

Month	Savitribai Phule Pune University	NCTE	DHE/ M.I.S.	A.I.S.H.E.	Shikshan Shulk Samiti (Internal)	Pravesh Niyantran Samiti	Social welfare& Tribal Development Minority welfare	Academic Calendar / General work
Jun	1. Submission of information if asked by University. 2. Preparation-of Annual Exam.							1. Yoga Day Report. 2. IOC Preparation if Required 3. Complete Process of Adhoc Joining at Unit Level and Organizing Interview foe new Joining if Applicable.
Jul	1. Submission of information if asked by University		1. Profile verification & confirmation on ARA portal					1. Preparation of Fee Structure for 2022-23. 2. 1 st Meeting of Anti Ragging Committee to appoint Nodal officer& anti ragging committee. 3. Submission of SWO renewal application. 4. IOC Preparation if Required.


Admin Officer


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Administrator


Director

To Shrinidhi SIR

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Aug	<ol style="list-style-type: none"> Submission of College Annual Magazine Submission of student council information Submission of Annual report. 				<ol style="list-style-type: none"> Shikshan Shulk Calculations 		<ol style="list-style-type: none"> Updating of fee details on website of concern statutory body – MAHDBT – Application for course Approval and fee Approval Information to about scholarship through notice 	<ol style="list-style-type: none"> Admission process for SY to Final Year Admission Process 1st Meeting of Internal Complaint Committee 1st Meeting of CDC committee. Submission of NSS renewal application. Taking Feedback for Teaching & Other related Feedback Support for Preparation of Annual Exam Result.
Sep	<ol style="list-style-type: none"> Submission of Information for University Diary. Updating of College Information on University Portal. Submission of continuation of Affiliation proposal. Submission of QIP Proposal. 				<ol style="list-style-type: none"> Daily updating of admissions to DHE Online proposal for verification of merit list & admission. 	<ol style="list-style-type: none"> To verify & submit all scholarship form online & Complete the procedure 2-online submission all category scholarship form 	<ol style="list-style-type: none"> CAP round Process process for CET Registered students Filling of anti-ragging online forms Daily routine work. Preparation of Student Transfer Certificate. IOC Preparation if Required 	
Oct					<ol style="list-style-type: none"> Verification of Merit list from DHE and submission of same to PNS. 	<ol style="list-style-type: none"> 1-follow up of all category scholarship For disbursement form concern dept 	<ol style="list-style-type: none"> First-Year Admission process through ERP Daily routine work. To give admin support to organizing co-curriculum activities. IOC Preparation if Required 	

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Nov	<ol style="list-style-type: none"> Submission of universities various fees like Ashwamedh, Sports, disaster management, student's welfare fees, registration fees. Submission of student Council Information Submission of online application of students to University. (If Any application received) Submission of information if asked by University. 		<ol style="list-style-type: none"> Updating of Information of AY 2021-22 on Govt. of Maharashtra website 	<ol style="list-style-type: none"> Submission of online Information of AY 2021-22 			<ol style="list-style-type: none"> 1-Follow up of all category scholarship For disbursement. form concern dept 	<ol style="list-style-type: none"> Daily routine work 2nd Meeting of CDC committee. 2nd Meeting of anti-ragging committee 2nd Meeting of Internal Complaint Committee. Preparation for Term End Vacation. IOC Preparation if Required
Dec	<ol style="list-style-type: none"> Submission of Migration certificates if required Submission of information if asked by University. 	<ol style="list-style-type: none"> Submission of P.A.R Report 				<ol style="list-style-type: none"> Submission of merit list of admission of students to PNS. 	<ol style="list-style-type: none"> Scholarship form collection & completion of process for Ashoka scholarship 	<ol style="list-style-type: none"> To give admin support to organizing co-curriculum activities 2. Issue I Card & Uniform to students IOC Preparation if Required
Jan	<ol style="list-style-type: none"> Submission of information if asked by University. AISHE & MIS NOC uploaded on BCUD Portal. 						<ol style="list-style-type: none"> Disbursement of Ashoka scholarship to beneficiary 	<ol style="list-style-type: none"> To start preparation of budget 2023-24 Daily routine work Preparation of faculty requirement for next AY.2023-24
Feb	<ol style="list-style-type: none"> Submission of information if asked by University. Submission of eligibility forms and fees. 						<ol style="list-style-type: none"> Follow up for disbursement of Ashoka scholarship to Beneficiary 	<ol style="list-style-type: none"> 3rd Meeting of CDC committee. 3rd Meeting of anti-ragging committee 3rd Meeting of Internal Complaint Committee Eligibility forms & Pro data Health Check Up for First Year Students

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Mar	<ol style="list-style-type: none"> 1. Submission of examination forms and fees 2. Submission of information if asked by University. 3. SAR Submission for 2022-23. 4. Preparation for SPPU QIP Audit. 5. Support for NSS & SDO Audit 		Preparation of Committee for NOC				<ol style="list-style-type: none"> 1. Follow-up for Scholarship & Free-ship 	<ol style="list-style-type: none"> 1. Doing CET Registration for 2022-23 2. 2nd Draft for Budget sending
Apr	<ol style="list-style-type: none"> 1. online correction in student's profile (if applicable) 1. Issue of Hall tickets 2. Preparation of Examination 3. Submission of information if asked by University 4. Correspondence for final exam. 						<ol style="list-style-type: none"> 1. To take review of total scholarship, & free ship sanction. & follow up for disbursement 	<ol style="list-style-type: none"> 1. To do work related with University + Exam 2. Taking Feedback for Teaching & Other related Feedback 3. Doing CET Registration for 2022-23 4. 3rd Draft for Budget sending.
May	<ol style="list-style-type: none"> 1. Correspondence for final exam. 2. Submission of information if ask by University. 		<ol style="list-style-type: none"> 1. Application for join centre entrance exam (Govt. CET) 		<ol style="list-style-type: none"> 1. To propose budget & application 		<ol style="list-style-type: none"> 1. Follow Up undispursed amount 	<ol style="list-style-type: none"> 1. University exam 2. D.D. of exam fee of Mar/Apr-2022. 3. 4th meeting of CDC committee 4. 4th meeting of ICC committee 5. 4th meeting of Anti ragging committee 6. Preparation of Summer Vacation. 7. Final Draft Preparation


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