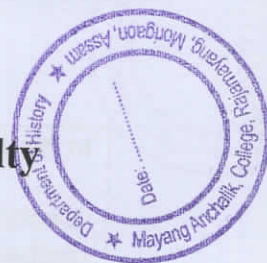
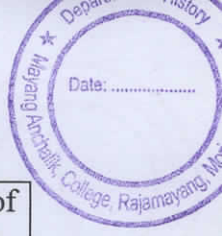


Nature of duties and responsibilities allotted against Faculty Members for the academic calendar 2020-21



Department of History
Mayang Anchalik College

Sl. No	Name of the Faculty Members	Designation	Nature of Duty allotted for the academic calendar-2020-21
1	Dhanya Ram Roy	HoD & Assistant Professor	<ul style="list-style-type: none"> i) Over all monitoring of the Departmental activities as well as advisor of all kinds of events, historical field visits with the students. ii) <i>In-charge</i> of Academic Committee of the College. iii) Editor of Annual Publication of Journal of Mayang Anchalik College. iv) Professor in-Charge of Election of Students' Union Body of Mayang Anchalik College. v) Professor in-Charge of writing of draft of the Constitution of the Students' Union Body of Mayang Anchalik College. vi) Responsibility of preparing the Departmental Class Routine. vii) Professor in-Charge of Departmental Field Visit to historical places with the Students. viii) Joint Coordinator of IQAC.
2	Sarat Ch. Sarma	Assistant Professor	<ul style="list-style-type: none"> i) In-Charge of conducting Sessional Examinations as well as record keeping of the same. ii) Conduction of Parent-Teacher Meeting. iii) Maintenance of Classrooms. iv) In-charge of Departmental Activities as well as record keeping of the same. v) Maintenance of Remedial class attendance registers.



3	Dr. Utpal Saikia	Assistant Professor	<ul style="list-style-type: none">i) In-Charge for maintenance of Departmental Library.ii) Conduction of State/ National/ International level seminars and workshops.iii) Professor in-Charge of Home Assignments as well as record keeping of the same.iv) Maintenance of Students' Whatsapp Groups.v) Publication of Annual Wall Magazine- the 'BIBORTAN'
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Department of History
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