

### **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.