

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 4 planning 2021-22

Sr.	Responsibility	Date	Status	Faculty Name
1	Time table	06/01/2022	completed	JAY SIR
2	Semester Planning	06/01/2022	completed	
3	Class Teacher List	06/01/2022	completed	
4	Faculty Folder	06/01/2022	completed	
5	Discipline Committee	DAILY		
6	Internal Marks	UNIVERSITY SERVER OPEN		
7	Proxy Arrangement &	DAILY		
8	University Exam	ACCORDING TO EXAM DATE		
9	Cluster meeting	END OF THE SEMESTER		
10	industrial tour			
11	prelims Exam or Internal			
12	unit test	IN EVERY MONTH		
13	visiting lecturer sheet	DAILY		
14	seminar of M.Sc. expert and	MARCH		
15	Final Practical Exam Handling	ACCORDING TO EXAM DATE		
16	certificate	WHEN ACTIVITY COMPLETE		
17	Instrument Repair and	WHEN REQUIRED		
18	class Teacher responsibility	DAILY		
19	L.C.D. Management	DAILY		
20	Internal Marks	END OF THE SEMESTER		

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Sr.	Responsibility	Date	Status	Faculty Name
1	practical Exam Preparation	ACCORDING TO EXAM		Jyoti madam
2	Chemical Glassware Quotation	MAY		
3	Instrument Repair and	MAY		
4	Discipline Committee	DAILY		
5	University Practical Exam	ACCORDING TO EXAM		
6	Internal Marks Checking S. Y.	UNIVERSITY SERVER		
7	Chemical Glassware list	BEFORE STARTING OF		
8	Opening of S.Y.M.Sc.			
9	Practical exam of S.Y.M.Sc.	DATE DESIDED BY		
10	Attendance Hard Copy	EVERY MONTH END		
11	chemistry Instrument	BEFORE STARTING OF		
12	Expert Lecture	JANUARY		
13	Syllabus Completion of	A/C TO DATE OF OPENING		
14	Youth festival or Annual			
Sr.	Responsibility	Date	Status	Faculty
1	Prelims Exam S.Y. M.Sc.			RAHUL SIR
2	practical Exam Preparation S. Y.	ACCORDING TO EXAM		
3	Minutes Mail	AFTER MITTING		
4	Practical Exam	ACCORDING TO EXAM		
5	Notice Board	DAILY		
6	Day celebration	IN AUGUST AND		
7	Sports Week	FEBRUARY		
8	Birthday alert	DAILY		
9	Certificates handling	DAILY		
Sr.	Responsibility	Date	Status	Faculty
1	Hall ticket distribution	AS PER UNI. DATE		AMIT BHAI
2	University Form Fill up	AS PER UNI. DATE		
3	University result analysis	AFTER RESULT		
4	University paper scanning &	AS PER UNI. DATE		

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Sr.	Responsibility	Date	Status	Faculty Name
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
Sr.	Responsibility	Date	Status	Faculty Name
1	University result analysis	AFTER RESULT		Rahul sir
2	web site	DAILY		
3	social media update	DAILY		
4	SMS to students	WHEN REQUIRED		
5	Exam Paper Uploading on	AFTER EXAM		