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# Shankarrao Jagtap Arts & Commerce College, Wagholi. Tal – Koregaon Dist – Satara. PLAN THE WORK AND WORK OUT THE PLAN ! Reg No WAY! A DMINISTRATIVE STAFE

## **ADMINISTRATIVE STAFF** ANNUAL PLAN 2017 -18

Reg.No. NGI2000INMVI (112000) MS-3 (112000) Dt.30-6-2000

MONTH	SR NO	TYPE OF WORK
APRIL	1	Last working day, 28th April, year end
	2	Monthly Paybill submission to J.D. Kolhapur
(Mail of the N	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

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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 <sup>th</sup> 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
The state of	13	Sanstha Adhyaksh Anna punytithi
10200		
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
NOVEMBER	2	Monthly Paybill submission to J.D. Kolhapur
	3	8 <sup>th</sup> 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
	0	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 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

Herread Clerk,
Shankarrao Jagtap Arts & Reg.No.
Commerce College, Wagholis (1/2000) MS-3)
Tal-Kcregaon, Dist-Satara.

SHANKARRA OTS & COMMERCE Shankarrao Jastan Arts & Commerce Collegega Wagholdara

# Shankarrao Jagtap Arts & Commerce College, Wagholi. Tal – Koregaon Dist – Satara. PLAN THE WORK AND WORK OUT THE PLAN!! Reg. No.

Reg.No. NG/2000/NMV/ (1/2000) MS-3 D1.30-6-2000

## **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	
	11	Notification of subjects change its implementation Fulfillment of Service Books
	12	
	12	Submission of Eligibility forms to University

		:: 2 ::
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 <sup>th</sup> 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 punytithi
SEPTEMBER	1	Submission of classified reports of Admission to University
9 19	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
		B.C., EBC & Guier Benolatismp / Work
OCTOBER	1	Preparation of Work-load of teaching & Non Tech. staff
OCTOBER	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
	0	B.C., EBC & Other Beholarship / Work
NOVEMBER	1	October Examination work
110 ATMIDEN	2	Monthly Paybill submission to J.D. Kolhapur
	3	8 <sup>th</sup> 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
	0	B.C., EBC & Other Scholarship/work
DECEMBER	1	March Examination forms will filled
DECEMBER	2	
	3	Notification and Preparation of March Examination forms
		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 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

Head Colork,
Shankarrao Jagtap Arts &
Commerce College, Wagho

Reg.No.
NG/2000/NMV/
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Colleges Wagh Shara

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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 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
NIII 8	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
2.5.1	12	Submission of Eligibility forms to University

		:: 2 :: Reg.No. NG/2000/NA (1/2000) MS Dt.30-6-20
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 <sup>th</sup> Months Budget submission to J.D. Kolhapur
4	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 punytithi
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 <sup>th</sup> 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
8	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

Shankarrao Jagtap Arts & Commerce College, Waghol Tal-Koregaon, Dist-Satara.

Reg.Mo. NG/2000/NMV// Se (1/2000) MS-3 D1.30-6-2000

Shankasrao Wagtap (Arts & Commerce COM College O Wagholf GHOL)
Tal. Koregaon, Dist. Satara

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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 2020-21 Reg.No. NG/2000/INMV/ (1/2000) MS-3 Dt.30-6-2000

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
	1350	
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 <sup>th</sup> Quarterly
		Mark The Company of t
JUNE	1	Advertisement of College Admission
	2	LMC Selection committee appointment
	3	Pre-preparation of College Admission
	4	Fulfillment of Admission Committees
11677114	5	Notification and declaration of dates for Eligibility forms
10	6	Process of Admission
7	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
		The state of the submission to 3.D. Romapur
JULY	1	Computerization of Admission
	2	Monthly Paybill submission to J.D. Kolhapur
101 100	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 <sup>st</sup> Quarterly
	13	Completion of 1 Quarterly

	- CD	Reg.No. NG/2000/NMV/ (1/2000) MS-3 Dt.30-6-2000
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 <sup>th</sup> 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 punytithi
CEPTED OPEN		
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
1000	5	Oct. Exam Receipt
	6	Scholarship form submit to concern Govt. Dept.
	7 8	Preparation of Budget from Jt. Director & Sanstha
	9	General Register
	<b>9</b>	B.C., EBC & Other Scholarship /work
OCTOBER	1	Preparation of Work-load of teaching & Non Tech. staff
GCTGBER	2	Completion of proposal of approvals of the staff
	3	Monthly Paybill submission to J.D. Kolhapur
7 7777	4	March/April 2020 University Examination work
	5	Vacant Post to Govt. & Sanstha
	6	B.C., EBC & Other Scholarship /work
	7	Completion of 2 <sup>nd</sup> Quarterly
		THE PARTY OF THE P
NOVEMBER	1	March/April 2020 University Examination work
	2	Monthly Paybill submission to J.D. Kolhapur
	3	8 <sup>th</sup> 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
DDGDV (=		
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 <sup>rd</sup> Quarterly
	8 .	B.C., EBC & Other Scholarship /work

		THE RESERVE OF THE PARTY OF THE
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

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

Reg.No.
NG/2000/NMV/
(1/2000) MS-3
Dt.30-6-2000

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SHANKARRINGIPAL
Shankarnam Fagiap Arts & Commerce
College of Wagholing

# Shankarrao Jagtap Arts & Commerce College, Wagholi. Tal – Koregaon Dist – Satara. PLAN THE WORK AND WORK OUT THE PLAN Reg. No.

## **ADMINISTRATIVE STAFF ANNUAL PLAN 2021-22**

	SR	TYPE OF WORK
MONTH	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 <sup>th</sup> Quarterly
	8	Issuance of 16 no. Forms
	9	Salary Assesment work
	10	7yh Pay Difference Bill Works
JUNE	1	Advationary CO II Addition
JUNE	1	Advertisement of College Admission
<del></del>	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	Communications CALL:
JULI	2	Computerization of Admission
	3	Monthly Paybill
	-	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 <sup>st</sup> Quarterly

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	SR	
MONTH	NO	TYPE OF WORK
AUGUST	1	Uptudatation of class-wise Roll call lists
	2	Declaration of Roll call list
	3	Monthly Paybill
	4	4 <sup>th</sup> 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 punytithi
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
		2101, 220 & Other Beholdiship 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 <sup>nd</sup> Quarterly
	8	Mar/April. 2021 University Examination work
NOME (DED		
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
ECEMBER	1	Programme Commenced III
DECEMBER	1	Exam. Form sent to University
	2	Placement of Teacher Works
	3	Next Year Annual Budget
	4	Visit Affilation Committe
	5	Monthly Paybill
	6	B.C., EBC & Other Scholarship /work

JANUARY	1	Preparation of Govt. Statistical Information.
	2	Monthly Paybill, 7 <sup>th</sup> pay Difference 1 <sup>st</sup> lot
	3	Exam. Form sent to University
	4	Final Eligibility
	5	Republican Day
	6	Notification & declaration of University Results
	7	Completion of 3 <sup>rd</sup> 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 Statationery.
	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

Heart Cale Clerk,
Shankarrao Jagtap Arts
Commerce College, Wagho
Tal-Koregaon, Dist-Satara.

Reg.No. NG/2000/NMV/ (1/2000) MS-3 Dt.30-6-2000

PrincipaRAL
Shankarrao Jagtap Arts & Commerce
College Washington

## 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
		<b>建筑</b> 建筑建筑。
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 <sup>th</sup> Quarterly
	8	Salary Assessment work
	1 1007	
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
774-038	8	Fulfillment of Admission process
	9	Monthly Paybill
	10	Last working day 30 June, year end
	11	Mar/April. 2022 College Examination work
9-2-72 No. 1	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 <sup>st</sup> Quarterly
	11	Placement of Teacher Works
	111	1 racement of Teacher Works

		:: 2 :: Reg.No. NG/2000/N
MONTH	SR NO	TYPE OF WORK (1/2000) N
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 <sup>th</sup> 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 punytithi
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	Proposation of Work load of Total in the Co
OCTOBER	2	Preparation of Work-load of Teaching staff  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 <sup>nd</sup> Quarterly
	8	Mar/April. 2022 University Examination work
		17 Mai 7 April: 2022 Offiversity 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
DEGEN (DED		
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 <sup>th</sup> pay Difference 1 <sup>st</sup> lot
	3	Oct./Nov. 2022 University Examination work
	4	Final Eligibility
	5	Republican Day
	6	Notification & declaration of University Results
	7	Completion of 3 <sup>rd</sup> 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 Statationery.
	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
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Head Clerk,
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Principal L Shankarrao Jactap Arts & Commerce College Mastoliara