
	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering, Management and</b> <b>Research, Akurdi, Pune</b>		DI No.: <b>ACAD/DI/02</b>
	<b>Academic Year:</b> 2024-25	<b>Department Activity Calendar SE, BE- Part B</b>	<b>Revision : 00</b> <b>Dated : 20/11/2019</b>
	<b>Term – II</b>	<b>Department : Mechanical Engineering</b>	<b>Date of</b> <b>Preparation : 06/01/2025</b>

Sr. No.	Activity	In charge Staff	Planned Date	Actual Conduction Dates	Remarks in case of any deviation
1	First Course file and TG file verification	Dr Ganesh Jadhav Amruta Adwant	13-01-2025		
2	SE and BE Commencement of Teaching	Dr Ganesh Jadhav Amruta Adwant	02-01-2025	02-01-2025	
3	PAQIC Meeting	Dr Ganesh Jadhav & Senior Faculty Members of Department	15-01-2025 to 20-01-2025		
4	DAB Meeting	Mr Paresh Kulkarni	15-01-2025 to 30-01-2025		
5	Remedial/Webinar/ Guest Lecture/ site Visit/ club activity	Coordinator	20-01-2025		
6	Students Feedback-I	Mr Atul Pradhan	17 and 18 Feb.25		
7	Collpoll data verification	Amruta Adwant Mr Atul Pradhan	12-01-2025		
8	Communication of First Defaulter list and UT1 to student and parents	Mr Ganesh Naik	03-02-2025		
9	Departmental Meeting MoM	Mrs. K V L Bhuvneshwary	02-01-2025		
10	Department Training and Placement Activity	Mr Sushil Gaikwad	As per the Company Schedule		
11	Webinar/ Guest Lecture/ site Visit/ club activity	Mrs. K V L Bhuvneshwary	25-01-2025		
12	Second Course file and TG file verification	Dr Ganesh Jadhav Amruta Adwant	05-02-2025		
13	Parents Teachers Meeting	Mrs. Kanchan Rajput	08-02-2025 to 15-02- 2025		
14	Departmental Meeting	Mrs. K V L Bhuvneshwary	19-01-2025		
15	Communication of Second Defaulter list and UT2 to student and parents	Mr Ganesh Naik	03-03-2025		
16	Collpoll data verification	Amruta Adwant Mr Atul Pradhan	12-02-2025		
17	Webinar/ Guest Lecture/ site Visit/ club activity	Mrs. K V L Bhuvneshwary	22-02-2025		
18	Departmental Meeting	Mrs. K V L Bhuvneshwary	10-02-2025		
19	Webinar/ Guest Lecture/ site Visit/ club activity	Mrs. K V L Bhuvneshwary	17-02-2025		

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Sr. No.	Activity	In charge Staff	Planned Date	Actual Conduction Dates	Remarks in case of any deviation
20	Students Feedback-II	Mr Atul Pradhan	7,8,9 April 2025		
21	Communication of provisional Defaulter list to student and parents	Mr Ganesh Naik	29-04-2025		
22	All record verification: End term course file, Collpoll data, TG records and CAS	Dr Ganesh Jadhav Amruta Adwant	26-04-2025		
23	Students Activity	Mr. Paresh Kulkarni Nitin Motgi	30-01-2025, 29-02-2025, 28-03-2025, 19-04-2025		
24	Industry Interaction	Dr. Suchit Deshmukh	30-01-2025, 29-02-2025, 28-03-2025, 19-04-2025		
25	Newsletter	Mr Nitesh Kumar	30-01-2025, 29-02-2025, 28-03-2025, 19-04-2025		
26	NSS and Earn & Learn	Mr Atul Pradhan & Mr Nitin Motgi	30-01-2025, 29-02-2025, 28-03-2025, 19-04-2025		
27	Content Beyond Syllabus – Activity	Mrs Kanchan Rajput	30-01-2025, 29-02-2025, 28-03-2025, 19-04-2025		
28	Placement Review Meeting	Dr Ganesh Jadhav, Amruta Adwant, Mr Sushil Gaikwad	30-01-2025, 29-02-2025, 28-03-2025, 19-04-2025		
29	Lecture and Practical Monitoring	Dr Ganesh Jadhav, Amruta Adwant & Non Teaching Staff allotted	02-01-2025 To 12-04-2025		

Department Program Coordinator

Head of Department