



MAEER PUNE's

# MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)



## SOP- WORK DISTRIBUTION

### **Purpose:**

For the smooth functioning of the department.

### **Scope:**

Applicable to all departmental teaching staff and non-teaching staff

### **Responsibility:**

All staffs are responsible for the distributed work completion.

### **Procedure:**

- Head of the department gives all work distribution to all teaching as well as non-teaching staff annually.
- Master plan of teaching first and third BDS students is made by head of the department and all staff members. Lecture and practical classes are distributed among all staff. Also demonstration schedule is made and weekly teaching schedule is submitted to the office.
- Head of the department takes weekly departmental meeting of all teaching as well as non-teaching staff and work is distributed. Weekly teaching schedule, biopsy reports, cytology reports checking done.
- Daily monitoring of haematological reporting, proper cleaning of department is done by Head of the department.
- Monthly student attendance, any new requirement for lab and departmental office are indented.
- Quarterly internal assessment files of 1<sup>st</sup> and 3<sup>rd</sup> BDS students are maintained. Museum; library records are checked and maintained.



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## SOP- DEPARTMENTAL TEACHING STAFF WORK DISTRIBUTION

Sr. No.	Dr. Anuja Maniyar (PROF and HOD)	Dr. Varsha Sangle (READER)	Dr. Dipali Gundre (SR. LECTURER)	Dr. Pragya Bhatnagar (TUTOR)
1]	Overall Incharge	Lab Incharge and upgradation	Museum Incharge and upgradation	Cleanliness of department.
2]	Biopsy record keeping	Cytology record Keeping	Hematology record Keeping	Library record maintenance
3]	-Consumable and dead stock maintainance -Maintenance of equipments	Interns Incharge	Research record Incharge	Attendance of students
4]	Department up-gradation	III BDS- -Internal assessment records -Exam conduction -Seminar presentations -Slide box maintenance	I BDS- -Internal assessment records -Exam conduction -Seminar presentations -Slide box maintenance	II BDS Seminar
5]	Administrative work of department	-	Weekly time table	Notice board and circular file
6]	<b><u>Extracurricular Incharge-</u></b> -Alumni Committee -Students attendance and discipline- Committee -Staff monitoring	<b><u>Extracurricular Incharge -</u></b> - Cultural and sports committee -Womens welfare and grievance committee -Local Management committee	<b><u>Extracurricular Incharge -</u></b> -Dental Education Unit Committee	<b><u>Extracurricular Incharge -</u></b> -Cultural and Sports committee