

SANDIP FOUNDATION
SANDIP POLYTECHNIC
 Department of Computer Engineering
ACTIVITY PLAN A.Y 2019-20

Sr.	File Name	Contents	Staff Name
1	Syllabus	I Scheme curriculum of all semesters.	Mrs.B.M.Rane
2	MSBTE Question Papers	All question papers of Winter and Summer exams	Mrs.B.M.Rane
3	Roll Call List	As per attached format. From A. Y. 2019	Class Teacher
4	Result Analysis	As per attached format. From A. Y. 2019	Prof.B.S.Chaudhary
5	Practical Skill Test	<ul style="list-style-type: none"> • Notice/ Timetable • Attendance • Mark list • Answer Sheets. (Separately) 	Prof.D.G.Wadnere
6	MSBTE Practical Exam	<ul style="list-style-type: none"> • Time Table. • External examiners orders. • Attendance. • TA/Remuneration certificates. • Min-Max/ Undertaking of examiners. • Attendance Report. • External examiners feedback. 	Prof. B.S.Chaudhary
7	Industrial Visit	<ul style="list-style-type: none"> • Permission letter with acceptance. • Notice • Attendance • Photographs • Letter of thanks • Feedback • Summery (Semester wise) 	Prof. B.S.Chaudhary
8	Expert Lecture	<ul style="list-style-type: none"> • Invitation letter with acceptance. • Notice • Attendance • Photographs • Letter of thanks • Feedback. • Summery (Semester wise) 	Prof.D.G.Wadnere
9	Value Added Programme	<ul style="list-style-type: none"> • Proposal • Approval letter. • Notice. 	

		<ul style="list-style-type: none"> • Attendance. • Photographs. • Report. (Format-Website report) • Feedback. 	Prof.N.D.Dhamale
10	EDP	<ul style="list-style-type: none"> • Copy of proposal. • Approval letter. • Brochure. • Program/Schedule. • Attendance sheet. • Photographs. • Report. • Certificates. • Feedback. 	Prof.N.D.Dhamale
11	Implant Training	<ul style="list-style-type: none"> • Notice • Permission letter to industry. • Report. • Certificate. 	.Prof.D.G.Wadnere
12	Placement	<ul style="list-style-type: none"> • Communication with industry. • Notices. • Schedule. • Registration list. • List of shortlisted candidates. • Offer letter from industry. 	Prof.B.S.Chaudhary
13	Students Feedback.	<ul style="list-style-type: none"> • Year wise/semester wise student's feedback. • Summary/analysis of feedback. • Corrective measures taken. 	Mrs.B.M.Rane
14	Higher education (Student)	<ul style="list-style-type: none"> • List of students • Admission proof. (Confirmation letter/Fees receipt/I-card) 	Prof.B.S.Chaudhary
15	Students Achievement	<ul style="list-style-type: none"> • Year wise summary. For Quiz, Paper presentation, Technical events, sports etc. • Certificates. 	Prof.N.D.Dhamale
16	Staff Achievement	<ul style="list-style-type: none"> • Year wise summary. • Certificates. • For paper presentation copy of paper. • Institute sponsorship letter if any. 	Prof.N.D.Dhamale
17	Staff training	<ul style="list-style-type: none"> • Summary. • Certificates. 	Prof.N.D.Dhamale
18	Class Test	<ol style="list-style-type: none"> 1. Notice 2. Timetable 	.Prof.D.G.Wadnere

		3. Attendance 4. Question Papers 5. Seating arrangement. 6. Supervision chart. 7. Mark sheets.	
19	Notice / Circular (Notice Board)	All Institute/ Dept. level Notices	Mrs.B.M.Rane
20	MSBTE/DTE/AICTE Circulars	All circulars	Mrs.B.M.Rane
21	Project File	Notices Project Group Abstract Synopsis Project Report	Prof.N.D.Dhamale
22	Website updation and News/Ebulletin	All tabs on website	Prof.B.S.Chaudhary
23	CSI chapter	<ul style="list-style-type: none"> • Proposal • Approval letter. • Notice. • Attendance. • Photographs. • Report. (Format-Website report) Feedback 	Prof.B.S.Chaudhary

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