

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2023-2024
PLAN FOR THE MONTH OF JUNE 2023

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.



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CALENDAR FOR THE YEAR 2023-2024
PLAN FOR THE MONTH OF JULY 2023

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



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CALENDAR FOR THE YEAR 2023-2024
PLAN FOR THE MONTH OF AUGUST 2023

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. • 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 2023-2024
PLAN FOR THE MONTH OF SEPTEMBER 2023

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.

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CALENDAR FOR THE YEAR 2023-2024
PLAN FOR THE MONTH OF OCTOBER 2023

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

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CALENDAR FOR THE YEAR 2023-2024
PLAN FOR THE MONTH OF NOVEMBER 2023

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

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CALENDAR FOR THE YEAR 2023-2024
PLAN FOR THE MONTH OF DECEMBER 2023

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 2023-2024
PLAN FOR THE MONTH OF JANUARY 2024

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 Oct. 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

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CALENDAR FOR THE YEAR 2023-2024
PLAN FOR THE MONTH OF FEBRUARY 2024

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.I.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

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CALENDAR FOR THE YEAR 2023-2024
PLAN FOR THE MONTH OF MARCH 2024

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 2023-2024
PLAN FOR THE MONTH OF APRIL 2024

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.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"> • 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 	-

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CALENDAR FOR THE YEAR 2023-2024
PLAN FOR THE MONTH OF MAY 2024

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 2023-2024
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.

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