

Smt. Meenalben Mehta College, Panchgani
Annual Calendar of Office Work

June

- Cleaning and updating all labs before beginning of the academic year.
- Confirmation of the expiry date of fire-extinguisher.
- Distribution of results of Part-I and Part-II and implementation of admission process accordingly.
- After the result of 12th, preparation of merit list as per the rules of University and implementation of its admission process.
- As per the demand, provide TC/LC/Migration Certificates.
- Preparation for celebrating birth anniversary of Dr. Bapuji Salunkhe, founder of Shri Swami Vivekanand Shikshan Sanstha, Kolhapur on 9th June.
- Submission of audited statement of senior college to Joint Director before 30th June.

July

- Preparation of work-load charts according to the registration of students having the help of Head of the various departments.
- Submission of Examination expenses statement to the University.
- Acceptance of various scholarship applications and fee concession applications.
- Providing TC/LC/Migration certificates as per the demands.
- Fulfillment of University affiliation fees.
- Preparation of salary budget.
- Submission of 1st quarterly report of Income Tax before 15th July.

August

- Fulfillment of Eligibility certificate forms of B A/B Com /B Sc Part-I and submission of proposals of various scholarships and fee concessions to the Government.
- Celebration of Independence Day – 15th August.
- Formation of student council through election according to the rules of university and submission of the name list of student – representatives to the university.

September

- Submission of Caste/Category wise admission list to the University.
- Preparation for Oct. /Nov. Examinations.
- Fulfillment of all general registers.
- Submission of statistical information to the Government before 30th September.

October

- Preparation for Oct./Nov. University examinations.
- Filling of March Board Examinations of 12th.
- To send proposals of forth coming years affiliation, renew and permanently extended division affiliation etc. to the University before 31st October.
- To conduct pre-planned terminal /Sem I Examinations of Senior wings.
- Preparation of workload sheet as per fix number of admitted students on 1st October to attend the camps and approve the posts.
- Preparation for Term end meeting.
- Submission of 2nd quarterly report of Income Tax before 15th October.

November

- Fulfillment of eligibility certificates and remained approvals.
- Submission of Oct./Nov. Expense statements.
- Binding of the admission forms after completion general register.
- Submission of Statistical data to the Government and to the University.

December

- Finalizing CAP of Part I and send mark-list to the University.
- Send Utilization Certificate to the University.
- Distribution of Oct./Nov. Mark-list.
- Organization of Annual Prize Distribution Ceremony.
- Collection of interests on FDs for prizes.

January

- Submission of Scholarship/fee-concession bills to the Govt./Z.P.
- Celebration of the Republic Day – 26th January.
- Organization of N.S.S. Camp.
- Arrangements and completion of University practical examinations.
- Preparing Budget for Dr Bapuji Salunkhe Lecture Series

February

- Preparation of Annual budget of the college and submission of that copy to Sanstha. Distribution of examination receipts to the students.
- Confirmation of the correctness of the Income Tax.

March

- Distribution of Scholarships and fees to students.
- Fulfillment of an outstanding receivable and payable statement by observing annual financial statement.
- Preparation for University Examinations.
- Completion of University Practical Examinations and submission of mark-list to the University.
- Preparation for Part Sem. II examinations.

April

- Completion of all transactions and budgets and accordingly finalizing the audit.
- Distribution of form no. 16.
- Submission of U.C. by completing CAP of Part I examinations.
- Completion of Part-II and III examinations.

May

- Finalizing Annual Audit.
- Preparation of Annual Balance Sheet.
- To print and collect stationeries, prospectus, receipt books, various concession forms and other necessary things for the forthcoming academic year.
- Submission of Income Tax Final Report by 31st May.
- Preparation of Prospectus.