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

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

**JUNE To NOVEMBER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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** |

|  |
| --- |
| 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** |