Ashoka Education Foundation's – Ashoka College of Education

Administrative Calendar for the A.Y 2024-25

Month	Sr.	Savitribai Phule Pune University	Sr.	NCTE	Sr.	DHE	Sr.	MIS/ AISHE	Sr.	Shikshan Shulk Samiti	Sr.	Pravesh Niyantran 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		1	Profile Verification & Confirmation on ARA portal							1	Remaining Students Scholarship Follow up	1	To Check & confirm Admin Calendar
	2	Submission of Exam Fees to University													2	IOC Preparation if required.
	3	Preparation of Annual Exam.													3	Fill MRPF
	4	National Yoga Day Report													4	Complete Process of Adhoc Joining at Unit Level and Organizing Interview of New Joining if Applicable
J u l y	1	Affiliation Letter followup			1	Submission of course approval online			1	Followup for Fees approval	1	Admission as per CAP Round			1	Preparation of admissions
	2	Update Satutary Committee on BCUD Portal			2	CAP Information									2	Preparation of Fee Structure for 2024-25
	3	Submission of SWO renew application			3	Admission CAP process									3	Anti Ragging committee meeting 1
															4	First Year Admission process
A u g u s t	1	Annual Report submission to University											1	Updating of fee details on website of concern statutory body –MHADBT	1	Students GRN Prepare
	2	To fill Eligibility Forms											2	Application for course approval and fee approval.	2	Students Documentation
	3	QIP Proposal											3	Informtion to about scholarship through notice.	3	ICC Committee Meeting 1
	4	Exam CEO Information update													4	Admission process for SY to Final Year
	5	Submission of NSS unit renewal application.													6	CAP round process for CET registered students.
	6	Submission of College Annual Magazine													7	CDC Meeting 1

Month	No.	Task	Scholarship / MAHADBT	DHE / Govt / Fees	Scholarship Follow-up / Disbursement	Feedback / CDC / Committee
September	1	Submission of Information for University Diary	1 Scholarship forms scrutiny and submit (MAHADBT) by clerk login	1 DHE Merit List File submission		1 Follow-up for students Remaining Documents
	2	Create Eligibility fees challan and amount transfer		2 Pay processing fee		2 Taking Feedback for Teaching & other related Feedback
	3	Prorata fees challan and amount transfer				3 Preparation of Student Transfer Certificate
	4	Submission of College Annual Magazine				4 Issue I-Card & Uniform to Students.
	5	Application for Continuation of affiliation for next year				
	6	Updating of College Information on University Portal.				
October	1	Local Sports prorata Submission			1 To submit scholarship & free-ship forms- online/offline & complete the procedure	1 CDC Meeting 2
	2	Submission of universities various fees like Ashwamedh, Sports, disaster management, student's welfare fees, registration fees.			2 Follow up of Scholarship & Free-ship	2 To give admin support to organizing co-curricular activities.
November	1	Submission of online application of students to University. (If Any application received)	1 Verification of Merit list from DHE and submission of the same to PNS	1 Updating of Information of AY 2023-24 on Govt. of Maharashtra website	1 Follwup of all category Scholarship for disbursement from concern dept.	3 IOC preparation if required
	2	Submission of information if asked by University.				1 Preparation for Term End Vacation
December	1	Health Check Up for First year Students				1 Anti Ragging Committee meeting 2
	2	Submission of information if asked by University.	1 Submission of online Information of AY 2023-24		1 Follow-up of Scholarship & Free-ship	2 ICC Committee Meeting 2
	3	Submission of information if asked by University.	1 Fees Approval follow-up		2 Scholarship forms scrutiny and submit (MAHADBT) by clerk login	

Monthly Activity Plan

Month	University / Academic	Admission / CET	Pending / Approval	Scholarship & Free-ship	Scholarship / CDC	Budget / Admin Support
January	1 Follow-up for Affiliation Letter		1 Check Pending cases	1 Follow-up of Scholarship & Free-ship	3 Scholarship receivable follwup	3 Scholarship form collection & completion of process Ashoka Scholarship; 4 To give admin support to organizing co-curricular activities; 4 To start preparation of budget working
February	1 Teachers Profile Data; 2 Submission of information if asked by University.		2 Final Approval Letter	2 Scholarship forms scrutiny and submit (MAHADBT) by clerk login	3 Scholarship received amount reconciliation	2 Disbursment of Ashoka Schorship to Beneficiary; 3 3 rd Meeting of CDC Committee
March	1 Submission of information if asked by University.; 2 Preparation for SPPU QIP Audit.; 3 Support for NSS & SDO Audit	1 Application for join centre entrance exam (Govt. CET); 2 Preparation of Committee for NOC	1 Final Approval letter of Admission should be collect	2 Scholarship Form Scrutiny for II Instl.	4 Preparation of faculty requirment for next A.Y.2025-26	1 Followup for disbursment of Ashoka Schorship to Beneficiary; 2 2 nd Draft for Budget Sending
April	1 Submission of information if asked by University.; 2 Complete SAR New A.Y.	1 Final Approval letter of Admission should be collect	1 Final Approval letter of Admission should be collect	1 Follow-up of Scholarship & Free-ship	2 Doing CET Regisration for 2025-26	1 3rd Draft for Budget Sending; 2 Doing CET Registration for 2025-26; 3 Taking Feedback for Teaching & other related Feedback
MAY	1 Submission of information if asked by University.; 2 Correspondence for final exam.	1 To propose budget & application	1 Final Approval letter of Admission should be collect; 2 Follow-up undisbursed amount	1 Follow-up of Scholarship & Free-ship	2 Follow-up undisbursed amount	1 4 th Meeting of CDC committee; 2 Preparation of Summer vacation amount; 3 Final Draft Preparation

Admin Officer

Sr. Admin Executive

Principal

Administrator