

**MES's Pillai College of Education and Research,  
(Autonomous) Chembur  
ACADEMIC AND ADMINISTRATIVE PLAN  
2025 - 2026**

Target Month	Administrative			Faculty Development		
	Activity Name	Performer	Reviewing / Monitoring	Activity Name	Performer	Reviewing / Monitoring
June + July	Admission Notification for batch 2025-2026	Office	Principal	Faculty Development Programme	IQAC Coordinator	Principal
	Announcement of Term Calendar	Principal				
	Allocation of Portfolio and Course	Principal	Principal/CDC			
	Preparation of Internship planner	PT Incharge	Principal / IQAC	Wellness Session	IQAC Coordinator	Principal
	Preparation of CA planner	Exam Cell	Principal / IQAC			
	Practice Teaching	Principal / PT Incharge	Principal / IQAC			
	Orientation to Activity Planner	Co-ordinators	Principal / IQAC			
August	Examination	Exam Cell	Principal / IQAC	Faculty Seminar Series	Concerned Faculty	Principal
	Orientation to Sem III And Orientation to Sem I	Principal / Concerned Faculty	Principal / IQAC			
	Display of attendance record	Class Coordinator	Concerned Faculty	Expert Group Meetings	Group Coordinator	Principal
	Internal Assessment-II	IA Team	Concerned Faculty			
September	Parent Teacher Meeting	Class Coordinator/Concerned Faculty	Head of the Department	Faculty Seminar Series	Concerned Faculty	Principal
	Display of attendance record	Class Coordinator	Head of the Department	Concerned Faculty	Concerned Faculty	Principal
	Internship and Other CCA	Principal / Concerned Faculty	Principal / Concerned Faculty	Expert Group Meetings	Group Coordinator	Principal

October	Internal Assessment-III and IA – Sem I	IA Team	Head of the Department	Faculty Seminar Series	Concerned Faculty	Principal
	Class Test / Essay	Class Coordinator/Concerned Faculty	Principal / Concerned Faculty			
	Attendance Defaulter List	Class Coordinator/Concerned Faculty	Principal / Concerned Faculty	Expert Group Meetings	Group Coordinator	Principal
	Submissions	Concerned Faculty	Principal / Concerned Faculty			
	Community work	Concerned Faculty	Principal / Concerned Faculty			
November	End Semester Examinations	Exam Cell	Principal / IQAC	STTPs, FDPs in college/in other colleges, universities. Industrial training programs	Interested as well as concerned faculty members	Principal
	Theory Paper Assessment	Concerned Faculty	Principal / IQAC			
December	End Semester University Examinations Sem III and Sem I	Exam Cell	Principal / IQAC			
	Winter Vacations	Concerned Faculty	Head of the Department/CoE/Office			
	Subject allocation for Elective	Head of the Department	Principal			
	Preparation of Results	Examination Cell	CoE/Principal			
	Declaration of Winter Examination Results	Exam Cell	CoE	Expert Group Meetings	Group Coordinator	Principal

February	Internship Sem IV and Sem II	PBL Team	Principal	Faculty Seminar Series	Concerned Faculty	Principal
	Internal Assessment-I	IA Team	Principal			Principal
March	Parent Teacher Meeting	Concerned Faculty	Principal	Faculty Seminar Series	Concerned Faculty	Principal
	Internal Assessment-IV and IA - II	IA Team	Principal	Expert Group Meetings	Group Coordinator	Principal
April	Study Camp/Prelims	Concerned Faculty	Principal	Faculty Seminar Series	Concerned Faculty	Principal
	Attendance Defaulter List	Class Coordinator/Concerned Faculty	Principal			
	Submissions	Concerned Faculty	Principal	Expert Group Meetings	Group Coordinator	Principal
	Viva/Practical Examinations	Concerned Faculty	Principal			
May	End Semester University Examinations	Examination Execution Team	CoE	STTPs, FDPs in college/in other colleges, universities. Industrial training programs	Interested as well as concerned faculty members	Head of the Department
	Theory Paper Assessment	Concerned Faculty	CoE			
	Preparation of Results	Examination Cell	CoE/Principal			