

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
CALENDAR FOR THE YEAR 2017-18
PLAN FOR THE MONTH OF JUNE 2017

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Formation of various committees & guidance regarding how they should function. • Preparation of the Time-Table according to the existing work-load. • Guidance to the First Year Students regarding selection of subjects. • Preparation of teaching-plans by individual teachers. • Campaigning for B.B.A. & B.B.A. (C.A.) Admission. • Guidance to students for selecting subject by Admission committee. • Commencement of teaching according to the Time Table and the Teaching Plan. 	<ul style="list-style-type: none"> • Notification to and registration of readers for library membership. • Procurement of text-books. • Issuing books to the members of the faculty. • Conducting Library meeting. 	<ul style="list-style-type: none"> • Enrollment of students. • Participation in NIC camp. 	<ul style="list-style-type: none"> • Annual Planning • Planning for students admission • Proposal for Unit Permission • Participation of volunteers in “Yoga Day” 	<ul style="list-style-type: none"> • Preparing the budget. • Registration of students for inter-collegiate sports competitions • Meeting of the Gymkhana Committee for annual planning. 	<ul style="list-style-type: none"> • Preparation of NAAC Committees. • Celebrating Rajarshi Shahu Jayanti (Birth Anniversary) on 26 June. • Celebration of ‘World Yoga Day’ on 21st June

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PLAN FOR THE MONTH OF JULY 2017

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Departmental meetings to discuss & plan teaching & other activities • Guidance to S.Y. students of every department about the subject of their specialization & its importance • Planning of curricular & co-curricular activities 	<ul style="list-style-type: none"> • Issuing I/B cards • Procurement of document, texts etc. • Computerizations of documents • Issuing Borrowers' Tickets • Syllabus to the faculty members 	<ul style="list-style-type: none"> • Enrollment of students • Commencement of Parade I & derailment • Selection of students for various camps under 36 Battalion. 	<ul style="list-style-type: none"> • Admission of Admission of students • Preparing the list of students • Meeting of N.S.S. Advisory Committee • NSS Inauguration • Organisation of One Day Special Camp • Celebrating Guru-Promina • Celebration of International Literacy Day • Tree Plantation Programme 	<ul style="list-style-type: none"> • Preparation for various Inter Collegiate Competitions • Commencement of Physical Training (P.T.) sessions for students • Planning for practice in various games • To conduct C.R. & U.R. Elections 	<ul style="list-style-type: none"> • Guest lecture on Road-Safety. • Application for Earn & Learn Scheme & selection and "Krantijyoti Savitribai Phule Scholarship"

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PLAN FOR THE MONTH OF AUGUST 2017

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Organising Slide-Shows, Video Shows, Screening of Plays, Films etc. related to the syllabi. • 1st Practical of Commerce Department 	<ul style="list-style-type: none"> • Notification to the students about the Book Bank Scheme. • Issuing U.G.C. (B.B.) Books to the students. • Renewal of subscription. • Computerization of documents. • Procurement of question papers (University Exams.) U.G. & P.G. 	<ul style="list-style-type: none"> • Preparation for & organisation of the Independence Day. • Visit with the Commander, Pune Group. • Deputation of volunteers for various programmes in the city e.g. 'Pune Festival'. • Visit with the C.O. of 36 MAH. BN., NCC, Pune. 	<ul style="list-style-type: none"> • Independence Day Celebration • Organisation of meeting with the volunteers • Orientation for Volunteers • Organisation of One Day workshop for the volunteers • Distribution of diaries, badges to the volunteers • Celebration of International Youth Day • Celebration of Independence Day 	<ul style="list-style-type: none"> • Preparation for the Independence Day Celebration • Practice for and participation in various intercollegiate tournaments. 	<ul style="list-style-type: none"> • Nature Club- <ol style="list-style-type: none"> 1. Trekking 2. Slide Show • Cultural Activities Committee- <ol style="list-style-type: none"> 1. Preparation of and participation in Inter Collegiate Drama Competition • Organising Spoken English Course, Tally Course and Basic Beauty Culture Course under Short Term Courses. • Sending students for campus interview in other colleges. • Presenting songs by cultural department on occasion of Independence Day.

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PLAN FOR THE MONTH OF SEPTEMBER 2017

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Celebration of the 'Teachers' Day' • The Hindi Day celebration • 2nd Practical of Commerce Dept. • Guest Lecture- Economics Study Circle • Guest Lecture- Marathi Department 	<ul style="list-style-type: none"> • Meeting of the Library Committee • Taking Feedback • Computerization of documents. 	<ul style="list-style-type: none"> • Selection of cadets for T.S.C. & R.D. Parade 	<ul style="list-style-type: none"> • 'Teachers' Day' 'Teachers' Day' celebration • Celebration of the N.S.S. Day • Organisation of workshop for the volunteers • Organisation a Blood Donation Camp • Celebration of Ganeshoshtav • Celebration of International Peace Day 	<ul style="list-style-type: none"> • P.T. Examination (Term End) • Practice for and participation in various intercollegiate tournaments. 	<ul style="list-style-type: none"> • Cultural Activities Committee- Participation in various competitions. • Nature Club- 1) Guest Lectures, 2) Slide Show • Extra Mural Board- Organising a lecture series • Examination Committee- <ol style="list-style-type: none"> 1. Meeting in the first week to decide dates for examination for repeaters 2. Meeting in the 2nd week to prepare Time-Table for Repeaters' Term End Exam. & Paper Setting 3. Conducting Examination for the Repeaters.

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PLAN FOR THE MONTH OF OCTOBER 2017

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Guidance to students for Term-End examination • Term End Examination supervision. • Term End Departmental Meetings • 3rd Practical of Commerce Dept. • Preparation for Mock Parliament competition. 	<ul style="list-style-type: none"> • Computerization of documents • Notification about the requirements of the faculty • Notification to the students about 'Night Library' • Organisation of 'Vachan Prerana Din', Shri Saraswati Poojan. 	<ul style="list-style-type: none"> • Term End Parade 	<ul style="list-style-type: none"> • Celebration • Celebration of 'Gandhi Jayanti' • proposal for Special Winter Camp • Celebration of Blood Donation Day • One day special camp for the volunteers 	<ul style="list-style-type: none"> • Practice for and participation in various tournaments. 	<ul style="list-style-type: none"> • Cultural Activities Committee- <ol style="list-style-type: none"> 1. Guest Lectures 2. Organising a Street Play • Examination Committee- <ol style="list-style-type: none"> 1. Paper-setting 2. Printing of the question papers 3. Term End Examination for F.Y./S.Y./T.Y .B.A./B.Com.

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PLAN FOR THE MONTH OF NOVEMBER 2017

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Assessment of question papers & preparation of results of the Term End examination • Commencement of Term II Teaching. <p>Celebration of 'Constitution Day' by Political Science and Public Administration Dept.</p>	<ul style="list-style-type: none"> • Issuing No-Dues Certificates for Library Deposit • Refund • Counter Feed Back 	<ul style="list-style-type: none"> • Commencement of Term-II Parade. • Celebration of 'Constitution Day 	<ul style="list-style-type: none"> • Selection of the village for organization of the Winter Camp • Selection of the volunteers for the camp • Organisation of the camp • Special Activities on Environmental awareness 	<ul style="list-style-type: none"> • Practice for and participation in various tournaments. 	<ul style="list-style-type: none"> • Examination Committee- <ol style="list-style-type: none"> 1. Collection of Mark-lists and Answer-books from teachers 2. Declaration of results 3. Sem. I Written Exam. of P.G. students (M.A., M.Com.) 4. Submission of marks in Internal Assessment in Sem. I of P.G. students (M.A., M.Com.) • Organisation of lectures by staff academy.

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PLAN FOR THE MONTH OF DECEMBER 2017

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Screening of Films, documentaries etc. • Study tour by the Dept. of Geography, Psychology, Economics, Marathi, • Guest Lectures in all departments under the 'Quality Improvement Programme.' • Industrial Visit of students • 4th & 5th Practical of Commerce Dept. • Student's competition- B.B.A. & B.B.A. (C.A.). • Organisation of National Seminar by Arts and Mental & Moral Sciences Department. 	<ul style="list-style-type: none"> • Refund of the Library Deposit • Renewal of annual subscription. 	<ul style="list-style-type: none"> • Participation in the Annual Training Camp • Participation for voluntary work for Pune International Marathon • Organising a Blood Donation Camp and Tree Plantation. 	<ul style="list-style-type: none"> • Awareness Programme • Celebration of AIDS Day. • Organisation of the blood donation camp on the occasion of, 'Shri Sharadrao Pawar's birthday'. 	<ul style="list-style-type: none"> • Annual Inter Class Sports Festival • Preparation for Annual Prize Distribution Ceremony. 	<ul style="list-style-type: none"> • Nature Club- Organising a study tour

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PLAN FOR THE MONTH OF JANUARY 2018

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Celebration of the 'Geography Day' • Submission of the research papers by P.G. students • Guest Lectures under 'Remedial Courses.' • 6th Practical of Commerce Dept. • Study tour- B.B.A. & B.B.A.(C.A.) • Organising work-shop, seminar of students- B.B.A. & B.B.A. (C.A.). • Organisation of 'Vision Programme' by BBA and BBA (C.A.) department, 'Com-Dhoom Programme' by Commerce and 'Srujan Mela' by Arts department. 	<ul style="list-style-type: none"> • Issuing 'No-Dues Certificate' to the students • Conducting a guest lecture on E-Resources for faculties. 	<ul style="list-style-type: none"> • Preparation for the 'Republic Day' celebration. • Participation in the Army Attachment Camp. 	<ul style="list-style-type: none"> • Prize Distribution 'Republic Day' celebration • Participation in 'National Youth Festival' (12 Jan.-16 Jan.) • Celebration of a Savitribai Phule Jayanti 	<ul style="list-style-type: none"> • The 'Republic Day' Celebration • Annual Examination in Physical Training • Annual Prize Distribution Ceremony. 	<ul style="list-style-type: none"> • Vidyarthini Manch A One Day workshop • Presenting songs by cultural department on occasion of Republic day. • Hemoglobin checking Camp for Girl-students.

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PLAN FOR THE MONTH OF FEBRUARY 2018

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Preparing students for practical examinations in English, Psychology, and Geography etc. • One day visit of students on occasion of 'Science Day' by Geography Department. • Industrial visit of B.B.A. & B.B.A.(C.A.) students • Organisation of Convocation programme. 	<ul style="list-style-type: none"> • Issuing No-Dues Certificates to the Jr. college students • Library Deposit Refund • Notification to students regarding the return of books under the Book Bank Scheme • Arranging Book Exhibitions. 	<ul style="list-style-type: none"> • Preparing cadets for 'B' certificate exam. • Preparing cadets for 'C' certificate exam. • Application for grace marks 	<ul style="list-style-type: none"> • Purchase of required tools, equipments etc. • Presenting the Annual Budget • Application for Ordinance 163 	<ul style="list-style-type: none"> • Application for grace marks 	<ul style="list-style-type: none"> • Annual Prize Distribution • Cultural Programmes

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PLAN FOR THE MONTH OF MARCH 2018

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • A Farewell to the students of T.Y.B.A. / B.Com. and guidance to them on their career in future • To conduct Practical & University Examinations 	<ul style="list-style-type: none"> • Issuing 'No Dues' Certificates to Sr./Jr. college students • Notification to teachers to return the books borrowed • Notification to students to return books under Book Bank Scheme 	<ul style="list-style-type: none"> • Collection of Uniforms • Disbursement of Washing Allowance • Provide annual information to Magazine Committee 	<ul style="list-style-type: none"> • Celebration of the Woman's Day • Preparation of the Annual Report 	<ul style="list-style-type: none"> • Collection of sports material 	

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PLAN FOR THE MONTH OF APRIL 2018

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
<ul style="list-style-type: none"> • Departmental Meetings- 1.To take an overview of teaching & other activities. 2.To discuss & plan workload & activities of the next year. 3.Annual Exam. 4.Preparing Prospectus of next year. 	<ul style="list-style-type: none"> • Issuing No Dues Certificates to students according to office and exam. schedules • Issuing I-cards with a fine for exams 	-	<ul style="list-style-type: none"> • Submission of the annual accounts to the College with Annual Reports 	<ul style="list-style-type: none"> • Dead-Stock Verification • Preparation for next year events 	-

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CALENDAR FOR THE YEAR 2017-18
PLAN FOR THE MONTH OF MAY 2018

Teaching	Library	N.C.C.	N.S.S.	Gymkhana	Others
-	<ul style="list-style-type: none"> • Procurement of I Cards, Forms, Registers, Borrowing Slips, & other required stationary. • Sorting of books for binding • Inviting quotations for scrap & disposal of scrap. • Listing Books for withdrawal • Giving Periodicals for binding. 	-	-	-	<ul style="list-style-type: none"> • The 'Maharashtra Day' Celebration • on 1st May.

COMMON ACTIVITIES FOR EACH MONTH

1. Receipts & Issues of Books
2. Teaching
3. Preparation of monthly Receipt & Payment Account
4. Preparation of Bank Reconciliation Statement
5. Payment of various bills
6. Disbursement of salary
7. Compliance of various aspects, after the disbursement of salary e.g. Income Tax, P.F., P.Tax etc.
8. Monthly checking of accounts.
9. To record the entries of increment and leaves in Service-Books.