

Ashoka College of Education, Nashik
Administrative Calendar for the A.Y 2021-22

Month	Savitribal 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	<ol style="list-style-type: none"> 1. Submission of information if asked by University. 2. Submission of Exam Fees to University 3. Preparation of Annual Exam. 						<ol style="list-style-type: none"> 1. Yoga Day Report.
Jul	<ol style="list-style-type: none"> 1. Submission of information if asked by University 		Profile verification & confirmation on AIB portal				<ol style="list-style-type: none"> 1. Preparation of AY admissions 2. Admission process 3. 1st Meeting of Anti ragging Committee to appoint Nodal officer & anti ragging committee. 4. Submission of SWO renewal application.
Aug	<ol style="list-style-type: none"> 1. Submission of College Annual Magazine 2. Submission of student council information 3. Submission of Annual report. 			<ol style="list-style-type: none"> 1. Shikshan Shulk Calculations 	<ol style="list-style-type: none"> 1. Daily updating of admissions to DHE. 	<ol style="list-style-type: none"> 1. Updating of fee details on website of concern statutory body - MAHDBT - 2. Application for course Approval and fee Approval 3. Information to about scholarship through notice 	<ol style="list-style-type: none"> 1. Admission process. 2. 1st Meeting of Internal Complaint Committee 3. 1st Meeting of CDC committee. 2. Submission of NSS renewal application.

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Administrator

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Director

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Sep	<ol style="list-style-type: none"> 1. Submission of Information for University Diary. 2. Updating of College Information on University Portal. 3. Submission of continuation of Affiliation proposal. 4. Submission of QIP Proposal. 				<ol style="list-style-type: none"> 1. Daily updating of admissions to DHE 2. Online proposal for verification of merit list & admission. 	<ol style="list-style-type: none"> 1. To verify & submit all scholarship form online & Complete the procedure 2. online submission all category scholarship form 	<ol style="list-style-type: none"> 1. Admission process 2. Filling of anti-ragging online forms 3. Daily routine work. 4. Preparation of Student Transfer Certificate.
Oct	<ol style="list-style-type: none"> 1. Eligibility with late fee. 				<ol style="list-style-type: none"> 1. Verification of Merit list from DHE and submission of same to PMS. 	<ol style="list-style-type: none"> 1-follow up of all category scholarship For disbursement form concern dept 	<ol style="list-style-type: none"> 1. Admission process 2. Daily routine work. 3. To give admin support to organizing co-curriculum activities.
Nov	<ol style="list-style-type: none"> 1. Submission of universities various fees like Ashwamedh, Sports, disaster management, students welfare fees, registration fees. 2. Submission of student Council Information 3. Submission of online application of students to University. (If Any application received) 4. Submission of information if asked by University. 		<ol style="list-style-type: none"> 1. Updating of Information of AY 2020-21 on Govt. of Maharashtra website. 			<ol style="list-style-type: none"> 1-follow up of all category scholarship For disbursement form concern dept 	<ol style="list-style-type: none"> 1. Daily routine work 2. 2nd Meeting of CDC committee.
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Dec	<ol style="list-style-type: none"> 1. Submission of Migration certificates if required 2. Submission of information if asked by University. 	<ol style="list-style-type: none"> 1. Submission of P.A.R (Performance Appraisal Report) 	<ol style="list-style-type: none"> 1. Submission of online Information of AY 2020-21 		<ol style="list-style-type: none"> 1. Submission of merit list of admission of students to PNS. 	<ol style="list-style-type: none"> 1. Scholarship form collection & completion of process for Ashoka scholarship 	<ol style="list-style-type: none"> 2. To give admin support to organizing co-curriculum activities 3. 2nd Meeting of anti-ragging committee 4. 1st Meeting of Internal Complaint Committee.
Jan	<ol style="list-style-type: none"> 1. Submission of information if asked by University. 2. AISHE information. 				<ol style="list-style-type: none"> 1. Disbursement of ashoka scholarship to beneficiary 	<ol style="list-style-type: none"> 2. To start preparation of budget 2022-23 3. Daily routine work 4. Preparation of faculty requirement for next AY 2022-23 	
Feb	<ol style="list-style-type: none"> 1. Submission of information if asked by University. 2. Submission of eligibility forms and fees. 				<ol style="list-style-type: none"> 1. Follow up for disbursement of Ashoka scholarship to Beneficiary 	<ol style="list-style-type: none"> 1. Daily routine work 2. 3rd Meeting of CDC committee. 3. Eligibility forms & Pro data 4. Health Check Up for First year Students 	
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 2021-22. 4. Preparation for SPPU QIP Audit. 				<ol style="list-style-type: none"> 1. Follow-up for Scholarship & Free-ship 	<ol style="list-style-type: none"> 1. Daily routine work. 	


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Apr	<ol style="list-style-type: none"> online correction in students profile (if applicable) Issue of Hall tickets Preparation of Examination if asked by University Submission of information if asked by University Correspondence for final exam. 						<ol style="list-style-type: none"> To take review of total scholarship & free ship sanction. & follow up for disbursement 	<ol style="list-style-type: none"> To do work related with University + Exam
May	<ol style="list-style-type: none"> Correspondence for final exam. Submission of information if asked by University. 		<ol style="list-style-type: none"> Application for join centre entrance exam (Govt. CET) 		<ol style="list-style-type: none"> To propose budget & application 	<ol style="list-style-type: none"> Follow Up undebursed amount 	<ol style="list-style-type: none"> To do work related with University exam D.D. of exam fee of Mar/Apr-2022. 4th meeting of CDC committee 	


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