

SHREE H.N.SHUKLA B.ED COLLEGE

SEMSESTER PLAN-2024 (B.ED)

JUNE To NOVEMBER

N O	RESPONSIBILITIES	MONTH	DAY	INCHARGE FACULTY
JUNE				
1	TIME TABLE	26 TH JUNE	MONDAY	KOMAL MAM CHANDRIKA MAM
2	SEMESTER PLAN	26 TH JUNE	MONDAY	KOMAL MAM CHANDRIKA MAM
3	FIRST DAY PLANNING	26 TH JUNE	MONDAY	KOMAL MAM
4	RESULT NCTE CERTIFICATE STAMP AND SIGN	27 TH TO 30 TH JUNE	TUESDAY TO FRIDAY	RASHMI MAM KOMAL MAM CHANDRIKA MAM
JULY				
4	OPENING CELEBLATION	3 RD JULY	MONDAY	ALL FACULTIES
5	COURSE INFORMATION SUBJECT DECLARATION	4 TH JULY	TUESDAY	MANSUKH SIR
6	GURUPURNIMA	5 TH JULY	WEDNESDAY	MAYANK SIR KOMAL MAM
7	PROVISIONAL PROCESS	TILL MONTH END		ALL FACULTY
8	ENLISTMENT	TILL MONTH END		MANSIKH SIR MAYANK SIR
9	DISCUSSION OF MICRO LESSON	7 TH JULY TO 11 TH JULY	FRIDAY TO TUESDAY	ALL FACULTY
10	MICRO PLANNING	12 TH JULY TO 15 TH JULY	WEDNESDAY TO SATURDAY	ALL FACULTY
11	MICRO PALANIG REMEDIES	17 TH JULY	MONDAY	ALL FACULTY

12	MICRO PLAN PRACTICAL	18 TH JULY TO 21 JULY	TUESDAY TO FRIDAY	ALL FACULTY
13	PARICHAYPRAVAS	22 TH JULY	SATURDAY	ALL FACULTY
14	QUIZE COMPETITION	26 TH JULY	WEDNESDAY	RASHMI MAM
15	COLLEGE WISE I-CARD DIVIDETION	29 TH JULY	SATURDAY	MAYANK SIR
16	ENGLISH MATERIAL PREPARED	31 TH JULY	MONDAY	KOMAL MAM RASHMI MAM
AUGUST				
1	DISCUSSION OF BRIDGE LESSON	1 ST AUGUST TO 5 TH AUGUST	TUESDAY TO SATURDAY	ALL FACULTY
2	BRIDGE LESSON PALNNING	7 TH TO 12 TH AUGUST	MONDAY TO SATURDAY	ALL FACULTY
3	INDEPENDENT CELEBRATION	15 TH AUGUST	TUESDAY	RASHMI MAM KOMAL MAM
4	ENGLISH MATERIAL SEND	17 TH AUGUST	THURSDAY	RASHMI MAM
5	DIET & DPEO VISIT	18 TH AUGUST	FRIDAY	CHANDRIKA MAM MAYANK SIR
6	BRIDGE LESSONG PRACTICAL	21 TH AUGUST TO 31 ST AUGUST	MONDAY TO THURSDAY	ALL FACALTY
SEPTEMBER				
1	JANMASTAMI CELEBRATITION & MATKIFOD	2 ND SEPTEMBER	SATURDAY	KOMAL MAM CHANDRIKA MAM
2	DISCUSSION OF STRAY LESSON	11 TH TO 16 TH SEPTEMBER	MONDAY TO SATURDAY	ALL FACULTIES
3	GANESH UTSAV	19 TH SEPTEMBER	TUESDAY	CHANDRIKA MAM
4	5 - STRAY LESSON PRACTICAL SCHOOL SEM-3	20 TH TO 25 TH SEPTEMBER	WEDNESDAY TO MONDAY	MAYANK SIR MANSUKH SIR
5	SSA SCHOOL VISIT	27 TH SEPTEMBER	WEDNESDAY	RASHMI MAM MAYANK SIR

6	SANSKRIT MEMORY COMPETITION	30 TH SEPTEMBER	SATURDAY	KOMAL MAM
7	UNIVERSITY EXAM FORM PROCESS	SEPTEMBER	AS PER DECIDED	ALL FACULTY
OCTOBER				
1	GANDHI JAYANTI	2 ND OCTOBER	MONDAY	CHANDRIKA MAM RASHMI MAM
2	DISCUSSION OF UNIT LESSON SEM-3	3 TH TO 7 TH OCTOBER	TUESDAY TO SATURDAY	ALL FACULTIES
3	UNIT LESSON - 1 PRACTICAL SCHOOL DAY FIVE SEM-3	9 TH TO 13 TH OCTOBER	MONDAY TO FRIDAY	MAYANK SIR MANSUKH SIR
4	NAVRATRI CULTURAL PROGRAM	16 TH OCTOBER	MONDAY	CHANDRIKA MAM KOMAL MAM
NOVEMBER				
1	B.ED UNIVERSITY EXAM FORM	1 ST WEEK		KOMAL MAM-HNS RASHMI MAM-SKV CHANDRIKA MAM-HNS T.E.
2	B.ED PRELIMS EXAM SEM-1 & 3	9 TH TO 12 TH NOV	MONDAY TO THURSDAY	KOMAL MAM
5	B.ED SEM-3 UNI EXAM	AS PER UNI. DECIDE		
6	B.ED SEM 1 EXAM (NEW & OLD)	AS PER UNI DECIDE		

ROUTINE RESPONSIBILITIES LIST WITH DURATION & INCHARGE

1	CERTIFICATES DIST.	AS PER EVENT		RASHMI MAM
2	ATT. HARD	EVERYDAY		RAJNIKANT SIR
3	ABSENT STUDENT LIST	WEEKLY		KOMAL MAM
4	CAMPUS WALL [NOTICE BOARD]	EVERY DAY		RASHMI MAM
5	I-CARD DISTRIBUTION	EVERY DAY		KOMAL MAM
6	PROXY ARRANGEMENT	EVERY DAY		CHANDRIKA MAM
7	PLACEMENT			CHANDRIKA MAM
8	SMS	CLASS WISE		KOMAL MAM
9	WEB SITE	AS PER EVERY UPDATES		BHUPESH SIR
10	CLEANING	DAILY		ADMIN
11	STAFF MEETING	EVERY WEEK		CHANDRIKA MAM
12	NCC/NSS			NAIMISH SIR
13	STATIONARY FOR STAFF			RAJNI SIR
14	COMPETION	AS PER DECIDE		DECIDED FACULTIES
15	COMPUTER WORK	ALL WORK	ALL WORK	KOMAL MAM

