

S.T.U.S.Mandal's

Sangola College, Sangola

Academic Calendar - Administrative Planning

2018-2019



Month	Sr. No.	Activity
June	1	Result of 12 th standard and beginning of admission process
	2	Annual planning of syllabus and teaching
	3	Distribution co-curricular activities
	4	LMC, B.C. Cell, Hostel Committee meeting
	5	Purchase Committee meeting
	6	Research Committee meeting
	7	Admission Process
	8	Hostel Admission Process
	9	To prepare and send Academic and non-academic budget
	10	Submission of yearly audit report
	11	UGC grant expense certificate
	12	To give T.C. and Migration certificate
	13	Purchase of yearly stationary.
July	1	Research Committee meeting (preparation of proposal for seminar/workshop/MRP)
	2	Ragging Committee meeting
	3	Sexual Harassment Prevention Committee meeting
	4	IQAC meeting
	5	Women Grievance Redress Committee meeting
	7	Appointments of CHB teachers
	8	Admission process for UG and PG
	9	Commencement of teaching as per time-table
	10	Preparation of Mar/April Examination results
	11	Inauguration of NSS/NCC admission
	12	Competitive examination admission process
	13	Establishment of Student Welfare Department
	14	Library Committee meeting/preparation of budget/purchase
	15	Purchase Committee meeting
	16	Submission of report of expense other than payment to government
	17	To send information of retirement from services
	18	Submission of report of expense for University examinations to University
	19	Acceptance of application forms for various scholarships
	20	Distribution of T.C./Migration as per demand
21	Issue certificates for bus and railway pass	
22	Discussion about additional admissions if necessary	



	24	Acceptance of applications for "Earn and Learn Scheme"
	25	Departmental meeting of administrative staff for work distribution
	26	UGC Fund Development Committee meeting
	27	Discipline Committee meeting
August	1	Teaching
	2	Remedial coaching, Entry in services and guest lectures
	3	Foundation Day
	4	Independence Day
	5	Inauguration of Teacher's Academy/Literary /Science/Commerce Association
	6	Staff Welfare Committee meeting
	7	Submission of Eligibility form and certificates
	8	Submission of fees of admitted students to university
	9	Acceptance of new forms/forms of renewal for various scholarships
	10	Submission of Annual Report to university
	11	Submission of appointments/approval letters to university
	12	Appointment of Secretary for Student Welfare Unit
	13	Programs of NSS/NCC/Sports/Cultural Department
	14	Workshop/Seminar/Conference
	15	Purchase Committee Meeting
	16	Welcome Function
	17	Purchase of Gymkhana equipments
September	1	Teaching
	2	Meeting of teachers and other staff
	3	Planning of Internal and University Examination
	4	Student Welfare Committee meeting
	5	Workshop/Seminar/Conference
	6	Programs of NSS/NCC/Sports/Cultural Department
	7	Blood donation camp
	8	IQAC and NAAC Committee Meeting
	9	Teacher's Day
	10	Hindi Day
	11	Meeting of Departmental Heads
	12	Preparation for Youth Festival
		Preparation for sports' competitions

	14	Meeting of Campus Placement Cell
	15	Purchase Committee Meeting
	16	Submission of information of admitted students as per caste and category
	17	Alumni Meet and Parents' Meeting
	18	Submission of general register



	10	Submission of report of expense for University examination Oct/Nov to University
	11	Submission of payment and program budget to government
	12	Binding of application forms and leaving certificates after general register submission
	13	Campus cleaning and repair works of building and furniture
December	1	Meeting of Departmental Heads
	2	Lectures under remedial coaching
	3	Guest lectures
	4	Programs of NSS/NCC/Sports/Cultural Department
	5	LMC, B.C. Cell, Hostel Committee meeting
	6	Practise Test
	7	Alumni Meet and Parents' Meeting
	8	Student Welfare Committee meeting
	9	Collection of literature for "Mandesh" annual magazine
	10	Ragging and Sexual Harassment Prevention Committee meeting
	11	Hostel Committee meeting
	12	Preparation for "Avishkar" festival
	13	Preparation of Oct/Nov Examination results
	14	Submission of staff information of 1 st December
	15	Preparation of budget for next year
	16	Issue certificates for bus pass
	17	Preparation of meetings for LMC, B.C. Cell, Hostel Committee, Ragging and Sexual Harassment Prevention Committee, Ragging Prevention, Student Welfare Committee, NSS, NCC, Alumni Meet and Parents' Meeting etc.
	18	Inviting quotation for "Mandesh"
January	1	Guest Lectures
	2	Teacher's Academy
	3	Traditional Day on "Makarsankranti"
	4	Republic Day on 26 th January
	5	"Avishkar" festival
	6	Program of Students' Academy
	7	Yagasana Camp
	8	Preparation for annual gathering
	9	"GAITY" function of Computer Department
	10	Programs of NSS/NCC/Sports/Cultural Department
	11	Student Assistance Fund
	12	Study Tours
	13	Competitive Examinations
	14	NSS camp
	15	Purchase of laboratory equipments for science faculty
	16	Feeling up second semester examination form
	17	Non-teaching and Library committee meeting



February	1	Annual gathering
	2	Annual gathering program and Student Literary Summit
	3	University Internal Examination
	4	Practical examination of science faculty
	5	Syllabus completion report
	6	Departmental report (Mandesh)
	7	IQAC meeting
	8	UGC Committee meeting
	9	Purchase committee meeting
	10	Submission of payment budget to government
	11	Purchase of laboratory equipments
	12	Preparation of yearly report
	13	Practical examination (Science and Physical Education)
	14	University Examination preparation
March	1	Valedictory function of undergraduate students
	2	Principal-Staff meeting
	3	Submission of internal examination mark sheets to university
	4	Preparation of University Examination
	5	Library Committee Meeting
	6	NSS/Gymkhana Department Meeting
	7	Purchase Committee meeting
	8	Distribution of Scholarships and fee concessions
	9	Submission of expenditure report to university
	10	University Examination
	11	Submission of internal examination and practical examination mark sheets to university
	12	Hall tickets distribution
April	1	Syllabus completion, reports from API score department, individual reports
	2	University Examinations
	3	Printing of "Mandesh"
	4	Meeting of teaching and non-teaching staff
	5	Teacher's Academy
	6	Annual Expense Submission
	7	Filling up forms of staff self-assessment
	8	Annual verification of dead-stock register
	9	Disposal of wastage or dead items
	10	University Examination Work
	11	Filling up service books
	12	Completion of PF record
May	1	1 st May, Maharashtra Day and Labourer's Day
	2	University Examination Work
	3	Preparation of information chart for next year
	4	Submission of annual audit
	5	Registration of provident fund register

7	Printing of receipt books, concession forms, leave forms, various registers for next year
8	Annual IT return (Form No. 24), submission IT return Teaching staff through Form No. 16
9	Completion of building cleaning, repairing, colouring works etc.



[Signature]
 Chairman
 Academic Calendar Committee

IQAC-Coordinator
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 Co-ordinator
 I.Q.A.C.
 Sangola College Sangola

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 Principal
Principal
 Sangola College, Sangola
 Tal. Sangola Dist. Solapur