

Task	Share of the working time (%)
Supervising buildings and construction	30.3
Collection of information	28.6
Meetings	11.7
Academic supervision	8.7
Departmental work	7.1
Census operation, election duty and social work	4.7
Mid-day meal distribution	3.3
Distribution of scholarships	2.1
Co-curricular activities	1.8
Plan preparation	1.7