Academic and Activity Planner
2017-18 Term– I

Academic Activities and its planning are as follows:

Activity	Period/Frequency
HOD Meeting with faculty and T&P Co-ordinator	Prior to term commencement
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 followup	Monthly (Thrice a term)
Academic Planning Committee Meeting with Vice Principal	Monthly, Prior to term commencement and at the end of term
Syllabus review meeting	Fortnightly
Peer Feedback	Once a term
Mentor mentee meeting	Monthly (Thrice a term)
Unit Test for TE and BE based on first two units	Once a term
MCQ tests for SE as per SPPU norms	Twice a term
Part submissions	Twice a term
Correspondence with parents about • Attendance • Performance of students about theory and practical	Monthly (Thrice a term)
Parents meet	Twice a term
TE Seminar and BE Project reviews	Once a term
Feedback by students	Twice a term
Mock oral practical exams and final submission	End of term

*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	8/06/2017		Meeting with HOD regarding Academic Planning to decide strategy to complete curriculum according to load distribution
2	8/06/2017		Meeting of HOD with T&P Co-ordinator
3	8/06/2017	SE, TE, BE	Display of Time Table
4	12/06/2017		Academic Planning Committee Meeting with Vice-Principal
5	15/06/2017	SE, TE, BE	Term Commencement
6	15 – 24/06/2017	SE, TE, BE	Submission of daily report about number of students registered department wise to the Academic Planning Committee
7	20/06/2017	SE, TE, BE	Orientation Program
8	21/06/2017	SE, TE, BE	Curriculum Booklet Circulation
9	21/06/2017		Academic Planning Committee Meeting with Vice-Principal for Student registrations review
10	27 – 30/06/2017		Peer Feedback
11	01/07/2017		Syllabus (Theory + Practical) review meeting of GFM with HOD (Ist)
12	03/07/2017	SE, TE, BE	Mentor Mentee Meeting with GFM (Ist)
13	10 – 14/07/2017	TE, BE	Unit Test (based on Unit I and II for 20 Marks)
14	10 – 14/07/2017	SE	MCQ Test 1 (based on Unit I and II for 25 Marks)
15	14/07/2017	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IInd)
16	14 – 18/07/2017	SE, TE, BE	Display of Results for Unit Test and MCQ Test with its analysis
17	15/07/2017	SE, TE, BE	Attendance Review (Theory + Practical)
18	16 – 18/07/2017		Remedial actions to be taken for low attendance category students and its followup
19	16 – 18/07/2017		Correspondence with parents about Attendance and Performance of students in theory and practical
20	17/07/2017		Academic Planning Committee Meeting with Vice-Principal for academic activities review
21	24 – 28/07/2017	SE,TE,BE	Part submission I
22	28/07/2017	SE,TE,BE	Submission of report about part submission to the departmental Academic Co-ordinator
23	29/07/2017	SE, TE, BE	Parents Meet I
24	31/07/2017	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (IIIrd)
25	01/08/2017	SE, TE, BE	Mentor Mentee Meeting with GFM (IInd)
26	14/08/2017	SE, TE, BE	Syllabus (Theory + Practical) review meeting of

			GFM with HOD (IVth)
27	16/08/2017	SE, TE, BE	Attendance Review (Theory + Practical)
28	16 – 19/08/2017	TE, BE	Seminar and Project Review
29	16 - 19/08/2017	SE, TE, BE	Mid Term Feedback from students
30	16 – 22/08/2017	SE	MCQ Test 2 (based on Unit III and IV for 25 Marks)
31	18/08/2017		Academic Planning Committee Meeting with Vice-Principal for academic activities review
32	21 – 24/08/2017	SE	Display of Results of MCQ test 2 with its analysis
33	21 – 24/08/2017	SE, TE, BE	Part submission II
34	21 – 24/08/2017	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
35	21 – 24/08/2017	SE, TE, BE	Correspondence with parents about Attendance and Performance of students in theory and practical
36	24/08/2017		Submission of report about part submission to the departmental Academic Co-ordinator
37	01/09/2017		Syllabus (Theory + Practical)review meeting of GFM with HOD (Vth)
38	04/09/2017	SE, TE, BE	Mentor Mentee Meeting with GFM (IIIrd)
39	09/09/2017	SE, TE, BE	Parents Meet II
40	15/09/2017	SE, TE, BE	Syllabus (Theory + Practical)review meeting of GFM with HOD (VIth)
41	16/09/2017	SE, TE, BE	Attendance Review (Theory + Practical)
42	18 – 23/09/2017	SE, TE, BE	Part submission III
43	18 – 23/09/2017	SE, TE, BE	Remedial actions to be taken for low attendance category students and its followup
44	18 – 23/09/2017	SE, TE, BE	Correspondence with parents about Attendance and Performance of students in theory and practical
45	19/09/2017		Academic Planning Committee Meeting with Vice-Principal
46	25/09/2017	SE, TE, BE	Submission of report about part submission to the departmental Academic Co-ordinator
47	26 - 28/09/2017	SE, TE, BE	End Term Feedback from Students
48	03/10/2017	SE, TE, BE	Syllabus (Theory + Practical) review meeting of GFM with HOD (VIIth)
49	04/10/2017	SE, TE, BE	Display of submission schedule
50	09 – 11/10/2017	SE, TE, BE	Mock Oral Practical Exam and final submission
51	10/10/2017	SE, TE, BE	Final Attendance review (Theory + Practical)
52	12/10/2017		Academic Planning Committee Meeting with Vice-Principal
53	18/10/2017		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	MCQ Test I	After two weeks of starting of the schedule
4	Result display and analysis	Next week of MCQ Test
5	Feedback of Course and staff from students	After three weeks of starting of the schedule
6	MCQ Test 2	After four weeks of starting of the schedule
7	Result display and analysis	Next week of MCQ Test
10	End Sem Exam, Mock Exam	Same as regular students

Activity Details 2017-18 Sem I

Sr. No.	Planned Date/Week	Class	Activity details
1	01/07/2017	SE	SE Orientation Program
2	15/07/2017	BE	Guest Lecture on Machine Learning
3	16/07/2017	-	Scrum for Staff
4	22/07/2017	SE	A guest lecture on Data Structure Programming
5	24 – 28/07/2017	SE	Hands on Basics of C
6	29/07/2017	SE	Audit Course Guest Lectures
7	27 – 29/07/2017	TE, BE	Workshop Core java workshop
8	05/08/2017	BE	Guest Lecture on Information Security
9	12/08/2017	SE	Guest Lecture on Soft Skill
10	19/08/2017	TE	Guest Lecture on HCI
11	21 – 25/08/17	TE, BE	Workshop on Software testing
	02/09/2017	SE	Tree Plantation

HOD	**Academic Monitoring I/C**	**Activity In-charge**
Mrs. S. D. Deshpande	Mrs. S. A. Kulkarni	Mr. Ajeet Pathak