



PIMPRI CHINCHWAD EDUCATION TRUST'S
Pimpri Chinchwad College of Engineering &
Research, Ravet, Pune
IQAC PCCOER



Academic Year:
2023-24
Term - II

Mechanical Engineering Department
Activity / Event Calendar (SE, TE & BE)

Record No.:
ACAD/R/03-A

Date: 30/11/2023

| Pre-Academic Activities: | | | | |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------|---------------|
| Dates | Activities / Events | Responsible Person Event / Activity Incharge | Date of Conduction | Remark |
| 11/12/2023 | Academic Planning Review and Targets (Review of Last Semester and Planning of coming semester and ERP status) – All Department | Principal, Acad^s Coordinator | 11/12/2023 | |
| 12/12/2023 | Communicate Commencement date of coming semester to Students, Parents (Stakeholders) through Circular, Website and other communication media. | Admin Office (Circular), Dept. | 12/12/2023 | |
| | Elective subject choice from students. | SMC, DDB | 12/12/2023 | |
| | Update Notice Board and Web site (communicate information to stakeholders) | Dr. R M. Patil | 12/12/2023 | |
| 13/12/2023 | Meeting of Mentor In-charge with Mentor Faculties (<i>call Defaulter students and ask to report from day one and communicate parents of defaulter student about date of commencement.</i>) | SMC | 13/12/2023 | |
| 14/12/2023 | Department Meeting (HoD and Dept. Faculties) - ERP, Time Table, Analysis of Previous Semester, and Action Plans for Coming Semester. | HoD | 14/12/2023 | |
| | PAC Meeting | HoD | 14/12/2023 | |
| 15/12/2023 | Faculty Presentation at Department by DAC & HoD (<i>Plans for Teaching Learning Process, Portfolio, Research and innovation, Lab development, Audit of All Experimental Setups/ Instruments in Lab to ensure Working condition etc.</i>) | Module Coordinators, PAC Members, HoD , DAC | 15/12/2023 | |
| | Course File Verification-01(Scanned Copies with Signature and seal) and Action report by DAC (CC to Academic Coordinator) [Course File Index Sr. No. 1, 2, 3, 5, 6, 7(ACAD-R08), 9(From ERP), 11(Question Papers)] | All Faculties, DAC, HoD | 15/12/2023 | |

| In- Academic Activities: | | | | |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------|---------------|
| Dates | Activities / Events | Responsible Person Event / Activity Incharge | Date of Conduction | Remark |
| 18/12/2023 | Commencement of Teaching for TE & BE | HoD , DAC | | |
| 01/01/2024 | Commencement of Teaching for SE | HoD , DAC | | |
| 18/12/2023 | HoD Address to TE & BE students | HoD | | |
| 01/01/2024 | HoD Address to SE students | HoD | | |
| 09/01/2024 (for TE and BE) 22/01/2024 (for SE) | First 15 Days Non-Reporting Student List with Action Plan by Class Teachers | All Class Teachers | | |
| 22/01/2024 to 25/01/2024 (for TE and BE) 05/02/2024 to 09/02/2024 (for SE) | Feedback I (academic+ other facilities), Analysis and Action Taken Report | Dept. Feedback Coordinator and HoD | | |
| 22/01/2024 to 25/01/2024 (for TE and BE) 05/02/2024 to 09/02/2024 (for SE) | Course File Verification-02 (Scanned Copies with Signature and seal) and Action report by DAC (CC to Academic Coordinator) | DAC, HoD | | |
| 26/01/2024 | Republic Day | Admin Office | | |

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|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------|--|--|
| 27/01/2024 | Academic Review Meeting (ARM) - 01 | DAC, HoD | | |
| 05/02/2024 to 09/02/2024 (for TE and BE) 20/02/2024 to 24/02/2024 (for SE) | Internal Examination (UT) & Remedial Corrective Actions | Dept. Test Coordinator | | |
| 19/02/2024 | Chhatrapati Shivaji Maharaj Jayanti | Admin Office | | |
| As per SPPU Exam Circular | Insem Examination (No Academic session during InSem) | PCCOER Exam Cell | | |
| 24/02/2024 | Academic Review Meeting (ARM) – 02 | DAC, HoD | | |
| 04/03/2024 to 09/03/2024 | Parent Meet | PTM Coordinator | | |
| 08/03/2024 | Mahashivratri | Admin Office | | |
| 09/03/2024 | IQAC Meeting | IQAC Coordinator | | |
| 11/03/2024 to 15/03/2024 (for SE, TE and BE) | Feedback-II (academic+ other facilities), Analysis and Action Taken Report | Dept. Feedback Coordinator and HoD | | |
| 11/03/2024 to 15/03/2024 (for SE, TE and BE) | Course File Verification-02 (Scanned Copies with Signature and seal) and Action report by DAC (CC to Academic Coordinator) | DAC, HoD | | |
| March 2024 | Industrial Visit for FPCL | SMC & SMN | | |
| | Guest Lecture on AIML | SMN | | |
| | Industrial Visit for Machine Shop | NSV | | |
| | Industrial Visit for Energy Engineering | GDS | | |
| | Guest Lecture on Composite Material | NSV | | |
| | Guest Lecture on Elective VI | SHM | | |
| 25/03/2024 | Dhulivandan Holiday | Admin Office | | |
| 28/03/2024 | Technical Event – Technovate - 2024 | Technical Event Coordinator | | |
| 29/03/2024 | Good Friday Holiday | Admin Office | | |
| 09/04/2024 | Gudhi Padawa Holiday | Admin Office | | |
| 11/04/2024 | Ramjan Eid Holiday | Admin Office | | |
| 13/04/2024 | Academic Review Meeting (ARM) – 03 | DAC, HoD | | |
| 14/04/2024 | Dr. Babasaheb Ambedkar Jayanti Holiday | Admin Office | | |
| 15/04/2024 (for SE, TE and BE) | Conclusion of teaching | HoD, DAC | | |
| 17/04/2024 | Ramnavami Holiday | Admin Office | | |
| 18/04/2024 to 24/04/2024 (for SE, TE and BE) | Crash Course & Prelim Exam | All Faculties | | |
| | Mock Oral / Pract Exam | | | |
| | End Term Assessment And Term Work Marks Calculation | | | |
| 10/04/2024 | Final Defaulter Students List | All Class Teachers, DAC, HoD | | |
| 21/04/2024 | Mahavir Jayanti Holiday | Admin Office | | |
| 25/04/2024 to 30/04/2024 | Sport Events | Sport Coordinator | | |
| 25/04/2024 to 30/04/2024 | Annual Function (Gathering) | Art Circle Coordinator | | |
| 30/04/2024 (for SE, TE and BE) | Term End (As per SPPU Date) | | | |
| 01/05/2024 | Maharashtra Day Holiday | Admin Office | | |
| 23/05/2024 | Buddha Poornima Holiday | Admin Office | | |
| 17/06/2024 | Bakari Eid Holiday | Admin Office | | |
| # May-June 2024 | *SPPU Exam – Practical/ Oral/ TW/ Project | PCCOER Exam Cell | | |
| | *SPPU Theory Exam (Backlog & Regular) (SE, TE and BE) | | | |
| ** | CDC & GB Meeting Schedule | | | |

Working weeks^{\$} AY-2023-24 TEM-II: ~12 weeks

Insem Exam and End SEM Exam will be conducted as per SPPU calendar.


#Activities may reschedule in case of change in SPPU dates.

** Activity will be decided as per Trust guidelines.

- Note: 1) Any changes in Academic and Activity Calendar shall be informed separately
- 2) At least one Mentor meeting shall be conducted after declaring the Defaulter List every month.
 - 3) HoDs meet with dept. Faculties at-least twice in Month and as per required.
 - 4) Holiday on 1st and 3rd Saturday of every month.



Prof. Dr. S.H. Mankar
Dept. Academic Coordinator



Prof. Dr. G.D. Siraskar
Head, Mech Engg.