Job Description - Deputy Director

- 1. Work under the guidance of the Director.
- 2. To design, monitor and oversee implementation of courses for PG trainees in consultation with the relevant Boards of Study and Officers of the PGIM.
- 3. To make arrangements with respective Boards of Study and representatives for each Board of Study and its Speciality Boards for curriculum design and conducting courses designed for training.
- 4. To perform the functions relevant to trainees as advisor/ counsellor and help to solve educational problems of trainees.
- 5. To monitor the facilities available in the Library, Medical Illustrations Unit, Photography, Medical Education and Resources Centre of the PGIM and to help develop these activities.
- 6. To participate in teaching programmes with special attention to supporting and developing Distance Education programmes.
- 7. To supervise and invigilate at PGIM examinations as necessary.
- 8. Assist the Director for promotion of academic programmes, administrative work and to strengthen the financial development of the institution.
- 9. To undertake work delegated by Director/ PGIM as needed.
- 10. To act for the Director when he is not available.
- 11. To be as liaison officer between PGIM and other institutes especially MOH, UGC, AG dept and smoothen the coordination work involved.
- 12. To assist the Director in supplying necessary information regarding PGIM activities to requesting agencies.
- 13. To be an active member of the Faculty of the PGIM which includes Permanent Academic Staff and Co-opted members.