**SHREE H.N.SHUKLA B.ED COLLEGE**

**SEMSESTER PLAN-2023 (B.ED)**

**JUNE To NOVEMBER**

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| NO | RESPONSIBILITIES | MONTH | | | DAY | | INCHARGE FACULTY | |
| JUNE | | | | | | | | |
| 1 | **TIME TABLE** | **26TH JUNE** | | | **MONDAY** | | **KOMAL MAM**  **CHANDRIKA MAM** | |
| 2 | **SEMESTER PLAN** | **26TH JUNE** | | | **MONDAY** | | **KOMAL MAM**  **CHANDRIKA MAM** | |
| 3 | **FIRST DAY PLANNING** | **26TH JUNE** | | | **MONDAY** | | **KOMAL MAM** | |
| 4 | **RESULT**  **NCTE CERTIFICATE**  **STAMP AND SIGN** | **27TH TO 30TH JUNE** | | | **TUESDAY TO FRIDAY** | | **RASHMI MAM**  **KOMAL MAM**  **CHANDRIKA MAM** | |
| JULY | | | | | | | | |
| 4 | **OPENING CELEBLATION** | **3RD JULY** | | | **MONDAY** | | **ALL FACULTIES** | |
| 5 | **COURSE INFORMATION**  **SUBJECT DECLARATION** | **4TH JULY** | | | **TUESDAY** | | **MANSUKH SIR** | |
| 6 | **GURUPURNIMA** | **5TH JULY** | **WEDNESDAY** | | | | **MAYANK SIR**  **KOMAL MAM** | |
| 7 | **PROVISIONAL PROCESS** | **TILL MONTH END** | | |  | | **ALL FACULTY** | |
| 8 | **ENLISTMENT** | **TILL MONTH END** | | |  | | **MANSIKH SIR**  **MAYANK SIR** | |
| 9 | **DISCUSSION OF MICRO LESSON** | **7TH JULY TO**  **11TH JULY** | | | **FRIDAY TO**  **TUESDAY** | | **ALL FACULTY** | |
| 10 | **MICRO PLANNING** | **12TH JULY TO**  **15TH JULY** | | | **WEDNESDAY TO SATURDAY** | | **ALL FACULTY** | |
| 11 | **MICRO PALANIG REMEDIES** | **17TH JULY** | | | **MONDAY** | | **ALL FACULTY** | |
| 12 | **MICRO PLAN PRACTICAL** | **18TH JULY TO**  **21 JULY** | | | **TUESDAY TO**  **FRIDAY** | | **ALL FACULTY** | |
| 13 | **PARICHAYPRAVAS** | **22TH JULY** | | **SATURDAY** | | | | **ALL FACULTY** |
| 14 | **QUIZ COMPETITION** | **26TH JULY** | | **WEDNESDAY** | | | | **RASHMI MAM** |
| 15 | **ANNUAL LESSON GUIDENCE SEM-3** | **27TH JULY** | | **THURSDAY** | | | | **KOMAL MAM**  **MAYANK SIR**  **CHANDRIKA MAM** |
| 16 | **COLLEGE WISE I-CARD**  **DIVIDETION** | **29TH JULY** | | **SATURDAY** | | | | **MAYANK SIR** |
| 17 | **ENGLISH MATERIAL PREPARED** | **31TH JULY** | | **MONDAY** | | | | **KOMAL MAM**  **RASHMI MAM** |
| AUGUST | | | | | | | | |
| 1 | **DISCUSSION OF BRIDGE LESSON** | **1ST AUGUST TO 5TH AUGUST** | | | **TUESDAY TO**  **SATURDAY** | | **ALL FACULTY** | |
| 2 | **BRIDGE LESSON PRACTICAL** | **7TH TO 12TH**  **AUGUST** | | | **MONDAY TO**  **SATURDAY** | | **ALL FACULTY** | |
| 3 | **INDEPENDENT CELEBRATION** | **15TH AUGUST** | | | **TUESDAY** | | **RASHMI MAM**  **KOMAL MAM** | |
| 4 | **ENGLISH MATERIAL**  **SEND** | **17TH AUGUST** | | | **THURSDAY** | | **RASHMI MAM** | |
| 5 | **DIET & DPEO VISIT** | **18TH AUGUST** | | | **FRIDAY** | | **CHANDRIKA MAM**  **MAYANK SIR** | |
| 6 | **QUESTIONARY OF STUDENTS ABOUT LESSONS** | **21TH AUGUST TO 31ST AUGUST** | | | **MONDAY TO THURSDAY** | | **ALL FACALTY** | |
| SEPTEMBER | | | | | | | | |
| 1 | **JANMASTAMI CELEBRATITION & MATKIFOD** | **2ND SEPTEMBER** | | | **SATURDAY** | | **KOMAL MAM**  **CHANDRIKA MAM** | |
| 2 | **DISCUSSION OF STRAY LESSON** | **11THTO 16TH SEPTEMBER** | **MONDAY TO SATURDAY** | | | **ALL FACULTIES** | | |
| 3 | **GANESH UTSAV** | **19TH SEPTEMBER** | **TUESDAY** | | | **CHANDRIKA MAM** | | |
| 4 | **5 - STRAY LESSON**  **PRACTICAL SCHOOL**  **SEM-3** | **20THTO 25TH SEPTEMBER** | **WEDNESDAY TO MONDAY** | | | **MAYANK SIR**  **MANSUKH SIR** | | |
| 5 | **SSA SCHOOL VISIT** | **27TH SEPTEMBER** | **WEDNESDAY** | | | **RASHMI MAM**  **MAYANK SIR** | | |
| 6 | **SANSKRIT MEMORY COMPETITION** | **30TH SEPTEMBER** | **SATURDAY** | | | **KOMAL MAM** | | |
| 7 | **UNIVERSITY EXAM FORM PROCESS** | **SEPTEMBER** | **AS PER DECIDED** | | | **ALL FACULTY** | | |
| OCTOBER | | | | | | | | |
| 1 | **GANDHI JAYANTI** | **2ND OCTOBER** | | | **MONDAY** | | **CHANDRIKA MAM**  **RASHMI MAM** | |
| 2 | **DISCUSSION OF UNIT LESSON SEM-3** | **3TH TO 7TH**  **OCTOBER** | | | **TUESDAY TO**  **SATURDAY** | | **ALL FACULTIES** | |
| 3 | **UNIT LESSON - 1**  **PRACTICAL SCHOOL**  **DAY FIVE SEM-3** | **9TH TO 13TH**  **OCTOBER** | | | **MONDAY TO**  **FRIDAY** | | **MAYANK SIR**  **MANSUKH SIR** | |
| 4 | **NAVRATRI CULTURAL PROGRAM** | **16TH OCTOBER** | | | **MONDAY** | | **CHANDRIKA MAM**  **KOMAL MAM** | |
| 5 | **B.ED PRELIMS EXAM**  **SEM-1 & 3** | **24TH TO 27TH OCTOBER** | | | **TUESDAY TO**  **FRIDAY** | | **RASHMI MAM**  **KOMAL MAM** | |
| NOVEMBER | | | | | | | | |
| 1 | **B.ED PRELIMS EXAM RESULT SEM 1 & 3** | **4TH NOVEMBER** | | | **SATURDAY** | | **KOMAL MAM** | |
| 2 | **COURSE REVISION** | **6TH TO 10TH NOVEMBER** | | | **MONDAY TO FRIDAY** | | **ALL FACULTY** | |

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| ROUTINE RESPONSIBILITIES LIST WITH DURATION & INCHARGE | | | | |
| 1 | **CERTIFICATES DIST.** | **AS PER EVENT** |  | **RASHMI MAM** |
| 2 | **ATT. HARD** | **EVERYDAY** |  | **RAJNIKANT SIR** |
| 3 | **ABSENT STUDENT LIST** | **WEEKLY** |  | **KOMAL MAM** |
| 4 | **CAMPUS WALL [NOTICE BOARD]** | **EVERY DAY** |  | **RASHMI MAM** |
|  |  |  |  |  |
| 5 | **I-CARD DISTRIBUTION** | **EVERY DAY** |  | **KOMAL MAM** |
| 6 | **PROXY ARRANGEMENT** | **EVERY DAY** |  | **CHANDRIKA MAM** |
| 7 | **PLACEMENT** |  |  | **CHANDRIKA MAM** |
| 8 | **SMS** | **CLASS WISE** |  | **KOMAL MAM** |
| 9 | **WEB SITE** | **AS PER EVERY UPDATES** |  | **BHUPESH SIR** |
| 10 | **CLEANING** | **DAILY** |  | **ADMIN** |
| 11 | **STAFF MEETING** | **EVERY WEEK** |  | **CHANDRIKA MAM** |
| 12 | **NCC/NSS** |  |  | **NAIMISH SIR** |
| 13 | **STATIONARY FOR STAFF** |  |  | **RAJNI SIR** |
| 14 | **COMPETION** | **AS PER DECIDE** |  | **DECIDED**  **FACULTIES** |
| 15 | **COMPUTER WORK** | **ALL WORK** | **ALL WORK** | **KOMAL MAM** |
| SEMESTER COMPETITION LIST & FACULTY RESPONSIBILITY | | | | |
|  | **COMPETITION**  **RESPOSIBILITIES** | **DATE** | **DAY** | **INCHARGE**  **FACULTY** |
| 1 | **OPENING** | **26TH JUNE** | **FRIDAY** | **CHANDRIKA MAM**  **KOMAL MAM** |
| 2 | **GURUPURNIMA** | **5th JULY** | **TUESDAY** | **RASHMI MAM**  **KOMAL MAM** |
| 3 | **MUSCICAL ASSEMBLY** | **27th JULY** | **SATURDAY** | **RASHMI MAM** |
| 4 | **ORIENTATION**  **PROGRAMME** | **30 JULY**  **31ST JULY** | **THURSDAY**  **FRIDAY** | **RAJNIKANT SIR** |
| 5 | **JANMASHTAMI(MATKI FOD)** | **AS PER**  **DECIDE** |  | **CHANDRIKA MAM** |
| 6 | **PICNIC** | **17TH TO 21ST AUGUST** | **SATURDAY** | **RAJNIKANT SIR**  **KOMAL MAM** |
| 7 | **INDEPENDENT DAY CELEBRATION** | **15TH AUGUST** | **SATURDAY** | **KOMAL MAM** |
| 8 | **POST PATRIOPIC SONGS RECITATION COMPETITION** | **24TH  AUGUST** | **MONDAY** | **RASHMI MAM** |
| 9 | **GANESH UTSAV** | **22ND AUGUST**  **TO**  **1ST SEP** | **SATURDAY**  **TO**  **TUESDAY** | **CHANDRIKA MAM** |
| 10 | **SANSKRIT MEMORY**  **COMPETITION** | **29TH AUGUST** | **SATURDAY** | **RAJNI SIR** |
| 11 | **PRAGNA SCHOOL VISIT** | **16TH SEP** | **WEDNESDAY** | **RASHMI MAM**  **KOMAL MAM** |
| 12 | **GANDHI MUSEUMVISIT** | **26TH SEP** | **SATURDAY** | **ALL FACULTIES** |
| 13 | **GANDHI JAYANTI** | **2ND OCTOBER** | **FRIDAY** | **CHANDRIKA MAM**  **RASHMI MAM** |
| 14 | **BAL MANOVIKAS**  **SEMINAR** | **29TH OCTOBER** | **THURSDAY** | **CHANDRIKA MAM**  **KOMAL MAM** |