

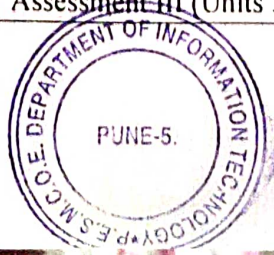




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Sr. No.	Planned Date/Week	Class	Academic Activity
1	06/07/2023	-	Academic Planning Committee Meeting
2	08/07/2023	TE, BE	Display of Time Table
3	08/07/2023	-	HOD Meeting with Faculty Members
4	10/07/2023	TE, BE	Term Commencement and Registration through ERP
5	10 - 25/07/2023	-	Daily reporting of attendance and ERP registration
6	15/07/2023	TE, BE	Academic Planning Committee Meeting about Registration Follow-up'
7	17 – 22/07/2023	TE, BE	Orientation Program
8	17 – 22/07/2023	TE, BE	Curriculum Booklet Circulation
9	31 – 05/08/2023	TE, BE	Mentor Mentee Meeting
10	08/08/2023	SE	Display of Time Table
11	10/08/2023	SE	Term commencement and Registration through ERP
12	10 - 25/08/2023	-	Daily reporting of attendance and ERP registration
13	14/08/2023	TE, BE	Monthly Academic & Attendance Review
14	14/08/2023	-	Academic Planning Committee Meeting about Registration Follow up
15	17 - 20/08/2023	SE	Orientation Program
16	17 - 20/08/2023	SE	Curriculum Booklet Circulation
17	17 – 22/08/2023	TE, BE	Peer Feedback, Review in HOD Meeting and Reporting to Principal
18	17 – 22/08/2023	TE, BE	Assessment I (Unit 1 and 2)
19	02 – 07/09/2023	SE,TE,BE	Mentor Mentee Meeting
20	04 - 09/09/2023	SE	Peer Feedback, Review in HOD Meeting and Reporting to Principal
21	11 - 16/09/2023	SE	Assessment I (Unit 1 and 2)
22	15/09/2023	SE,TE, BE	Monthly Academic & Attendance Review
23	15/09/2023	-	Academic Planning Committee Meeting
24	18 -23/09/2023	TE-BE	Assessment II (Units 3 and 4)
25	19 - 24/09/2023	TE-BE	Part Submission
26	25 – 30/09/2023	TE,BE	Mid Term Faculty Feedback from students
27	25 – 30/09/2023	SE	Mid Term Faculty Feedback from students
28	02 – 07/10/2023	SE,TE,BE	Mentor Mentee Meeting
29	07/10/2023	TE,BE	Display submission and mock oral/practical exam schedule
30	09/10/2023	SE,TE,BE	Monthly Academic Attendance Review
31	09/10/2023	-	Academic Planning Committee Meeting
32	09 to 14/10/2023	TE,BE	Assessment III (Units 5 and 6)

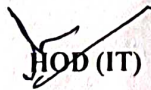




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33	16 to 21/10/2023	TE,BE	Course Exit and End Term Feedback from Students
34	16 - 21/10/2023	TE,BE	Mock Oral/Practical Exam and Final Submission
35	17 - 21/10/2023	SE	Assessment II (Unit 3 and 4)
36	25 to 30/10/2023	SE	Part Submission
37	31/10 to 05/11/2023	SE	Mentor Mentee Meeting
38	04/11/2023	TE, BE	Term End
39	06 to 11/11/2023	SE	Assessment III (Units 5 and 6)
40	08/11/2023	SE	Display submission and mock oral/practical exam schedule
41	11/11/2023	SE	Monthly Academic Review
42	11/11/2023		Academic.Planning Committee Meeting
43	13 to 18/11/2023	SE	Mock Oral/Practical Exam and Final Submission
44	23 to 30/11/2023	SE	Course Exit and End Term Feedback from Students
45	04/12/2023	SE	Term End
46	05/12/2023	-	Academic Planning Committee Meeting
47	22/12/2023	-	Term Closure report submission by departmental Academic Coordinator to Central Academic Committee


HOD (IT)

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


Academic Co-ordinator

Mrs. S. A. Kulkarni

