

SHYAMPUR SIDDHESWARI MAHAVIDYALAYA

P.O.- AJODHYA, HOWRAH, WEST BENGAL, PIN- 711312



DEPARTMENT OF CHEMISTRY		
Sl. No.	Nature of Responsibility	Name of the teacher assigned with that job
1	laboratory In-Charge & Next responsible person	SG & DB
2	Departmental Committee (DC) and related issues	SG, PN & DB
3	Departmental PURCHASE Committee (procurement & up gradation of laboratory equipments)	SG & AP
4	Examination matters	SG, PN & DB
5	Time table preparation for lecture and lab classes	PN, DB & KS
6	Research & Development	SG & PN
3	Departmental Library, HOD nominee in the Central Library com.	SG
4	Departmental fund, finance.	SG
5	Departmental budget: data collection from various laboratories after consultation with teacher In-charge of the respective labs & stock maintenance	SG & AP
6	Laboratory & Infrastructure Development	SG, PN & DB
7	Social service and related affairs	SG, PN & DB
8	Outreach initiative	SG & PN
9	Preparation of the annual report	PN & DB
10	Design of new courses (Value added and Certificate)	SG, PN & DB
11	Placement & Training	SG
12	Connection with other Institutes	SG & PN
13	Students' mentorship	SG, PN & DB
14	IIC activities, Patent, Startup	SG & PN

Teachers :

Dr. Sukumar Guchhait (SG), Associate Professor & Head

Mr. Debojyoti Bajani (DB), SACT-II and Deputy Head

Dr. Pulak Naskar (PN), Assistant Professor

Laboratory Assistants :

Mr. Arun Pramanik (AP)

Mr. Kuntal Sautia (KS)