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	for University Diary	Submission of Information	Annual Magazine	Submission of College		renewal application	Submission of NSS unit	Annul Exam Result.	Support for Preparation of	update	Exam CEO Information	Çir exoloogii	OIP Proposal	10 Iill Eligibility Forms	Cinvelsity	Alinual Report submission to	council information	Submission of student	on BCUD Portal	Update Statutory Committee	application	Submission of SWO renew	Report Committee	Anti Bossino C		Affiliation Letter follow-up					- maronan i oga Day Nepon	National Voga Day Bonor	rieparation of Annual Exam.	asked by University.	Submission of information if	*		Mo Sr. Savitribai Phule Pune S.
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Follow-up for students Remaining Documents		CDC Meeting 1	students.	CET registered	CAP round process for	remaining Documents	Follow-up for students	SY to Final Year	Admission process for	Meeting 1	ICC Committee	Documentation	Students		Students GRN Prepare	5	Gu tivi	process through FRP	First Year Admission	Antı Ragging	Structure for 2023-24	Preparation of Fee		admissions	Preparation of	Joining if Applicable	Interview for New	Adhoc Joining at Unit	Complete Process of	Fill MRPF	required.	IOC Preparation if	Admin Calendar	To Check & confirm	General work	Sr. Academic Calendar		

To give admin support to organizing co-	4						
Scholarship form collection & completion of process Ashoka Scholarship	Scholarship receivable follow-up	3 5					
ICC Committee Meeting 2	Scholarship forms 2 scrutiny and submit (MAHADBT) by clerk						700
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		/	Food	1 Submission of	1	Submission of information if	D 1
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	concern dept.					asked by University.	_
End Vacation	or from			AY 2022-23 on Govt. of	submission of the same to PNS	application received) Submission of information if	m 2
3 IOC preparation if	Follwup of all category	-		1 Updating of	1 Verification of Merit list from DHE and	Submission of online application of students to	
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2 To give admin support	holarship	2					° °
- CDC Meeting 2				- \		- 1	70-
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Uniform to Students.						Information on University	-
5 Issue I-Card &						Updating of College	6
4 Preparation of Student						Application for Continuation	O)
online forms						Submission of College Annual Magazine	o :-
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		Complete SAR New A. Y	Correspondence for final	asked by University	Submission of information if	Preparation of Examination		Issue of Hall tickets	Support for NSS & SDO	Preparation for SPPU QIP	asked by University	Submission of information if	forms and fees	Submission of examination					**				asked by University.	4 Follow-up for Affiliation			2 Result collection/Verification		1 Exam Bill File Submission	Ciliversity	nth Thirmeit
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		2024-25	Registration for	Doing CET	Taking Feedback for Teaching & other related feedback	sending	3rd Draft for Budget			2nd Draft for Budget		Registration for 2024-	Doing CET	Ashoka Scholarship to	disbursement of	Follow up for	committee	3 rd Meeting of CDC	AY.2024-25	requirement for next	Preparation of family	To start preparation of budget working			beneficiary	Disbursement of Ashoka Scholarshin to	budget 2024-25	To start preparation of	General work	Sr. Academic Calendar /	

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1 Correspondence for final exam. 2 Submission of information if ask by University. 3 Prepration of AAA Comitee 4 D.D. of exam fee of Mar/Apr-2023-2024.
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