

Annual Planning of Institutional Administrative Work

June

1. Annual Audit report submission.
2. Scholarship/EBC notification for students.
3. Constitution of different committees for extracurricular activities.
4. To send utilization certificates of the funds received from UGC/University for different activities.
5. XIIth standard winter examination form filling.
6. T.C. / Bonafied Certificate/Transport concession forms distribution.
7. Internal audit of college.
8. To submit online e-filing Income Tax form No.24 Q-1

July

1. Admission process after declaration of University results of various courses.
2. To send A To K statement to Govt./A.G. office for salary / No salary grant purpose.
3. To submit information of the retired employee.
4. To issue Railway/Bus pass concession form according to the need of students.
5. TC/Bonafied certificate distribution.
6. To constitute Library advisory committee & issue books to teacher & students.
7. Review of Annual maintenance of equipment.
8. Send Income Tax statement in Form No. 24Q 1st quarter
9. To send proposal of CHB teachers to University for approval.

August

1. Government Salary budget.
2. Admission process of various courses including P.G. courses.
3. To fill winter examination forms & semester examination forms.
4. Admission verification & staffing of Jr. college by E.O./D.D. office.
5. To send Annual registration fee to Board.
6. To submit scholarship/EBC form & send proposals (Sr. College).
7. To submit Annual Report to University.
8. To send Affiliation fees to University- 31th Aug.
9. To submit A to K statement of Jr. College.

September

1. Finalize Admission process.
2. To send information to Govt./University about admitted students in accordance with Caste/Category.
3. To allocate roll numbers to admitted students.
4. Preparation of winter examination.
5. Submit staffing proposal of Jr. College.
6. To organize Student Guardian Meet of Jr. College.
7. All general registers update.
8. To finalize the amount of scholarship/EBC according to admitted students.
9. To allocate fee register to all classes.
10. Govt. scholarship/other scholarship distribution (If received from Govt.).
11. Budget of current year.
12. To send statistical information after 30th Sep. to Govt.
13. To send casual fee of admitted students to University - 30th Sept.
14. To submit online e-filing Income Tax form No. 24 Q-2.
15. Review of Annual maintenance of equipment.
16. To submit enrolment forms of admitted student to the university.

October

1. University winter examination preparation & examination planning.
2. First term/winter examination commencement.
3. Affiliation Renewal/extension/ permanent affiliation New section/New subjects.
4. College Semester examination planning of Jr. College & conduct examination.
5. To fill up examination forms of regular XIIth std. students and send it to board.
6. On the basis of steady admission position of 1st Oct to confirm workload of teaching, Nonteaching employee/ excess or vacant position and inform it to Govt. /Society.
7. To obtain NOC from University (College Sec.)/ BC Cell & J.D. to fill up vacant post.
8. Send Income Tax statement in Form No. 24Q 2nd quarter.

November

1. Staffing approval of Sr. college.
2. To submit Utilization proposal of grants received from University for winter examination.
3. Sanction of Scholarship/EBC proposal.
4. After completion of general register. Binding of Admission form & certificates.
5. To submit statistical information to Govt. in proper format.
6. To fill up machine card.
7. Review of Annual maintenance of equipment.

December

1. Result of winter examination & distribution of Mark sheet.
2. To fill up examination form of all classes for Summer Examination.
3. To send information of employee on 1st of Dec.
4. Result of winter examination of Jr. College & Form filling & submission of failed students.
5. To issue certificate for Railway/Bus concession for second session.

January

1. To fill up & submit examination forms of P.G. Students.
2. To fill up & submit examination form with late fee of students of all classes.
3. To organizes N.S.S. special camp.
4. N.S.S. Utilization Certificate submission.
5. Review of Annual maintenance of equipment.
6. Send Income Tax statement in Form No. 24Q 3rd quarter.

February

1. Sr. College second semester examination & practical examination.
2. Jr. College preparation of examination & commencement of examination.
3. To prepare salary budget for final expenditure.
4. To prepare Annual Report of college and submit to Society.
5. To declare dates to update various NAAC criteria's /department inputs & the information of various committees.
6. To submit EBC bills & other concession bills (Sr. & Jr. college)

March

1. To distribute scholarship/EBC etc.
2. To complete annual income & expenditure.
3. Preparation for University Summer Examination.
4. To send internal assessment marks / practical examination marks to university.
5. To send End term marks of P.G. Students.
6. To take back books from the student in Library.
7. Review of Annual maintenance of equipment.

April

1. Completion of all expenditure before 31st March Annual Income & Expenditure completion & accordingly send Utilization Certificate.
2. To fill up self-Appraisal forms of teaching & Non-teaching staff.
3. To organize 2nd term examination & declaration of results of XIth standard.
4. Stock Verification.
5. University examination commencement.
6. To distribute Income Tax form No.16 to all employees.

May

1. Annual Audit.
2. G.P.F. calculation and update the account of each employee & issue final amount receipt.
3. To print stationery, Admission Forms, prospectus, receipts books, register, all attendance register, academic & administrative diaries etc.
4. To file Income tax return Form No. 24.
5. To purchase books in Library.
6. Update entries of service book including leave account.
7. Review of Annual maintenance of equipment.
8. Send Income Tax statement in Form No. 24Q, 4th quarter.