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 | Tim <mark>e table</mark> | 01/07/2021 | completed | 3 |
| 2 | Semester Planning | 01/07/2021 | completed | |
| 3 | Class Teacher List | 01/07/2021 | completed | |
| 4 | Faculty Folder | 01/07/2021 | completed | 1000 |
| 5 | Recruitment Process | W CEA | pending | |
| 6 | Discipline Committee | DAILY | A 12 A | |
| 7 | Internal Marks | UNIVERSITY SERVER OPEN | 100 | |
| 8 | Proxy Arrangement & Attendance | DAILY | 10 | |
| 9 | University Exam | ACCORDING TO EXAM | | |
| 10 | Cluster meeting | END OF THE SEMESTER | | |
| 11 | industrial tour | marker and a | | 1 |
| 12 | prelims Exam or Internal | AS PER SCHEDUAL | | JAY SIR |
| 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 | | 1000 |
| 20 | L.C.D. Management | DAILY | 1000 | |
| 21 | Internal Marks | END OF THE SEMESTER | | |

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IVI. SC. CHEIIIISU Y

| LEGES | | GROUP OF HTRA UNIVERSITY & | E H.N. SHUKL (AFFILIATED TO SA | RE |
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| nd marketing yar ear Lalpari lake, ween Amargadh- hri, Rajkot-36000 .No90990 63150 | y N Be ot- Bhie | 3-vaishali nagar, N Amrapali railwa crossing, Raiya road, Rajko 360001. Ph.No (0281)2471645 | 2-vaishali nagar, Amrapali raily crossing, Raiya road, Raj 360001. Ph.N (0281)2440478, 24 | SKY I |
| Faculty | Status | Date | Responsibility | Sr. |
| racuity | Status | CCORDING TO EXAM | practical Exam Preparation | 1 |
| | | MAY | Chemical Glassware Quotation | 2 |
| | | MAY | Instrument Repair and | 3 |
| | 1 | DAILY | Discipline Committee | 4 |
| | | CORDING TO EXAM | University Practical Exam | 5 |
| | | ERSITY SERVER OPEN | Internal Marks Checking | 6 |
| | | FORE STARTING OF | Chemical Glassware list | 7 |
| and the second s | | 01/07/2021 | Opening of S. Y. M.Sc. | 8 |
| 32F.: | | DATE DESIDED BY | Practical exam of S. Y.M.Sc. | 9 |
| | | VERY MONTH END | Attendance Hard Copy | 10 |
| | | FORE STARTING OF | chemistry Instrument | 11 |
| RAHUL SIR | | JANUARY | Expert Lecture | 12 |
| KAIIUL SIK | | A/C TO DATE OF | Syllabus Completion of | 13 |
| | | | Sports Week | 14 |
| | | | Youth festival or Annual | 15 |
| Faculty | Statu | Date | Responsibility | Sr. |
| Tucuity | ~ ~ ~ ~ ~ ~ | AFTER MITTING | Minutes Mail | 1 |
| 11 1221 | | CORDING TO EXAM | Practical Exam | 2 |
| 1 Posting | | DAILY | Notice Board | 3 |
| 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1 | | IN AUGUST AND | Day celebration | 4 |
| 1.00 | | FEBRUARY | Sports Week | 5 |
| and the second s | | | | 1.00 |
| Sec. 2 | | | | |
| IVOTIMAN | | 1 | A DEC TO THE REAL PROPERTY OF | |
| JYOTI MAM | | | | |
| Faculty | Statu | Date | Responsibility | Sr. |
| гасицу | Statu | AS PER UNI. | | |
| | S. 493 | DATE | Hall ticket distribution | 1 |
| | | AS PER UNI. | University Form Fill up | 2 |
| | | AFTER RESULT | University result analysis | 3 |
| AMIT | | AS PER UNI. | University result analysis | 5 |

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IVI. SC. CHEIIIISU y

| SHREE H.N. SHUKLA GROUP OF COLLEGES (AFFILIATED TO SAURASHTRA UNIVERSITY & GTU) | | | | | | |
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| | | CONTRACTOR IN CONTRACTOR | | |
|-----|----------------------------|---------------------------|---|---------------------------------------|
| 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 | and the second se | Lab assistant |
| Sr. | Responsibility | Date | Status | Faculty |
| 1 | Attendance Softcopy | DAILY | | |
| 2 | University result analysis | AFTER | | A 37. |
| 3 | web site | DAILY | | |
| 4 | social media update | DAILY | | Rahul sir |
| 5 | SMS to students | WHEN REQUIRED | | Ranur Sir |
| 6 | Exam Paper Upoading on | AFTER EXAM | | |
| 7 | Birthday alert | DAILY | | |
| 8 | Certificates handling | DAILY | | |
| - 9 | Student of the year | 1000 | 10 | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| 10 | Shield and certificate | | | |