

Ashoka Education Foundation's - Ashoka College of Education

Admin Calendar for the A.Y 2023-24

Mo nth	Sr. Savitribai Phule Pune University	Sr. NCTE	Sr. DHE	Sr. MIS/AISHE	Sr. Shikshan Shulk Samiti	Sr. Pravesh Niyanttran Samiti (A.R.A.)	Sr. Social Welfare & Tribal Development	Sr. Academic Calendar General work	
J u n e	1	Submission of information if asked by University.	1	Profile Verification & Confirmation on ARA			1	To Check & confirm Admin Calendar	
	2	Preparation of Annual Exam.					2	IOC Preparation if required.	
	3	National Yoga Day Report					3	Fill MRPF	
J u l y	1	Affiliation Letter follow-up	1	Submission of course approval online	1	Follow up for Fees approval	1	Admission as per CAP Round	
	2	Anti Ragging Committee Report	2	CAP Information			2	Preparation of Fee Structure for 2023-24	
	3	Submission of SWO renew application	3	Admission CAP process			3	Anti Ragging committee meeting 1	
	4	Update Statutory Committee on BCUD Portal					4	First Year Admission process through ERP	
	5	Submission of student council information							
A u g u s t	1	Annual Report submission to University					1	Students GRN Prepare	
	2	To fill Eligibility Forms					1	Updating of fee details on website of concern statutory body	
	3	QIP Proposal					2	Application for course approval and fee	
	4	Exam CEO Information update					3	Information to about scholarship through	
	5	Support for Preparation of Annul Exam Result.					4	Admission process for SY to Final Year	
S e p t e	6	Submission of NSS unit renewal application.					5	Follow-up for students remaining Documents	
	7	Submission of College Annual Magazine					6	CAP round process for CET registered students.	
1	Submission of Information for University Diary						7	CDC Meeting 1	
								1	Follow-up for students Remaining Documents

Signature

Signature

Month	Sr. Savitribai Phule Pune University	Sr. NCTE	Sr. DHE	Sr. MIS/AISHE	Sr. Shikshan Shulk Samiti	Sr. Pravesh Nyantran Samiti (A.R.A.)	Sr. Social Welfare & Tribal Development	Sr. Academic Calendar / General work
J	1	Exam Bill File Submission						
	2	Result collection/Verification			1	1	1	1
A								
	3	Tree Plantation Report						
	4	Follow-up for Affiliation						
F	1	Submission of information if asked by University.						
	2	Teachers Profile Data						
M								
	1	Submission of examination forms and fees						
	2	Submission of information if asked by University						
	3	Preparation for SPPU QIP Audit.						
A	4	Support for NSS & SDO						
	1	Issue of Hall tickets						
	2	Preparation of Examination						
P								
	3	Submission of information if asked by University						
	4	Correspondence for final						
5	Complete SAR New A.Y.							

Signature

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Mo nth	Sr. Savitribai Phule Pune University	Sr. NCTE	Sr. DHE	Sr. MIS/AISHE	Sr. Shikshan Samiti	Sr. Pravesh Nyantran Samiti (A.R.A.)	Sr. Social Welfare & Tribal Development	Sr. Academic Calendar / General work
M A Y	1	Correspondence for final exam.		1 Application for join centre entrance-exam (Govt. CET)	1 To propose budget & application	1 Final Approval letter of Admission should be collect	1 Follow-up of Scholarship & Free-ship	1 4 th Meeting of CDC
	2	Submission of information if ask by University.		2 Preparation of Committee for NOC			2 Follow Up undischursed amount	2 Preparation of Summer vacation
	3	Preparation of AAAA Comitee						3 Final Draft Preparation
	4	D.D. of exam fee of Mar/Apr-2023-2024.						

Admin Officer

Sr. Admin Executive

Principal

Administrator