



Kasegaon Education Society's

SMT.KUSUMTAI RAJARAMBAJU PATIL KANYA MAHAVIDYALAYA (Arts, Commerce & Science)

Islampur, Tal. Walwa, Dist. Sangli, Pin 415 409 (M.S.)

या जीवन समृद्ध करु या

Administrative Calendar

Semester - I

Semester - II

Months	June	July	August	September	October	November	December	January	February	March	April	May
Total Working Days	8 Days	26 Days	25 Days	24 Days	10 Days	23 Days	24 Days	27 Days	23 Days	26 Days	26 Days	25 Days
	Fixing the dates of admission of different classes Cleaning of the building Preparing Time-table & table of work-load Submission of 12th std. Oct. Exam / forms Annual Planning of N.S.S. Annual Auditing Sending progress-Report of students for renewal of scholarship Preparing bank reconciliation statements Quarterly report to employment exchange Quarterly report to Income tax.	Sending Affiliation/ Renewal proposals & Fees Revising Time-table if necessary Preparation of Annual Finance-tables Submission of October Exam / forms Submission of Audited statement to A.G. Mumbai U.G.C. Committee Meeting (Planing Board)	Submitting Eligibility forms Final admission list, grant sanctioning Proposal of Scholarship Affiliation Proposal	Preparation of revised budget Salary grant Social welfare & Z.P. concession application & bills Proposal of Scholarship Grant Assessment Quarterly report to employment exchange Quarterly report to Income tax.	N.S.S. half yearly Report Teaching & Non-teaching staff approval proposal Completion of fees register Planning of University / Board Exams. Terminal / Semester Exam / Preparation.	N.S.S. special camp planning & implementation Conducting University Exams & Sem. Exams Grant Assessment Preparation of bank reconciliation statement	Review and utilization of non-salary grant Sending letters to auditors Receiving salary grant Completion of general register Filling & submitting March Exam / forms Quarterly report to employment exchange Quarterly report to Income tax. Review of UGC committee meeting (Planing Board)	Submission of Exam forms March/April exam. Review of college Annual List of prize winning students for Prize Distribution Day Final Audit	Report of different academic & non academic committees Parents-Alumni Meet	Salary Grant Correspondence Completion of Pay sheets. Informing the institute about required work force Quarterly report to Income tax. Review of UGC committee meeting (Planing Board) Quarterly report to employment exchange	Notification of Term end & Collection of contact numbers in vacation. Distribution of forms no 16 to the concerned Preparing Annual Time-Table Preparation of Prospectus Preparation of confidential Reports Conducting University Exams Updating Service Books Planning of budget for Next year Submission of self-appraisal report	Completion of pay sheet Completion of Account & Audit Completion of Income Tax Form No.24 Preparation of Adm.Form & Other Forms Printing of I Cards.