Mahatma Education Society's

Pillai HOC Polytechnic, Rasayani

Electronics and Tele Communication Department

A.Y. 2019-20

Activity In-charge & Plan

Sr. No.	Activity	Sub-Activities	Responsibile Person
1	Activities to be done by HOD	Load Distribution and task assignment	Shruti Wale
2		Department Calendar	Shruti Wale
3	Timetable	Timetable (Class,Lab & Individual Time Tables)	Sajid Shaikh
4		Conduction of Refresher courses & extra lectures for DSY students, Extra lecture for failed students(Even Sem)-Saturday after result declaration	Suginima
5		PR/OR Exam Time Table	Sajid Shaikh
6	Interaction with Outdoor Stakeholders (Industry, Parents, Alumni)	MOU with industry –Placement, Help for Technical Quiz, Planning for Content beyond syllabus – suggestions from industry	Narendra Dhande
7		Industrial Visits	Sajid Shaikh
8		Expert Lectures	Sajid Shaikh
9		PTM	Shruti Wale
10		Alumni Meet organisation, [Campus Placement & Fianl year Students admitted for higher education, final year passouts going for self employment]- *collection of details from TPO*	Narendra Dhande
11	Online Activities	Professional Bodies – Institution of Engineers,NPTEL Student Chapters, ISTE, MOOC	Narendra Dhande
12		Institute Website Updation	Sajid Shaikh
13		Online Attendance	Suginima
14		Feedback (Mechnism, Analysis & corrective action adopted)	Shruti Wale
15		Online communication with students & Parents	All CC
16		Course exit & Program Exit Survey	Narendra Dhande
17		Result analysis (Subjectewise, classwise, Final year results of last 3 years, 3 year Average, Students completing Diploma within stipulated period, % of students appeared for End Sem Exam with respect to the actual enrollment) & strategies after result declaration	Shruti Wale
18	Events (Technical, Cultural & Sports)	Paper Presentation Competition(Organisation & Particpation)	Sajid Shaikh & Shruti Wale
19		Quiz Competition (Organisation & Particpation)	Sajid Shaikh & Shruti Wale
20		Final Year Project Exhibition and Competition (Organisation & Particpation), Project Booklet (with categorization as :Industry Sponsored/Application Oriented/ Study Based)	Suginima and Narendra Dhande
21		Magazine	Suginima
22		Departmental Report	Suginima
23		Newsletter/News Bulletin	Suginima
24		Other-Hackathon 2020	Narendra Dhande
25		Cultural Activity	Suginima
26		NSS Activity	Kiran Inamdar
27		Sports & Social Activity	Kiran Inamdar
28	Quality Assurance Cell	Semester Plan (Teaching Plan, Lab Plan, Subject Notes, Evidence of Reference, Case study,Role Play, Problem Based Learning,GBL)	Shruti Wale
29		Internal Academic Monitoring	Shruti Wale
30		PPT, Video Details-Projector utilization	Kiran Inamdar
31		Library: Number of books in library (Preferably as per MSBTE curriculum), number of technical journals subscribed (hard copies) per branch, digital library facilities (Multimedia PCs with internet surfing)	Suginima
32	Other	Departmental Annual Budget (Budget Allocation & utilization for previous F.Y.) (Recurring, non-recurring & Maintenance- Plan, Non-plan grants checked as Demanded, allocated & utilized)	Shruti Wale
33		List of Equipments (Lab wise),Lab Register/Deadstok/Bills/Lab Requirement for AY 19-20, Lab Maintenance	Narendra Dhande
34		New facility created in the program (Additional new lab, Development of new learning resources)	Sajid Shaikh
35		Entrepreneurship cell – Registration of students,Establishment of center of excellence/ start up/ Incubation centre in collaboration with industries	Narendra Dhande
36		Notice Board	Suginima
37		Student Personality Development Activities last/current A.Y.	Shruti Wale
38		Question paper solving	Kiran Inamdar

39		Students Mentoring System (Professional guidance/career advancement/ All round development/ course/ lab work specific, mentoring programs conducted) frequency of mentoring (Excluding Personality Development Programs))	Kiran Inamdar
40	Faculty Details/Faculty Development	**Faculty Details**: 1.Head of department (as per current AICTE norms), **2.Faculty Profile** (with faculty students ratio based on approved intake: minimum 80% should be regular/full time faculty & remaining may be adjunct faculty/ resource person from industry), ME/M-tech Qualified faculty, Ph.D. faculty, Percentage of faculty approved by state govt./DTE/MSBTE or praposals sent & awaited for approval (out of total required faculty) 3. **Lab Assistant** details with technical qualification as ITI/Diploma/ Science Graduate	Sajid Shaikh
41		4. Faculty Publications:Number of papers presented by the faculties in National/International journals/ conferences in last*/ current academic year 5.Praposals submitted to MODROBS/FDP/RPS/ISRO/DST etc. during last*/current academic year 6. Faculty deputed/sponsored for improvement of academic qualification/ higher education 7.Faculty attended trainings of soft skills, content updation, industrial trainings, Orientation Workshop etc. in last/current* academic year	Sajid Shaikh

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