

SHREE H.N. SHUKLA GROUP OF COLLEGES

(AFFILIATED TO SAURASHTRA UNIVERSITY & GTU)



2-vaishali nagar, Near
Amrapali railway
crossing,
Raiya road, Rajkot-
360001. Ph.No.-
(0281)2440478, 2472590

3-vaishali nagar, Near
Amrapali railway
crossing,
Raiya road, Rajkot-
360001. Ph.No.-
(0281)2471645

Behind marketing yard,
Near Lalpari lake,
Between Amargadh-
Bhichri, Rajkot-360002.
Ph.No.-90990 63150

M.Sc. Chemistry

Semester 1 planning 2022-23

Sr. No.	Responsibility	Date	Status	Faculty
1	Time table	07/07/2022	completed	
2	Semester Planning	07/07/2022	completed	
3	Class Teacher List	07/07/2022	completed	
4	Faculty Folder	07/07/2022	completed	
5	Recruitment Process	-----	pending	
6	Discipline Committee	DAILY		
7	Internal Marks	UNIVERSITY SERVER		
8	Proxy Arrangement & Attendance	DAILY		
9	University Exam	ACCORDING TO EXAM		
11	Cluster meeting	END OF THE SEMESTER		
12	Opening Function of F.Y.M.Sc.	11/07/2022		
13	industrial tour			
14	prelims Exam or Internal exam	AS PER SCHEDULE		
15	unit test	IN EVERY MONTH		
16	visiting lecturer sheet	DAILY		
17	seminar of M.Sc. expert and	DECEMBER		
18	Final Practical Exam Handling	ACCORDING TO EXAM		
19	certificate	WHEN ACTIVITY		
20	Instrument Repair and Quotation	WHEN REQUIRED		
21	class Teacher responsibility	DAILY		
22	L.C.D. Management	DAILY		
23	Internal Marks	END OF THE SEMESTER		JAY SIR

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Sr. No.	Responsibility	Date	Status	Faculty
1	practical Exam Preparation	ACCORDING TO		Jay Sir
2	Chemical Glassware Quotation	MAY		
3	Instrument Repair and Quotation	MAY		
4	Discipline Committee	DAILY		
5	University Practical Exam	ACCORDING TO EXAM		
6	Internal Marks Checking F.Y.M.Sc.	UNIVERSITY SERVER		
7	Chemical Glassware list	BEFORE STARTING OF		
8	Opening of F.Y.M.Sc.			
9	Practical exam of F.Y.M.Sc.	DATE DESIDED BY		
10	Attendance Hard Copy	EVERY MONTH END		
11	chemistry Instrument Quotation &	BEFORE STARTING OF		
12	Expert Lecture	JANUARY		
13	Syllabus Completion of F.Y.M.Sc.	A/C TO DATE OF		
14	Sports Week			
15	Youth festival or Annual function			
Sr. No.	Responsibility	Date	Status	Faculty
1	Tishrt & I-Card For F.Y.M.Sc.	AFTER ENROLLMENT		JYOTI MAM
2	Prelims Exam F.Y. M.Sc.			
3	practical Exam Preparation F.Y.M.Sc.	ACCORDING TO EXAM		
4	Minutes Mail	AFTER MITTING		
5	Practical Exam	ACCORDING TO EXAM		
6	Notice Board	DAILY		
7	Day celebration	IN AUGUST AND		
Sr. No.	Responsibility	Date	Status	Faculty
1	Hall ticket distribution	AS PER UNI. DATE		
2	University Form Fill up	AS PER UNI. DATE		

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Sr.	Responsibility	Date	Status	Faculty Name
3	University result analysis	AFTER RESULT		
4	University paper scanning &	AS PER UNI. DATE		
1	Library book order	BEFORE STARTING OF		Chetan sir
2	stock maintain in store	DAILY		Lab assistant
3	stock maintain in lab	DAILY		Lab assistant
4	Lab requirement list	DAILY		Lab assistant
1	Attendance Softcopy	DAILY		Rahul sir
2	University result analysis	AFTER RESULT		
3	web site	DAILY		
4	social media update	DAILY		
5	SMS to students	WHEN REQUIRED		
8	Sports Week	FEBRUARY		
9	Birthday alert	DAILY		
1	Certificates handling	DAILY		