



Academic Planner
2019-20 Term-- I

Academic Activities and its planning are as follows:

Activity	Period/Frequency
Term Commencement Meeting of HOD with faculty	Prior to term commencement
HOD Meeting with faculty	As and when required
Student's registration and its reporting	First week of commencement
Attendance review	Monthly (Thrice a term)
Remedial actions to be taken for low attendance category students and its follow-up	Monthly (Thrice a term)
Academic Planning and Development Committee Meeting with Vice Principal	Monthly, Prior to term commencement and at the end of term
Syllabus review	Monthly (Thrice a term)
Peer Feedback	Once a term
Mentor mentee meeting	Monthly (Thrice a term)
Internal Assessment	As and when required (At Departmental/Programme discretion)
Mid Term Lab Verification	Twice a term
Parents meet	Once a term
TE Seminar and BE Project reviews	Once a term (At Departmental/Programme discretion)
Teachers Feedback by students	Twice a term
Course Feedback by students	Once a term
Mock oral practical exams and final submission	End of term (At Departmental/Programme discretion)

*Activities for slow and advance learners to be conducted continuously throughout the term as per the time table.

** SE Online exam and TE, BE In-sem examination will be scheduled as per SPPU notification.



Sr. No.	Planned Date/Week	Class	Academic Activity
1	10/06/2019		Meeting with HOD with faculty regarding Academic Planning to decide strategy to complete curriculum according to load distribution
2	12/06/2019		Academic Planning Committee Meeting with Vice-Principal
3	13/06/2019	SE, TE, BE	Display of Time Table
4	15/06/2019	SE, TE, BE	Term Commencement
5	15 – 22/06/2019	SE, TE, BE	Submission of daily report about number of students registered department wise to the Academic Planning Committee
6	24/06/2019		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
7	01 – 06/07/2019	SE, TE, BE	Orientation Program Curriculum Booklet Circulation
	01 – 06/07/2019	SE, TE, BE	Mentor Mentee Meeting with GFM (I st)
8	08 – 13/07/2019		Peer Feedback
9	15/07/2019	SE, TE, BE	Syllabus (Theory + Practical) review (I st) Attendance Review (Theory + Practical) (I st)
10	16 – 20/07/2019		Remedial actions to be taken for low attendance category students and its follow-up
11	22/07/2019		Academic Planning Committee Meeting with Vice-Principal for academic activities review
12	22 – 27/07/2019	SE, TE, BE	Mid-term Lab Work Verification
13	29/07 - 03/08/2019	SE, TE, BE	Mentor Mentee Meeting with GFM (II nd)
14	16/08/2019	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (II nd) Attendance Review (Theory + Practical) (II nd)
15	17 – 24/08/2019	SE, TE, BE	Remedial actions to be taken for low attendance category students and its follow-up
16	19 - 24/08/2019	SE, TE, BE	Mid Term Feedback from students
17	24/08/2019	SE, TE, BE	Parents Meet I
18	26/08/2019		Academic Planning Committee Meeting with Vice-Principal for academic activities review
19	16 - 21/09/2019	SE, TE, BE	Mentor Mentee Meeting with GFM (III rd)
20	16/09/2019	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (III rd) Attendance Review (Theory + Practical) (III rd)
21	16 – 21/09/2019	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
22	23/09/2019		Academic Planning Committee Meeting with Vice-Principal



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23	23 - 28/09/2019	SE, TE, BE	End Term and Course Feedback from Students
	28/09/2019	SE, TE, BE	Display of submission schedule
24	01/10/2019	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IV th) Final Attendance review (Theory + Practical) (IV th)
25	01 - 12/10/2019	SE, TE, BE	Mock Oral Practical Exam and final submission
26	14/10/2019		Academic Planning Committee Meeting with Vice-Principal
27	16/10/2019		Term End

Direct Second Year

Sr. No.	Academic Activity	Planned Date/Week
1	Display schedule for Extra Lectures	During Admission Week
2	Student Registration	Immediate after admission
3	Feedback of Course and staff from students	After three weeks of starting of the schedule
4	End Sem Exam, Mock Exam	Same as regular students

Principal

Dr. Prof. Mrs. K. R. Joshi

Vice-Principal

Dr. Prof. Mrs. N. R. Kulkarni

Academic P & D Committee

Mrs. V. V. Khatavkar

Mrs. S. A. Kulkarni