

Functional Administrator Calander



Womens Education Society's

SMT, MATHUBAI GARWARE KANYA MAHAVIDYALAYA, SANGLI

Education Year 2017-18

June, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Admission Work Start	2	3
4 Holiday	5 Recruitment Process Start/Senior College Salary Disburdenment /Prayvarn Din	6	7 Medical Bill & Pension Proposal	8 Junior Budget Parpare	9	10 LMC & Shala Samiti Meeting
11 Holiday	12 College Start	13	14 Raktdan Din	15 UGC Work Proposal Start	16 Naac AQAR & SSR Submission Work Start	17
18 Holiday	19	20 Salary Budget & GPF	21 Yog Din	22	23	24
25 Holiday	26 Ramjan Ed	27	28	29	30 RTI Proposal/JRD Accounting Report Submission	



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Tentative Programme of the Meetings and other Academic activities of the College

July, 2017.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Affiliation Report Submission
2 Holiday	3 Senior College Salary Disburdenment	4	5	6	7 Medical Bill & Pension Proposal	8 Junior Budget Parpare
9 Holiday	10	11 Loksankhya Din	12	13	14	15
16 Holiday	17	18	19	20 Salary Budget & GPF	21	22
23 Holiday	24	25	26 Kargil Vijay Din	27	28 BC Cell Meeting	29
30 Holiday	31 1st Term TDS Return/Junior Annual Affiliation/RTI Proposal/ Sankhiki Information Submission					



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Tentative Programme of the Meetings and other Academic activities of the College

August, 2017.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Oct. Exam Form Submission Work Start	2	3	4	5
6 Holiday	7 Senior College Salary Disburdenment	8 Junior Budget Parpare	9 Medical Bill & Pension Proposal/ Karanti Din	10 All Scholarship & EBC Form Start	11	12
13 Holiday	14	15 Indipendence Day	16	17 Parashi New Year Holiday	18	19 4 Month Budget
20 Holiday	21 Salary Budget & GPF	22	23 Nagpanchami	24	25 Ganesh Chathrthi Holiday	26
27 Holiday	28	29 Krida Din	30	31 Registration and Eligibility Submission/RTI Proposal		



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Tentative Programme of the Meetings and other Academic activities of the College

September, 2017.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Bakri ID
3 Holiday	4 Senior College Salary Disburdenment	5 Teachers Day	6	7 Medical Bill & Pension Proposal	8 Junior Budget Parpare/Saksharta Din	9
10 Holiday	11	12	13	14 Hindi Din	15 12th Eligibility Form Submission	16
17 Holiday	18	19	20 Salary Budget & GPF	21	22	23
24 Holiday	25 Society Vardhapn Din	26	27	28 Anti Ragging & Internal Harassment Avoiding Meeting	29 Junior College Saral Information Filup/RTI Proposal	30 Dasara Holiday



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October, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Holiday Moharam	2 Mahatma Gandhi Jayanti Holiday	3 HSC Exam Form Submission Work Start	4	5	6	7 Junior Budget Parpare
8 Holiday	9 Oct. Suk Exam Work Start/Senior College Salary Disburdenment	10 Oct. Ist Year Cap Work Start	11 Medical Bill & Pension Proposal	12 Oct. Internal Mark Submission Work Start	13	14 Ist Term End
15 Holiday	16	17	18	19 Divali Days	20 Divali Pratipadawa	21 Bhaubij
22 Holiday	23 Salary Budget & GPF	24	25	26	27	28
29 Holiday	30 Journal Register Parpare	31 II nd Term TDS Return/RTI Proposal				



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Tentative Programme of the Meetings and other Academic activities of the College

November, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Junior Sanchmanyta/CA Exam Work Start	2	3	4 Gurunank Jayanti Diwali Vacation up to 6 Nov.
5 Holiday	6 Senior College Salary Disburdenment	7	8 Junior Budget Parpare	9	10 Medical Bill & Pension Proposal	11
12 Holiday	13	14	15	16 Teacher Evaluation Work Start	17	18
19 Holiday	20 Salary Budget & GPF	21	22	23	24	25
26 Holiday/NSS Din	27	28	29	30 RTI Proposal		



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December, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ID-E-Milad Holiday	2
3 Holiday	4 Senior College Salary Disburdenment	5	6 Medical Bill & Pension Proposal	7	8 Junior Budget Parpare	9
10 Holiday	11	12	13	14	15 Budget/Endowment Prize List Parpare	16
17 Holiday	18	19 8 Month Budget	20 Salary Budget & GPF	21 Abasaheb Garware Purskar	22	23 Gathering Work Start
24 Holiday	25 Christmas Holiday	26	27	28 Senior or AG Audit	29 RTI Proposal	30 Gathering
31 Holiday						



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Tentative Programme of the Meetings and other Academic activities of the College
January , 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 Junior Budget Parpare
7 Holiday	8 Senior College Salary Disburdenment	9	10	11 Medical Bill & Pension Proposal	12 Yuvk Din	13
14 Holiday Makar Sankrant	15	16	17	18	19	20 Salary Budget & GPF
21 Holiday	22	23	24 Mar. Exam Form Submission Work Start	25	26	27
28 Holiday	29	30 Hutatma Din	31 III rd Term TDS Return/RTI Proposal			



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February , 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 Holiday	5 Senior College Salary Disburdenment	6	7	8 Junior Budget Parpare	9	10
11 Holiday	12	13 MahaShivratri	14 Medical Bill & Pension Proposal	15 LMC & Shala Samiti Meeting	16	17
18 Holiday	19 Shivaji Jayanti	20 Salary Budget & GPF/Samajkalyan Din	21	22	23	24
25 Holiday	26 HSC Exam Work Start	27 Marathi Bhasa Din/Natya Din	28 RTI Proposal			



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March , 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Fee Register Parpare	2 Holi	3
4 Holiday	5 Senior College Salary Disburdenment	6	7	8 Junior Budget Parpare/Mahila Din	9 Anti Ragging & Internal Harassment Avoiding Meeting	10 Salary Non Salary Assessment Work
11 Holiday	12	13	14 Medical Bill & Pension Proposal	15 Grahak Din	16	17 Apang Din
18 Holiday Gudi Padwa	19	20 Salary Budget & GPF	21 Van Din	22 March Suk Exam Work Start	23 Oct. Ist Year Cap Work Start	24
25 Holiday Ram Navami	26 Internal Mark Submission Work Start	27	28	29 Mahavir Jayanti	30 Good Friday	31 Dead Stock Register Record/RTI Proposal /All Utilization Certificate Parpare



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Tentative Programme of the Meetings and other Academic activities of the College

April , 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Holiday	2	3	4	5	6	7 Junior Budget Parpare/Arogya Din
8 Holiday	9 Senior College Salary Disburdenment	10	11 Medical Bill & Pension Proposal	12	13	14 Ambedkar Jayanti
15 Holiday	16	17	18	19	20 Salary Budget & GPF	21
22 Holiday/Vasun dhara Din	23	24	25	26	27	28 RTI Proposal
29 Holiday	30 Budha Pournima					



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May, 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Maharashtra Din Holiday/CA Exam Work Start	2 11th Std. Result Work Start/College Internal Audit Start/Affiliation Certificate	3 Modi Lipi Course Admission Start	4	5
6 Holiday	7 Senior College Salary Disburdenment	8 Junior Budget Parpare	9	10	11 Medical Bill & Pension Proposal	12
13 Holiday	14	15	16	17	18	19
20 Holiday	21 Salary Budget & GPF	22	23	24	25 Roster Update Work	26
27 Holiday	28	29	30 Patrakarita Din	31 IVth Term TDS Return/Professional Tax Return/RTI Proposal		

Daily office Routing work as under

1. Daily Accounting Junior, Senior, PG, BBA, BCA
2. LC & TC
3. Inward Outward
4. Govt., JD office, University, Zila Prishad, Samjakalyan office, Board office daily paper work
5. Naac, Lead College, Nss, seminar and other department daily paper work
6. Daily distribution for peon work

Dr. R. G. Kulkarni
Principal

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