ADMINISTRATIVE CALENDER
2018-19

July	August	September
1 Commencement of Classes of 1st yr (1st semester)	1 C.U. Registration form fill up from 1st week	1 Admission of 2nd yr students
2 Preparation of attendance Register for 1st yr (1st semester) students	2 Admission of 3rd year students	2 Processing SC/ST/OBC/Minorities form fill up
3 Distribution of Identity Card to the 1st semester students	3 Preparation of attendance register for 3rd yr students	3 Upgradation of students Identity Card for 2nd year students
	4 Upgradation of Identity Card for 3rd year students	4 Attendance Register for 2nd year Students
4 Issue of Library Card from Library	5 Upgradation of Library Card for 3rd yr students	5 Upgradation of Library card for 2nd yr students
5 Action taken Report for the month of June	6 Action taken report for the month of July	6 Finance sub-committee meeting
6 Distribution of 3rd year mark sheet		

October	November	December
1 Completion of 1st yr (1st semester) students data base	1 Publication and distribution of result of 2nd yr students	1 Publication and distribution of result of 1st yr (1st semester) students
2 Action taken report for the months of August & September	2 Exam Form Fill up for 1st yr (1st semester) students	2 Monhly Fee Collection of 2nd year students
3 Mothly fee collection from 3rd year students	3 Stipend form fill up for 3rd yr students	3 Stipend form fill up for 2nd yr students
4 Monthly Fees Collection for 2nd year students	4 Preparation of students concession list for 3rd year students	5 Completion of 2nd yr and 3rd yr students data base
		6 Preparation of Voter list for students' Union Election
		7 Action taken Report for the months of October & November

January	February	March
1. 1st year (2nd semester) students admission	1. C.U.Examination form fill up for 2nd yr studentswith deposition of entire fees	1. Preparation and submission of Students data base
2. C.U.Exam form fill up for 3rd yr student with deposition of entire fee	2. Formation of Union with Class Representatives	2. Closing of Books of accounts
3. Conducting Students Union Election	3. Monthly fees collection in 3rd week	3. Action taken report for the month of February
4. Finance Sub-committee meeting	4. Action taken reports for the months of January	
5. Preparation of students concession list for 2nd yr and 1st yr students	5. Distribution of result to1st yr (1st Sem) students	
6. Payment of 50% Tuition Fee to Govt. Fund		

April	May	June
1. Submission of Annual Students Receipt Register	1. Preparation Academic Calender (2019-20)	1. Conducting 1st yr students admission with deposition of 1st Semester fees
2. Payment of Govt. share of tuition fees to Govt. Fund	2. Preparation of Administrative calender (2019-20)	2. Finance Subcommittee meeting
3. Finalisation of P.F.Book with treasury	3. Preparation of College prospectus (2019-20)	3. Action taken report for the month of May
4. Action taken report for the month of March	4. Annual upgradation college website	
	5. Filling up form for C.U. Exam (2nd Sem)	
	5. Action taken report for the month of April	

N.B. : Proposed monthly programme may change according to the Calcutta University schedule