

STAFF DUTY FRAGMENTATION (Session: 2020-2021)

ACCOUNTANCY DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	UDDIPTA NAYAN MEDHI	Head of the Department	<ol style="list-style-type: none">1. Class Monitoring B.Com 1st Semester.2. Stock Records3. Sessional Examination4. Overall Student Monitoring5. IQAC Related Works6. PTM Related Work7. Attendance Record of B.Com 1st Semester and HS 1st Year
2.	MANISHA DUTTA	Faculty Member	<ol style="list-style-type: none">1. Records of Students enrolled in Major2. Student Attendance record of 3rd Semester3. Class Monitoring B.Com 3rd Semester4. DAC records5. Departmental Publication and wall magazine
3.	MANOJIT KALITA	Faculty Member	<ol style="list-style-type: none">1. Sessional Examination Related works2. Departmental File Management3. Leave Records4. Departmental Results5. Attendance record of HS 1st year6. Class Monitoring HS 1st year
4.	BINTI DIHINGIA	Faculty Member	<ol style="list-style-type: none">1. Maintaining Departmental Library2. Student Monitoring of HS 2nd Year3. PTM Related Work4. Alumni Meeting5. Course Related any issue6. Attendance Records of HS 2nd Year7. Student's Career Counseling

ANTHROPOLOGY DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	DR. MAYURI BORKAKATY	Head of the Department	<ol style="list-style-type: none">i. Preparation of class-routineii. Syllabus distribution (Topic/Courses)iii. Class monitoringiv. Conducting of Examination, unit test, tutorial, remedial class.v. Holding students Seminarsvi. NACC Related Activitiesvii. Document Filingviii. Museum Maintenanceix. Maintenance of Stock Registerx. Organizing Departmental

			<p>Events (Popular talk, Seminars by renowned Scholars, Farewell, Freshmen Social, Interactive Sessions with other colleges/ institution etc.)</p> <ul style="list-style-type: none"> xi. Conducting Field-work, Social surveys, Village studies. xii. Archaeological site visit, Museum Visit xiii. Holding faculty meeting, DAC and Parents-teacher's meet. xiv. Maintenance of Laboratory xv. Departmental Documentation and filing. xvi. Reporting to IQAC xvii. Library Maintenance xxviii. Monitoring wall-magazine, newsletter (unigration) xix. Class- register maintenance xx. Conducting Practical examination xxi. Preparing Future Action Plan xxii. Looking after Overall Departmental Activities
2.	DR. GANGOTRI BHUYAN	Faculty Member	<ul style="list-style-type: none"> i. Alumni Association ii. Preparation of class-routine iii. Conducting of Examination, unit test, tutorial, remedial class. iv. Holding students Seminars v. NACC Related Activities vi. Museum Maintenance vii. Maintenance of Stock Register viii. Organizing Departmental Events (Popular talk, Seminars by renowned Scholars, Farewell, Freshmen Social, Interactive Sessions with other colleges/ institution etc.) ix. Conducting Field-work, Social surveys, Village studies. x. Holding faculty meeting, DAC and Parents-teacher's meet. xi. Maintenance of Laboratory xii. Monitoring wall-magazine, newsletter (unigration)
3.	DR. CHANDRANI SARMA	Faculty Member	<ul style="list-style-type: none"> i. Conducting of Examination, unit test, tutorial, remedial class. ii. Holding students Seminars iii. NACC Related Activities iv. Museum Maintenance v. Organizing Departmental Events (Popular talk, Seminars by renowned Scholars, Farewell, Freshmen Social, Interactive Sessions with other colleges/ institution etc.) vi. Conducting Field-work, Social surveys, Village studies.

			<ul style="list-style-type: none"> vii. Maintenance of Laboratory viii. Holding faculty meeting, DAC and Parents-teacher's meet. ix. Monitoring wall-magazine
4.	MRS. PANKHI SARMA	Faculty Member	<ul style="list-style-type: none"> i. Alumni Association ii. Holding students Seminars iii. NACC Related Activities iv. Museum Maintenance v. Organizing Departmental Events (Popular talk, Seminars by renowned Scholars, Farewell, Freshmen Social, Interactive Sessions with other colleges/ institution etc.) vi. Conducting Field-work, Social surveys, Village studies. vii. Maintenance of Laboratory viii. Holding faculty meeting, DAC and Parents-teacher's meet. ix. Monitoring wall-magazine

ASSAMESE DEPARTMENT

SL. NO.	NAME OF MEMBER	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	Dr.Baikuntha Rajbongshi	Head of the Department	In-charge of All Departmental Records. Course of distribution TDC and P.G. Classes.
2.	Dr.Kalpana Talukdar	Faculty Member	In-charge of TDC Sessional Exam ,P.G .3 rd and 4 th Semester Midterm exam marks and Records keeping, Class Routine, In-charge of Departmental Library .
3.	Dr.Indrani Kalita	Faculty Member	In-charge of TDC internal Assessment marks and Records keeping, P.G. 1 st and 2 nd Semester Midterm Exam. And marks keeping.
4.	Dr.Karabi Kherkatary Boro	Faculty Member	In-charge of Departmental Activities Records keeping.
5.	Dr.Surabhi Madhuri Gogoi	Faculty Member	In-charge of Students Attendance Records keeping.
6.	Sri Golap Sut	Faculty Member	In-charge of Alumni Records keeping, P.G.Result Records keeping.

BENGALI DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
	DR. JYOTIRMOY SENGUPTA	Head of the Department	Routine preparation, Course distribution, Leave register maintenance, Class Diary maintain, DAC meeting holding, Publication, Mentor, 1st & 6 th Sem
	AMRITA SIKIDAR	Faculty Member	Mentor 2nd & 4 th Sem, Outgoing and incoming letter file keeping, Student Record maintain, Guardian meeting records, IQAC representative
	SURAJIT SAHA	-DO-	Mentor 3rd & 5th Sem, Allumni Association Pourbik etc.
	DIPANNITA ACHERJEE	-DO-	Departmental Library, Little Magazine Study Centre etc.

BODO DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
	NIRMAL SINGH BORO	Head of the Department I/C	All duties done by me

BOTANY DEPARTMENT

NAME OF THE TEACHER	DEPARTMENTAL DUTIES ALLOCATED
DR. RANJIT DAS	<ol style="list-style-type: none">1. Parents Teachers Meeting2. Departmental Wall Magazine3. Student Mentoring Cum Monitoring
DR. REENA BARMAN KALITA (HOD)	<ol style="list-style-type: none">1. Sessional Examination (Question Paper, Internal Assesment And Other Works Related to Departmental Examination)2. Student Attedance, Leave Grant3. IQAC- Correspondence, DAC Meeting Etc.,

DR. RANJAN KUMAR BORA	<ol style="list-style-type: none"> 1. Laboratory Management (Equipment Tools, Chemicals, Apparatus Etc. 2. Instrument And Other Material Marking 3. Alumni Record maintenance
MR. AMIT KUMAR PRADHAN	<ol style="list-style-type: none"> 1. Departmental Excursion 2. Departmental Museum 3. Academic Extension Activities of Department 4. Report Preparation
MS. HIMADRI SAIKIA	<ol style="list-style-type: none"> 1. Student Record (Incoming And Outgoing Students) 2. Alumni Meeting Cum Records (Placements, Progression to Higher Studies) 3. Freshmen Social, Farewell (Departmental) 4. Library In-Charge (Departmental Book issue and maintenance)

BUSINESS ADMINISTRATION DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
	DIGANTA TALUKDAR	Head of the Department	In charge of departmental activities, records keeping, alumni records keeping, class routine, TDC results record keeping, in charge of TDC internal assessment marks

CHEMISTRY DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	SAROJ SARMA	Head of the Department	<ul style="list-style-type: none"> • Class Monitoring • NAAC Related Activity • Conduct of Sessional Examination • Preparation of Class Routine • Holding of Student Seminar • Maintenance of Stock Register
2.	DR. SATYASANDHYA DAS	Faculty Member	<ul style="list-style-type: none"> • Organization of Event (Popular Talk, Science Day, Farewell, Freshmen Social) • Maintenance of Laboratory • Holding of Parent Teacher Meet
3.	DR. BAGMITA BHAGAWATI	Faculty Member	<ul style="list-style-type: none"> • Organization of Event (Popular Talk, Science Day, Farewell, Freshmen

			Social) <ul style="list-style-type: none"> • Maintenance of Laboratory • Holding of Parent Teacher Meet • Organization of Alumni Meet
4.	DR. PARASHMANI DAS	Faculty Member	<ul style="list-style-type: none"> • Organization of Student Seminar • Monitoring of Wall-magazine & Boson • Maintenance of Departmental Library
5.	DR. SAITANYA KUMAR BHARADWAJ	Faculty Member	<ul style="list-style-type: none"> • NAAC Related Activity • Conduct of Sessional Examination • Monitoring of Wall-magazine & Boson • Preparation of Class Routine • Holding of Student Seminar • Maintenance of Stock Register

COMPUTER SCIENCE DEPARTMENT

SL. No.	Name of the Teacher	Departmental Duties Allocated
1.	DR. MASIH SAIKIA (HOD)	(1) IQAC Registers for Daily Class Monitoring Daily (B.Sc.) (2) IQAC Registers for Daily Class Monitoring for B.Sc. (3) Activity Record for B.Sc. (4) Register for Departmental Advisory Committee (DAC) Meetings (5) Student (B.Sc. 1 st Sem) Enrolment Register (6) Final (B.Sc. 6 th Sem) Examination Result Register (7) File for Student Progression to Higher Education for B.Sc. (8) Alumni Placement / Engagement Register for B.Sc. (9) Daily Class Routines (B.Sc.) (10) File for Incoming Memos for B.Sc. (11) File for Outgoing Memos for B.Sc. (12) File Maintained for Leave Applications (B.Sc. Students & B.Sc. Faculty) (13) File for B.Sc. Major/Honours Course Applications (14) File for Student Results (copies of Mark sheets of Term-end examination [say Sessional & Internal exams] for B.Sc. (15) File for Faculty Publications (16) File for Faculty Research Projects and Participation in OP / RC / STC courses, Seminars, Conferences, Workshops, etc.) (copies of supporting documents) (17) File for Faculty Recognition / Other Activities / Membership of Professional Organizations (copies of supporting documents) (18) Course Outcome (CO) / Programme Outcome (PO) (19) Annual Departmental Action Plan (20) Staff Duty Allocation / Fragmentation (File

		Maintained / Display Board)
2.	MR. MONOJ KUMAR HALOI	(1) Overall In-charge of Departmental Library : (a) Create & update Book Stock Register (b) Library Landing Register Maintenance & Update (Student and Faculty) (2) File Maintained for Student Mentoring Distribution Lists (all lists semester-wise)
3.	MR. AINUL MATIN CHOUDHURY	(1) B.Sc. Student Achievements (Academic / Sports / Cultural / Music / NCC / etc.) (2) Departmental Publication (3) Incumbency List Display Board
4.	MR. NAYAN MAHANTA	(1) IQAC Registers for Daily Class Monitoring Daily for (B.C.A) (2) Activity Record (B.C.A) (3) File for Student Progression to Higher Education for B.C.A. (4) Alumni Placement / Engagement Register for B.C.A. (5) Daily Class Routines (B.C.A) (6) File for Outgoing Memos for B.C.A. (7) File for Leave Applications (B.C.A. Students & B.C.A. Faculty) (8) File for B.C.A. Course Applications (all applications) (9) File for Student Results (copies of Mark sheets of Term-end examination [say Sessional & Internal exams] for B.C.A. (10) Events Photo Gallery / News Clippings Display Board.
5.	MS. SYEDA SHAMIM SHABNAM	(1) Stock Register Maintenance & Update (2) Student (B.C.A. 1st Sem) Enrolment Register (3) Final (B.C.A. 6th Sem) Examination Result (4) B.C.A. Student Achievements (Academic / Sports / Cultural / Music / NCC / etc.)
6.	MS. NIBEDITA DAS	(1) Register Maintained for Other Meetings (Alumni / Guardian /Student etc.) (2) File Maintained for Incoming Memos (all Letters, Documents etc.) for B.C.A. (3) Reports of Events Held / Organized (Copies of repots, sample certificates, lists of participants)
7.	MS. PINKI PATHAK	(1) Final (6 th Sem) Exam Result Display Board (2) Notice Board Display (3) Wall Magazine Display
8.	Some of the Common Record Maintenance Tasks to be done regularly by all the Faculty members individually as per their capacity (See Right Colum of this Row) =>	(1) Student Attendance Register Maintenance (Semester-wise) (2) Lesson Plane of Individual Faculty Member (3) E-learning Resources (PPTs, Youtube Videos, E-Books etc.) Compiled / Distributed amongst Students/ Used for Class-Room Instruction.

E-COMMERCE DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
	JITEN SONOWAL	Head of the Department	Maintenance of Class Records Maintenance of Student Register Segregation of Syllabus and Class Maintenance of Official Letters Maintenance of Computer Lab
	HIMADREE DAS	Faculty Member	Maintenance of Internal Assessment marks Records Maintenance of Leave Records Communicate with Student's Guardians regarding their wards attendance in class and their progress

ECONOMICS DEPARTMENT

Serial No.	Name of the Faculty Members	Duties Allocated
1.	Atanu Kr. Chowdhury	1. Organization of Seminars, Talks and liaise with external institution.
		2. Conduct Alumni meeting and maintain Alumni Register.
		3. Monitoring of HS Classes and Conduct of examination.
		4. Maintenance of Photo Gallery
		5. Organise activities of Entrepreneur Development Cell (EDC)
2.	Namita Das	1. Students Record Maintenance, Stock Register, Parent-Teacher Meeting
		2. Conduct of Sessional Examination for UG/PG Classes
		3. DAC (Departmental Advisory Committee Meeting), Annual Departmental Plan, Distribution of Mentoring list
		4. Co-ordination of PG Classes with GU and Pandu College
3.	Ira Das	1. Preparation of Lesson Plan
		2. Programme Outcome and Course Outcome
		3. Departmental Library maintenance
		4. Students Record Maintenance
		5. Conduct of Sessional examinations for UG/PG classes
4.	Bidyut Bikash Baishya	1. Outreach Programme (Plant/Factory visit), Socio-Economic Survey, Excursion
		2. Preparation of Survey Report
		3. PG sessional marks Register maintenance
		4. Monitoring of HS classes and examinations
		5. Photo Gallery
5.	Guest Lecturer 1	1. Preparation of attendance of students
		2. Assignment of students-checking and evaluation
		3. Library books to students-record maintenance
6.	Guest Lecturer 2	1. Preparation of attendance sheets
		2. Assignment to students-checking and record maintenance
		3. Record of Sessional Marks

EDUCATION DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	GAURI HAZARIKA	Head of the Department	Maintenance of student's records, Bridge course, Alumni meet, Maintenance of students progression to higher education, Orientation program of new students, Department Advisory Committee (DAC), Internal Assessment (Sessional) of major and general students, Class Seminar, Class Test, Tutorials, wall magazine, Field work, Stock Register, keeping leave records, Maintenance of Department Library, Department Newsletter Publication, Maintenance of Psychological Laboratory Practical, Internal of laboratory practical exam collaboration, students mentoring, E-learning, Resource repository, students activity, co-curricular activities like balloon activity, speech presentation etc.
2.	KANNAKI KALITA	Faculty Member	Maintenance of student's records, students mentoring, bridge course, orientation program of new students, Alumni meet, maintenance of students progression to higher education, DAC, internal assessment(Sessional) of major and general, class seminar, class test, tutorials, wall magazine, field work, stock register, extension activity, departmental publication, E-learning, Resource repository, students activity, co-curricular activities like balloon activity, inter semester debate competition, tutorials.
3.	DR. MRIDUSMITA DEVI	Faculty Member	Maintenance of student's records, students mentoring, PTM, internal assessment(Sessional) of major and general students, class seminar, class test, tutorials, field work, stock

			register, maintenance of department library, Assignment, extension activity, departmental publication, maintenance of psychological laboratory practical, E-learning, Resource repository, students activity.
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ENGLISH DEPARTMENT

SL. No.	Name of the Teacher	Departmental Duties Allocated	
1.	PRIYANKA SARMAH	a.	Major V Semester (Mentor, Exam, Attendance record)
		b.	Generic (I and III semester)
		c.	Farewell committee
		d.	Cleaning committee
		e.	Class Representatives
		f.	Departmental Activities
2.	DR. AVIJIT KUMAR DUTTA	a.	Major III Semester (Mentor, Exam, Attendance record)
		b.	Skill Enhancement Course (SEC) (III Semester)
		c.	e-magazine
		d.	Fresher's Committee
		e.	Alumni Group
		f.	Cultural Committee
3.	LALTLANZUOL KHAWBUNG	a.	Major I Semester (Mentor, Exam, Attendance record)
		b.	Communicative English (BA)
		c.	College week
		d.	Gardening Committee
4.	DAIJEE KALITA	a.	H S 1st and 2nd year
		b.	Library (Department and Language Lab)
		c.	Communicative English (B.Sc)
5.	PINAZ MIRZA	a.	Communicative English (B.Sc)
		b.	Movie Club
		c.	Wall-Magazine
		d.	Cultural Committee
		e.	Departmental Newsletter
6.	SHYAMOLIM GOURATRA	a.	Responsibilities of the Commerce Stream
		b.	Wall Magazine
7.	KABITA MEDHI	a.	Responsibilities of the Commerce Stream
		b.	Departmental Newsletter

FINANCE DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
	NILAKSHI BORO	Head of the Department	1. Students Attendance Register 2. IQAC Register 3. File maintained for faculty publication 4. Course outcome / programme outcome
	UPAMA KALITA	Faculty Member	1. File maintained for incoming memos 2. File maintained for leave application 3. File maintained for student achievement 4. File maintained for faculty participation in seminars

GEOGRAPHY DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
	DR. DIPALI BARUAH	Head of the Department	General Administration, Class monitoring, Record keeping
	PRADIP CHANDRA KALITA	Faculty Member	Toposheet, Alumni, Student mentoring
	DR. JYOTI PRASAD DAS	Faculty Member	PTM, PCGS, Field activities
	DR. CHANDRA KANT PAWE	Faculty Member	Students' attendance, Internal assessment, Accounts
	DR. BHRIGU KUMAR NATH	Faculty Member	Library, Invited talks, Cleanliness
	DR. KRISHNA DAS	Faculty Member	Sessional, Unit test, Laboratory

GEOLOGY DEPARTMENT

SL. NO.	NAME OF MEMBER	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1	Dr. PRIYAM BARTHAKUR	Head of the Department	Overall monitoring of the departmental activities as well as advisor for all kinds of events, mentoring the students of even semesters (1 st , 3 rd and 5 th Semester), Geological Field work leading the students.
2	Dr. MANJIT KR. MAZUMDAR	Faculty Member	Geological Field work leading the students. Overall in-charge of GSoPC related activities. Coordinator of IQAC of the College.
3	Dr. MRIDUL RABHA	Faculty Member	Geological Field work leading the students, Publication of annual GSoPC (Geological

			Society of Pragjyotish College) newsletter, in-charge for departmental level IQAC-related activities, Conduction of Alumni-Meet 2019, maintenance of museum for mineral hand specimen, mentoring the students of even semesters (1 st , 3 rd and 5 th Semester), maintenance of Alumni-WhatsApp Group, maintenance of accounts for major-subject aided fund.
4	Dr. BIMAL KR. TAMULI	Faculty Member	In-charge for conduction of sessional examinations as well as record keeping of the same. Geological Field work leading the students, Conduction of Parent-Teacher Meet 2019, maintenance of museum for rocks hand-specimens, mentoring the students of even semesters (1 st , 3 rd and 5 th Semester). Responsibility for the preparation of the Departmental Class-routine
5	SUMAN SAIKIA	Faculty Member	In-charge for maintenance of departmental library, museum of (paleontology) fossil hand-specimens, mentoring the students of even semesters (1 st , 3 rd and 5 th Semester), in-charge for GSoPC (Geological Society of Pragjyotish College) related activities. Conduction of Seminar, Home Assignment as well as record keeping of the same. Joint-in-charge for GSoPC (Geological Society of Pragjyotish College) related activities. Maintenance of student's What App Group.

HINDI DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	NANDITA RAJBANGSHI	Head of the Department	ALUMINI ENGAGEMENT STUDENTS MENTORING SYSTEM, CAREER GUIDANCE, ACTIVITIES INVOLVING JOINT TEACHER-STUDENT PARTICIPATION, PARENT-TEACHER MEETS, DAC MEETINGS, MAINTENANCE OF OFFICIALS RECORDS, OTHER CO-CURRICULAR ACTIVITIES, LINKAGE/COLLABORATION, IQAC DIARIES, TEACHING LEARNING APPROACH, EVALUATION MECHANISM, INFRASTRUCTURAL DEVELOPMENT, STUDENT ATTENDANCE REGISTER
2.	DR. PRITI BAISHYA	Faculty Member	STUDENTS MENTORING SYSTEM, CAREER GUIDANCE, ACTIVITIES INVOLVING JOINT TEACHER-STUDENT PARTICIPATION, MAINTENANCE OF OFFICIALS RECORDS, OTHER CO-CURRICULAR ACTIVITIES, CREATION OF DEPARTMENTAL LEAVE RECORD, IQAC DIARIES, TEACHING LEARNING APPROACH, EVALUATION MECHANISM, INFRASTRUCTURAL

			DEVELOPMENT, STUDENT ATTENDANCE REGISTER
3.	DR. CHANDANA SARMA	Faculty Member	STUDENTS RECORD, ALUMINI ENGAGEMENT, STUDENTS MENTORING SYSTEM, PARENT-TEACHER MEETS, MAINTENANCE OF OFFICIALS RECORDS, OTHER CO-CURRICULAR ACTIVITIES, IQAC DIARIES, TEACHING LEARNING APPROACH, EVALUATION MECHANISM, INFRASTRUCTURAL DEVELOPMENT, STUDENT ATTENDANCE REGISTER
4.	PANKHI SENAPATI	Faculty Member	ACTIVITIES INVOLVING JOINT TEACHER-STUDENT PARTICIPATION, OTHER CO-CURRICULAR ACTIVITIES, IQAC DIARIES, TEACHING LEARNING APPROACH, EVALUATION MECHANISM, INFRASTRUCTURAL DEVELOPMENT, STUDENT ATTENDANCE REGISTER

HISTORY DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	DR. NANDINI SARMA	Head of the Department	DAC, IQAC diary, Daily Class Monitoring Diary, Activity Records, PTM, Leave Application(student and teacher), Mentoring distribution
2.	BADAN CHANDRA MAHANTA	Faculty Member	Students Attendance Register, Student Enrollment Register, Results(Finale and internal), Daily Class routine, SWOT analysis, Notice Board
3.	BISHWAJYOTI DEV MAHANTA	Faculty Member	Departmental library, Lesson plan, Students Progression to Higher Education, Alumni, Course outcome and Programme outcome, Display board
4.	DR. GARGEE SHARMAH	Faculty Member	Students achievement, Faculty publication list, Departmental publication, Wall- magazine, Annual departmental Action plan, Faculty Research Project, Faculty Profile, Report of events held/organized.

MANAGEMENT DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	BIPASHA DAS	Head of the Department	Allotment of Classes Segregation of subject syllabus Maintaining Sessional Marks of Students Monitoring Regular conduct of Classes
2.	GAURAV DAS	Faculty Member	Maintaining the Class Records Maintaining the Department Cleanliness Keeping the Records of Book

MATHEMATICS DEPARTMENT

NAME OF THE TEACHER	DEPARTMENTAL DUTIES
1. Dr. Shampa Choudhury	Records of: <ul style="list-style-type: none">• DAC meeting• Maintenance of official records• IQAC Diaries• Term examination results• PO/CO programmes/courses
2. Dr. Gireen Ch. Das	Records of: <ul style="list-style-type: none">• Students career guidance• Internal evaluation• Result analysis• Parent teacher meet• Departmental library
3. Dr. Amarjyoti Dutta	Records of: <ul style="list-style-type: none">• Departmental profile/PPT• Stock register• Seminars• Activities involving joint student-teacher participation
4. Mr. Jibonjyoti Buragohain	Records of: <ul style="list-style-type: none">• Class routine• Attendance of students• Student attendance register• Project• Alumni engagement

PERFORMING ARTS DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	ARKAJA BHARADWAJ	Head of the Department	<ul style="list-style-type: none"> • Maintenance of official records • Linkage/Collaboration with IQAC • Maintenance of IQAC diaries • Teaching learning approach • Evaluation and analysis of results • Infrastructure development • Follow-up with Gauhati University, DAC and AHSEC • Student attendance register • Student mentoring system • Career guidance • Duties of overall Cultural events • Instruments maintenance
2.	ANTARIPA DAS	Faculty	<ul style="list-style-type: none"> • Maintenance of official records • Maintenance of IQAC diaries • Teaching learning approach • Evaluation and analysis of results • Infrastructure development • Student attendance register • Student mentoring system • Career guidance • Duties of overall Cultural events

PHILOSOPHY DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	DIPIKA ROY MEDHI	Head of the Department	<ol style="list-style-type: none"> 1. DAC Meeting 2. Career Guidance 3. Parent-teacher Meet 4. Evaluation Mechanism 5. IQAC Diary
2.	NIVA DEKA	Faculty Member	<ol style="list-style-type: none"> 1. Student Attendance Registers 2. Activities involving joint teacher-student participation

			3. Maintenance of official records 4. Teaching-learning approach 5. Special programs
3.	KABITA DOLOI	Faculty Member	1. Students' record 2. Student Mentoring System 3. Infra-structural Development 4. Other Co-curricular and Extra-curricular Activities 5. Other quality Initiative
4.	DR. KALYANI DEVI	Faculty Member	1. Alumni Engagement 2. Linkages/Collaborations 3. Creation of Departmental E- learning Resource Repository 4. Introduction of Add-on-Programs.

PHYSICS DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1	SAUMAR RAJKHOWA	Head of the Department	To look after the overall smooth functioning of the Departmental activities, stock verification and keeping records, capability enhancement of students, [proper running of theory classes and laboratory activities of students. Duty allocation of leaves etc.
2	DR. RANJITA DEKA	Faculty Member	To keep the record of Departmental publication, higher education of Alumni, remedial and tutorial classes, extension activities, capability enhancement, MOU with IIT Ghy, annual action plan, membership of professional organization like IAPT, ASS etc, video conferencing etc.
3	MANAB DEKA	Faculty Member	To keep the record of C-O and P-O preparation, Departmental library and its register(Lib) maintenance, stock verification and keeping record in stock register, extension activities, video conferencing, maintaining files for application seeking major in Physics including current session, field visit etc.

POLITICAL SCIENCE DEPARTMENT

SL. NO.	NAME OF MEMBER (In CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
	NABADEEP DAS	Head of the Department	Assignment 3rd sem.Honours.Paper3026.5th Sem major paper5.3.Result student record.5th sem.general paper 5.1
	ARPANA DAS	Faculty Member	Library in charge deptt.Assignment 3rd semester paper

			Honours.Paper3016.5thsem major paper5.6. 5th sem general paper 5.2
	ARPITA DAS	Faculty Member	Assignment 1 St Sem.Generic.1st Sem.Honours paper1016.5th sem major paper5.4&5.5.Cleanliness. E learning.
	DR. SABRINA IQBAL SIRCAR	Faculty Member	Assignment 3rd sem Honours paper 3036.1st sem Honours paper1026.5th sem major 6.1&6.2.Assignment 3rd sem Generic.E resource.

SANSKRIT DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
	NIBEDITA DEVI	Head of the Department	Routine_preparation&Syllabus_distribution. Vigiilence for students'overall convenience. Arrangements of departmental (Academic or otherwise) meetings. Overall management of the different departmental matters.
	DR. ANJALI DEVI	Faculty Member	Maintenance of (College_)Office_related records. Maintenance of the Profile of the Students'Activities' documentation. Conducting of the Sessional Exams of each &every Semester. Taking caring initiative for Students' counelling. Any kind of outside business connected to the department.
	DR. PALLABI DUTTA	Faculty Member	Entries of the entire departmental data on Computer & keeping them in updated form. Maintenance of the departmental Library properly on Rotation_basis. Record_keeping of the Students' term_end Exams" results.

STATISTICS DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1	DR. PRANITA GOSWAMI	Head of the Department	Sessional Examination Record, All Exam related works for final Examination Including practicals
2	DR. PARAMITA ROY	Guest Faculty	Routine Allotment, Attendance Record
3	DR. ANAMIKA DUTTA	Guest Faculty	Display of Notice Board, Field work, Project Report
4	DHANJIT KALITA	Bearer	Computer Lab. Maintenance, Practical related work, Cleanliness

TOURISM MANAGEMENT DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	BARNALI MAHANTA	Head of the Department	Salary Statement, Allotment of Dissertation, Fixing Field Study, On-Job-Training, Allotment of Online/Offline Classes, Organising Webinar, & Day Wise Class Monitoring.
2.	JUGASHREE KUMAR	Faculty Member	Overall Records, Departmental Examinations, Dissertation Library, Cleanliness & Day Wise Offline Class Monitoring
3.	DR. PULAMA DEKA	Faculty Member	Internal Assessment, Database, Practical Equipments, Computer Lab, Cleanliness & Day Wise Offline Class Monitoring
4.	NITUSHREE SHARMA	Faculty Member	Organising Seminars & Workshops, Online/Offline Class Routine Preparation, Public Relation, Cleanliness & Day Wise Online Class Monitoring

ZOOLOGY DEPARTMENT

SL. NO.	NAME OF MEMBER (in CAPITALS)	POSITION	DEPARTMENTAL DUTIES ALLOCATED
1.	SEEMA KAUR	Head of the Department	Students' Attendance
			PTM
			Sessional Exam
			DAC
			Annual Dept. Plan
			Mentoring
			Student Seminar/GD
			Student Record Maintenance
			Wall Magazine
			News Letter
			Notice Board
			Dissection of Specimen
			Osteological Study
			Cytological Experiments
			Embryological Experiment
			E-Magazine
2.	DR. JAYANTA DEKA	Faculty Member	Beautification & Cleanliness
			Maintenance of Aquarium
			Records of Leave of Faculty & Bearers
			Students' Attendance
			Stock Register
			PTM
			Sessional Exam
			Annual Dept. Plan
			Mentoring
			Programme Outcome & Course Outcome
			Student Seminar/GD
			Student Record Maintenance
			Wall Magazine
			News Letter
			Notice Board
			Chemical Preparation

			Histological Slide Prep.
			Biochemical Experiments
			Cytological Experiments
			Embryological Experiment
			E-Magazine
			Maintenance of Instruments
			Maintenance of Aquarium
			Records of Leave of Faculty & Bearers
3.	DR. MAKIBUR RAHMAN	Faculty Member	Popular Talk
			Alumni Meet
			HS Class Monitoring
			Students' Attendance
			Sessional Exam
			Annual Dept. Plan
			PTM
			Mentoring
			Programme Outcome & Course Outcome
			Library Maintenance
			Museum Catalogue
			Field Trip
			Student Seminar/GD
			Student Record Maintenance
			News Letter
			Notice Board
			Dissection of Specimen
			Osteological Study
			Histological Slide Prep.
			Biochemical Experiments
			Hydrobiological Experiments
			E-Magazine
			Maintenance of Instruments
			Maintenance of Aquarium
			Smart Classroom
			Records of Leave of Faculty & Bearers
4.	DR. SEEMASHRI BORA	Faculty Member	HS Class Monitoring
			Photo Gallery
			Sessional Exam
			Annual Dept. Plan
			Mentoring
			Lesson Plan
			Library Maintenance
			Museum Catalogue
			Student Seminar/GD
			Preparation of Attendance Sheet
			Student Record Maintenance
			Notice Board
			Identification of MS
			Hydrobiological Experiments
			Ecological Experiments
			E-Magazine
			Beautification & Cleanliness
			Maintenance of Aquarium
5.	LANGTUK TERANG	Faculty Member	HS Class Monitoring
			Photo Gallery
			DAC
			Mentoring
			Lesson Plan

			Library Maintenance
			Museum Catalogue
			Student Seminar/GD
			Preparation of Attendance Sheet
			Student Record Maintenance
			Notice Board
			Identification of MS
			Ecological Experiments
			E-Magazine
			Maintenance of Aquarium