# SHREE H.N.SHUKLA INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH

## SEMSESTER PLAN 2023-24(PHARMACY)

## DECEMBER TO MAY

| NO | SECTION | RESPONSIBILITIES | TARGET DATE | INCHARGE FACULTY |
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| **DECEMBER** | | | | |
| 1 | ACADEMIC | SEMESTER PLAN, FACULTY WISE PLAN | 07/12/2023 | DHARA MAM |
| | | I-CARD FORM | 08/12/2023 | RAJAN SIR |
| | | TIMETABLE FOR SEM-6 | 17/12/2023 | RENUKA MAM |
| | | TIMETABLE FOR SEM-8 | 25/12/2023 | RENUKA MAM |
| | | PCI PORTAL | 30/12/2023 | DHARA MAM |
| 2 | ACTIVITY | HEARTATTACK AWARENESS SEMINAR | 17/12/2023 | VISHAL SIR |
| | | DANCE PARTY | 23/12/2023 | ALL STAFF |
| | | FRESHER PARTY | 30/12/2023 | DHARA MAM |
| 3 | LAB | CHEMICAL AND GLASSWARE LIST | 25/12/2023 | SURBHI MAM, LALJI SIR |
| | | STOCK REGISTER | 25/12/2023 | SURBHI MAM, LALJI SIR |
| | | LAB READY | 30/12/2023 | DHARAV SIR |
| 4 | EXAM | MARKS ENTRY OF SEM-5 AND SEM-7 | 12/12/2023 TO 19/12/2023 | FORAM MAM, DHARA MAM |
| **JANUARY** | | | | |
| 5 | ACADEMIC | GTU PORTAL | AS PER NOTIFICATION | DHARA MAM, FORAM MAM |
| | ACTIVITY | KITE FESTIVAL 2024 | 12/01/2024 | LALJI SIR |

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| 6 | | CREATIVE VIDEO LECTURE ACTIVITY | 13/01/2024 | DHARAV SIR, VISHAL SIR |
| | | INDUSTRIAL VISIT | 20/01/2024 | DHARA MAM, FORAM MAM |
| | | CRICKET AND KABBADI | 25/01/2024 | VIJAY SIR, RAJAN SIR |
| 7 | LAB | STOCK REGISTER MAINTANANCE | 31/01/2024 | LALJI SIR, RAJAN SIR |
| 8 | EXAM | INTERNAL EXAM TIMETABLE | 31/01/2024 | VIJAY SIR |
| **FEBRUARY** | | | | |
| 9 | ACADEMIC | PCI PORTAL | AS PER NOTIFICATION | DHARA MAM, FORAM MAM |
| | | PCI INSPECTION PREPARATION | AS PER NOTIFICATION | DHARA MAM |
| 10 | ACTIVITY | SCIENCE AND COLOR DAY CELEBRATION, REELS COMPETITION | 01/02/2024 TO 08/02/2024 | VISHAL SIR, FORAM MAM |
| | | BADMINTON AND RASSA KHECH | 24/02/2024 | VIJAY SIR |
| | | ANNUAL FUNCTION | AS PER TRUSTEE | FORAM MAM |
| 11 | LAB | STOCK REGISTER MAINTENANCE | 29/02/2024 | LALJI SIR |
| 12 | EXAM | INTERNAL EXAM TIMETABLE | 29/02/2024 | VIJAY SIR |
| **MARCH** | | | | |
| 13 | ACADEMIC | 100 POINT ACTIVITY | AS PER NOTIFICATION | VIJAY SIR, LALJI SIR |
| 14 | ACTIVITY | NO SMOKING AWARENESS SEMINAR | 13/03/2024 | FORAM MAM |
| | | POETRY COMPETITION, DEBATE COMPETITION | 21/03/2024 | VIJAY SIR |
| | | HOLI CELEBRATION | 23/03/2024 | FORAM MAM |
| | | KHO-KHO AND ATHLETS | 30/03/2024 | VISHAL SIR, RAJAN SIR |
| 15 | LAB | LAB READY | 30/03/2024 | DHARAV SIR |

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| 16 | EXAM | INTERNAL EXAM | 25/03/2024 | VIJAY SIR |
| **APRIL** | | | | |
| 17 | ACADEMIC | GUEST LECTURE | 06/04/2024 | DHARA MAM |
| 18 | ACTIVITY | INDUSTRIAL VISIT | 10/04/2024 | DHARA MAM, FORAM MAM |
| | | ANATOMY WORKSHOP | 19/04/2024 | VIJAY SIR |
| | | CHEMISTRY WORKSHOP | 19/04/2024 | LALJI SIR |
| 19 | LAB | LAB PRAPARATION | 30/04/2024 | DHARAV SIR |
| | | STOCK REGISTER MAINTENANCE | 30/04/2024 | LALJI SIR |
| 20 | EXAM | EXAM FORM | AS PER GTU NOTIFICATION | VIJAY SIR |
| **MAY** | | | | |
| 21 | ACADEMIC | UNIVERSITY EXAM | AS PER NOTIFICATION | ALL STAFF |
| 22 | LAB | JOURNAL SUBMISSION | 04/05/2024 | ALL STAFF |
| 23 | EXAM | EXAM FORM | AS PER GTU NOTIFICATION | VIJAY SIR |

# ROUTINE RESPONSIBILITIES WITH THEIR RESPECTIVE INCHARGEFACULTIES

| NO. | RESPONSIBILITIES | INCHARGE FACULTY |
|---|---|---|
| 1 | CERTIFICATES DISTRIBUTION | RENUKA MAM |
| 2 | ATTENDENCE HARD COPY & SOFT COPY | RENUKA MAM |
| 3 | CAMPUS WALL [NOTICE BOARD] | FORAM MAM |
| 4 | HARD DISK | RENUKA MAM |
| 5 | MINUTES MAIL | DHARA MAM |
| 6 | I-CARD DISTRIBUTION | RENUKA MAM |
| 7 | BUILDING REQUIREMENTS | DHARA MAM |
| 8 | PROXY ARRANGEMENT | DHARA MAM |
| 9 | HARDWARE MAINTENANCE | DHARA MAM |
| 10 | INTERNET & DEADSTOCK | LALJI SIR |
| 11 | LAB CLEANING | DHARAV SIR |
| 12 | LCD MANAGEMENT | VISHAL SIR |
| 13 | CLUSTER MEETING | DHARA MAM |
| 15 | SMS | DHARA MAM, RENUKA MAM |
| 16 | WEBSITE | RENUKA MAM |
| 17 | COLLEGE CLEANING MANAGEMENT | LALJI SIR |
| 18 | NCC,NSS | ANKIT SIR |
| 19 | STATIONARY FOR STAFF | DHARA MAM |
| 20 | BIRTHDAY ALERTS | RAJAN SIR |
| 21 | JOURNAL DISTRIBUTION + ORDER | DHARA MAM, RENUKA MAM |
| 22 | ONE TO ONE MEETING OF FACULTY | DHARA MAM |
| 23 | FACEBOOK & TWITTER ACCOUNT | RENUKA MAM |
| 24 | LAB ATTENDENCE | ALL STAFF |
| 25 | MOTIVATION VIDEO TO ALL STAFF OR STUDENTS | FORAM MAM, VISHAL SIR |
| 26 | RECRUITMENT PROCESS | DHARA MAM |

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| 27 | NOTICE BOARD FILE PREPARATION | FORAM MAM |
| 28 | PARKING ROUND ARRANGEMENT | BIRENDRA SIR |
| 29 | CL REPORT IN WHATSAPP GROUP DAILY | ALL STAFF |
| 30 | CCTV OBSERVATION | BIRENDRA SIR |
| 31 | STUDENTS UPDATED MOBILE NUMBER LIST | RENUKA MAM |
| 32 | DAILY WORK AND RESPONSIBILITY STATUS | RENUKA MAM |
| 33 | STAFF ENDORSEMENT | DHARA MAM |
| 34 | DAILY STUDENTS ATTENDENCE | VIJAY SIR |
| 35 | TIME TABLE | RENUKA MAM |
| 36 | INSTRAGRAM ACCOUNT | RENUKA MAM |
| 37 | WHATSAPP ALL CLASS GROUP | RENUKA MAM |
| 38 | WHATSAPP ALUMINI GROUP | RENUKA MAM |
| 39 | WHATSAPP CHANNEL | RENUKA MAM |
| 40 | YOUTUBE CHANNEL | RENUKA MAM |
| 41 | DAILY MAIL CHECK | DHARA MAM, RENUKA MAM |
| 42 | DAILY CIRCULAR CHECK | DHARA MAM, RENUKA MAM |
| 43 | 100 POINT ACTIVITY | VIJAY SIR, LALJI SIR |
| 44 | LAB ALL REGISTER MANAGEMENT | LALJI SIR |
| 45 | DEADSTOCK REGISTER MAINTENANCE | ALL STAFF |
| 46 | M.PHARM THESIS PLAGERISUM | DHARA MAM, RAJAN SIR |
| 47 | M.PHARM SEMINAR (PHARMACEUTICS) | RAJAN SIR |
| 48 | M.PHARM SEMINAR (QA) | DHARAV SIR |
| 49 | EXAM FORM | AMIT SIR |
| 50 | SCHOLARSHIP FORM | AMIT SIR |
| 51 | COMMITTE REGISTER MAINTENANCE | RENUKA MAM |
| 52 | GTU INTERZONAL SPORTS COMPETITION | ANKIT SIR |