

Athalye Sapre Pitre College Devrukh

Administrative Work - Year Calendar

Month	ADMISSION	Examination	Accounting	Pay roll / EST	Departmental Work	Management	Autonomy
April	Prospectus Updation	Conduct of Exam UG(3 Faculty/ PG (3 branches)	Bank balance certificate	Form 24Q Return	Science Journal Quotation		Finalization of Autonomy Grant
	Adm. Programme Notice	Pre-Result work (3 Faculty/ PG (3 branches)	Closer of the previous year and beginning of new year	Average income tax Prospective Investments (38 Staff)	ID card Quotation		BOS Meetings
	Conduct of Admission Programme (3 Faculty/ PG (3 branches)	Result Declaration (3 Faculty/ PG (3 branches)	Preparation of financial statements (05 Unit)	Preparation of annual submission A-K	Preparation of new files		Academic Council Meeting
	Student Fee card Printing (Previous year)	Certified list of 10 grace marks (NSS(250)/NCC(50) /DLLE(250))	Audit of second half (05 Unit)	Income tax annual return Q-4	Distribution of Departments & Academic Calendar for New year		Finance Committee Meeting
				Preparation of CHB Proposal	CHB Interview & Appointment Letters		Governing Body Meeting
May	Prospectus/Application form Printing	Conduct of Exam	Preparation of Annual submission A-K file	Preparation of Annual submission A-K file	Science Journal Printing		Submission of Minutes to Uni.
	Conduct of Admission Programme and related work	Result Declaration	Printing/Binding of various report	Service book updation	ID card Printing		
	Printing/Binding of various report (Previous year)	Printing/Binding of various report	Finalization of Audit report & Binding		Cleaning and rearrangement of record room	KPI report of principal Sir	
	Utilization certificate of post matric sch.		Purchase of Office stationary		Building/Electrical/Plumbing and all types of repairs		

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	Pre arrangement of F.Y. Admission	Exam Bill submission	Science Lab. Requirements and approval	Printing/Binding of various report	Campus and building cleaning		
				Form No 16	Junior and Senior Non Grant Appointments Advt.		
				PF/DCPS register Updation	CHB University Approval up to 31 May		
June	11th and F.Y. Admission	University Result Statistic	Submission of A-K file	Form No 16	Junior and Senior College Non Grant Appointments		
		Lower Exam marks feeding			Departmental Budgets		
		12th October Exam form			CHB Appointments from 15 June		
		Yearly Exam Stationary Junior & Senior				CDC/LMC Meeting	
July	Enrolment/Eligibility form MCVC Enrolment	D.U. Online Admission (S.Y./T.Y.)	Junior college Anudan Nirdharan	JD Budget (4 Month) Increment	Online Affiliation		
	Concession Scholarship Notices	H.Sc. Board Registration Fee (up to August 10)	Remittance of University Contribution	Form 24Q Q-1			
		H.Sc. Exam form Submission		Form No 16	Sports/Cultural Entries		
August	Enrolment/Eligibility form Submission MCVC Enrolment form Submission	Online Exam Forms (FY/SY/TY/M.Sc.)	Junior college Anudan Nirdharan submission	JD Budget (4 Month) Increment	Online Affiliation		
	University return of Student on roll /AISHE/MIS	Dormant Exam Report (up to 20 August)	Remittance of University Contribution	Income tax investment forms	Sports/Cultural Entries		
	All types of Scholarship concession Applications				Sanchmanyata		
	Fee recovery notices						

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September	Compliance/ follow-up of previous work	12th Exam Forms	Building Insurance	Cross tally of Grants and Expenses (F1/F2)		CDC/LMC Meeting	
	Student Insurance	Pre arrangement of Exam					
October	Deposit Reg. and General reg. Printing	Conduct of Exam	Verification of Vouchers from 1st April	Form 24Q Q-2	Padmanyata		BOS Meetings
	Outstanding fee report		Preparation of half yearly financial statements & Audit of first half		Physical verification of dead stock		Academic Council Meeting
			Reconciliation of Bank / Society Inter-unit Account				Finance Committee Meeting
							Governing Body Meeting
November	Admission Renewal			PF/DCPS register Updating	Building/Electrical/Plumbing and all types of repairs		Submission of Minutes to Uni.
December	Fee recovery notices	Exam Bill submission	Estimation of receipts and payments of each ledger account	Wealth Declaration forms	Online Yearly Affiliation Fee	CDC/LMC Meeting	
January	Outstanding fee report	Online Exam Forms (FY/SY/TY/M.Sc.)	CDC Budget	Form 24Q Q-3			
February	Fee recovery notices	Conduct of 12th Exam		Akansa Quotation and Office Information	Workload Checking for CHB up to 15		
					CHB NOC up to 1 March		
March	Outstanding fee report	Conduct of University Exam		CR Form Distribution	CHB Advertisement up to 01 April	CDC/LMC Meeting	

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						CDC Annual Report to Uni. (Up to 10 March)	



Principal

