

Shankarlal Khandelwal Arts, Science and Commerce College, Akola MS

Academic Calendar_2018-19

JUNE 2018					
Sunday		3	10	17	24
Monday		4 Meeting of Admission Committee will be organised on the very next day of the HSC result.	11	18 1.Time table for class teaching will be prepared by Time Table Committee 2.Admission procedure will continue & Counselling for UG, PG and COP by ENG	25
Tuesday		5 World environment Day	12	19 1.Admission procedure will continue & Counselling for UG, PG and COP by ENG	26
Wednesday		6	13	20 1.Admission procedure will continue & Counselling for UG, PG and COP by ENG	27 bridge courses
Thursday		7	14 1.The college reopens and meeting of staff Council. 1.Admission procedure will continue & Counselling for UG, PG and COP by ENG	21 1.International Yoga Day 2.Admission procedure will continue & Counselling for UG, PG and COP by ENG	28 bridge courses
Friday	1 Fashion Designing training programme (Earn & learn scheme)	8	15 Admission procedure will continue & Counselling for UG, PG and COP by ENG	22 Admission procedure will continue & Counselling for UG, PG and COP by ENG	29 bridge courses
Saturday	2	9	16 1.Maharana Pratap Jayanti 2.Ramazan	23 Classroom teaching will be commenced	30 bridge courses

			Id Holiday		
Monthly schedule			3 rd week Admission procedure	4 th Week 1. Admission procedure 2. Bridge course	
Administrative Schedule	<ol style="list-style-type: none"> 1. To carry out the work related to new admissions. 2. To handover the results and T.C to students. 3. To admit the new students for various courses. 4. To submit the LMC report to university 5. To collect the exam forms of failed students 6. To maintain the record of receipts in register. 7. Any other on time work. 				

JULY 2018					
Sunday	1 Vasantrao Naik Jayanti	8	15	22	29
Monday	2 1.Admission process will be continued simultaneously 2.Bridge course (Microbiology) 3.Bridge course (Chemistry)	9 1.Admission process will be continued simultaneously	16 1.Process of NSS enrolment starts 2.Orientation programme	23 1.Lokmanya Bal Gangadhar Tilak Jayanti	30
Tuesday	3 1.Admission process will be continued simultaneously 2.Bridge course (Microbiology) 3.Bridge course (Chemistry)	10 1.Admission process will be continued simultaneously	17 1.Orientation programme	24	31 1.Blood donation camp by NSS
Wednesday	4 1.Video film	11 1.Video film	18 1.ICT	25 1.ICT lecture	

	(Physics) 2.Admission process will be continued simultaneously 3.Bridge course (Microbiology) 4.Bridge course (Chemistry)	(Physics) 2. World Population Day 3.Admission process will be continued simultaneously	lecture (Physics) 2.Orientation programme	(Physics) 2.Faculty wise Parents' meet of 1 st year will be conducted by faculty coordinator and teachers 3.One day workshop of HEC	
Thursday	5 1.Admission process will be continued simultaneously 2.Bridge course (Chemistry)	12 1.Admission process will be continued simultaneously	19 1.Orientation programme	26 1.Parents' meet (CHE) 2.Faculty wise Parents' meet of 1 st year will be conducted by faculty coordinator and teachers 3.One day workshop of HEC	
Friday	6 1.Admission process will be continued simultaneously 2.Bridge course (Chemistry) 3. Fashion Designing training programme (Earn & learn scheme)	13 1.Admission process will be continued simultaneously	20 1.Orientation programme	27 1.Orientation programme (Microbiology) 2.Faculty wise Parents' meet of 1 st year will be conducted by faculty coordinator and teachers 3.One day workshop of HEC	
Saturday	7 1.Admission process will be continued simultaneously	14 1.Admission process will be continued simultaneously	21 1.Orientation programme	28 1.Orientation programme (Microbiology) 2.Faculty wise Parents' meet of 1 st year will be conducted by faculty coordinator and teachers	
Monthly schedule	1st week 1.Tree plantation (2nd week International literacy week	3rd week Preparation of Prerna	4th Week 1.Study tour by Zoology	

	Van Mahotsav) week by NSS.		Diwas by forming a Committee.	2.Gender sensitization programme (woman welfare) 3.Unit test(Maths)	
Administrative Schedule	<ol style="list-style-type: none"> 1. To submit the exam forms of failure students in the university. 2. Submission of the exam forms of students with late fees. 3. To admit the students for regular classes. 4. To issue mark sheets to students and work related to T.C. 5. To start students enrolment work. 6.To do the scholarship work. 7. To report to employment office. 8.To submit the audit report to joint director office, Amravati. 9. Any other on time work. 				

AUGUST 2018					
Sunday		5	12	19	26
Monday		6 1.Open book test(Arts) 2. Formation of All study clubs	13	20 1.Sadbhavana Diwas 2. formation of microbiological society	27 Objective test (Arts)
Tuesday		7 1.Open book test(Arts)& (CHE) 2. Formation of All study clubs	14 Cleanliness drive at college campus by NSS	21 Commerce seminar of Skill Developmet for students by B Com (English)	28 1.Objective test (Arts) 2.Poster competition (Physics) 3.Malaria & Dengue Awareness Programme
Wednesday	1 Purna Sohala Blood donation, Tree Plantation & prize distribution	8 1.Open book test(Arts) 2.congressgrass eradication at Godbole Gardan & Swami Samarth Temple. 3. Formation of All study clubs	15 Independence Day Holiday	22 Bakri Id Hoilday	29 Objective test (Arts) Academic audit(CHE)
Thursday	2	9	16	23	30 1.Poster

		1. Formation of All study clubs			competition by Chemistry dept 2. Objective test (Arts) 3. Unit test/ GD (Physics)
Friday	3 Krantisigh Nana Patil Jayanti	10 1. Formation of All study clubs	17 Parsi new year Holiday	24	31 1. Poster competition by Micro biology 2. Objective test (Arts)
Saturday	4 Clean drive at kasturba Gandhi Hospital by NSS	11 1. Formation of All study clubs	18	25	
Monthly Schedule	1 st week 1. counselling workshop (women welfare) 2. WBF week by HEC 3. Inauguration of zoological society 4. Open/objective test. (Zoology) 5. Chess coaching camp	2 nd week 1. inauguration of study club (Commerce) 2. Guest lecture by Competitive examination guidance cell. 3. Chess coaching camp	3 rd week 1. Street play (SJJS) 2. students' seminar on personality development (commerce) 3. Youth Festival team will be selected 4. Taikondo coaching camp	4 th week 1. South Indian dishes certificate course By HEC 2. 1 st meeting of student's council 3. Training programme on fishery by Zoology 4. Practice test by Competitive examination guidance cell. 5. Youth Festival team will be selected 6. Sanskrit week celebration 7. Taikondo coaching camp	Every Saturday Weekly classes by Competitive examination guidance cell.
Administrative Schedule	<p>1. New students to get admitted in various classes, till first Monday, which is the <u>LAST DATE</u> for admission.</p> <p>2. To submit the report of 1st round of admitted students to university by 16th August.</p> <p>3. To carry out the work related to enrollment and scholarship of late admitted students.</p> <p>4. 1st August programme.</p> <p>5. 15th August programme. To circulate notices and letters.</p> <p>6. To maintain the record of the bank receipts.</p> <p>7. To forward the approvals of CHB lecturer to university.</p> <p>8. Any other on time work.</p>				

SEPTEMBER 2018

Sunday	30	2	9 1. Plastic eradication Drive by NSS	16	23
Monday		3	10	17 1. Ozone day 2. poster competition (Physics) 2. Objective Tests (Arts)	24 1. Objective test of micro biology 2. NSS Day
Tuesday		4	11 1. Study tour by chemistry department. 2. Eco friendly Ganesh Murti Workshop By NSS	18 1. Guest lecture (Zoology) 2. Objective Tests (Arts)	25 1. Pandit Din Dayal Upadhyay Jayanti Antyodaya Din 2. Unit Tests series (Arts) 3. Unit test for internal assessment (Microbiology)
Wednesday		5 Teachers' Day	12 1. Academic Audit of B.Com (English) 2. Academic Audit of B.C.A	19 1. Academic Audit of PG and B.A 2. Objective Tests (Arts)	26 1. Academic Audit of B. Sc 2. Audit of B.Com (Marathi Medium) 3. Unit Tests series (Arts) 4. Unit test for internal assessment (Microbiology)
Thursday		6	13 Ganesh chaturthi holiday	20 Mohram holiday	27 1. Objective test of micro biology 2. Unit test (Chemistry) 3. Unit Tests series (Arts)

					4. Unit test for internal assessment (Microbiology)
Friday		7 Raje Umaji Naik Jayanti	14	21	28 1. Unit Tests series(Arts) 2. Unit test for internal assessment (Microbiology)
Saturday	1	8 International Literacy Day	15 International Peace Day	22	29 1. Unit test for internal assessment (Microbiology)
Monthly Schedule	1 st week 1. Inauguration of wall Magazine (MAR) 2. Nutrition week celebration HEC (intercollegiate dish competition & university level workshop) 3. Guest lecture (Commerce) 4. Guest lecture (Physics) 5. Kabaddi coaching camp	2 nd week 1. One week certificate course on spoken English and one week pouch course 2. Kabaddi coaching camp	3 rd week 1. Group discussion by SOC. 2. Study tour of Zoology I. 3. Seminars/ Group discussion (Zoology) 4. visit to Inspire award exhibition by (Physics) 4. Guest lecture by Competitive examination guidance cell. 5. Table tennis coaching camp	4 th week 1. Submission of project and seminars (POL) 2. Student project (Commerce) 3. Guest lecture (Zoology) 4. Avishkar Project preparation. (Physics) 5. Practice test by Competitive examination guidance cell 6. Table tennis coaching camp	Every Saturday Weekly classes by Competitive examination guidance cell.
Administrative Schedule	1. To admit Students on vacant seats. 2. To submit the report of late admitted students. 3. Work related to University /College examination. 4. To distribute the admit card of winter examination. 5. To write the admission register. 6. Any other on time work.				

OCTOBER 2018

Sunday		7	14	21	28
Monday	1 1.Cleanliness drive at college campus 2.Blood donation day	8 Assignment/ seminar/ GD of chemistry Department	15 1.Dr A.P.J. Abdul Kalam Jayanti 2.All departments will conduct Remedial teaching	22 University examination starts	29
Tuesday	2 1.Communal Harmony Day 2. Mahatma Gandhi jayanti 3. Lalbahadur Shastri Jayanti holiday	9 Assignment/ seminar/ GD of chemistry Department	16 All departments will conduct Remedial teaching	23	30 Rally in adapted village
Wednesday	3	10 Assignment/ seminar/ GD of chemistry Department	17 All departments will conduct Remedial teaching	24 Maharshi Valmiki Jayanti	31 1.Indira Gandhi Jayanti 2. Rashtriy Sankalp Diwas 3.Rashtriy Ekta Diwas 4. Sardar Vallbhbhai Patel Jayanti
Thursday	4	11 Assignment/ seminar/ GD of chemistry Department	18 Dasara Holiday	25	
Friday	5 1.Bio fertilizer production	12 Assignment/ seminar/	19 All departments	26	

	workshop by Micro biology 2. Study tour of B Sc II Chemistry	GD of chemistry Department	will conduct Remedial teaching		
Saturday	6 Bio fertilizer production workshop by Micro biology	13 Assignment/ seminar/ GD of chemistry Department	20 All departments will conduct Remedial teaching	27	
Monthly schedule	1st week 1. Avishkar Research Project preparation (CHE) 2. Quiz competition by SOC 3. Students' viva (Maths) 4. Assignment submission (Commerce) 4. wildlife week (zoology) 5. Open book Test (Physics) 6. Baseball coach camp	2nd week 1. Assignment /project submission of microbiology 2. unit test (Zoology) 3. Visit to RUSA/ DDUK (Physics) 4. Baseball coach camp	3rd week 1. Red ribbon club formation by Micro-biology. 2. Project & assignment submission. (Physics) 3. Softball coaching camp	4th week 1. Unit test (Maths) 2. Unit test. (Physics) 3. NET/SET guidance by Chemistry department 4. Softball coaching camp	
Administrative Schedule	1. To do the work related to University /College examination. 2. To submit the University fees, Appendix I, II, III, IV and M. Card of the Students to university. 3. To get service book updated. 4. To submit the report to employment office. 5. To submit the reports of extension of affiliation and new subjects, if any. 6. To prepare the posts fixation files.				

NOVEMBER 2018

Sunday	Alumni Meet will be arranged in Diwali Vacations	4	11	18	25 Quami Ekta week
Monday		5 1.Last working day of 1 st session 2.review meeting	12	19 1.National Integration day 2. Quami Ekta week	26 College reopens after winter vacation
Tuesday		6	13	20 Quami Ekta week	27
Wednesday		7	14	21 Quami Ekta week	28
Thursday	1	8	15	22 Quami Ekta week	29
Friday	2	9	16	23 Quami Ekta week	30
Saturday	3	10	17	24 Quami Ekta week	
Monthly schedule	1 st week 1. Basketball coaching camp	2 nd week 1. Basketball coaching camp		4 th Week NET/SET guidance by English department	
Administrative Schedule	<ol style="list-style-type: none"> 1. To do work related to University /College examination. 2. To get service books updated. 3. Any other on time work. 				

DECEMBER 2018

Sunday	30	2	9	16	23
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Monday	31	3	10 1.Teaching of second session will be commenced. 2. World human rights day.	17	24
Tuesday		4	11	18	25 Christmas
Wednesday		5	12	19	26
Thursday		6	13	20 Sant Gadge Baba death anniversary” clean drive will be arranged.	27
Friday		7	14 Open book test(CHE)	21	28
Saturday	1 1.World Aids Day” will be celebrated by organizing and participating in AIDS Rally 2. Aids day activity by Micro-bio	8	15	22	29
Monthly schedule	1 st -8 th 1.Special NSS camp Every Saturday Weekly classes by Competitive examination guidance cell.	1 st week 1.Academic tour by (ENG) 2. Aids awareness programmes for school students by Micro bio 3..Bird watching (Zoology)	2 nd week Open book test(Arts)	3 rd week 1.field visit (SOC) 2.Dabate on gender Sensitization (women welfare) 3. Guest lecture by Competitive examination guidance cell.	4 th week 1.Medical test 2. Social media Awareness programme (SJJS) 3. Practice test by Competitive examination guidance cell.
Administrative Schedule	1. To collect the forms of ex-students and forward them to the university. 2. To submit the fees and M.Cards of University /College exam				

- to university.
3. To make arrangements for the medical and physical test.
 4. To make preparations for annual affiliation.
 5. Preparation for M.I.S
 6. Pre planning of the budget to be submitted to joint director office.
 7. To inform all teachers about the submission of the property details.

JANUARY 2019

Sunday		6	13 Youth week	20	27
Monday		7	14 Youth week	21	28
Tuesday	1	8	15 Youth week	22	29
Wednesday	2	9	16 Youth week	23 Netaji Subhashchandra Bos Jayanti	30 Study tour of B. Sc III Chemistr y
Thursday	3 Savitrib i Phule Jayanti	10 Objective Test(CHE)	17 Youth week	24	31
Friday	4	11	18 Youth week	25 Cleanliness drive in college campus	
Saturday	5	12 1.Jijau Maa Saheb Jayanti 2.Swami Vivekanand Jayanti 3. Youth week	19 1.Tribute to Hon. Kakaji 2.Biomedical check up camp by Zoology BMI 3. Youth week	26 Republic Day	
Monthly Schedule	1 st week	2 nd week 1.Study tour by Marathi Department 2. Open book test by microbiology 3.Creative	3 rd week 1.Objective test(Arts) 2. Second issue of wall magazine by	4 th week 1.Study tour by POL Dept. and HIS dept. 2.Unit test) & Assessment (Maths	

		writing competition of English	Marathi 3.Industrial study tour (Commerce) 4..Intercollegiate seminars (Zoology)	3. Open book / objective test (Zoology) 4.Sports day 5. Field visit to metrology (Physics)	
Administrative Schedule	<ol style="list-style-type: none"> 1. To Submit the M.Cards to University. 2. To check the edited list and submit to university. 3. To submit the report to employment office. 4. To apply for the annual affiliation to university. 5. Any other on time work. 				

FEBRUARY 2019					
Sunday		3	10	17	24
Monday		4	11 Assignment/ seminars/ GD of Chemistry department	18 Unit tests series(Arts 2. Unit tests for internal assessment (microbiology)	25 Remedial teaching for Annual Pattern
Tuesday		5	12 Assignment/ seminars/ GD of Chemistry department	19 Chatrapati Shivaji Maharaj Jayanti	26 Remedial teaching for Annual Pattern
Wednesday		6	13 Assignment/ seminars/ GD of Chemistry department	20 1.Unit Test(CHE) 2. Unit tests series(Arts) 3. Unit tests for internal assessment (microbiology)	27 Remedial teaching for Annual Pattern
Thursday	1 st -3 rd	7	14 Assignment/ seminars/ GD of Chemistry department	21 1.Unit tests series(Arts) 2. Unit tests for internal assessment (microbiology)	28 1.National Science Day 2. Remedial teaching for Annual Pattern

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Friday	1	8	15 1.Sant Sevalal Maharaj Jayanti 2. Assignment/ seminars/ GD of Chemistry department	22 1.Unit tests series(Arts) 2. Unit tests for internal assessment (microbiology)	
Saturday	2	9	16 Assignment/ seminars/ GD of Chemistry department	23 1.Sant Gadge Baba Jayanti 2.street cleanliness drive in Godbole plots 2. Unit tests series(Arts) 4. Unit tests for internal assessment (microbiology)	
Monthly schedule		1st week 1.Tie and dye and printing certificate course. 2. Physical efficiency test 3. Guest lecture (Commerce) 4. Unit test I (Zoology) 5. Study tour (Physics) 6. week Seminars (Micro-bio)	2nd week 1.Workshop for PG(ENG) 2. Educational tour to KVK /industry (microbiology) 3.Seminars/ Group Discussion (Zoology) 4. Open book Test & one day workshop (Physics) 5. week Seminars (Micro-bio)	3rd week 1.field visit (Commerce) 2. Guest lecture (Zoology) 3. Unit test (Physics) 4. week Seminars (Micro-bio)	4th week 1.Seminar/ GD in B Com English Medium 2.Group discussion (Commerce) 3.Student project (commerce)

Administrative Schedule	<ol style="list-style-type: none"> 1. To start the clearance process of students fees. 2. To submit the report of college budget. 3. To carry out the work of summer examination. 4. To report to employment office. 5. To submit the report of annual affiliation to university. 6. Any other on time work.
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MARCH 2019

Sunday	31	3	10	17	24
Monday		4 Remedial teaching for Annual Pattern	11	18 Natural colour making workshop	25 Project submission of P. G
Tuesday		5 1. Remedial teaching for Annual Pattern 2. Teaching for annual pattern will end up	12 Yashwantrao Chvan Jayanti	19	26 Project submission of P. G
Wednesday		6	13 Group discussion (Physics)	20 International sparrow day	27 Project submission of P. G
Thursday		7	14	21 International forest day Holi(second day)	28 Project submission of P. G
Friday	1 Remedial	8	15	22	29 Project

	teaching for Annual Pattern				submission of P. G
Saturday	2 Remedial teaching for Annual Pattern	9 Mahashivratri	16	23 Shahid Din	30 Project submission of P. G
Monthly Schedule		1 st week 1.Seminars (Physics)	2 nd week 1.Assignment Submission (Commerce)	3 rd week 1.Internal assessment test (Zoology) 2.Assignment /project submission in Micro bio 3.Assignment & project submission (Physics)	4 th week 1.Unit test and students' viva (Maths) 2. Unit test. (Physics) 3. NET/SET guidance by Chemistry department
Administrative Schedule	<ol style="list-style-type: none"> 1. To conduct practical examination. 2. To carry out clearance process. 3. Work related to honorarium of CHB lecturers. 4. Work related to University/College examination. 5. To clear the payments of various bills. 6. Any other on time work. 				

APRIL 2019					
Sunday		7	14 Dr. Babasaheb Ambedkar Jayanti	21	28
Monday	1 All departments will conduct remedial classes	8	15	22	29 Second session will end up for summer vacations
Tuesday	2 All departments will	9	16	23	30 Sant Tukdoji Maharaj

	conduct remedial classes				Jayanti
Wednesday	3 All departments will conduct remedial classes	10	17 Mahaveer Jayanti	24	
Thursday	4 All departments will conduct remedial classes	11 Mahatma Phule Jayanti	18 Mahatma Basaveshwar Jayanti Akshay trituya	25	
Friday	5 All departments will conduct remedial classes	12	19 Good Friday	26	
Saturday	6 All departments will conduct remedial classes	13	20	27	
Monthly Schedule	1 st week Internal assessment test (Physics)	2 nd week	3 rd week	4 th week NET/SET guidance by English department	
Administrative Schedule	<ol style="list-style-type: none"> 1. To update the leave record of staff. 2. To carry out Environment Studies examination work. 3. To check the stocks. 4. To update the service books. 5. To carry out clearance process. 6. To write bank receipt in register. 7. To report to employment office. 8. Any other on time work. 				

MAY 2019

Sunday		5	12	19	26
Monday		6	13	20	27
Tuesday		7	14	21 Dahshatvad va Hinsachar Virodhi Diwas	28 Swatantryavir Sawarkar Jayanti
Wednesday	1	8	15	22	29
Thursday	2	9	16	23	30
Friday	3	10	17	24	31 1.Ahilyadevi Holkar Jayanti 2.No tobacco Day
Saturday	4	11	18	25	
Monthly Schedule	1 st week	2 nd week	3 rd week	4 th week	
Administrative Schedule	1. To take follow up of the audit reports of last financial year. 2. To report university about environmental science examination. 3. To do work for the preparation of new session.				

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| | <ol style="list-style-type: none">4. To update the service books.5. To issue the results to students.6. To write the bank receipt in register.7. Any other on time work. |
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Academic calendar for administrative works

June 2018

1. To carry out the work related to new admissions.
2. To handover the results and T.C to students.
3. To admit the new students for various courses.
4. To submit the LMC report to university
5. To collect the exam forms of failed students
6. To maintain the record of receipts in register.
7. Any other on time work.

July 2018

1. To submit the exam forms of failure students in the university.
2. Submission of the exam forms of students with late fees.
3. To admit the students for regular classes.
4. To issue mark sheets to students and work related to T.C.
5. To start students enrollment work.
6. To do the scholarship work.
7. To report to employment office.
8. To submit the audit report to joint director office, Amravati.
9. Any other on time work.

August 2018

1. New students to get admitted in various classes, till first Monday, which is the LAST DATE for admission.
2. To submit the report of 1st round of admitted students to university by 16th August.
3. To carry out the work related to enrollment and scholarship of late admitted students.
4. 1st August programme.
5. 15th August programme. To circulate notices and letters.
6. To maintain the record of the bank receipts.
7. To forward the approvals of CHB lecturer to university.
8. Any other on time work.

September 2018.

- 1.To admit Students on vacant seats.
- 2.To submit the report of late admitted students.
- 3.Work related to University /College examination.
- 4.To distribute the admit card of winter examination.
5. To write the admission register.
6. Any other on time work.

October 2018.

1. To do the work related to University /College examination.
2. To submit the University fees, Appendix I, II, III, IV and M. Card of the Students to university.
3. To get service book updated.
4. To submit the report to employment office.
5. To submit the reports of extension of affiliation and new subjects, if any.
6. To prepare the posts fixation files.

November 2018

1. To do work related to University /College examination.
2. To get service books updated.
3. Any other on time work.

December 2018.

1. To collect the forms of ex-students and forward them to the university.
2. To submit the fees and M.Cards of University /College exam to university.
3. To make arrangements for the medical and physical test.
4. To make preparations for annual affiliation.
5. Preparation for M.I.S
6. Pre planning of the budget to be submitted to joint director office.
7. To inform all teachers about the submission of the property details.

January 2019

1. To Submit the M.Cards to University.
2. To check the edited list and submit to university.
3. To submit the report to employment office.
4. To apply for the annual affiliation to university.
5. Any other on time work.

February 2019.

1. To start the clearance process of students fees.
2. To submit the report of college budget.
3. To carry out the work of summer examination.
4. To report to employment office.
5. To submit the report of annual affiliation to university.
6. Any other on time work.

March 2019

1. To conduct practical examination.
2. To carry out clearance process.
3. Work related to honorarium of CHB lecturers.
4. Work related to University/College examination.
5. To clear the payments of various bills.
6. Any other on time work.

April 2019

1. To update the leave record of staff.
2. To carry out Environment Studies examination work.
3. To check the stocks.
4. To update the service books.
5. To carry out clearance process.
6. To write bank receipt in register.
7. To report to employment office.
8. Any other on time work.

May 2019

1. To take follow up of the audit reports of last financial year.
2. To report university about environmental science examination.
3. To do work for the preparation of new session.
4. To update the service books.
5. To issue the results to students.
6. To write the bank receipt in register.
7. Any other on time work.