

Calendar of Activities (Odd Sem. 2018 - 19)



Sanjay Ghodawat Group of Institutions

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Sr. No.	Activity	Input	Responsibility	Schedule	Output	Destination	Delivery
1	Preparation of AC	SU Schedule	Coordinator AMEC	1 Month before commencement of new term 18/05/2018	COE	Depts., Cells, Students / Parents	02 weeks before start of semester
2	Subject Allotment	Review of previous results Students' feedback, Elective list, Subject list, Lab. List, Competency matrix	HOD	18/05/2018	Subject Allotment list, Resource requirement	Department records AMEC	During exams of current semester
3	Preparation of lesson plan	Syllabus, review reports, previous lesson plans, result analysis report, student feedback, COE	Individual staff member	1 month before commencement of new semester 18/05/2018	Lesson plan, revision notes	HOD, Coordinating dept., Students	Ready for distribution one week before the commencement of semester
4	Weekly syllabus review of lesson plan	Lesson plans of previous semester	Subject stream groups at department.	Every Weekend	Subject wise Lesson Plan Review Reports.	HOD	On the same day to Dean Academics
5	Attendance monitoring	Database	HOD	03/07/2018, 03/08/2018, 03/09/2018, 03/10/2018	Fortnightly attendance report Consolidated attendance report	Department records, Notice board	05/07/2018, 06/08/2018, 05/09/2018, 05/10/2018
6	Formative assessment	Student feedback	Coordinator AMEC & HODS	Collecting feedback 24 -25/07/2018 Analysis of feedback before 27/07/2018	Formative assessment report Corrective measures dept. wise, subject wise (analyzed)	AMEC, HOD, staff & steering committee	On or before 30/07/2018
7	Summative assessment	Student feedback	Coordinator AMEC & HODS	Collecting feedback 27-28/08/2018 Analysis of feedback before 03/09/2018	Formative assessment report Corrective measures dept. wise, subject wise (analyzed)	AMEC, HOD, staff & steering committee	On or before 06/09/2018
8	CAT-I results analysis	CAT-I Marks	HOD, Staff members	Test schedule 21/07/2018, 23/07/2018 Display of results 30/07/2018	Analysis report	Department records	03/08/2018
9	CAT-II results analysis	CAT-II Marks	HOD, Staff members	Test schedule 25/08/2018, 27/08/2018 Display of results 31/08/2018	Analysis report	Department records	31/08/2018
10	CAT-III results analysis	CAT-III Marks	HOD, Staff members	Test schedule 29/09/2018, 01/10/2018 Display of results 05/10/2018	Analysis report	Department records	04/10/2018
11	Student Counseling	Dept. meeting report	Dept. Counselors, HOD	05/07/2018, 06/08/2018, 05/09/2018, 05/10/2018	Counseling review report	Department records	05/07/2018, 06/08/2018, 05/09/2018, 05/10/2018
12	HOD Meeting with Director	Academic and administrative requirements	Member Secretary	Every alternative Tuesday at 3.00 pm	Minutes of Meeting	Department records	Every alternative Wednesday a day after meeting
13	Faculty Meeting With HOD	Meeting Resolutions of HOD Meeting with Director, Academic and Administrative requirement	Member Secretary	Every alternative Wednesday at 3.00 pm	Minutes of Meeting	Department records	Every Thursday a day after meeting
14	Accreditation / QMS	Review Meeting	NBA / NAAC / QMS coordinator	Every alternative Tuesday at 3.00 p.m.	Minutes of Meeting	Department records	Every Wednesday, a day after meeting
15	Cell Meetings	Compliance reports (AMEC), Relevant information	Concerned coordinator	Every fortnight	Meeting resolutions	Cell Coordinators	Within 03 days from the meeting
16	IQAC (CSC) Meetings	Review and Action taken reports from cells, New domain Knowledge	Member Secretary	06/07/2018, 07/08/2018, 06/09/2018, 06/10/2018	Policies, Guidelines and Directives	HODs, Cell Coordinators	Within 05 days from the review date