

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF JUNE 2022**

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



*M. A. An*  
**Officiating Principal**  
**Shri Shahu Mandir Mahavidyalaya**  
**Pune-411009.**

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF JULY 2022**

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



*M. A. Tri*  
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**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF AUGUST 2022**

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

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF SEPTEMBER 2022**

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

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF OCTOBER 2022**

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

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF NOVEMBER 2022**

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

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF DECEMBER 2022**

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

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF JANUARY 2023**

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



**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF FEBRUARY 2023**

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

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF MARCH 2023**

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

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF APRIL 2023**

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

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**PLAN FOR THE MONTH OF MAY 2023**

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

**SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009**  
**CALENDAR FOR THE YEAR 2022-2023**  
**OFFICE**

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

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



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