

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 3 planning 2021-22

| Sr. | Responsibility | Date | Status | Faculty |
|-----|--------------------------------|------------------------|-----------|---------|
| 1 | Time table | 01/07/2021 | completed | JAY SIR |
| 2 | Semester Planning | 01/07/2021 | completed | |
| 3 | Class Teacher List | 01/07/2021 | completed | |
| 4 | Faculty Folder | 01/07/2021 | completed | |
| 5 | Recruitment Process | | pending | |
| 6 | Discipline Committee | DAILY | | |
| 7 | Internal Marks | UNIVERSITY SERVER OPEN | | |
| 8 | Proxy Arrangement & Attendance | DAILY | | |
| 9 | University Exam | ACCORDING TO EXAM | | |
| 10 | Cluster meeting | END OF THE SEMESTER | | |
| 11 | industrial tour | | | |
| 12 | prelims Exam or Internal | AS PER SCHEDUAL | | |
| 13 | unit test | IN EVERY MONTH | | |
| 14 | visiting lecturer sheet | DAILY | | |
| 15 | seminar of M.Sc. expert and | DECEMBER | | |
| 16 | Final Practical Exam | ACCORDING TO EXAM | | |
| 17 | certificate | WHEN ACTIVITY | | |
| 18 | Instrument Repair and | WHEN REQUIRED | | |
| 19 | class Teacher responsibility | DAILY | | |
| 20 | L.C.D. Management | DAILY | | |
| 21 | Internal Marks | END OF THE SEMESTER | | |

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| Sr. | Responsibility | Date | Status | Faculty |
|-----|------------------------------|------------------------|--------|--------------|
| 1 | practical Exam Preparation | ACCORDING TO EXAM | | RAHUL SIR |
| 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 | UNIVERSITY SERVER OPEN | | |
| 7 | Chemical Glassware list | BEFORE STARTING OF | | |
| 8 | Opening of S. Y. M.Sc. | 01/07/2021 | | |
| 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 | | |
| 14 | Sports Week | | | |
| 15 | Youth festival or Annual | | | |
| Sr. | Responsibility | Date | Statu | Faculty |
| 1 | Minutes Mail | AFTER MITTING | | JYOTI MAM |
| 2 | Practical Exam | ACCORDING TO EXAM | | |
| 3 | Notice Board | DAILY | | |
| 4 | Day celebration | IN AUGUST AND | | |
| 5 | Sports Week | FEBRUARY | | |
| Sr. | Responsibility | Date | Statu | Faculty |
| 1 | Hall ticket distribution | AS PER UNI. DATE | | AMIT BHAJ |
| 2 | University Form Fill up | AS PER UNI. | | |
| 3 | University result analysis | AFTER RESULT | | |
| 4 | University paper scanning & | AS PER UNI. | | |

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| Sr. | Responsibility | Date | Status | Faculty |
|-----|----------------------------|--------------------|--------|---------------|
| 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 |
| 1 | Attendance Softcopy | DAILY | | Rahul sir |
| 2 | University result analysis | AFTER | | |
| 3 | web site | DAILY | | |
| 4 | social media update | DAILY | | |
| 5 | SMS to students | WHEN REQUIRED | | |
| 6 | Exam Paper Uploading on | AFTER EXAM | | |
| 7 | Birthday alert | DAILY | | |
| 8 | Certificates handling | DAILY | | |
| 9 | Student of the year | | | |
| 10 | Shield and certificate | | | |