



# SHREE H.N.SHUKLA GROUP OF COLLEGES

2-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2440478, 2472590

3-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2471645

## SEMESTER PLAN – 2023-24 (M.Sc.MATHEMATICS) (Sem – 2 & 4)

SR. NO	RESPONSIBILITIES	TARGET DATE	INCHARGE FACULTY
<b>ACADEMICS</b>			
1.	TIME TABLE	22-11-23	NISHA MA'AM
2.	OPENING DATES	M.Sc. Sem-4 30-11-23  M.Sc. Sem-2 01-01-24	MEHUL SIR
3.	FACULTY FOLDER COLLECTION	EVERY MONTH	NISHA MA'AM
4.	CLASS TEACHER LIST PREPARATION	30-11-23	MEHUL SIR
5.	WEBSITE	EVERY WEEK	NISHA MA'AM
6.	SOFTCOPY OF MATERIAL DISTRIBUTION	M.Sc. F.Y. and M.Sc. S.Y.	MEHUL SIR
7.	ATTENDANCE	FROM SEMESTER BEGIN TO END	RAMESH SIR
8.	CLUSTER MEETING	MONTH END	MEHUL SIR
9.	SEMESTER PLANNING & FACULTY WISE PLANNING	04-12-23	MEHUL SIR
10.	ROAD MAP MONTH WISE	25-12-23	MEHUL SIR
11.	INTERNAL MARKS ENTRY OF F.Y & S.Y. M.SC.	AS PER UNI. SCHEDULE	MEHUL SIR
12.	REVISION SESSION FOR F.Y & S.Y.	MONTH END	SUBJECT TEACHER



# SHREE H.N.SHUKLA GROUP OF COLLEGES

2-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2440478, 2472590

3-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2471645

	M.SC.		
13.	UNIVERSITY THEORY EXAM FORM FILL UP OF SEM-4 & 2	AS PER UNI. SCHEDULE	All STAFF

## EXAMS

1.	MCQs TEST (SEM-2 & 4)	20-01-24 to 24-01-24	MEHUL SIR
2.	UNIT TEST (F.Y. M.Sc.)	20-02-24 to 24-02-24	NISHA MA'AM
3.	UNIT TEST (S.Y. M.Sc.)	29-01-24 to 02-02-24	NISHA MA'AM
4.	PRELIMS EXAM OF F.Y. M.SC.	03-04-24 TO 08-04-24	SHANTI MA'AM
5.	PRELIMS EXAM OF S.Y. M.SC.	18-03-24 TO 22-03-24	SHANTI MA'AM
6.	PRACTICAL EXAM OF S.Y. M.SC.	AS PER UNI. SCHEDULE	MEHUL SIR
7.	UNIVERSITY THEORY EXAM OF SEM-4	AS PER UNI. SCHEDULE	ALL FACULTY
8.	VIVA EXAM OF F.Y. M.SC. OF SEM -2	AS PER UNI. SCHEDULE	MEHUL SIR
9.	UNIVERSITY THEORY EXAM OF SEM-2	AS PER UNI. SCHEDULE	ALL FACULTY

## SUBJECTIVE ACTIVITIES

1.	ONE DAY OUTING (SCIENCE REGIONAL CENTER)	06-01-24	ALL FACULTY
2.	SEMINAR TAKEN BY STUDENTS SEM-4	27-01-24	RAMESH SIR
3.	GUEST LECTURE	AS PER GUEST'S SCHEDULE	ALL FACULTY
4.	SEMINAR TAKEN BY STUDENTS SEM-2	27-02-24	RAMESH SIR



# SHREE H.N.SHUKLA GROUP OF COLLEGES

2-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2440478, 2472590

3-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2471645

## ACTIVITIES

1.	DAY CELEBRATIONS	06-02-2024 TO 10 - 02-2024	ALL FACULTY
2.	KITE FESTIVAL	12-01-24	ALL FACULTY
3.	DANCE PARTY	23-12-23	ALL FACULTY
4.	GET TOGETHER OF SEM-2 AND SEM-4 STUDENTS	THIRD WEEK	ALL FACULTY
5.	ANNUAL FUNCTION	AS PER NEHAL SIR INSTRUCTION	MEHUL SIR

## SPECIAL DAY CELEBRATION

1.	MATHEMATICS DAY CELEBRATION	22-12-2023	All Faculty
----	-----------------------------	------------	-------------

### COUNSELING

1.	COUNSELING	APRIL MONTH END	ALL FACULTY
----	------------	-----------------	-------------



# SHREE H.N.SHUKLA GROUP OF COLLEGES

2-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2440478, 2472590

3-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2471645

## ROUTINE RESPONSIBILITIES WITH THEIR RESPECTIVE IN CHARGE FACULTIES

### SHREE H. N. SHUKLA COLLEGE OF SCIENCE

#### M.SC. (MATHS) FACULTY WISE SEMESTER PLAN-2021-2022

Sr. No.	Responsibility	Date	Faculty Name
1	Semester Planning	06/07/2021	Mr. Mehul Chaurasiya
2	Class Teacher List	06/07/2021	
3	Discipline Committee	DAILY	
4	Internal Marks	UNIVERSITY SERVER OPEN	
5	Proxy Arrangement & Attendance Riview	DAILY	
6	University Exam	ACCORDING TO EXAM DATE	
7	Cluster meeting	EVERY MONTH	
8	Opening Function of F.Y.M. Sc.	20/09/2021	
9	prelims Exam or Internal exam	25-11-21 TO 30-11-21	
10	unit test	September & October	
11	SEMESTER PLANNING & FACULTYWISE PLANNING	06/07/2021	
12	State Level Conference	October	
13	Final Practical Exam Handaling	ACCORDING TO EXAM	



# SHREE H.N.SHUKLA GROUP OF COLLEGES

2-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2440478, 2472590

3-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2471645

		DATE	
14	Road Map Monthwise	06/07/2021	
15	Job Fair	31/07/2021	
16	Cancer Hospital Visit	25/09/2021	
17	Mahi Dairy Visit	Fourth Week of October	
18	Internal Marks	end of semester	
19	Social Media	Daily	
20	Enrollment Process	October (Tentative)	
Sr. No.	Responsibility	Date	Faculty Name
1	Time table	06/07/2021	Miss Nishaba Parmar
2	Internal Marks Cheaking F.Y.M.Sc.	UNIVERSITY SERVER OPEN	
3	Openingng of F.Y.M.Sc.	July	
4	unit test & Prelims	September, October & November	
5	Notice Board	EVERY MONTH END	
6	Daily Faculty Attendance	Daily	
7	Syllabus Complition of F.Y.M.Sc.	A/C TO DATE OF OPENING	
8	Book List	Completed	
9	Faculty Folder		
10	Seminar by students		
11	I card		
Sr. No.	Responsibility	Date	Faculty Name
1	Internal Marks Entry Of S.Y. M.Sc.	As per university Schedule	Mr. Anurag Limda
2	Mahi Dairy Visit	Fourth Week of October	
3	Practical Exam Preparation S.Y.M.Sc.	ACCORDING	



# SHREE H.N.SHUKLA GROUP OF COLLEGES

2-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2440478, 2472590

3-Vaishalinagar,  
Nr. Amrapali Railway Crossing  
Raiya Road, Rajkot  
Ph. 0281-2471645

		TO EXAM DATE	
4	University Exam	AFTER MITTING	
5	Day celebration	in August and October	
6	HNS FB	Daily	
7	ERP Software	Daily	
8	Attendance & Attendance Softcopy	Daily	
9	Prelims Exam or Internal exam	October and November	
10	Exam Form Status	As per university Schedule	
11	Cloth Bazaar	July	
<b>Sr. No.</b>	<b>Responsibility</b>	<b>Date</b>	<b>Faculty Name</b>
1	Birthday alert	Daily	<b>Dr. Shanti Khunti</b>
2	University result analysis	After declaration of result	
3	Seminar by student	October & November	
4	Unit Test & Prelims	September, October & November	
5	Phone Calling for admission		
6	Notice Board	Daily	
7	Pending Fees Statement		