

## **Distribution of duties among teachers (w.e.f. 09/01/2025)**

Sr. No.	Duty	Assigned teachers
1.	Parent teacher's meeting	PKM, EM
2.	Student Counselling	PB, PP
3.	Alumni Meet	PKM, EM
4.	Excursion	SRD, PKM, PB
5.	Skill Enhancement (workshop, seminar, quiz, interactive classes, model/chart preparation)	PB, PP
6.	Mentor-mentee meeting	Respective mentors will maintain the copy and documents
7.	Event register	PP
8.	Marks upload	SRD
9.	Stock maintenance	SRD, MB
10.	Marks preservation, file maintenance	BS, MB
11.	Website Upload	SRD
12.	Maintenance of almirah/library	MB
13.	Regular cleaning of laboratory and sinks	MB
14.	Notice preparation and file maintenance	HOD and EM
15.	Modularized syllabus and file maintenance	SRD, but all teachers will update the syllabus
16.	Meeting copy maintenance	BS
17.	Academic Calendar preparation and softcopy maintenance	SRD
18.	Class Routine	SRD, all teachers will be present during updating
19.	Maintenance of records of PO/CO	BS, PP
20.	File maintenance of internal and practical questions	PKM, EM
21.	Identification of slow and advanced learners	By respective mentors/ teachers
22.	Marks submission after examination before upload	HOD
23.	Preparation of examination or practical bills	SRD
24.	Cashbook maintenance	HOD and SRD
25.	Specimen/museum maintenance	EM, PP
26.	Chemical Inventory Maintenance	PKM, PB
27.	National Workshop Organization	PB, BS, SRD
28.	Preparation of People's Biodiversity Register	EM, PP
29.	Purchase	All teachers
30.	Student's Training	BS, PKM, EM
31.	Aesthetic Maintenance of Department	PB, EM
32.	Inventory of Photographs and Publications	EM, PP
33.	Zoology Drive Maintenance	BS, PB
34.	Student Job Profile Maintenance	SRD, PKM
35.	Student Feedback	EM, PP
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37.		
38.		
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40.		

**BS- Dr. Baisakhi Saha; PB- Dr. Payel Bhattacharjee; SRD- Souren Dutta; PKM- Palas Kanti Manna;**

**EM- Dr. Eureka Mondal; PP- Piyali Pakhira; MB- Mrinal Kanti Bera**