



**Dr D Y Patil Pratishthan's**  
**Dr. D.Y. Patil Institute of Engineering, Management and**  
**Research, Akurdi, Pune**

DI No.:  
**ACAD/DI/02**

**Academic Year:**  
2023-24

**Department Activity Calendar BE- Part B**

**Revision : 00**  
**Dated : 20/11/2019**

**Term – II**

**Department : Mechanical Engineering**

**Date of**  
**Preparation :**  
**02/01/2024**

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 Dr Keval Nikam	05-01-2024		
2	BE Commencement of Teaching	Dr Ganesh Jadhav Dr Keval Nikam	08-01-2024		
3	PAQIC Meeting	Dr Ganesh Jadhav & Senior Faculty Members of Department	15-01-2024 to 20-01-2024		
4	DAB Meeting	Mr Paresh Kulkarni	15-01-2024 to 30-01-2024		
5	Remedial/Webinar/ Guest Lecture/ site Visit/ club activity	Coordinator	20-01-2024		
6	Students Feedback-I	Mr Atul Pradhan, Mr Sandesh Solepatil	31-01-2024		
7	Collpoll data verification	Mr Atul Pradhan	12-01-2024		
8	Communication of First Defaulter list and UT1 to student and parents	Mr Ganesh Naik	16-02-2024		
9	Departmental Meeting MoM	Mrs. K V L Bhuvneshwary	04-01-2024		
10	Department Training and Placement Activity	Mr Sushil Gaikwad	As per the Company Schedule		
11	Webinar/ Guest Lecture/ site Visit/ club activity	Mr. Roshan Rathod and Club Faculty Coordinators	27-01-2024		
12	Second Course file and TG file verification	Dr Ganesh Jadhav Dr Keval Nikam	05-02-2024		
13	Parents Teachers Meeting	Mrs. Kanchan Rajput	10-02-2024		
14	Departmental Meeting	Mrs. K V L Bhuvneshwary	19-01-2024		
15	Communication of Second Defaulter list and UT2 to student and parents	Mr Ganesh Naik	22-03-2024		
16	Collpoll data verification	Mr Atul Pradhan	22-02-2024		
17	Webinar/ Guest Lecture/ site Visit/ club activity	Mr. Roshan Rathod and Club Faculty Coordinators	10-02-2024		
18	Departmental Meeting	Mrs. K V L Bhuvneshwary	09-02-2024		
19	Webinar/ Guest Lecture/ site Visit/ club activity	Mr. Roshan Rathod and Club Faculty Coordinators	17-02-2024		



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20	Students Feedback-II	Mr Sandesh Solepatil, Mr Atul Pradhan	18-03-2024 to 21-03-2024		
21	Communication of provisional Defaulter list to student and parents	Mr Ganesh Naik	29-04-2024		
22	All record verification: End term course file, Collpoll data, TG records and CAS	Dr Ganesh Jadhav Dr Keval Nikam	26-04-2024		
23	Students Activity	Mr. Sandesh Solepatil Mr. Paresh Kulkarni Nitin Motgi	30-01-2024, 29-02-2024, 28-03-2024, 19-04-2024		
24	Industry Interaction	Dr Anilet Kolekar	30-01-2024, 29-02-2024, 28-03-2024, 19-04-2024		
25	Newsletter	Mr Nitesh Kumar	30-01-2024, 29-02-2024, 28-03-2024, 19-04-2024		
26	NSS and Earn & Learn	Mr Atul Pradhan & Mr Nitin Motgi	30-01-2024, 29-02-2024, 28-03-2024, 19-04-2024		
27	Content Beyond Syllabus – Activity	Mrs Kanchan Rajput	30-01-2024, 29-02-2024, 28-03-2024, 19-04-2024		
28	Placement Review Meeting	Dr Ganesh Jadhav, Dr Keval Nikam, Mr Sushil Gaikwad	30-01-2024, 29-02-2024, 28-03-2024, 19-04-2024		
29	Lecture and Practical Monitoring	Dr Ganesh Jadhav, Dr Keval Nikam & Non Teaching Staff allotted	08-01-2024 To 27-01-2024		

Department Program Coordinator

Head of Department