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Koregaon Education Society's
Shankarrao Jagtap Arts & Commerce College, Wagholi.

Tal – Koregaon Dist – Satara.

PLAN THE WORK AND WORK OUT THE PLAN !!

ADMINISTRATIVE STAFF
ANNUAL PLAN 2017 -18



MONTH	SR NO	TYPE OF WORK
APRIL	1	Last working day, 28th April, year end
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Planning of the new academic year.
	4	Format of registers' of new academic year.
	5	Review of the current academic year.
	6	University Examinations
MAY	1	To make available Stationary & Fee Receipt Books
	2	Monthly Paybill submission to J.D. Kolhapur
	3	University Examinations
	4	Notification & declaration of University Results
	5	Annual Audits
	6	Issuance T.C. Bonafide
JUNE	1	Advertisement of College Admission
	2	LMC Selection committee appointment
	3	Pre-preparation of College Admission
	4	Fulfillment of Admission Committees
	5	Notification and declaration of dates for Eligibility forms
	6	Process of Admission
	7	Demand of application forms from the students
	8	Classification of Admission forms
	9	Fulfillment of Admission process
	10	Monthly Paybill submission to J.D. Kolhapur
JULY	1	Computerization of Admission
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Related correspondence to University and Sanstha
	4	Fulfillment of Eligibility forms
	5	Pre-preparation for October University Examinations
	6	Notification and declaration of schedule for October University Examination forms
	7	Account Statement Submission from Govt.
	8	Demand for Staff requirement for the academic year
	9	Annual Affiliation Fee sent to University
	10	Notification of subjects change its implementation
	11	Fulfillment of Service Books
	12	Submission of Eligibility forms to University



MONTH	SR NO	TYPE OF WORK
AUGUST	1	Uptudatation of class-wise Roll call lists
	2	Declaration of Roll call list
	3	Monthly Paybill submission to J.D. Kolhapur
	4	4 th Months Budget submission to J.D. Kolhapur
	5	Correspondence regarding the Visiting PG teachers
	6	Correspondence to University regarding PG teaching provision
	7	Independent Day
	8	Affiliation Fee & New Course, Continuation of Faculty
	9	Annual College Report submit to Sanstha
	10	Fee Concession
	11	Category-wise and class-wise classification of Admission
	12	B.C. , EBC & Other Scholarship /work
	13	Sanstha Adhyaksh Anna punyithi
SEPTEMBER	1	Submission of classified reports of Admission to University
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Student Council Election as per University Regulation
	4	No of students are finalized and Govt statistical information prepared
	5	Oct. Exam Receipt
	6	Scholarship form submit to concern Govt. Dept.
	7	Preparation of Budget from Jt. Director & Sanstha
	8	General Register
	9	B.C. , EBC & Other Scholarship /work
OCTOBER	1	Preparation of Work-load of teaching & Non Tech. staff
	2	Completion of proposal of approvals of the staff
	3	Monthly Paybill submission to J.D. Kolhapur
	4	October University Examination work
	5	Vacant Post to Govt. & Sanstha
	6	B.C. , EBC & Other Scholarship /work
NOVEMBER	1	October Examination work
	2	Monthly Paybill submission to J.D. Kolhapur
	3	8 th Months Budget submission to J.D. Kolhapur
	4	Scholarship Sanction
	5	Govt. submit to Salary Budget
	6	Complete of General Register
	7	Submission of Statistical Information to Govt. & Sanstha
	8	B.C. , EBC & Other Scholarship /work
DECEMBER	1	March Examination forms will filled
	2	Notification and Preparation of March Examination forms
	3	Next Year Annual Budget
	4	Visiting Affiliation Committe
	5	Monthly Paybill submission to J.D. Kolhapur
	6	B.C. , EBC & Other Scholarship /work

JANUARY	1	Preparation of Govt. Statistical Information.
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Exam. Form sent to University
	4	Final Eligibility
	5	Republican Day
	6	B.C. , EBC & Other Scholarship /work

FEBRUARY	1	Sanstha Adhyaksh Anna Jaynti
	2	Monthly Paybill submission to J.D. Kolhapur
	3	C.H.B. & Arrears Bills Submission
	4	Prize Distribution
	5	Preparation of Internal Unit tests
	6	Stock checking of University Examination Statationary.

MARCH	1	Monthly Paybill submission to J.D. Kolhapur
	2	Collection of students attendance report.
	3	Preparation of Annual University Examinations.
	4	Examination work.
	5	Completion of Govt. Statistical Information./ year ending

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Head Clerk,
Shankarrao Jagtap Arts &
Commerce College, Wagholi
Tal-Koregaon, Dist-Satara.



22/11/20
Principal,
SHANKARRAO JAGTAP ARTS &
COMMERCE COLLEGE, WAGHOLI
College, Wagholi
Tal-Koregaon, Dist-Satara

Koregaon Education Society's
Shankarrao Jagtap Arts & Commerce College, Wagholi.

Tal – Koregaon Dist – Satara.

PLAN THE WORK AND WORK OUT THE PLAN !!

ADMINISTRATIVE STAFF
ANNUAL PLAN 2018 -19



MONTH	SR NO	TYPE OF WORK
APRIL	1	Last working day, 30th April, year end
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Planning of the new academic year.
	4	Format of registers' of new academic year.
	5	Review of the current academic year.
	6	University Examinations
MAY	1	To make available Stationary & Fee Receipt Books
	2	Monthly Paybill submission to J.D. Kolhapur
	3	University Examinations
	4	Notification & declaration of University Results
	5	Annual Audits
	6	Issuance T.C. Bonafide
JUNE	1	Advertisement of College Admission
	2	LMC Selection committee appointment
	3	Pre-preparation of College Admission
	4	Fulfillment of Admission Committees
	5	Notification and declaration of dates for Eligibility forms
	6	Process of Admission
	7	Demand of application forms from the students
	8	Classification of Admission forms
	9	Fulfillment of Admission process
	10	Monthly Paybill submission to J.D. Kolhapur
JULY	1	Computerization of Admission
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Related correspondence to University and Sanstha
	4	Fulfillment of Eligibility forms
	5	Pre-preparation for October University Examinations
	6	Notification and declaration of schedule for October University Examination forms
	7	Account Statement Submission from Govt.
	8	Demand for Staff requirement for the academic year
	9	Annual Affiliation Fee sent to University
	10	Notification of subjects change its implementation
	11	Fulfillment of Service Books
	12	Submission of Eligibility forms to University



MONTH	SR NO	TYPE OF WORK
AUGUST	1	Uptudatation of class-wise Roll call lists
	2	Declaration of Roll call list
	3	Monthly Paybill submission to J.D. Kolhapur
	4	4 th Months Budget submission to J.D. Kolhapur
	5	Correspondence regarding the Visiting PG teachers
	6	Correspondence to University regarding PG teaching provision
	7	Independent Day
	8	Affiliation Fee & New Course, Continuation of Faculty
	9	Annual College Report submit to Sanstha
	10	Fee Concession
	11	Category-wise and class-wise classification of Admission
	12	B.C. , EBC & Other Scholarship /work
	13	Sanstha Adhyaksh Anna punyithi
SEPTEMBER	1	Submission of classified reports of Admission to University
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Student Council Election as per University Regulation
	4	No of students are finalized and Govt statistical information prepared
	5	Oct. Exam Receipt
	6	Scholarship form submit to concern Govt. Dept.
	7	Preparation of Budget from Jt. Director & Sanstha
	8	General Register
	9	B.C. , EBC & Other Scholarship /work
OCTOBER	1	Preparation of Work-load of teaching & Non Tech. staff
	2	Completion of proposal of approvals of the staff
	3	Monthly Paybill submission to J.D. Kolhapur
	4	October University Examination work
	5	Vacant Post to Govt. & Sanstha
	6	B.C. , EBC & Other Scholarship /work
NOVEMBER	1	October Examination work
	2	Monthly Paybill submission to J.D. Kolhapur
	3	8 th Months Budget submission to J.D. Kolhapur
	4	Scholarship Sanction
	5	Govt. submit to Salary Budget
	6	Complete of General Register
	7	Submission of Statistical Information to Govt. & Sanstha
	8	B.C. , EBC & Other Scholarship /work
DECEMBER	1	March Examination forms will filled
	2	Notification and Preparation of March Examination forms
	3	Next Year Annual Budget
	4	Visiting Affilation Committe
	5	Monthly Paybill submission to J.D. Kolhapur
	6	B.C. , EBC & Other Scholarship /work

JANUARY	1	Preparation of Govt. Statistical Information.
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Exam. Form sent to University
	4	Final Eligibility
	5	Republican Day
	6	B.C. , EBC & Other Scholarship /work

FEBRUARY	1	Sanstha Adhyaksh Anna Jaynti
	2	Monthly Paybill submission to J.D. Kolhapur
	3	C.H.B. & Arrears Bills Submission
	4	Prize Distribution
	5	Preparation of Internal Unit tests
	6	Stock checking of University Examination Stationary.

MARCH	1	Monthly Paybill submission to J.D. Kolhapur
	2	Collection of students attendance report.
	3	Preparation of Annual University Examinations.
	4	Examination work.
	5	Completion of Govt. Statistical Information./ year ending

Shree
Head Clerk,
Shankarrao Jagtap Arts &
Commerce College, Waghod
Tal-Koregaon, Dist-Satara.



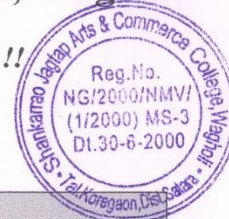
22/2/18
Principal
SHANKARRAO JAGTAP ARTS &
COMMERCE COLLEGE, WAGHOD
Tal-Koregaon, Dist-Satara

Koregaon Education Society's
Shankarrao Jagtap Arts & Commerce College, Wagholi.

Tal – Koregaon Dist – Satara.

PLAN THE WORK AND WORK OUT THE PLAN !!

ADMINISTRATIVE STAFF
ANNUAL PLAN 2019-20



MONTH	SR NO	TYPE OF WORK
APRIL	1	Last working day, 2th May, year end
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Planning of the new academic year.
	4	Format of registers' of new academic year.
	5	Review of the current academic year.
	6	University Examinations
MAY	1	To make available Stationary & Fee Receipt Books
	2	Monthly Paybill submission to J.D. Kolhapur
	3	University Examinations
	4	Notification & declaration of University Results
	5	Annual Audits
	6	Issuance T.C. Bonafide
JUNE	1	Advertisement of College Admission
	2	LMC Selection committee appointment
	3	Pre-preparation of College Admission
	4	Fulfillment of Admission Committees
	5	Notification and declaration of dates for Eligibility forms
	6	Process of Admission
	7	Demand of application forms from the students
	8	Classification of Admission forms
	9	Fulfillment of Admission process
	10	Monthly Paybill submission to J.D. Kolhapur
JULY	1	Computerization of Admission
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Related correspondence to University and Sanstha
	4	Fulfillment of Eligibility forms
	5	Pre-preparation for October University Examinations
	6	Notification and declaration of schedule for October University Examination forms
	7	Account Statement Submission from Govt.
	8	Demand for Staff requirement for the academic year
	9	Annual Affiliation Fee sent to University
	10	Notification of subjects change its implementation
	11	Fulfillment of Service Books
	12	Submission of Eligibility forms to University



MONTH	SR NO	TYPE OF WORK
AUGUST	1	Uptudatation of class-wise Roll call lists
	2	Declaration of Roll call list
	3	Monthly Paybill submission to J.D. Kolhapur
	4	4 th Months Budget submission to J.D. Kolhapur
	5	Correspondence regarding the Visiting PG teachers
	6	Correspondence to University regarding PG teaching provision
	7	Independent Day
	8	Affiliation Fee & New Course, Continuation of Faculty
	9	Annual College Report submit to Sanstha
	10	Fee Concession
	11	Category-wise and class-wise classification of Admission
	12	B.C. , EBC & Other Scholarship /work
	13	Sanstha Adhyaksh Anna punyithi
SEPTEMBER	1	Submission of classified reports of Admission to University
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Student Council Election as per University Regulation
	4	No of students are finalized and Govt statistical information prepared
	5	Oct. Exam Receipt
	6	Scholarship form submit to concern Govt. Dept.
	7	Preparation of Budget from Jt. Director & Sanstha
	8	General Register
	9	B.C. , EBC & Other Scholarship /work
OCTOBER	1	Preparation of Work-load of teaching & Non Tech. staff
	2	Completion of proposal of approvals of the staff
	3	Monthly Paybill submission to J.D. Kolhapur
	4	October University Examination work
	5	Vacant Post to Govt. & Sanstha
	6	B.C. , EBC & Other Scholarship /work
NOVEMBER	1	October Examination work
	2	Monthly Paybill submission to J.D. Kolhapur
	3	8 th Months Budget submission to J.D. Kolhapur
	4	Scholarship Sanction
	5	Govt. submit to Salary Budget
	6	Complete of General Register
	7	Submission of Statistical Information to Govt. & Sanstha
	8	B.C. , EBC & Other Scholarship /work
DECEMBER	1	March Examination forms will filled
	2	Notification and Preparation of March Examination forms
	3	Next Year Annual Budget
	4	Visiting Affiliation Committe
	5	Monthly Paybill submission to J.D. Kolhapur
	6	B.C. , EBC & Other Scholarship /work

JANUARY	1	Preparation of Govt. Statistical Information.
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Exam. Form sent to University
	4	Final Eligibility
	5	Republican Day
	6	B.C. , EBC & Other Scholarship /work

FEBRUARY	1	Sanstha Adhyaksh Anna Jaynti
	2	Monthly Paybill submission to J.D. Kolhapur
	3	C.H.B. & Arrears Bills Submission
	4	Prize Distribution
	5	Preparation of Internal Unit tests
	6	Stock checking of University Examination Stationary.

MARCH	1	Monthly Paybill submission to J.D. Kolhapur
	2	Collection of students attendance report.
	3	Preparation of Annual University Examinations.
	4	Examination work.
	5	Completion of Govt. Statistical Information./ year ending


Head Clerk,
Shankarrao Jagtap Arts & Commerce College, Wagholi
Tal-Koregaon, Dist-Satara.




Principal,
Shankarrao Jagtap Arts & Commerce College, Wagholi
Tal.Koregaon, Dist.Satara

Koregaon Education Society's
Shankarrao Jagtap Arts & Commerce College, Wagholi.

Tal – Koregaon Dist – Satara.

PLAN THE WORK AND WORK OUT THE PLAN

ADMINISTRATIVE STAFF
ANNUAL PLAN 2020-21



MONTH	SR NO	TYPE OF WORK
APRIL	1	Last working day, 3th May, year end
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Planning of the new academic year.
	4	Format of registers' of new academic year.
	5	Review of the current academic year.
	6	B.C. , EBC & Other Scholarship /work
	7	Issuance of 16 no. Forms
MAY	1	To make available Stationary & Fee Receipt Books
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Annual Audits
	4	Issuance of T.C. Bonafide
	5	B.C. , EBC & Other Scholarship /work
	6	Completion of 4 th Quarterly
JUNE	1	Advertisement of College Admission
	2	LMC Selection committee appointment
	3	Pre-preparation of College Admission
	4	Fulfillment of Admission Committees
	5	Notification and declaration of dates for Eligibility forms
	6	Process of Admission
	7	Demand of application forms from the students
	8	Classification of Admission forms
	9	Fulfillment of Admission process
	10	Monthly Paybill submission to J.D. Kolhapur
JULY	1	Computerization of Admission
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Related correspondence to University and Sanstha
	4	Fulfillment of Eligibility forms
	5	Pre-preparation for October University Examinations
	6	Notification and declaration of schedule for October University Examination forms
	7	Account Statement Submission from Govt.
	8	Demand for Staff requirement for the academic year
	9	Annual Affiliation Fee sent to University
	10	Notification of subjects change its implementation
	11	Fulfillment of Service Books
	12	Submission of Eligibility forms to University
	13	Completion of 1 st Quarterly



MONTH	SR NO	TYPE OF WORK
AUGUST	1	Uptudatation of class-wise Roll call lists
	2	Declaration of Roll call list
	3	Monthly Paybill submission to J.D. Kolhapur
	4	4 th Months Budget submission to J.D. Kolhapur
	5	Correspondence regarding the Visiting PG teachers
	6	Correspondence to University regarding PG teaching provision
	7	Independent Day
	8	Affiliation Fee & New Course, Continuation of Faculty
	9	Annual College Report submitted to Sanstha
	10	Fee Concession
	11	Category-wise and class-wise classification of Admission
	12	B.C. , EBC & Other Scholarship /work
	13	Sanstha Adhyaksh Anna punyithi
SEPTEMBER	1	Submission of classified reports of Admission to University
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Student Council Election as per University Regulation
	4	No of students are finalized and Govt statistical information prepared
	5	Oct. Exam Receipt
	6	Scholarship form submit to concern Govt. Dept.
	7	Preparation of Budget from Jt. Director & Sanstha
	8	General Register
	9	B.C. , EBC & Other Scholarship /work
OCTOBER	1	Preparation of Work-load of teaching & Non Tech. staff
	2	Completion of proposal of approvals of the staff
	3	Monthly Paybill submission to J.D. Kolhapur
	4	March/April 2020 University Examination work
	5	Vacant Post to Govt. & Sanstha
	6	B.C. , EBC & Other Scholarship /work
	7	Completion of 2 nd Quarterly
NOVEMBER	1	March/April 2020 University Examination work
	2	Monthly Paybill submission to J.D. Kolhapur
	3	8 th Months Budget submission to J.D. Kolhapur
	4	Scholarship Sanction
	5	Govt. submit to Salary Budget
	6	General Register
	7	Submission of Statistical Information to Govt. & Sanstha
	8	B.C. , EBC & Other Scholarship /work
DECEMBER	1	March Examination forms will filled
	2	Notification and Preparation of March Examination forms
	3	Next Year Annual Budget
	4	Affilation Committee Visit
	5	Monthly Paybill
	6	B.C. , EBC & Other Scholarship /work

JANUARY	1	Preparation of Govt. Statistical Information.
	2	Monthly Paybill submission to J.D. Kolhapur
	3	Exam. Form sent to University
	4	Final Eligibility
	5	Republican Day
	6	Notification & declaration of University Results
	7	Completion of 3 rd Quarterly
	8	B.C. , EBC & Other Scholarship /work

FEBRUARY	1	Sanstha Adhyaksh Anna Jaynti
	2	Monthly Paybill
	3	C.H.B. & Arrears Bills Submission
	4	Prize Distribution
	5	Notification and Preparation of Oct/Nov.2020 Examination forms
	6	Stock checking of University Examination Stationary
MARCH	1	Monthly Paybill
	2	Collection of students attendance report.
	3	Preparation of Annual University Examinations.
	4	Completion of GPF & DCPS works
	5	Completion of Govt. Statistical Information./ year ending

Spce
Head Clerk,
Shankarrao Jagtap Arts &
Commerce College, Wagholi
Tal-Kreggaon, Dist-Satara.



Principal,
SHANKARRAO JAGTAP ARTS &
COMMERCE COLLEGE, WAGHOLI
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Shankarrao Jagtap Arts & Commerce College, Wagholi.

Tal – Koregaon Dist – Satara.

PLAN THE WORK AND WORK OUT THE PLAN

**ADMINISTRATIVE STAFF
ANNUAL PLAN 2021-22**



MONTH	SR NO	TYPE OF WORK
APRIL	1	Last working day, 10th May, year end
	2	Monthly Paybill
	3	Planning of the new academic year.
	4	Format of registers of new academic year.
	5	Review of the current academic year.
	6	DCPS.Gov. Share Information works
	7	Audit Work- Salary & Scholarship
	8	B.C. , EBC & Other Scholarship works
	9	Placement of Teacher Works
MAY	1	To make available Stationery & Fee Receipt Books
	2	Monthly Paybill
	3	Annual Audits
	4	Issuance of T.C. Bonafide
	5	B.C. , EBC & Other Scholarship works
	6	Oct/Nov. 2020 University Examination work
	7	Completion of 4 th Quarterly
	8	Issuance of 16 no. Forms
	9	Salary Assesment work
	10	7yh Pay Difference Bill Works
JUNE	1	Advertisement of College Admission
	2	LMC Selection committee appointment
	3	Pre-preparation of College Admission
	4	Fulfillment of Admission Committees
	5	Notification and declaration of dates for Eligibility forms
	6	Demand of application forms from the students
	7	Classification of Admission forms
	8	Fulfillment of Admission process
	9	Monthly Paybill
JULY	1	Computerization of Admission
	2	Monthly Paybill
	3	Related correspondence to University and Sanstha
	4	Pre-preparation for March/April 2021 University Examinations
	5	Notification and declaration of schedule for March/April 2021 University Examination forms
	6	Account Statement Submission from Govt.
	7	Demand for Staff requirement for the academic year
	8	Annual Affiliation Fee sent to University
	9	Fulfillment of Service Books
	10	Completion of 1 st Quarterly



MONTH	SR NO	TYPE OF WORK
AUGUST	1	Uptudatation of class-wise Roll call lists
	2	Declaration of Roll call list
	3	Monthly Paybill
	4	4 th Months Budget submission to J.D. Kolhapur
	5	Placement of Teacher Works
	6	Independent Day
	7	Affiliation Fee & New Course, Continuation of Faculty
	8	Annual College Report submitted to Sanstha
	9	Category-wise and class-wise classification of Admission
	10	B.C. , EBC & Other Scholarship works
	11	Sanstha Adhyaksh Anna punyithi
SEPTEMBER	1	Submission of classified reports of Admission to University
	2	Monthly Paybill
	3	Student Council Election as per University Regulation
	4	No of students are finalized and Govt statistical information prepared
	5	Mar/April. 2021 University Examination work
	6	Scholarship form submit to concern Govt. Dept.
	7	Preparation of Budget from Jt. Director & Sanstha
	8	General Register
	9	Submission of Eligibility forms to University
	10	B.C. , EBC & Other Scholarship works
OCTOBER	1	Preparation of Work-load of Teaching staff
	2	Completion of proposal of approvals of the staff
	3	Monthly Paybill
	4	Vacant Post to Govt. & Sanstha
	5	B.C. , EBC & Other Scholarship works
	6	Fulfillment of Eligibility forms
	7	Completion of 2 nd Quarterly
	8	Mar/April. 2021 University Examination work
NOVEMBER	1	Placement of Teacher Works
	2	Monthly Paybill
	3	Notification and declaration of schedule for Oct./Nov. 2021 University Examination forms
	4	Category-wise and class-wise classification of Admission
	5	General Register
	6	Submission of Statistical Information, MIS All India survey to Govt.
	7	B.C. , EBC & Other Scholarship /work
DECEMBER	1	Exam. Form sent to University
	2	Placement of Teacher Works
	3	Next Year Annual Budget
	4	Visit Affiliation Committe
	5	Monthly Paybill
	6	B.C. , EBC & Other Scholarship /work

JANUARY	1	Preparation of Govt. Statistical Information.
	2	Monthly Paybill , 7 th pay Difference 1 st lot
	3	Exam. Form sent to University
	4	Final Eligibility
	5	Republican Day
	6	Notification & declaration of University Results
	7	Completion of 3 rd Quarterly
	8	B.C. , EBC & Other Scholarship /work

FEBRUARY	1	Sanstha Adhyaksh Anna Jaynti
	2	Monthly Paybill
	3	C.H.B. & Arrears Bills Submission
	4	B.C. , EBC & Other Scholarship works
	5	October/Nov. 2021 University Examination work
	6	Stock checking of University Examination Stationery.
	7	Issuance of T.C. Bonafide
MARCH	1	Monthly Paybill
	2	Collection of students attendance report.
	3	HTE Sevarth Thakit Bill ,D.A. Difference Bill
	4	Completion of GPF & DCPS works
	5	Placement of Teacher Works
	6	Completion of Govt. Statistical Information./ year ending
	7	Issuance of T.C. Bonafide

Sd/-
Head Clerk,
Shankarrao Jagtap Arts &
Commerce College, Wagholi
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Sd/-
Principal,
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College, Wagholi
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Koregaon Education Society's
Shankarrao Jagtap Arts & Commerce College, Wagholi.

Tal – Koregaon Dist – Satara.

PLAN THE WORK AND WORK OUT THE PLAN !!

ADMINISTRATIVE STAFF

ANNUAL PLAN 2022-23




MONTH	SR NO	TYPE OF WORK
APRIL	1	Monthly Pay bill
	2	Format of registers of new academic year.
	3	Review of the current academic year.
	4	DCPS.Gov. Share Information works
	5	Audit Work- Salary & Scholarship
	6	B.C. , EBC & Other Scholarship works
	7	Placement of Teacher Works
MAY	1	Notification and declaration of schedule for March/April 2022 University Examination forms
	2	Monthly Pay bill
	3	Annual Audits
	4	Issuance of T.C. Bonafide
	5	B.C. , EBC & Other Scholarship works
	6	Completion of 4 th Quarterly
	8	Salary Assessment work
JUNE	1	Advertisement of College Admission
	2	LMC Selection committee appointment
	3	Pre-preparation of College Admission
	4	Fulfillment of Admission Committees
	5	Notification and declaration of dates for Eligibility forms
	6	Demand of application forms from the students
	7	Classification of Admission forms
	8	Fulfillment of Admission process
	9	Monthly Paybill
	10	Last working day 30 June, year end
	11	Mar/April. 2022 College Examination work
	12	Issuance of 16 no. Forms
JULY	1	Monthly Paybill
	2	Related correspondence to University and Sanstha
	3	Pre-preparation for March/April 2022 University Examinations
	4	Account Statement Submission from Govt.
	5	Demand for Staff requirement for the academic year
	6	Annual Affiliation Fee sent to University
	7	Notification of subjects change its implementation
	8	Mar/April. 2022 University Examination work
	9	Fulfillment of Service Books
	10	Completion of 1 st Quarterly
	11	Placement of Teacher Works



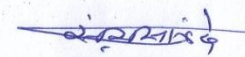
MONTH	SR NO	TYPE OF WORK
AUGUST	1	Uptudatation of class-wise Roll call lists
	2	Mar/April. 2022 University Examination work
	3	Declaration of Roll call list
	3	Monthly Paybill
	4	4 th Months Budget submission to J.D. Kolhapur
	5	Placement of Teacher Works
	6	Independent Day
	7	Affiliation Fee & New Course, Continuation of Faculty
	8	Annual College Report submitted to Sanstha
	9	Category-wise and class-wise classification of Admission
	10	B.C. , EBC & Other Scholarship works
	11	Sanstha Adhyaksh Anna punyithi
SEPTEMBER	1	Submission of classified reports of Admission to University
		Computerization of Admission
	2	Monthly Paybill
	3	Student Council Election as per University Regulation
	4	No of students are finalized and Govt statistical information prepared
	5	Mar/April. 2022 University Examination work
	6	Scholarship form submit to concern Govt. Dept.
	7	General Register
	8	Submission of Eligibility forms to University
	9	B.C. , EBC & Other Scholarship works
OCTOBER	1	Preparation of Work-load of Teaching staff
	2	Completion of proposal of approvals of the staff
	3	Monthly Paybill
	4	Vacant Post to Govt. & Sanstha
	5	B.C. , EBC & Other Scholarship works
	6	Fulfillment of Eligibility forms
	7	Completion of 2 nd Quarterly
	8	Mar/April. 2022 University Examination work
NOVEMBER	1	Placement of Teacher Works
	2	Monthly Paybill
	3	Notification and declaration of schedule for Oct./Nov. 2022 University Examination forms
	4	Category-wise and class-wise classification of Admission
	5	General Register
	6	Submission of Statistical Information, MIS All India survey to Govt.
	7	B.C. , EBC & Other Scholarship /work
DECEMBER	1	Exam. Form sent to University
	2	Placement of Teacher Works
	3	Next Year Annual Budget
	4	Visit Affiliation Committee
	5	Monthly Paybill
	6	B.C. , EBC & Other Scholarship /work
	7	Oct./Nov. 2022 University Examination work

JANUARY	1	Preparation of Govt. Statistical Information.
	2	Monthly Paybill , 7 th pay Difference 1 st lot
	3	Oct./Nov. 2022 University Examination work
	4	Final Eligibility
	5	Republican Day
	6	Notification & declaration of University Results
	7	Completion of 3 rd Quarterly
	8	B.C. , EBC & Other Scholarship /work

FEBRUARY	1	Sanstha Adhyaksh Anna Jaynti
	2	Monthly Paybill
	3	C.H.B. & Arrears Bills Submission
	4	B.C. , EBC & Other Scholarship works
	5	Notification and declaration of schedule for March/April 2023 University Examination forms
	6	Stock checking of University Examination Stationery.
	7	Issuance of T.C. Bonafide
MARCH	1	Monthly Paybill
	2	Collection of students attendance report.
	3	HTE Sevarth Thakit Bill ,D.A. Difference Bill
	4	Completion of GPF & DCPS works
	5	Placement of Teacher Works
	6	Completion of Govt. Statistical Information./ year ending
	7	Issuance of T.C. Bonafide


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Principal,
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