





Progressive Education Society's  
Modern College of Engineering  
Department of Electronics and Telecommunication

**Academic Activity Planner (Staff ) 2022-23 Term II**

Activity	Period/Frequency
Principal Meeting with Faculty	Prior to term commencement
HOD Meeting with faculty	Prior to term commencement, as and 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 and at the end of term
Departmental Academic Planning and Monitoring Committee Meeting	Once in a Month/As per requirement
Class Committee Meeting with HOD	Once in a Month/As per requirement
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 students about Program Exit	End of term
Student Satisfaction Survey by students	End of term
Feedback by Parents	Once a Term (During Parents Teacher Meet)
Feedback by faculty about Curriculum	End of term
Assessment of Curriculum (Theory + Practical)	As per OBE Policies

  
Dr. Mrs. K. A. Adoni & Mr. R. Sahu  
Academic Coordinators



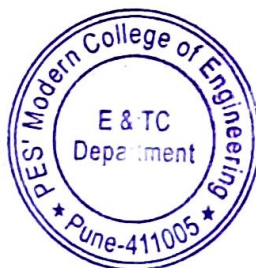
  
Dr. Mrs. R. S. Kamathe  
Vice Principal, HOD (E&TC)



Progressive Education Society's  
Modern College of Engineering  
Department of Electronics and Telecommunication

Make-up Classes	After the display of Internal Assessment result (As per requirement)
Remedial Classes	Once a term (After the declaration of SPPU result) (As per requirement)
Certification courses under Spoken Tutorial	Once a Term
Project Exhibition	End of term/During M-Pulse
Mock oral practical exams and final submission	End of term
Completion of Student Profile Booklet	End of term/During Mentor Mentee Interaction
Submission of Term Closure Report	End of term
Internal Academic Audit	End of term
External Academic Audit	End of term

Dr. Mrs. K. A. Adoni & Mr. R. Sahu  
Academic Coordinators



Dr. Mrs. R. S. Kamathe  
Vice Principal, HOD (E&TC)