



SE Staff Academic Activity Planner (2016-17) Term-II

Sr. No.	Tentative Date	Year	Activity Planned
1.	15/12/16	SE	Term Commencement; Student Registration
2.	30/12/16	SE	Internal Defaulter List (Mentors should immediately message or call parents)
3.	02/01/17-06/01/17	SE	1 st Peer Feedback Schedule
4.	04/01/17	SE	1 st Students Feedback
5.	05/01/17-07/01/17	SE	1 st Students Feedback Analysis
6.	07/01/17	SE	1 st Peer Feedback Collection
7.	09/01/17	SE	1 st Peer Feedback Remedial Action
8.	09/01/17-10/01/17	SE	1 st Peer Feedback Analysis
9.	16/01/16 - 20/01/17	SE	1 st MCQ Test on Unit I & II (25 marks) - 1 hour
10.	2 days after your respective test	SE	Display of Result of Test 1
11.	16/01/17	SE	1 st Defaulter List Display
12.	17/01/17 - 21/01/17	SE	Letters to be sent to Parents (includes University Result +MCQ Results + Theory n Pr Attendance)
13.	23/01/17 - 27/01/17	SE	Remedial classes after 1st Test (Mandatory for Interns)
14.	30/01/17 - 04/02/17	SE	Online Phase – I University Exam
15.	04/02/17	SE	Parents Meet
16.	15/02/17	SE	2 nd Defaulter List Display
17.	20/02/17 - 24/02/17	SE	2 nd MCQ Test on Unit III & IV (25 marks) - 1 hour
18.	2 days after your respective test	SE	Display of Result of Test 2
19.	25/02/17 - 27/02/17	SE	Remedial classes after 2 nd Test
20.	06/03/17 - 11/03/17		Online Phase – II University Exam
21.	15/03/17	SE	3 rd Defaulter List Display
22.	20/03/17 - 24/03/17	SE	3 rd Test (subjective) on all Units (50 marks) -2 hours
23.	3 days after your respective test	SE	Display of Result of Test 3
24.	20/03/17	SE	Mock Practical/Oral Schedule Display
25.	25/03/17	SE	Final Defaulter List Display
26.	27/03/17 - 31/03/17	SE	Remedial classes after 3 rd Test
27.	27/03/17 – 31/03/17	SE	Mock Practical/Oral
28.	27/03/17-28/03/17	SE	End of semester teaching and curriculum evaluation (ESTCE)
29.	29/03/17-31/03/17	SE	ESTCE Analysis
30.	10/04/17 - 27/04/17		University Practical / Oral Exam
31.	02/05/17 - 29/05/17		University Theory Exam

Assessment of Write-ups should be regularly done after 1 week of performance of the practical

Remedial action for defaulters should be given immediately after the list is displayed for the respective subjects

Daily Attendance Monitoring to be filled regularly by staff and students on every Saturdays

Discussion of GFMs with HOD should be done after every defaulter list

*** The above schedule may change subject to SPPU (In-Sem/Online/PR/OR) Time Table



TE & BE Staff Academic Activity Planner (2016-17) Term-II

Sr. No.	Tentative Date	Year	Activity Planned
1.	15/12/16	TE & BE	Term Commencement; Student Registration
2.	30/12/16	TE & BE	Internal Defaulter List (Mentors should immediately message or call parents)
3.	02/01/17-06/01/17	TE & BE	1 st Peer Feedback Schedule
4.	02/01/17-06/01/17	TE & BE	1 st Test (subjective) on Unit I (10 marks) – 1/2 hour
5.	2 days after your respective test	TE & BE	Display of Result of Test 1
6.	04/01/17	TE & BE	1 st Students Feedback
7.	05/01/17-07/01/17	TE & BE	1 st Students Feedback Analysis
8.	07/01/17	TE & BE	1 st Peer Feedback Collection
9.	09/01/17-10/01/17	TE & BE	1 st Peer Feedback Analysis
10.	09/01/17	TE & BE	1 st Peer Feedback Remedial Action
11.	09/01/17-10/01/17	TE & BE	1 st Peer Feedback Analysis
12.	09/01/17 - 13/01/17	TE & BE	Remedial classes after 1 st Test (Mandatory for Interns)
13.	16/01/17	TE & BE	1 st Defaulter List Display
14.	17/01/17 - 21/01/17	TE & BE	Letters to be sent to Parents (includes University Result +MCQ Results + Theory n Pr Attendance)
15.	04/02/17	TE & BE	Parents Meet
16.	06/02/17 - 10/02/17	TE & BE	2 nd Test (subjective) on Unit II & III (20 marks) – 1 hour
17.	2 days after your respective test	TE & BE	Display of Result of Test 2
18.	11/02/17	TE & BE	TE & BE Project Exhibition and Competition respectively
19.	13/02/17 - 17/02/17	TE & BE	Remedial classes after 2 nd Test
20.	15/02/17	TE & BE	2 nd Defaulter List Display
21.	07/03/17 - 11/03/17	TE & BE	In Sem University Exam
22.	15/03/17	TE & BE	3 rd Defaulter List Display
23.	20/03/17 - 24/03/17	TE & BE	3 rd Test (subjective) on all Units (70 marks) -2 hours
24.	3 days after your respective test	TE & BE	Display of Result of Test 3
25.	20/03/17	TE & BE	Mock Practical/Oral Schedule Display
26.	25/03/17	TE & BE	Final Defaulter List Display
27.	27/03/17 - 31/03/17	TE & BE	Remedial classes after 3 rd Test
28.	27/03/17 – 31/03/17	TE & BE	Mock Practical/Oral
29.	27/03/17-28/03/17	TE & BE	End of semester teaching and curriculum evaluation (ESTCE)
30.	27/03/17-28/03/17	BE	Program Exit Survey Alumni Information Alumni Feedback
31.	29/03/17-31/03/17	TE & BE	ESTCE Analysis
32.	10/04/17 - 27/04/17	TE & BE	University Practical / Oral Exam
33.	02/05/17 - 29/05/17	TE & BE	University Theory Exam

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Daily Attendance Monitoring to be filled regularly by staff and students on every Saturdays

Discussion of GFM's with HOD should be done after every defaulter list

Academic Coordinator
Mrs. A. P. More & Mr. R. Sahu

HOD
Mrs. R. S. Kamathe

