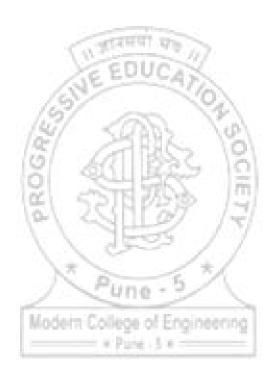**Progressive Education Society's**
Modern College of Engineering
Department of Electronics and Telecommunication
SE Staff Academic Activity Planner (2018-19) Term-I

Sr. No.	Tentative Date	Year	Activity Planned
1.	15/06/18	SE	Term Commencement; Student Registration
2.	29/06/18	SE	Induction Program for all SE students
3.	02/07/18-07/07/18	SE	1st Peer Feedback Schedule
4.	02/07/18-06/07/18	SE	1st Mentor- Mentees Interaction
5.	03/07/18	SE	Attendance Review (Mentors should message or call parents accordingly)
6.	04/07/18	SE	1st Class Committee Meeting
7.	09/07/18	SE	1st Peer Feedback Collection
8.	09/07/18-11/07/18	SE	1st Peer Feedback Remedial Action (if applicable)
9.	14/07/16	SE	1st Attendance Review
10.	16/07/18-20/07/18	SE	2nd Mentor- Mentees Interaction(also correspondence with parents)
11.	16/07/18	SE	2nd Class Committee Meeting
12.	16/07/18-20/06/18	SE	1st MCQ Test on Unit I & II (25 marks) - 1 hour
13.	17/07/2018	SE	Syllabus (Th + Pr) review/ Part Submission for Pr (Ist)
14.	23/07/18	SE	Display of Result of Test 1
15.	24/07/18-28/06/18	SE	Remedial classes after 1st Test
16.	25/07/18 - 28/07/18	SE	Letters to be sent to Parents (includes MCQ Results + Theory and Pr Attendance)
17.	30/07/18-03/08/18	SE	3rd Mentor- Mentees Interaction
18.	04/08/18	SE	Parents Meet
19.	06/08/18 - 10/08/18	SE	Mid Term Feedback from students
20.	13/08/18	SE	Mid Term students Feedback Analysis
21.	14/08/2018	SE	Syllabus (Th + Pr) review/ Part Submission for Pr (IInd)
22.	16/08/18	SE	2nd Attendance Review
23.	18/08/18	SE	3rd Class Committee Meeting
24.	20/08/18-25/08/18	SE	2nd MCQ Test on Unit III & IV (25 marks) - 1 hour
25.	27/08/18	SE	Display of Result of Test 2
26.	27/08/18-31/08/18	SE	4th Mentor- Mentees Interaction(also correspondence with parents)
27.	28/08/18-01/08/18	SE	Remedial classes after 2nd Test
28.	10/09/18 - 14/09/18	SE	5th Mentor- Mentees Interaction
29.	15/09/2018	SE	3rd Attendance Review
30.	17/09/2018	SE	4th Class Committee Meeting
31.	25/09/18	SE	Mock Practical/Oral Schedule Display
32.	01 - 03/10/2018	SE	3rd Test (subjective) on Units V and VI (25 marks) -1 hour
33.	04 - 06/10/2018	SE	Mock Practical/Oral
34.	01 - 0610/2018	SE	End of semester teaching and curriculum evaluation (ESTCE)
35.	08/10/2018	SE	ESTCE Analysis
36.	10/10/18	SE	Final Attendance Review
37.	10/10/18	SE	6th Mentor- Mentees Interaction(also correspondence with parents)

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

HOD
Mrs. R. S. Kamathe

38.	10/10/18	SE	5th Class Committee Meeting
39.	11/10/18	SE	Display of Result of Test 3
40.	20/10/18-03/11/18	SE	University Practical / Oral Exam
41.	14/11/18-08/12/18	SE	University Theory Exam
42.		SE	University Online 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

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

Academic Coordinator

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

HOD

Mrs. R. S. Kamathe

TE & BE Staff Academic Activity Planner (2018-19) Term-I

Sr. No.	Tentative Date	Year	Activity Planned
1.	15/06/18	TE & BE	Term Commencement; Student Registration
2.	29/06/18	TE & BE	Orientation Program for all TE & BE students
3.	02/07/18-07/07/18	TE & BE	1st Peer Feedback Schedule
4.	02/07/18-06/07/18	TE & BE	1st Mentor- Mentees Interaction
5.	03/07/18	TE & BE	Attendance Review (Mentors should message or call parents accordingly)
6.	04/07/18	TE & BE	1st Class Committee Meeting
7.	09/07/18	TE & BE	1st Peer Feedback Collection
8.	09/07/18-11/07/18	TE & BE	1st Peer Feedback Remedial Action (if applicable)
9.	09/07/18-13/07/18	TE & BE	1st Test (subjective) on Unit I (10 marks) – 1/2 hour
10.	14/07/18	TE & BE	1st Attendance Review
11.	16/07/18-20/07/18	TE & BE	2nd Mentor- Mentees Interaction (also correspondence with parents)
12.	16/07/18	TE & BE	2nd Class Committee Meeting
13.	16/07/18	TE & BE	Display of Result of Test 1
14.	17/07/2018	TE & BE	Syllabus (Theory + Pr) review/ Part Submission for Pr (Ist)
15.	17/07/18 - 21/07/18	TE & BE	Remedial action after 1st Test (Mandatory for Interns)
16.	25/07/18 - 28/07/18	TE & BE	Letters to be sent to Parents (includes University Result +MCQ Results + Theory n Pr Attendance)
17.	30/07/18- 03/08/18	TE & BE	2nd Test (subjective) on Unit II & III (20 marks) – 1hour
18.	30/07/18-03/08/18	TE & BE	3rd Mentor- Mentees Interaction
19.	04/08/18	TE & BE	Parents Meet
20.	05/08/18	TE & BE	Display of Result of Test 2
21.	06/08/18 - 08/08/18	TE & BE	Remedial action after 2nd Test
22.	06/08/18 - 10/08/18	TE & BE	Mid Term Feedback from students
23.	13/08/18	TE & BE	Mid Term students Feedback Analysis
24.	14/08/2018	TE & BE	Syllabus (Th + Pr) review/ Part Submission for Pr (IInd)
25.	16/08/18	TE & BE	2nd Attendance Review
26.	18/08/18	TE & BE	3rd Class Committee Meeting
27.	20/08/18 - 25/08/18	TE & BE	In Sem University Exam
28.	27/08/18-31/08/18	TE & BE	4th Mentor- Mentees Interaction(also correspondence with parents)
29.	10/09/18 - 14/09/18	TE & BE	5th Mentor- Mentees Interaction
30.	15/09/2018	SE	3rd Attendance Review
31.	17/09/2018	TE & BE	4th Class Committee Meeting
32.	25/09/18	TE & BE	Mock Practical/Oral Schedule Display
33.	01 - 03/10/2018	TE & BE	3rd Test on Units IV, V and VI (30 marks) -1 hour
34.	04 - 06/10/2018	TE & BE	Mock Practical/Oral
35.	01 - 0610/2018	TE & BE	End of semester teaching and curriculum evaluation (ESTCE)
36.	08/10/2018	TE & BE	ESTCE Analysis
37.	10/10/18	TE & BE	Final Attendance Review

Academic Coordinator   HOD
Mrs. A. P. More & Mr. R. Sahu   Mrs. R. S. Kamathe

38.	10/10/18	TE & BE	6th Mentor- Mentees Interaction(also correspondence with parents)
39.	10/10/18	TE & BE	5th Class Committee Meeting
40.	11/10/18	TE & BE	Display of Result of Test 3
41.	20/10/18-03/11/18	TE & BE	University Practical / Oral Exam
42.	14/11/18-08/12/18	TE & BE	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
*** The above schedule may change subject to SPPU (In-Sem/Online/PR/OR) Time Table

Staff should submit UT 1, 2, 3 Q papers much prior to the test

Color Codes

Feedback System

Attendance Monitoring

Examination/Academics Assessment System

Students/Parents Interaction with Staff

Academic Coordinator   HOD
Mrs. A. P. More & Mr. R. Sahu   Mrs. R. S. Kamathe