

MES's Pillai College of Engineering, New Panvel
ACADEMIC AND ADMISTRATIVE PLAN

Target Month	Administrative			Faculty Development		
	Activity Name	Performer	Reviewing / Monitoring	Activity Name	Performer	Reviewing / Monitoring
July	Admission Notification for on roll students	Office	Registrar	Faculty Seminar Series	Concerned Faculty	Dean R & D
	Announcement of Term Calender	Principal				
	Allocation of Class Coordinators and other coordinators	Head of the Department	Principal/Attendance Monitoring Committee			
	Preparation of preliminary roll list	Examcell	Registrar/Head of the Department	Expert Group Meetings	Group Coordinator	Head of the Department
	Declaration of Summer Examination Results	Exam Cell	CoE			
	Final Class wise roll list	Class Coordinator	Head of the Department			
	Updation in AMS	AMS Team	Head of the Department			
	FE Orientation/Induction	Team FE	FE Coordinator			
August	Finalisation of PBL Topics	PBL Team	Head of the Department	Faculty Seminar Series	Concerned Faculty	Dean R & D
	Computation of attainment of previous semester course outcome, CAR, based on Direct, Indirect, Internal and External assessments	Concerned Faculty	CAR Coordinator/Head of the Department			
	Display of attendance record	Class Coordinator	Head of the Department	Expert Group Meetings	Group Coordinator	Head of the Department
	Internal Assessment-I	IA Team	Head of the Department			
September	Parent Teacher Meeting	Class Coordinator/Concerned Faculty	Head of the Department	Faculty Seminar Series	Concerned Faculty	Dean R & D
	Display of attendance record	Class Coordinator	Head of the Department			
	FE Internal Assessment - I	Team FE	FE Coordinator	Expert Group Meetings	Group Coordinator	Head of the Department

October	Internal Assessment-II	IA Team	Head of the Department	Faculty Seminar Series	Concerned Faculty	Dean R & D			
	Study Camp/Prelims	Class Coordinator/Concerned Faculty	Head of the Department						
	Attendance Defaulter List	Class Coordinator/Concerned Faculty	Head of the Department/ Attendance Monitoring Committee	Expert Group Meetings	Group Coordinator	Head of the Department			
	Submissions	Concerned Faculty	Head of the Department						
	Viva/Practical Examinations	Concerned Faculty	Head of the Department						
	Internal Assessment - II	Concerned Faculty	Head of the Department						
November	End Semester University Examinations	Examination Execution Team	CoE	STTPs, FDPs in college/in other colleges, universities. Industrial training programs	Interested as well as concerned faculty members	Head of the Department			
	Theory Paper Assessment	Concerned Faculty	CoE						
	Winter Vacations	Concerned Faculty	Head of the Department/CoE/Office						
December	End Semester University Examinations	Examination Execution Team	CoE						
	Winter Vacations	Concerned Faculty	Head of the Department/CoE/Office						
	Release of Subject Choice Form for Faculty	Head of the Department							
	Subject allocation for Even Semester	Head of the Department	Principal						
	Preparation of Results	Examination Cell	CoE/Principal						
January	Announcement of Odd Semester Term Calendar	Principal		Faculty Seminar Series	Concerned Faculty	Dean R & D			
	Allocation of Class Coordinators	Head of the Department	Principal/Attendance Monitoring Committee						
	Declaration of Winter Examination Results	Exam Cell	CoE	Expert Group Meetings	Group Coordinator	Head of the Department			
	Preparation of class wise roll list	Class Coordinator	Head of the Department						
	Updation in AMS	AMS Team	Head of the Department						

February	Finalisation of PBL Topics	PBL Team	Head of the Department	Faculty Seminar Series	Concerned Faculty	Dean R & D			
	Computation of attainment of previous semester course outcome, CAR, based on Direct, Indirect, Internal and External assessments	Concerned Faculty	CAR Coordinator/Head of the Department	Expert Group Meetings	Group Coordinator	Head of the Department			
	Internal Assessment-I	IA Team	Head of the Department						
March	Parent Teacher Meeting	Class Coordinator/Concerned Faculty	Head of the Department	Faculty Seminar Series	Concerned Faculty	Dean R & D			
	Internal Assessment-II	IA Team	Head of the Department	Expert Group Meetings	Group Coordinator	Head of the Department			
April	Study Camp/Prelims	Class Coordinator/Concerned Faculty	Head of the Department	Faculty Seminar Series	Concerned Faculty	Dean R & D			
	Attendance Defaulter List	Class Coordinator/Concerned Faculty	Head of the Department/ Attendance Monitoring Committee						
	Submissions	Concerned Faculty	Head of the Department	Expert Group Meetings	Group Coordinator	Head of the Department			
	Viva/Practical Examinations	Concerned Faculty	Head of the Department						
May	End Semester University Examinations	Examination Execution Team	CoE	STTPs, FDPs in college/in other colleges, universities. Industrial training programs	Interested as well as concerned faculty members	Head of the Department			
	Theory Paper Assessment	Concerned Faculty	CoE						
	Winter Vacations	Concerned Faculty	Head of the Department/CoE/Office						
June	End Semester University Examinations	Examination Execution Team	CoE						
	Winter Vacations	Concerned Faculty	Head of the Department/CoE/Office						
	Release of Subject Choice Form for Faculty	Head of the Department							
	Subject allocation for Even Semester	Head of the Department	Principal						
	Preparation of Results	Examination Cell	CoE/Principal						