

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 2

Semester plan 2020-21

Sr. No.	Responsibility	Date	Status	Faculty Name
1	Time table	06/01/2022	completed	JAY SIR
2	Semester Planning	01/01/2022	completed	
3	Class Teacher List	01/01/2022	completed	
4	Faculty Folder	03/01/2022	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 DATE		
10	Cluster meeting	END OF THE SEMESTER		
11	Opening Function of	06/01/2022		
12	industrial tour			
13	prelims Exam or Internal exam			
14	unit test	IN EVERY MONTH		
15	visiting lecturer sheet	DAILY		
16	seminar of M.Sc. expert and	MARCH		
17	Final Practical Exam Handling	ACCORDING TO EXAM DATE		
18	certificate	WHEN ACTIVITY COMPLETE		
19	Instrument Repair and Quotation	WHEN REQUIRED		
20	class Teacher responsibility	DAILY		
21	L.C.D. Management	DAILY		
22	Internal Marks	END OF THE SEMESTER		

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Sr.	Responsibility	Date	Status	Faculty
1	practical Exam Preparation	ACCORDING TO EXAM		JAY SIR
2	Chemical Glassware Quotation	MAY		
3	Instrument Repair and Quotation	MAY		
4	Discipline Committee	DAILY		
5	University Practical Exam	ACCORDING TO EXAM		
6	Internal Marks Checking F.Y.M.Sc.	UNIVERSITY SERVER		
7	Chemical Glassware list	BEFORE STARTING OF		
8	Opening of F.Y.M.Sc.			
9	Practical exam of F.Y.M.Sc.	DATE DESIDED BY		
1	Attendance Hard Copy	EVERY MONTH END		
1	chemistry Instrument Quotation &	BEFORE STARTING OF		
1	Expert Lecture	JANUARY		
1	Syllabus Completion of	A/C TO DATE OF OPENING		
1	Sports Week			
1	Youth festival or Annual function			
Sr.	Responsibility	Date	Status	Faculty
1	I-Card For F.Y.M.Sc.	DONE		JYOTI MAM
2	Prelims Exam F.Y. M.Sc.			
3	practical Exam Preparation	ACCORDING TO EXAM		
4	Minutes Mail	AFTER MITTING		
5	Practical Exam	ACCORDING TO EXAM		
6	Notice Board	DAILY		
7	Day celebration	IN AUGUST AND		
8				
9				
Sr.	Responcebility	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 & Filing	AS PER UNI. DATE		

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Sr.	Responcebility	Date	status	Faculty Name
1	Library book order	BEFORE STARTING OF		Chetan sir
2	Dedstock maintain in store	DAILY		Lab assistant
3	Dedstock maintain in lab	DAILY		Lab assistant
4	Lab requirement list	DAILY		Lab assistant
Sr.	Responcebility	Date	status	Faculty Name
1	Attendance Softcopy	DAILY		Rahul sir
2	University result analysis	AFTER RESULT		
3	web site	DAILY		
4	social media update	DAILY		
5	SMS to students	WHEN REQUIRED		
6	Exam Paper Uploading on	AFTER EXAM		
7	Sports Week	---		
8	Birthday alert	DAILY		
9	Certificates handling	DAILY		