

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF JUNE 2020

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Result of University Examinations • Admissions • Submission of the accounts of University Exam. • Displaying the notice of Students' Insurance Scheme of University. • Notification of the procedure of issuing Bonafide Certificates • Preparation of Salary Budget & submission 	<ul style="list-style-type: none"> • Formation of various committees & guidance regarding how they should function. • Preparation of the Time-Table according to the existing work-load. • Guidance to the First Year Students regarding selection of subjects. • Preparation of teaching-plans by individual teachers. • Campaigning for B.B.A. & B.C.A. Admission 	<ul style="list-style-type: none"> • Notification to and registration of readers. • Issuing I.D. Card and Borrowers' Card • Procurement of text-books. • Renewal of periodical subscription. • Issuing books to the members of the faculty. 	-	<ul style="list-style-type: none"> • Planning for students admission • NSS Unit Proposal Preparation • 21 June : International Yoga Day Celebration • 26 June : Rajarshi Shahu Maharaj Jayanti Celebration 	<ul style="list-style-type: none"> • Preparing the budget. • Registration of students for inter-collegiate sports competitions • Meeting of the Gymkhana Committee for annual planning. 	<ul style="list-style-type: none"> • Celebrating Rajarshi Shahu Jayanti on 26 June.

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF JULY 2020

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Preparation of Roll Calls • Issuing of T.C. L.C • Subject wise list of students to be notified • Admissions • Result of University Exams. • Medical exam. of F.Y. students & submission of report to the University. • Notifying students about the rules of discipline and attendance. • Submission of the quarterly report of Employment Exchange. • Issuing & collecting applications for change in subject, if any. • Notification about the scheme of practical and oral exam. to students. • Issuing concession forms to the students for P.M.T., S.T., Railway etc. • Issuing & collection of B.C., E.B.C. Scholarship and all concession forms. • Exam. forms of Oct. Exam. and Term End Exam. of P.G. students 	<ul style="list-style-type: none"> • Departmental meetings to discuss & plan teaching & other activities • Guidance to S.Y. students of every department about the subject of their specialization & its importance • Commencement of teaching according to the Time Table and the Teaching Plan. • Experimentation/ Demonstration etc. required in the practical oriented courses/subjects. • Planning of curricular & co-curricular activities 	<ul style="list-style-type: none"> • Issuing I/B cards • Procurement of document, texts etc. • Computerisation of documents • Issuing I-cards and Borrowers' Tickets • Issuing sports I-cards • Syllabus to the faculty members 	<ul style="list-style-type: none"> • Enrollment of students • Commencement of Parade I & derailment • Selection of students for various camps under 36 Battalion. 	<ul style="list-style-type: none"> • Admission of students to the N.S.S. • Preparing the list of students in the N.S.S. • Meeting of N.S.S. Advisory Committee • N.S.S. Inauguration • 8 to 14 July : International Literacy week Celebration • 11 July : International Population Day Celebration • 22 July : Tree Plantation 	<ul style="list-style-type: none"> • Organising Inter Collegiate Cross Country Competitions • Commencement of Physical Training (P.T.) sessions for students • Planning for practice in various games • To conduct C.R. & U.R. Elections 	<ul style="list-style-type: none"> • Nature Club- A visit • Cultural Activities Committee- Inaugural Ceremony • Application for Earn & Learn Scheme

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF AUGUST 2020

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Admissions • Eligibility Forms for F.Y., M.A.-I & M.Com-I • Submission of Eligibility Forms of F.Y. students and students migrating from other universities. • Remitting pro-rata of various fees to university e.g. Students' Insurance, Computer Fee, Sports Pro-rata etc. • Collection of relevant documents of the students migrating from other universities and submission of the same to the university • Local Managing Committee meeting 	<ul style="list-style-type: none"> • Organising Slide-Shows, Video Shows, Screening of Plays, Films etc. related to the syllabi. • Arranging guest lectures on topics related to the syllabi of all subjects. • 1st Practical of Commerce Department 	<ul style="list-style-type: none"> • Notification to the students about the Book Bank Scheme. • Issuing U.G.C. (B.B.) Books to the students. • Renewal of subscription. • Computerisation of documents. • Procurement of question papers (University Exams.) U.G. & P.G. 	<ul style="list-style-type: none"> • Preparation for & organisation of the Independence Day. • Visit with the Commander, Pune Group. • Deputation of volunteers for various programmes in the city e.g. 'Pune Festival', 'Pulse Polio Campaign' etc. 	<ul style="list-style-type: none"> • Independence Day Celebration • Organising a meeting of the volunteers • Organising a One Day workshop for the volunteers • Distribution of diaries, badges to the volunteers • Special Guest Lecture • 20 August : Sadbhavana Day Celebration 	<ul style="list-style-type: none"> • Preparation for the Independence Day Celebration • Practice for and participation in intercollegiate- <ol style="list-style-type: none"> 1. Table Tennis Competition 2. Ball Badminton Competition 3. Badminton Competition 4. Hand Ball Competition 	<ul style="list-style-type: none"> • Nature Club- <ol style="list-style-type: none"> 1. Trekking 2. Slide Show • Cultural Activities Committee- <ol style="list-style-type: none"> 1. Preparation of and participation in Inter Collegiate Drama Competition

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF SEPTEMBER 2020

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Sending T.C. forms of students from other colleges • Issuing Admit Cards of Oct. Exam. • To conduct Regular/ Repeaters Exam 	<ul style="list-style-type: none"> • Celebration of the 'Teachers' Day' • The Hindi Day celebration • 2nd Practical of Commerce Dept. • Guest Lecture- Economics Study Circle • Guest Lecture- Marathi Department 	<ul style="list-style-type: none"> • Meeting of the Library Committee • Taking Feedback • Computerisation of documents 	<ul style="list-style-type: none"> • Selection of cadets for T.S.C. & R.D. Parade 	<ul style="list-style-type: none"> • 'Teachers' Day' celebration • 11 September : International Literacy Day Celebration • 15 September : International Peace Day Celebration • N.S.S. Special Camp Proposal Preparation • Celebration of the N.S.S. Day on 24 Sept. • Organising a One Day workshop for the volunteers • Participation in the N.S.S. workshop on 'Environmental Awareness' • Organising a Blood Donation Camp 	<ul style="list-style-type: none"> • Practice for & participation in intercollegiate- <ol style="list-style-type: none"> 1. Kabaddi Competition 2. Wrestling Competition • Organising Inter Collegiate Cross Country & Ball Badminton Competitions (Men & Women) 	<ul style="list-style-type: none"> • Cultural Activities Committee- Participation in various competitions. • Nature Club- 1) Guest Lectures, 2) Slide Show • Extra Mural Board- Organising a lecture series • Examination Committee- <ol style="list-style-type: none"> 1. Meeting in the first week to decide dates for examination for repeaters 2. Meeting in the 2nd week to prepare Time-Table for Repeaters' Term End Exam. & Paper Setting 3. Conducting Examination for the Repeaters.

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF OCTOBER 2020

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Submission of the quarterly report of Employment Exchange • Conducting practical and oral examination of repeater students • Conducting University Examination of Regular repeater students • Getting approval of appointments of the teaching staff from Pune University • Disbursement of B.C. Scholarship Advance • Issuing S.T. & Railway Concession forms to students • Submission of the application for continuation of affiliation • Remitting annual affiliation fee to University • Preparation for terminal examination 	<ul style="list-style-type: none"> • Guidance to students in every department on how to appear for the examination • Term End Examination • Term End Departmental Meetings • 3rd Practical of Commerce Dept. 	<ul style="list-style-type: none"> • Computerisation of documents • Notification about the requirements of the faculty • Notification to the students about 'Night Library' 	Term End Parade	<ul style="list-style-type: none"> • Celebration of International Blood Donation Day • Celebration of 'Gandhi Jayanti' • Organising & preparing a proposal for Special Winter Camp • Organising a One Day Workshop for the volunteers 	<ul style="list-style-type: none"> • Practice for and participation in- <ol style="list-style-type: none"> 1. Volley Ball Competitions 2. Netball Competitions 3. Kho-Kho Competitions 4. Cricket Competitions • Organising Inter Collegiate Archery Competition (Men & Women) 	<ul style="list-style-type: none"> • Cultural Activities Committee- <ol style="list-style-type: none"> 1. Guest Lectures 2. Organising a Street Play • Examination Committee- <ol style="list-style-type: none"> 1. Paper-setting 2. Printing of the question papers 3. Term End Examination for F.Y., S.Y., T.Y.B.A. B.Com. • Vachan Prerana Din

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF NOVEMBER 2020

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Checking the T.Cs. of the students from other University & States. • Preparation & submission of salary budget for 8 months • Refund of Library Deposit of Third Year students 	<ul style="list-style-type: none"> • Assessment of question papers & preparation of results of the Term End examination • Commencement of Term II Teaching 	<ul style="list-style-type: none"> • Issuing No-Dues Certificates for Library Deposit • Refund • Counter Feed Back 	<ul style="list-style-type: none"> • Commencement of Term-II Parade 	<ul style="list-style-type: none"> • Selection of the village for organising the Winter Camp • Selection of the volunteers for the camp • Organizing the camp • Essay Writing, Poster, Elocution Competition 	<ul style="list-style-type: none"> • Practice & participation in inter collegiate Cross Country Competitions • Organising inter collegiate Cross Country Competitions 	<ul style="list-style-type: none"> • Examination Committee- <ol style="list-style-type: none"> 1. Collection of Mark-lists and Answer-books from teachers 2. Declaration of results 3. Sem. I Written Exam. of P.G. students (M.A., M.Com.) 4. Submission of marks in Internal Assessment in Sem. I of P.G. students (M.A., M.Com.) • Constitution Day Celebration

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF DECEMBER 2020

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Distribution of October Exam. Result. • Filling of March Exam. Forms • Result of Term End Exam 	<ul style="list-style-type: none"> • Screening of Films, documentaries etc. • Study tour by the Dept. of Geography, Psychology, Economics, Marathi. • Guest Lectures in all departments under the 'Quality Improvement Programme.' • Industrial Visit of students • 4th & 5th Practical of Commerce Dept. • Students competition- B.B.A. & B.C.A. 	<ul style="list-style-type: none"> • Refund of the Library Deposit • Computerisation of the documents 	<ul style="list-style-type: none"> • Participation in the Annual Training Camp 	<ul style="list-style-type: none"> • An overview of the Winter Camp • Organising a One Day workshop for the volunteers • Blood Donation Camp • N.S.S. Special Camp 	<ul style="list-style-type: none"> • Annual Inter Class Sports Festival • Annual Prize Distribution Ceremony. 	<ul style="list-style-type: none"> • Nature Club- Organising a study tour

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CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF JANUARY 2021

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Completion of Internal Audit and compliance thereof if any. • Submission of quarterly report of Employment Exchange. • Declaration of the result of University Term End Examination of P.G. students. • Submission of the accounts of grant for conducting University Oet. Exam. 	<ul style="list-style-type: none"> • Celebration of the 'Geography Day' • Submission of the research papers by P.G.students • Guest Lectures under 'Remedial Courses.' • A seminar for students of B.B.A. & B.C.A. • 6th Practical of Commerce Dept. • Study tour- B.B.A. & B.C.A. • Organising work-shop, seminar of students- B.B.A. & B.C.A. 	<ul style="list-style-type: none"> • Issuing 'No-Dues Certificate' to the students 	<ul style="list-style-type: none"> • Preparation for the 'Republic Day' celebration 	<ul style="list-style-type: none"> • Prize Distribution 'Republic Day' celebration • 3 January : Savitribai Phule Jayanti • Participation in 'National Youth Festival' (12 Jan.- 16 Jan.) • Republic Day Celebration 	<ul style="list-style-type: none"> • The 'Republic Day' Celebration • Annual Examination in Physical Training • Gymkhana Day 	<ul style="list-style-type: none"> • Vidyarthini Manch • A One Day workshop • Marathi Bhasha Sanvardhan Pandharwada • voters Day Celebration

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF FEBRUARY 2021

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Preparation of Tentative Budget for submission to Charity Commissioner • Preparation for visit of L.T.C. for affiliation • Preparation & submission of Salary Budget for 11 months 	<ul style="list-style-type: none"> • Preparing students for practical examinations in English, Psychology, Geography etc. • Industrial visit of B.B.A. & B.C.A. students • Educational Trail & Tours 	<ul style="list-style-type: none"> • Issuing No-Dues Certificates to the Jr. college students • Library Deposit Refund • Notification to students regarding the return of books under the Book Bank Scheme 	<ul style="list-style-type: none"> • Preparing cadets for 'B' certificate exam. • Preparing cadets for 'C' certificate exam. • Application for grace marks 	<ul style="list-style-type: none"> • Meeting of the Advisory Committee about an overview of the activities in the year • Purchase of required tools, equipments etc. • Presenting the Annual Budget • Application for grace marks 	<ul style="list-style-type: none"> • Preparation for Annual Prize Distribution Ceremony • Application for grace marks • P.T. Examination 	<ul style="list-style-type: none"> • Annual Prize Distribution • Cultural Programmes • Marathi Rajbhasha Day Celebration

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF MARCH 2021

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Collection of Clearance Forms and issuing Admit Cards for University Exam. • Preparation of Supervision Chart for University Exam. • Preparation for Practical & Oral Exam. • Final Payment of B.C. Scholarships • Conducting University Exams. • Submission of Grace Marks Statement of N.S.S., N.C.C. & Sports students to the University 	<ul style="list-style-type: none"> • A Farewell to the students of T.Y.B.A. / B.Com. and guidance to them on their career in future • To conduct Practical & University Examinations 	<ul style="list-style-type: none"> • Issuing 'No Dues' Certificates to Sr./Jr college students • Notification to teachers to return the books borrowed • Notification to students to return books under Book Bank Scheme 	<ul style="list-style-type: none"> • Collection of Uniforms • Disbursement of Washing Allowance • Provide annual information to Magazine Committee 	<ul style="list-style-type: none"> • 8 March Women Day • Submission of forms of various scholarship • Provide annual information to Magazine Committee • Annual Prize Distribution 	<ul style="list-style-type: none"> • Training Programme • Collection of sports material 	

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CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF APRIL 2021

Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Issuing Admit Cards. • Preparation for practical, Oral & University Annual Exam. • Submission of Balance Certificate of P.I. A. to Treasury • Dispatching the Utilisation Certificate of U.G.C. Grant. • Preparation of Annual Income & Expenditure, Receipt & Payment Account & Balance Sheet • Collection of the Balance Confirmation Certificates as on 31 Mar. from Banks. • Submission of the marks of Term End examination of P.G. students. • Issuing S.T. & Railway Concession forms to students. • Printing of various forms and registers. • Submission of the quarterly report of employment Exchange. 	<ul style="list-style-type: none"> • Departmental Meetings- <ol style="list-style-type: none"> 1. To take an overview of teaching & other activities. 2. To discuss & plan workload teaching & activities in the year 2011-2012. 3. Annual Exam. 4. Preparing Prospectus for new year 	<ul style="list-style-type: none"> • Issuing No Dues Certificates to students according to office and exam. schedules • Issuing folded I Cards to students for exam. 	-	<ul style="list-style-type: none"> • To submit annual accounts to the University with Annual Reports 	<ul style="list-style-type: none"> • Dead-Stock Verification • Preparation for next year events • Preparation for Summer Camp 	-

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
PLAN FOR THE MONTH OF MAY 2021


Office	Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Purchasing the stationary for the year. • Submission of the Utilisation Certificate of the scholarship received during last year. • To complete the Internal Audit as on 31st March. • Displaying the various rules and procedure of admission. • Displaying the chart of Annual as well as Admission Fees • Completion of the individual accounts of P.F. • Result and Admission • Appointment of Staff. • Submission of the Annual Audited Statement to Govt. • Preparing budget. • Verification of entries of Service Books of all employees & getting the remark in concerned column 		<ul style="list-style-type: none"> • Procurement of I Cards, Forms, Registers, Borrowing Slips, & other required stationary. • Sorting of books for binding • Inviting quotations for scrap & disposal of scrap 				

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2020-2021
OFFICE

June	July	August	September	October	November
<ul style="list-style-type: none"> • Result of University Examinations • Admissions • Submission of the accounts of University Exam. • Displaying the notice of Students' Insurance Scheme of University. • Notification of the procedure of issuing Bonafide Certificates • Preparation of Salary Budget & submission 	<ul style="list-style-type: none"> • Preparation of Roll Calls • Issuing of T.C./L.C • Subject wise list of students to be notified • Admissions • Result of University Exams. • Medical exam. of F.Y. students & submission of report to the University. • Notifying students about the rules of discipline and attendance. • Submission of the quarterly report of Employment Exchange. • Issuing & collecting applications for change in subject, if any. • Notification about the scheme of practical and oral exam. to students. • Issuing concession forms to the students for P.M.T., S.T., Railway etc. • Issuing & collection of B.C., E.B.C. Scholarship and all concession forms. • Exam. forms of Oct. Exam. and Term End Exam. of P.G. students 	<ul style="list-style-type: none"> • Admissions • Eligibility Forms for F.Y., M.A.-I & M.Com-I • Submission of Eligibility Forms of F.Y. students and students migrating from other universities. • Remitting pro-rata of various fees to university e.g. Students' Insurance, Computer Fee, Sports Pro-rata etc. • Collection of relevant documents of the students migrating from other universities and submission of the same to the university • Local Managing Committee meeting 	<ul style="list-style-type: none"> • Sending T.C. forms of students from other colleges • Issuing Admit Cards of Oct. Exam. • To conduct Regular/Repeaters Exam Form 	<ul style="list-style-type: none"> • Submission of the quarterly report of Employment Exchange • Conducting practical and oral examination of regular repeater students • Conducting University Examination of regular repeater students • Getting approval of appointments of the teaching staff from Pune University • Disbursement of B.C. Scholarship Advance • Issuing S.T. & Railway Concession forms to students • Submission of the application for continuation of affiliation • Remitting annual affiliation fee to University • Preparation for terminal examination 	<ul style="list-style-type: none"> • Checking the T.Cs. of the students from other University & States. • Preparation & submission of salary budget for 8 months • Refund of Library Deposit of Third Year students

December	January	February	March	April	May
<ul style="list-style-type: none"> • Distribution of October Exam Result. • Filling of March Exam Forms. • Result of Term End Exam 	<ul style="list-style-type: none"> • Completion of Internal Audit and compliance thereof if any. • Submission of quarterly report of Employment Exchange. • Declaration of the result of University Term End Examination of P.G. students. • Submission of the accounts of grant for conducting University Oct. Exam. 	<ul style="list-style-type: none"> • Preparation of Tentative Budget for submission to Charity Commissioner • Preparation for visit of L.I.C. for affiliation • Preparation & submission of Salary Budget for 11 months 	<ul style="list-style-type: none"> • Collection of Clearance Forms and issuing Admit Cards for University Exam • Preparation of Supervision Chart for University Exam. • Preparation for Practical & Oral Exam. • Final Payment of B.C. Scholarships • Conducting University Exams. • Submission of Grace Marks Statement of N.S.S., N.C.C. & Sports students to the University 	<ul style="list-style-type: none"> • Issuing Admit Cards • Preparation for practical, Oral & University Annual Exam. • Submission of Balance Certificate of P.L.A. to Treasury. • Dispatching the Utilisation Certificate of U.G.C. Grant. • Preparation of Annual Income & Expenditure, Receipt & Payment Account & Balance Sheet. • Collection of the Balance Confirmation Certificates as on 31 Mar. from Banks. • Submission of the marks of Term End examination of P.G. students. • Issuing S.T. & Railway Concession forms to students. • Printing of various forms and registers. • Submission of the quarterly report of employment Exchange. 	<ul style="list-style-type: none"> • Purchasing the stationary for the year • Submission of the Utilisation Certificate of the scholarship received during last year • To complete the Internal Audit as on 31st March. • Displaying the various rules and procedure of admission. • Displaying the chart of Annual as well as Admission Fees. • Completion of the individual accounts of P.F • Result and Admission. • Appointment of Staff. • Submission of the Annual Audited Statement to Govt. • Preparing budget. • Verification of entries of Service Books of all employees & getting the remark in concerned column.




Officiating Principal
 Shri Shahu Mandir Mahavidyalaya
 Pune-411009.