



Dr.D.Y.Patil Pratishthan's College of Engineering

Salokhenagar, Kolhapur Maharashtra 416007

- Approved by AICTE NewDelhi
- Affiliated to Shivaji University, Kolhapur

CIVIL DEPARTMENT

Activity Planner for Academic Year 2024-25 Term2

Date	Activity	Responsible Person/ department
30 Dec 24	Mentor calling	
31 Dec 24	Load distribution, time table preparation	Dept. Coordinator
1-Jan-25	Commencement of Academics	Head of the Department
3-Jan-25	S.Y, T.Y & BTECH Training planning (MSP,AUTOCAD,10 DAYS)	Training Coordinator
4-Jan-25	Coursefileaudit1 report	Head of the Department, Academic coordinator
5-Jan-25		
6-Jan-25	Academics as per time table	
7-Jan-25		
8-Jan-25	Academic Slow and Fast Learner analysis report	HOD, Class Teacher, Course Coordinator
9-Jan-25	NPTEL REGISTRATION	
12-Jan-25	YouthDay/Vivekanand Jayanti	
18-Jan-25	Students Council 2024-2025 Formation	
19-Jan-25		
20-Jan-25	Final Year project review-1/Seminar1/Mini Project review 1 report	Head of the Department Project/Seminar Coordinator
21-Jan-25	Site visit	
22-Jan-25	Site visit	
23-Jan-25	Site visit	
26-Jan-25	RepublicDay	NSS
27-Jan-25	Unit Test I question paper submission with Quality of Question paper review report	HOD, Departmental Exam Coordinator
28-Jan-25	AQAR departmental review	
29-Jan-25	Gad sanvardhan Activity	NSS Coordinator
	Annual Sports(Infinito2k25)	
30-Jan-25	Prototype Showcase	
	Marty Day	NSS Coordinator
	Annual Sports(Infinito2k25)	
31-Jan-25	Annual Sports(Infinito2k25)	
1-Feb-25	List of attendance defaulters and actions taken For Jan 2025.	Head of the Department Class Teacher
	Syllabus Coverage and Class conduction report for Jan 2025	Head of the Department, Academic coordinator
	Field/Explore visit to incubation unit/patent facilitation	
	Annual Sports(Infinito2k25)	
2-Feb-25		
3-Feb-25	Annual Sports(Infinito2k25)	
6-Feb-25	GD League , Surveying II- Project -I	TPO
7-Feb-25	GD League/Formative feedback analysis and report	TPO/HOD, Academic Coordinator



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8-Feb-25	AnnualGathering(Spandan2k25)	
9-Feb-25		
10-Feb-25	UnitTest I	HeadoftheDepartment, Department Exam Coordinator
11-Feb-25	UnitTest I	
12-Feb-25	UnitTest I	
13-Feb-25	Site visit	
14-Feb-25	Site visit	
15-Feb-25	Parent Meet with parents of defaulter students	
16-Feb-25		
17-Feb-25	Coursefileaudit2 report , Software training	Head of the Department Academic Coordinator
18-Feb-25	Shivjayanti & Traditional Day	
19-Feb-25	ShivajiJayanti	
20-Feb-25	Research Paper Presentation preparation	
21-Feb-25	Research Paper Presentation preparation	
22-Feb-25	Research Paper Presentation preparation	
23-Feb-25		
24-Feb-25	Research Paper Presentation Contest	
	West Zone RD Camp	NSS Coordinator
25-Feb-25	Demo/Day Exhibition/Poster Presentation of business plans , linkage with innovation ambassadors/experts For mentor ship support	
26-Feb-25	Mahashivaratri	
27-Feb-25	Design Thinking and Problem-Solving Challenge	
	Marathi Rajbhasha Din	Librarian
28-Feb-25	FinalYearprojectreview-2/Seminar2/Mini Project review 2 report , AQAR departmental review	Head of the Department Project/Seminar Coordinator
1-Mar-25	List of attendance defaulters and actions taken For FEB 2025	Head of the Department, Class Teacher
	Syllabus Coverage and Class conduction report for FEB. 2025	Head of the Department, Academic Coordinator
	Alumni Meet 2025	Head of Deaprtment
2-Mar-25		
3-Mar-25	Guest Lecture	
4-Mar-25	Guest Lecture	
5-Mar-25	Guest Lecture	
6-Mar-25	Surveying II- Project -II	
7-Mar-25	International Women's Day celebration	NSS
8-Mar-25	International Women's Day	NSS
9-Mar-25		
10-Mar-25	Tech Demos and Future Trends	



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14-Mar-25	Holi	
16-Mar-25		
18-Mar-25	Organize an inter/intra institutional business plan competition and reward best innovations	IIC
19-Mar-25	FinalYearprojectreview-3/Seminar3/Mini Project review 3 report	Head of the Department Project/Seminar Coordinator
21-Mar-25	TechnicalEvent-Invento2k25	Dean Student Welfare
23-Mar-25		
29-Mar-25	AQAR departmental review	
30-Mar-25	Gudhipadawa	
31-Mar-25	Ramjan Eid	
1-Apr-25	List of attendance defaulter s and actions taken For MARCH 2025	Head of the Department, Class Teacher
	Syllabus Coverage and Class conduction report for MARCH. 2025	Head of the Department, Academic coordinator
2-Apr-25	Work shop on intellectual property rights(IPRs)and I P management for start up	
6-Apr-25	Ramnavami	
7-Apr-25	World Health Day	NSS
10-Apr-25	Mahavir Janmakalyanak	
13-Apr-25		
14-Apr-25	AmbedkarJayanti	
16-Apr-25	Unit Test II question paper submission with Quality of Question paper review report	HOD, Department Exam Coordinator
18-Apr-25	GoodFriday	
20-Apr-25		
21-Apr-25	Unit Test II	HOD, Exam Coordinator
	Anti-Terrorism Day	NSS
22-Apr-25	Unit Test II	HOD, Department Exam Coordinator
23-Apr-25	Unit Test II	
23-Apr-25	International Book Day	Library
24-Apr-25	Summative feedback	
27-Apr-25		
28-Apr-25	Course exit survey analysis report	Head of the Department Course coordinator
29-Apr-25	Student feedback on faculty, curriculum and amenities	Dean Academics, Registrar/Dean Infrastructure
30-Apr-25	Conclusion of Academics , AQAR departmental review	
1-May-25	MaharashtraDay	
	List of attendance defaulters and actions taken For April 2025	Head of the Department, Class Teachers



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2-May-25	Syllabus Coverage and Class conduction report for April. 2025	Head of the Department, Academic coordinator
	Result Analysis Unit Test II	
4-May-25		
5-May-25	Summative feedback	Head of the Department, Moodle Coordinator
9-May-25	Course file audit3 report	Head of department, course coordinator
11-May-25		
12-May-25	Buddha Pournima	
18-May-25		
25-May-25		
30-May-25	AQAR departmental review	
31-May-25	World No Tobacco Day ,	NSS
1-Jun-25		
7-Jun-25	Bakri Eid	
8-Jun-25		
15-Jun-25		
21-Jun-25	Dead Stock Verification and Annual Maintenance Report	HOD
22-Jun-25		
26-Jun-25	AQAR departmental review	
27-Jun-25	AQAR Data update for A.Y.2024-25	Head of the Department
29-Jun-25		
30-Jun-25	Course wise CO-PO attainment and summary, Program wise PO attainment and action taken report	Course coordinator, Head of the department
	Departmental Benchmark Report for Academic Year 2024- 24	Head of the Department

*Note:all above dates are subject to change as per the guide lines of regulating authorities.

Total Academic days: 81

Dept. Academic Coordinator



HOD

Head Dept. of Civil
Dr. D. Y. Patil Pratishthan's
College of Engineering
Salokhe Nagar, Kolhapur