



P.E.Society's Modern College Of Engineering,  
Pune-05.

**Mechanical Engineering Department**  
**Academic Calendar & Staff Activities**  
**(2018 – 2019) Sem – II**

| <b>Sr. No.</b> | <b>Date</b>             | <b>Academic activity</b>  | <b>Concerned Staff</b>                             |
|----------------|-------------------------|---|--|
| 1              | 10/12/2018              | HOD , Academic planning I/C & Time Table I/C meeting regarding Academic activity Planning and load distribution   | HOD , Academic coordinator and Timetable committee |
| 2              | 12/12/2018              | HOD ,GFM and Academic coordinator Meeting   | HOD, Academic coordinator & GFM                    |
| 3              | 14/12/2018              | H.O.D and all staff members –Term Commencement Meeting  | HOD & All Staff                                    |
| 4              | 17/12/2018              | Term Commencement SE, TE, BE  | Concerned staff                                    |
| 5              | 17/12/2018 - 22/12/2018 | Submission of daily report about number of students registered department wise to the Academic Planning Committee | GFM  |
| 6              | 22/12/2018              | Guest lecture on Entrepreneurship Skill Development By Mr. Govinda Sadamate                                       | Prof. C.K.Gosavi                                   |
| 7              | 24/12/2018              | Review meeting of GFM with HOD about Academic Planning Committee Meeting for Student registrations                | Vice-Principal, HOD & GFM                          |
| 8              | 3/1/2019                | Savitribai Phule Jayanti  | All staff  |
| 9              | 4/1/2019                | Alumni Meet 2018-19   | Prof.M.R.Benke                                     |
| 10             | 7-12/1/2019             | Orientation Program & Curriculum Booklet Circulation  | Concerned staff                                    |
| 11             | 12/1/2019               | Techspark   | Prof.P.G.Rasal                                     |
| 12             | 14/01/2019 – 19/01/2019 | Mentor Mentee Meeting with GFM  | All staff  |



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| 13 | 14/01/2019 –<br>19/01/2019  | Peer Feedback   | Prof.S.B.Bhalke                  |
| 14 | 18/1/2019                   | Syllabus(Theory+Practical) & attendance review Ist Month - Meeting of GFM with HOD & all staff              | HOD , GFM & all staff            |
| 15 | 19/01/2019 -<br>25/01/2019  | Remedial action taken for low attendance students and its follow up   | All staff                        |
| 16 | 28/01/2019 -<br>02/02/2019  | MCQ Test 1 (Unit I and II for 25 Marks) for SE  | SE staff                         |
| 17 | 31/1/2019                   | Guest lecture on career guidance  | Prof.C.K.Gosavi                  |
| 18 | 9/2/2019                    | Guest lecture on career guidance and competative exam like UPSCby Meenal Kamble                             | Prof.C.K.Gosavi                  |
| 19 | 11/02/2019 to<br>16/02/2019 | Second Mentor Mentee Meeting with GFM   | All staff                        |
| 20 | 11/02/2019 to<br>16/02/2019 | Mid-Term Verification of Lab Work ( Mid Term Submission)  | All staff                        |
| 21 | 16/02/2019                  | SAE Katta   | Prof.P.G.Rasal                   |
| 22 | 18/02/2019                  | Syllabus(Theory+Practical) & attendance review II <sup>nd</sup> Month - Meeting of GFM with HOD & all staff | HOD & all staff                  |
| 23 | 19/2/2019                   | Chhatrapati Shivaji Maharaj Jayanti   | Prof.C.K.Gosavi                  |
| 24 | 20/02/2019                  | Academic Planning & Monitoring Committee Meeting  | HOD , Academic coordinator & GFM |
| 25 | 22/2/2019                   | THROTTLE : Automobile Servicing & Maintenance Workshop  | Prof.A.R.Choudhary               |
| 26 | 25/02/2019 -<br>28/02/2019  | Communication with Parents regarding attendance of Students   | GFM                              |



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| 27 | 25/02/2019 -<br>01/03/2019 | 30 Marks Test for TE, BE on I <sup>st</sup> , II <sup>nd</sup> and<br>III <sup>rd</sup> Unit | TE & BE staff         |
| 28 | 02/03/2019                 | Parent Teacher Meeting   | HOD & All staff       |
| 29 | 05/03/2019 –<br>09/03/2019 | Mid Sem Academic Verification<br>Mid Term Students Feedback                                  | All staff             |
| 30 | 8/3/2019                   | W.O.W. “Women of Wisdom” program   | Concerned staff       |
| 31 | 11/03/2019 –<br>16/03/2019 | Third Mentor Mentee Meeting with<br>GFM  | All staff             |
| 32 | 18/03/2019                 | Syllabus(Theory+Practical) & attendance<br>review III <sup>rd</sup> Month - Meeting          | HOD , GFM & all staff |
| 33 | 18/03/2019 -<br>23/03/2019 | Remedial action taken for low attendance<br>students and its follow up                       | All staff             |
| 34 | 25/03/2019 –<br>30/03/2019 | End Sem Exam on IV <sup>th</sup> , V <sup>th</sup> and VI <sup>th</sup><br>Unit 50 M         | All staff             |
| 35 | 25/03/2019 –<br>30/03/2019 | Final Submission of SE , TE & BE   | All staff             |
| 36 | 27/03/2019 –<br>05/04/2019 | End Term Student Feedback  | Prof.S.B.Bhalke       |
| 37 | 30/03/2019                 | Final Attendance Review  | HOD & all GFM         |
| 38 | 09/04/2019                 | Term End   |                       |

Prof. S.Y. Bhosale  
**HOD Mechanical**