



DUTIES AND RESPONSIBILITIES OF THE DEAN

The Dean is the

- Full time Head of the Institution both for the College and Hospital and working hours shall be from 8.30 AM to 4.30 PM.
- Responsible to report to the Management of all activities of the College and the Hospital.
- Responsible for Administration, Superintendence, Maintenance, Up keep, functioning, cleanliness, Sanitization, environment and all aspects of both College and Hospital including all Hostels and Quarters, Canteen.
- Responsible for Curriculum development, time-table of both UG and PGs, monitoring the faculty / students performance in the University Examinations, Review and Follow-up action on the results published by the University; Review and Improvement, faculty development program, monitoring academic progress of the departments, activities of research, research publications of faculty / residents conducting CME program, Guest Lecture, Seminar, Workshop, monitoring discipline of the students in the campus, review of performance of PG student, orientation program training; Shall monitor functioning of Anti-Ragging Committee, Gender Harassment Committee, Disciplinary Committee .
- Overall supervision of working of the Hospital including Casualty, ICUs, Special ward and improving the performance of OP and IP in co-ordination with business development program and insurance and supervision of pharmacy, MRD, Central Lab, Laundry, Mortuary etc.,
- Shall monitor number of major / minor surgeries and functioning of operation theatres.
- Incharge of store section and maintenance / AMC of the equipments, monitor the purchase and utilization of all stores for better functioning of the college and Hospital.
- Monitor the attendance and performance of CRRI's and PG students

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- Responsible to report to the University / NMC in connection with any Inspection and Representative of the college to all external bodies.
- Arrange for NAAC / NABH accreditation, Graduation day / Alumni Celebration.
- Overall in-charge of the College and Hospital.

Sd/- -

CHAIRPERSON &

MANAGING TRUSTEE

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Administrative Officer

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DUTIES AND RESPONSIBILITIES OF MEDICAL SUPERINTENDENT

- Administration and Maintenance of the Hospital
- Reporting to DEAN / Management the census and performance of the Hospital
- In-charge of Pharmacy, MRD, Central Lab, Business Development
- Supervision and Improvement of OP / IP census and also surgeries
- Posting and Supervision of the working of CRRIs
- CRRi report should be submitted every month
- Clinical PGs performance should be updated every month.

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DUTIES AND RESPONSIBILITIES OF PROFESSOR AND HEAD OF THE DEPARTMENT

1. To perform all such duties to ensure continued improvement in the quality of Medical Education & Research.
 - (i) Teaching & training Undergraduate (MBBS) Medical students including Interns/ Postgraduate Medical students so as to achieve the Educational Objectives i.e. to develop their knowledge, skills & attitude.
 - (ii) To do periodic evaluation / assessment of Undergraduate (MBBS) / Postgraduate Medical students by conducting their internal (College) examinations.
 - (iii) To conduct Undergraduate & Postgraduate Medical Examinations of The Tamil Nadu Dr.M.G.R Medical University
 - (iv) To maintain attendance & academic (including Internship) record of individual medical student for the minimum period as stipulated by The Tamil Nadu Dr.M.G.R Medical University
 - (v) To work on the College Council , Undergraduate & Postgraduate Academic Committees , Medical Education Teaching Technology Cell , Library Committee of the College and to organise / participate in teaching programmes like Lectures / Tutorials/ Group Discussions-Ward Clinics-Demonstrations/ Practicals and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programmes etc. and to maintain a Departmental Library for medical students as well as teaching staff.
 - (vi) To participate in conduct of Medical Examinations of other State Health Universities / National Board as an External Examiner with the permission / under the direction of the Dean availing the facility of Special Leave (the period being considered as "On Duty") of not exceeding 14 days in a Calendar Year


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- (vii) To undertake any task entrusted by MCI like working on "Inspection Committee" for inspection of Medical Colleges in other States with the permission of the Dean.
- (viii) To undertake any other task entrusted by The Tamil Nadu Dr.M.G.R Medical University like working on "Local Inquiry Committee" for inspection of Medical Colleges.
- (ix) To conduct Research Projects - clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences.
- (x) To work on various Research-related Committees like Ethics Committee , Research Society of the College.
- (xi) To work on various Students' Welfare-related Committees like "Anti-Ragging Committee" and to enforce discipline among medical students.

Sd/--

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DUTIES AND RESPONSIBILITIES OF ASSOCIATE PROFESSOR / ASSISTANT PROFESSOR / SENIOR RESIDENT/ TUTOR

Teacher-Student Interactions:

- Teachers are expected to maintain a cordial, but professional relationship with their students which strictly respects boundaries in the student-teacher relationship during all interactions including social media.
- Teachers must be unbiased and fair in their interactions with student and should not discriminate on the basis of region, religion, caste, gender, sexual orientation, language, socio-economic class, or any other factor.
- Teachers should give effective feedback keeping in mind the following:-
 - o Feedback should be reformative rather than punitive.
 - o Disciplinary action should be undertaken on a one-to-one basis.
 - o Teacher should avoid humiliating the students in front of their peers or public.
- Teachers are required to keep minutes of departmental meetings and discussions pertaining to individual students, confidential.
- Teachers are expected to be available for their students to clear academic doubts.
- Teachers are expected to take part in mentorship programmes of their students and help in addressing the problems of the students.
- Teachers must be aware of the stress and mental health problems that students face and should be aware of the processes available in their institutions to address these issues. Teachers may involve parents/guardians/near relatives (as applicable) if required under special circumstances or if considered appropriate by professionals/ authority. They may also refer students to appropriate professionals if required.

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- Teachers must be aware that they teach a diverse student population i.e. measures should be taken to the best of their abilities to address the additional needs of high performers, as well as needs of those students who may be finding difficulties with the course.
- Teachers should function as facilitator to motivate students for self-directed learning.
- Teachers must follow the conduct regulations with respect to their interactions with the pharmaceutical companies /their representatives as well as allied health sector.
- Teachers should ensure that student is exposed to appropriate mix of common patient situations existing in community and withhold themselves from discussing rare situations only. Teachers must highlight the concept of "Family Physician" in the care of the patients.
- Teachers should make students aware on the medico legal aspects of patient care.
- Teachers should model and impart soft skills and counselling skills to enable students to learn empathic communication skills and managing sensitive situations like breaking the news of death.

Bedside Teaching:

This is an integral part of the education and training of medical students. In this context, teachers should ensure the following:

- That bed-side teaching is central to the practical and skills teaching of medical students.
- Constantly demonstrate to students correct elements of the doctor-patient relationship including soft skills of communication, respect for the dignity, autonomy, consent taking, confidentiality and the rights of patients.
- The teacher must ensure that students are sensitive to the patients' suffering and gentle during physical examination.

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- That students understand the patient's needs are as important as their own learning. Patients should not be seen as a means to an end in medical teaching.
- Teach students the correct procedures of eliciting history and examining patients particularly women, minors, the elderly, and others with special needs.
- Conduct bed-side discussions in a sensitive manner that respects the dignity and rights of patients.
- Emphasize the immense importance of correct and complete documentation to the students.
- That teaching bedside clinical skills may be more useful in community setting so as to ensure early detection of diseases and their cost-effective management.

Responsibilities of Teachers to Their Colleagues

- Teachers are expected to maintain collegial relations with their colleagues.
- Senior faculty are encouraged to mentor junior faculty.
- Teachers have a key role in supporting continued professional development of their colleagues both inside and outside teaching institutions. They are encouraged to respond to the professional needs of colleagues who work in rural/ underserved areas where opportunities of continued professional development may be limited.
- When teachers observe unethical behaviour among any of their colleague, they are expected to report this to the appropriate authorities for action.

Responsibilities of Teachers to Community

- Medical teachers have a standing in society that can be used for the common good.


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- Teachers have a vital role in inculcating students with a sense of responsibility towards the community.
- Medical teachers are required to respond to calls for help in the event of disasters and regional / national health emergencies.
- All teachers can play a role in public / community engagement to ensure that overall health literacy increases, and people are able to make better health choices and access health services appropriately.
- The teachers should make ardent efforts for public awareness regarding health issues and dispelling prevalent myths by using all available forums and means.

Responsibilities of Teachers in the Conduct of Research

- Medical teachers should serve as role models as researchers and should inculcate a scientific and research temper in students.
- They are required to conduct research in letter and spirit as part of their commitment in higher education, to contribute to the growth of knowledge in their respective fields, and for the good of society.
- As a researcher, teacher must pay special attention to the rights of research participants, their fully informed, understood, and written consent and their right to withdraw from research.
- The use of students as research volunteers must be with the provision that there is no coercive influence for participation. Their participation should have no bearing on their evaluation during examination.
- As a researcher, teachers must be particularly aware of the issues of plagiarism, authorship guidelines, falsification and fabrication of data, and duplication of papers. These are serious breaches in research ethics and undermine public confidence in genuine research.


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- Medical teachers are responsible for the oversight of research conducted as principal investigators and of student research done under their supervision. It is important that medical teachers mentor their students not only on subject knowledge and skills related to their research but on the issues of research ethics.

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