

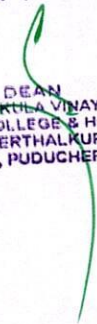
**DIRECTOR**

EDUCATION & EXPERIENCE		
<b>Education</b>	Minimum	Post-Graduation in Medicine or Surgery
	Preferred	Experience
	Specific Qualifications	M.D., / M.S., /D.N.B.,
<b>Job Related Experience</b>	Minimum	9 Years (5 years as Assistant Professor and 4 years as Associate Professor)
	Preferred	More than 10 years in administrative field after the professor rank

**Roles and responsibilities**

1. To conduct periodical checking in college/hospital to observe the discipline/performance of duties by the respective staff in the duty spot
2. To support the medical superintendent in hospital functioning and development
3. To supervise the functioning of Deputy Director cum Dean, Dean (Research), Dean (Academic) and Medical Education Unit in consultation with the Director
4. To send communications and hold correspondence with Medical Council of India, Government of Puducherry and Pondicherry University
5. To closely watch the attendance of the Faculty and Staff by collecting the details from the HOD of the Section
6. To the overall control of the students Hospital and Canteen
7. To conduct and organize the CME Programmes and other seminars and conferences in our college
8. Any other work allotted by the Management from time to time

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 DEAN  
 SRI MANAKULA VINAYAGAR  
 MEDICAL COLLEGE & HOSPITAL  
 KALITHEERTHAL KUPPAM,  
 MADAGADIPET, PUDUCHERRY-605 107.

**DEPUTY DIRECTOR AND DEAN**

EDUCATION & EXPERIENCE		
<b>Education</b>	Minimum	Post-Graduation in Medicine or Surgery
	Preferred	Experience
	Specific Qualifications	M.D., / M.S., /D.N.B.,
<b>Job Related Experience</b>	Minimum	9 Years (5 years as Assistant Professor and 4 years as Associate Professor)
	Preferred	More than 10 years in administrative field after the professor rank

**Roles and responsibilities**

1. To support and assist the Director of SMVMCH
2. To support the Medical Superintendent in hospital functioning and development
3. To support and assist the Director and Dean in all inspections
4. To supervise the functioning of Dean (Research), Dean (Academic) and Medical Education Unit in consultation with the Director
5. To facilitate development of training calendar for undergraduate and post-graduate academic training program
6. To facilitate and support the various academic programs (Workshops, Conferences and CME) for undergraduate, post-graduate and faculty in their respective disciplines under the supervision of the Director
7. To formation and functioning of various academic and non-academic committees and undertake revisions if required in consultation with the Director
8. To developing network and Liaoning for institutional growth
9. To development of support system for students, student grievance and student welfare at SMVMCH
10. Any other work allotted by our Director and Management from time to time

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**Other responsibilities**

1. New or additional facilities expected to create in future in accordance with 250 admission norms
2. To supervising of OPD
3. To development of Labs (Biochemistry, Microbiology, pathology) ensuring their good functioning reports
4. To intimating the reports of all committee meetings to Director and Management
5. To give training of all non-teaching staff
6. New or additional facilities expected to create infrastructure in accordance with 250 admissions norms. To issue the NOC, Experience Certificates Relieving Orders for faculty members and non-teaching staff
7. To coordinate with Director all Administration and Inspection related works
8. To control the Medical Superintendent, DMS, RMO and Faculty members and advise for smooth related works

**DEAN (RESEARCH)**

EDUCATION & EXPERIENCE		
<b>Education</b>	Minimum	Post-Graduation in Medicine or Surgery
	Preferred	Experience
	Specific Qualifications	M.D., / M.S., /D.N.B.,
<b>Job Related Experience</b>	Minimum	9 Years (5 years as Assistant Professor and 4 years as Associate Professor)
	Preferred	More than 10 years of research experience

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### **Roles and responsibilities**

1. To development and refinement of SOP of Research at SMVMCH
2. To define and develop the areas of operational research for institutional development
3. Promotion of scientific research among undergraduate, post-graduate and faculty in their respective disciplines
4. Promotion of educational research and innovations in teaching and learning
5. Capacity building of undergraduates, post-graduates and faculty in the conduct of scientific research
6. Develop workshop series for regional and national level participants
7. Strengthening of Institutional Research, Human and Animal Ethics Committees as the per prescribed guidelines
8. Head of Central research laboratory monitoring and organizing the Research Activities
9. Identifying the cope of areas for development in hospital and getting up like skill lab, stem cell centre
10. Monitor the Research Journal publications of all department as per requirement of MCI. Staff research with support of Scientists available in Central lab and Research committee members
11. Quality Management appoint of consultancy monitoring treatment protocol. CSSD  
Biomedical waste management
12. Branding of hospital & College
13. Accreditation like NABH, NAAC etc.
14. Student Research Project UG/PG
15. Student UG/PG research paper publications
16. Faculty Journal Publication, Conference, Workshop, CME Program.

### **Other responsibilities**

1. Tie up with organization like JIPMER, Cancer Institute Adyar Chennai, Cherian Hospital
2. MOU with reputed organizations and Institutions
3. Establish a Training Center or Regional Center in our college
4. To coordinate with media persons

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5. Engage and coordinate with the Consultant to whom going to appointed for Hospital
6. Training to be given all Staff (Doctors and Nurses)

**DEAN (ACADEMICS)**

EDUCATION & EXPERIENCE		
<b>Education</b>	Minimum	Post-Graduation in Medicine or Surgery
	Preferred	Experience
	Specific Qualifications	M.D., / M.S., /D.N.B.,
<b>Job Related Experience</b>	Minimum	9 Years (5 years as Assistant Professor and 4 years as Associate Professor)
	Preferred	More than 10 years of research experience

**Roles and responsibilities**

1. To facilitate implementation of undergraduate and post-graduate teaching program in coordination with Head of the Department
2. Quality assurance in Undergraduate and Post-graduate training Program
3. To prepare and monitoring of working protocols for post-graduates in all clinical Departments
4. Planning, Supporting and assisting the Asst/Dy Director to facilitate the various academic programs (Workshops, Conferences and CME)
5. To maintain student discipline at SMVMCH.
6. To support various academic programs and academic committees
7. To monitor student attendance and performance and informing the parents as and when required
8. To planning and monitoring of internal assessment system for undergraduates at SMVMCH
9. To monitor the post-graduate's activities, logbook and thesis in all Departments
10. To support the Medical Education Unit.
11. To Develop the SMVMCH Medical Journal and Newsletter
12. To support and assist in student welfare program.

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13. To support and assist the Director and Dean during inspections.
14. Quality Management appoint of consultancy monitoring treatment protocol. CSSD Biomedical waste management
15. Organize for Specialty Day Celebration like Doctors Day, Heart Day and etc.
16. To invite Guest Lecturer for UG/PG
17. To make tie up or MOU for some departments with specialties centre like JIPMER
18. To set the Goals and Road Map for next five years.
19. To increase Pass Percentage, Gold Medals, Distinction etc.
20. To make more awareness or practical exposure about Practical knowledge among the students
21. To fix Bench Mark to be achieved by UG/PG at the end of the Course. Submit the report department-wise.
22. Maintain Interns attendance and Clinical Training and prepare a road map and target to be achieved at the end of each posting conduct exit clinical examination and award marks for each student to understand the practical learning
23. Ensure that all the classes and clinics are start in time and end in time. Submit the report on each month Topic covered by the department for UG/PG.

**MEDICAL SUPERINTENDENT**

EDUCATION & EXPERIENCE		
<b>Education</b>	Minimum	Post-Graduation in Medicine or Surgery
	Preferred	Experience
	Specific Qualifications	M.D., / M.S., /D.N.B.,
<b>Job Related Experience</b>	Minimum	9 Years (5 years as Assistant Professor and 4 years as Associate Professor)
	Preferred	More than 10 years of research experience

**Roles and responsibilities**

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1. To be in-charge of the Hospital, both administrative and Medical for the progress, development and organization of the Hospital in all aspects
2. Overall supervision of the working of the hospital
3. To look after the training, efficiency in the standard of investigation, diagnosis, treatment and management of the patients in the Hospital
4. To create a team of workers to provide patient care in the concerned specialty for the benefits and welfare of the patients.
5. To develop working and treatment protocols in the Hospital to uplift the patient care and apply for accreditations.
6. To institute an effective grievance Redressal system, both for the employees and the patients
7. Interaction and assigning duties of immediate subordinate officers and Head of Clinical Departments so as to ensure smooth functioning of the hospital sanitation, cleanliness and availability of essential supplies in their respective departments
8. Sanction of leave submitted through proper channel with permission of Head of Clinical Departments
9. To discharge legal responsibilities pertaining to the hospital under various acts and Court order
10. To take a decision as per delegate powers, under the policy and guidelines issued by the Director/Management
11. To keep the Director/Management informed about important events and he/she will consult or have approval of Director/Management before taking a decision pertaining to hospital policy issues or important matters or where it is obligatory under the rule
12. Coordination and interaction with the Director / Management and any other duties that may be assigned by the authorities from time to time
13. To attend all the meetings conducted by Director/Management on various issues related to hospital administration
14. To conduct, report and maintain the record of the meetings of following committee as per scheduled time and also whenever necessary
15. To stimulate teaching, training & research work.

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**DY. MEDICAL SUPERINTENDENT (Medicine & Allied)**


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<b>EDUCATION &amp; EXPERIENCE</b>		
<b>Education</b>	Minimum	Post-Graduation in Medicine or Surgery
	Preferred	Experience
	Specific Qualifications	M.D., / M.S., /D.N.B.,
<b>Job Related Experience</b>	Minimum	9 Years (5 years as Assistant Professor and 4 years as Associate Professor)
	Preferred	More than 10 years of research experience

**Roles and responsibilities**

1. To assist the Medical Superintendent in the supervision of the Medical and allied specialty in training, efficiency in the standard of investigation, diagnosis, treatment and management of the patients in the Hospital
2. To deputies (takes charge) for the Medical Superintendent when she is Leave / Permission
3. To coordination and interaction with Medical Superintendent/Director/Management and required to carry out any other duties that may be assigned by the authorities from time to time
4. Interaction and assigning duties of immediate subordinate officers and Head of Clinical Departments so as to ensure smooth functioning of the hospital
5. To guide the technical and non-technical staff in their professional and administrative duties
6. To develop working and treatment protocols in consultation with unit chiefs and the head of the department of Medical and allied specialty. The protocols prepared must be approved by the Hospital Administration Committee so as to ensure smooth functioning of the department including Causality
7. They will be responsible for all the officers working under them, day to day working of the area/department assigned to them and will ensure that department assigned to them is run smoothly and efficiently. They will keep the M.S. informed about important events in these departments.
8. To supervision of Training, CME, Workshop and Conferences on various projects in the Medical and allied specialty

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9. To Supervision of Indoor Services, ICU, ICCU, RICU, NICU, PICU & Casualty services
10. To supervision of OPD, Special clinics and National Programs in the Medical and allied specialty
11. To take decision pertaining to their area as per delegate powers to them, under the policy and guidelines issued by the Medical Superintendent. She/he will consult or have approval of Medical Superintendent on all policy issues or important matters or where it is obligatory under the rule
12. They will attend all the meetings taken by M.S. on various administrative issues
13. To supervise the training of Ward staff and attendants and other medical auxiliaries
14. To supervise the arrangement of cases for demonstrations to UG clinics and internal assessment practical examination in the Medical and allied specialty
15. To supervise the arrangement of cases for both undergraduate and postgraduate University examination in the Medical and allied specialty
16. She/he will keep liaison with Dean (Academic) and Dean (Research), in respect of work assigned to them with the approval of the Director/Management

**DY. MEDICAL SUPERINTENDENT (Surgery & Allied)**

EDUCATION & EXPERIENCE		
<b>Education</b>	Minimum	Post-Graduation in Medicine or Surgery
	Preferred	Experience
	Specific Qualifications	M.D., / M.S., /D.N.B.,
<b>Job Related Experience</b>	Minimum	9 Years (5 years as Assistant Professor and 4 years as Associate Professor)
	Preferred	More than 10 years of research experience

**Roles and responsibilities**

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1. To assist the Medical Superintendent in the supervision of the Medical and allied specialty in training, efficiency in the standard of investigation, diagnosis, treatment and management of the patients in the Hospital
2. To deputies (takes charge) for the Medical Superintendent when she is Leave / Permission
3. To coordination and interaction with Medical Superintendent/Director/Management and required to carry out any other duties that may be assigned by the authorities from time to time
4. Interaction and assigning duties of immediate subordinate officers and Head of Clinical Departments so as to ensure smooth functioning of the hospital
5. To guide the technical and non-technical staff in their professional and administrative duties
6. To develop working and treatment protocols in consultation with unit chiefs and the head of the department of Medical and allied specialty. The protocols prepared must be approved by the Hospital Administration Committee so as to ensure smooth functioning of the department including Causality
7. They will be responsible for all the officers working under them, day to day working of the area/department assigned to them and will ensure that department assigned to them is run smoothly and efficiently. They will keep the M.S. informed about important events in these departments.
8. To supervision of OPD, Special clinics and National Programs in the Surgical and allied specialty
9. To supervision of Operation theaters, Pre & Post operative wards, Casualty and Indoor Services in the Surgical and allied specialty
10. To take decision pertaining to their area as per delegate powers to them, under the policy and guidelines issued by the Medical Superintendent. She/he will consult or have approval of Medical Superintendent on all policy issues or important matters or where it is obligatory under the rule.
11. They will attend all the meetings taken by M.S. on various administrative issues
12. To supervise the training of Ward staff and attendants and other medical auxiliaries
13. To supervise the arrangement of cases for demonstrations to UG clinics and internal assessment practical examination in the Medical and allied specialty
14. To supervise the arrangement of cases for ~~the undergraduate and~~ postgraduate University examination in the Medical and allied specialty

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15. She/he will keep liaison with Dean (Academic) and Dean (Research), in respect of work assigned to them with the approval of the Director/Management

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## ***Professor and Head***

### **Duties and Responsibilities:**

#### **Major duties:**

#### **Overview:**

The Professor and Head of department are responsible for the development/ planning and delivery of a NAAC accredited undergraduate medical education Programme in the institution. He/she will take responsibility for advancing postgraduate medicine at the University. In addition, the post-holder will develop and promote research related to medical education and/or in other areas relevant to interests within the Faculty.

### **I. Duties related general leadership and management**

The Head of Department is responsible for managing undergraduate and postgraduate teaching and for developing and encouraging a research done by faculty and postgraduates

### **II. Duties related to Medical Education and Research (academic duties):**

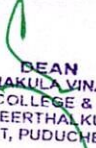
The post-holder is responsible for:-

- The prime role of the Head of the Department is to provide strong academic leadership.
- To lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- Maintain the general discipline of the students, postgraduates and faculty of the department
- To oversee the smooth functioning of the department and ensuring consistent provision for academic ambience.
- To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective work environment.
- To ensure the development of the curriculum to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skill.

- Oversee the teaching performance, research activities and funded projects of all faculty of his/her department.
- Organize seminars / conferences / symposium /workshop/training programs in topics of relevance and importance to the department with financial support from external agencies.
- Be responsible and accountable for setting and advancing the academic strategy of the department in line with faculty and university strategic plans and direction
- Promote the visibility of the institute both internally and externally.
- To ensure all essential resource material is available for use as required.
- Academic planning in line with the strategic plan for the faculty, and in particular the decoupling of the undergraduate medical education programme
- Maintaining and improving the reputation of the department and institution
- Promotion and strengthening of research within and across the faculty and more widely across the University.
- Advising and supporting academic staff in research and maintaining a personal research profile, particularly with respect to medical education.
- Encouraging and promoting effective and reflective teaching through example, support and advice.
- Developing and enforcing appropriate quality assurance mechanisms in the teaching.
- Attending meetings as required, to ensure that effective consultation takes place with students and faculty, including communication of issues and policy discussed at relevant faculty and institution committees.
- Representing the Faculty's views on, and interests in, education at Faculty and University level and to external bodies.
- Engaging in continuing professional development to ensure adequate skills and knowledge to carry out the role.

### **III. Duties related to managing people:**

- Managing, deploying and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across faculty.
- Being familiar with University's and institution policies and procedures in relation to faculty; communicating these to staff as necessary.

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- Developing and promoting effective communication processes between students and faculty

**IV. Duties related to managing resources:**

- To manage the faculty responsibly and consistent with the strategic aims of the Faculty.
- Ensuring that the financial regulations of the institution are observed
- Managing and implementing policies concerning health and safety at work and reporting to the Safety Committee as required (with the help of a divisional/faculty safety officer).
- Managing the use of space and considering strategic requirements for space.
- To attend meetings when required by Senior Management

Carry out any other function as assigned by the Administrators.

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***Professor and Associate Professor***

**Duties and Responsibilities:**

**I. Duties related to Medical Education and Research (academic duties):**

1. To perform all such duties to ensure continued improvement in the quality of Medical Education and Research.
  - Teaching and training undergraduate (MBBS) medical students including interns/ postgraduate medical students so as to achieve the educational objectives i.e. to develop their knowledge, skills and attitude.
  - To do periodic evaluation / assessment of undergraduate (MBBS) / postgraduate medical students by conducting their internal assessment examinations.
  - To maintain attendance and academic (including internship) record of individual medical student for the minimum period as stipulated by Pondicherry University.
  - 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.
  - 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 academic leave not exceeding 6 days in an calendar year.
  - 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.
  - To undertake any other task entrusted by Pondicherry University like working on “Local Inquiry Committee” for inspection of Medical Colleges.

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- 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.
- To work on various research-related Committees like Ethics Committee, Research Society of the College.
- To work on various Students' Welfare-related Committees like “Anti-Ragging Committee” and to enforce discipline among medical students.

## **II. Duties related to teaching hospital (Medical relief / patient care – clinical duties):**

1. To perform all such duties to ensure continued enhancement in the quality of patient care through efficient health care delivery system.
  - Complete management of a full-time unit including training & supervision of residents, postgraduate and undergraduate students in such a way that there is no “medical negligence” in patient care as a result of breach / violation / infringement of any act / code of medical ethics, 2002 governing practice of medicine bringing disgrace to the dignity of medical profession and / or to the reputation of the medical college / hospital. It is binding on any full-time medical teacher to attend to emergency cases as and when required even beyond duty hours.
  - To issue medical certificates of various kinds like under-treatment certificate, injury certificate, fitness certificate, disability certificate, certificate of cause of death.
  - If summoned, to appear in a court of law, as an expert witness, under intimation to the Dean or Medical Superintendent, in any patient-related case, with original hospital patient case records as required by the court.
  - To maintain records / reports of medical statistics concerning the dept. and to provide the same as and when required by the administration.
  - To suggest / recommend use of certain managerial tools / techniques / skills to upgrade the quality of patient care.
  - Supervise the work of Assistant Professors, Senior Residents, Tutors and students.
  - To take classes in outpatient clinics as well as during ward rounds while carrying out patient management.

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- To make daily rounds of all the cases admitted under his / her unit and give instructions to the staff nurses and paramedical workers.
- To perform stay duties for emergency cases if needed.

**III. Administrative / Supervisory duties as a Professor / Associate Professor:**

1. To assist the head of the department perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the Department.
  - Planning, proposing, processing the proposals, procuring and maintaining plant & machinery, equipments and instruments, furniture and fixtures (dead stock) and to maintain record of all such items in the custody of the Department.
  - To work on various Hospital Committees.
  - To exercise authority in Administrative control of the Department :
    - ✓ To maintain 'personal files' of all teaching as well as non-teaching staff of the Department.
    - ✓ To recommend or refuse any kind of leave (Casual Leave/Special Leave/Earned Leave to any staff member of the department as per rules in that regard.
    - ✓ To maintain master roll of teaching as well as non-teaching staff of the department; to conduct periodic audit of the timings of arrival / departure of the staff; to mark any sanctioned leave or Absence Without Leave (AWL) – which is unauthorised absence – of the employee as the case may be and to report to the competent leave-sanctioning authority i.e. Dean, any irregularity in attendance or punctuality in respect of a defaulting employee.
    - ✓ To serve a memorandum to the undisciplined employee giving him / her a chance to improve.
    - ✓ To write annual 'Confidential Report' (Performance Appraisal / Work Audit) of the employees working in the Department as well as your own "Self Appraisal / Assessment" as per the guiding principles in that regard; to inform the erring member about the adverse remarks, if any, immediately through a memorandum.
    - ✓ To organise / conduct / encourage "Core Competency Development Programmes" for faculty development; also training programmes for other non-teaching staff of the department.

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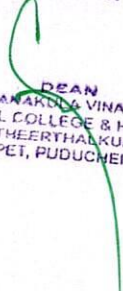
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- ✓ Whenever ordered by the higher authorities, to conduct “Preliminary Inquiry” into a particular untoward incidence or in respect of a particular employee and to submit report in time as per the rules in that regard.

**IV. General:**

1. To exhibit keen interest, initiative and drive in the overall development of the department and ‘Leadership Qualities’ for others to follow.
2. He / She are expected to perform all the duties diligently with utmost sincerity and honesty.
3. Any other duty/task/work assigned by any higher authority like Dean, Medical Superintendent, Head of the Department from time to time; either in “Public Interest” or in the interest of upkeep / development of the Department / Institutions.

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***Assistant Professor and Senior Resident***

**Duties and responsibilities:**

**I. Duties related to Medical Education and Research (academic duties):**

1. To perform all such duties under the Statutory provisions of Medical College / Directorate of Medical Education / Department of Health and Family Welfare / Pondicherry University / Medical Council of India (MCI), Nursing Council of India, various Acts related to Medical Education, Medical Services and Public Health including acts related to allied specialties as to obtain and maintain the affiliation of the College and the attached teaching hospital (Sri Manakula Vinayagar Medical college) and recognition of this teaching institution by MCI and Government of India for the purpose of conducting various medical/paramedical undergraduate/postgraduate courses; thereby helping to establish and ensure the basic minimum standard of Medical Education and Research.
2. To perform all such duties to ensure continued improvement in the quality of Medical Education and Research.
  - Teaching and training undergraduate (MBBS) medical students including interns, postgraduate medical students so as to achieve the educational objectives i.e. to develop their knowledge, skills and attitude.
  - To assist the Associate Professors / Professors / Heads of the Department to do periodic evaluation / assessment of undergraduate (MBBS) / postgraduate medical students by conducting their internal assessment examinations.
  - To assist the Associate Professors / Professors / Heads of the Department to conduct undergraduate and postgraduate medical examinations of Pondicherry University.
  - To assist the Associate Professors / Professors / Heads of the Department to maintain attendance and academic (including internship) record of individual medical student for the minimum period as stipulated by the institution.
  - To work on the college council, undergraduate and 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 –

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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.

- If eligible for examinership, 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 academic leave not exceeding 6 days in an calendar year.
- If eligible, 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.
- To undertake any other task entrusted by the institution like working on “Local Inquiry Committee” for inspection of Medical Colleges.
- To conduct research projects – clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals and their presentation at various local / state / international conferences.
- To work on various research-related committees like Ethics Committee, Research Society of the College.
- To work on various students’ welfare-related committees like “Anti-Ragging Committee” and to enforce discipline among medical students.

## **II. Duties related to teaching hospital (Medical relief / patient care – clinical duties):**

1. To perform all such duties [under the Statutory requirements of various acts applicable to Medical Practice including but not limited to “Indian Medical Council Act,1956”, “Code of Medical Ethics,2002” , “Consumer Protection Act,1986” , “Bio-Medical Waste (Management and Handling) Rules,1998 under Environment (Protection) Act, 1986”, “The Transplantation of Human Organs Act,1994”, “Medical Termination of Pregnancy Act,2003”, “Prenatal Diagnostic Techniques Act,1994”, “Drugs & Cosmetics Act,1940”] as to ensure reasonable, acceptable standard of patient care through efficient health care delivery system.
2. To perform all such duties to ensure continued enhancement in the quality of patient care through efficient health care delivery system.

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- To assist the Associate Professors / Professors / Heads of the Department in complete management of a full-time unit including training and supervision of residents, postgraduate and undergraduate Students in such a way that there is no “Medical Negligence” in patient care as a result of breach / violation / infringement of any act / Code of Medical Ethics,2002 governing practice of Medicine bringing disgrace to the dignity of Medical Profession and / or to the reputation of the Medical College / Hospital.
- It is binding to attend to emergency cases as and when required even beyond duty hours.
- To issue medical certificates of various kinds like under-treatment certificate, injury certificate, fitness certificate, disability certificate, certificate of cause of death.
- If summoned, to appear in a Court of law, as an expert witness, under intimation to the Dean or Medical Superintendent, in any patient-related case, with original hospital patient case records as required by the Court.
- To maintain records / reports of medical statistics concerning the department and to provide the same as and when required by the administration.
- To suggest / recommend use of certain managerial tools / techniques / skills to upgrade the quality of patient care.
- To closely supervise and monitor the work of the students.
- To take classes in outpatient clinics as well as during ward rounds.
- To make daily rounds of all the cases admitted under his / her unit and give instructions to the staff nurses and paramedical workers.
- To report to the Associate Professor / Professor / Head of the department every day after the rounds and carry out his instructions.
- To perform minimum of 5 stay duties per month to deliver emergency services and if need to perform additional duties as well.

**III. Administrative / Supervisory duties as an Assistant Professor / Senior Resident / Tutor:**

1. To assist the Head of the Department / Professor / Assistant Professor to perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the Department.

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- Planning, proposing, processing the proposals, procuring and maintaining plant and machinery, equipments and instruments, furniture and fixtures (Dead Stock) and to maintain record of all such items in the custody of the department.
- To work on various hospital committees.
- To exercise authority in administrative control of the department :
  - ✓ To recommend or refuse any kind of leave (Casual Leave/Special Leave/Earned Leave) to any staff member of the department as per rules in that regard
  - ✓ To serve a memorandum to the undisciplined employee giving him / her a chance to improve.
  - ✓ To organise / conduct / encourage “Core Competency Development Programmes” for faculty development; also training programmes for other non-teaching staff of the department.
  - ✓ Whenever ordered by the higher authorities, to conduct “Preliminary Inquiry” into a particular untoward incidence or in respect of a particular employee and to submit report in time as per the rules in that regard.

**IV. General:**

1. To exhibit keen interest, initiative and drive in the overall development of the department and ‘Leadership Qualities’ for others to follow.
2. He / She is expected to perform all the duties diligently with utmost sincerity and honesty.
1. Any other duty/task/work assigned by any higher authority like Dean, Medical Superintendent, Head of the Department from time to time; either in “Public Interest” or in the interest of upkeep / development of the Department / Institutions.

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MEDICAL COLLEGE & HOSPITAL  
KALYANESWARI KUPPAM,  
MADAGADPET, PUDUCHERRY-605 107.

JOB DETAILS		
Designation : STAFF NURSE		
Name		Reporting to Nursing Superintendent
	Reporting Structure	<pre> graph TD     MS[Medical Superintendent] --&gt; NS[Nursing Superintendent]     NS --&gt; DNS[Dy. Nursing Superintendent]     DNS --&gt; WI[Ward Incharge]           </pre>
ROLES & RESPONSIBILITIES		
Main Responsibilities	<ol style="list-style-type: none"> <li>1. You are under control Nursing Superintendent and Deputy Nursing Superintendent</li> <li>2. Identifies patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.</li> <li>3 Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families</li> <li>4. Promotes patient's independence by establishing patient care goals; teaching patient, friends, and family to understand condition, medications, and self-care skills; answering questions.</li> <li>5. Assures quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following hospital and nursing division's philosophies and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.</li> <li>6. Resolves patient problems and needs by utilizing multidisciplinary team strategies.</li> <li>7. Maintains safe and clean working environment by complying with procedures, rules, and regulations; calling for assistance from health care support personnel.</li> <li>8. Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.</li> <li>9. Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.</li> <li>10. Maintains patient confidence and protects operations by keeping information confidential</li> </ol>	
Other Responsibilities	<ol style="list-style-type: none"> <li>1. To Report your daily activities and job risks to above mentioned reporting Structure</li> <li>2. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.</li> <li>3. Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.</li> <li>4. Contributes to team effort by accomplishing related results as needed</li> <li>5. You will get prior permission for leave or the next day of availing the leave from the Nursing Superintendent and Deputy Nursing Superintendent</li> </ol>	
EDUCATION & EXPERIENCE		
Education	Minimum Qualification	B.Sc., Nursing; D.G.N.M.,
	Preferred Qualification	Registration in Nursing Council
	Specific Qualifications	B.Sc., Nursing / Post Basic B.Sc., Nursing
Job Related Experience	Minimum Qualification	1 Year
	Preferred Qualification	5 Years
SKILLS & COMPETENCIES		
Behavioural Competencies		

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**JOB DETAILS**

**Designation : RECORD CLERK**

<b>Name</b>		<b>Department</b>	Administration
<b>Reporting To</b>	Registrar	<b>Reporting Structure</b>	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Registrar</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Manager - Administration</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Purchase Manager</div> </div>

**ROLES & RESPONSIBILITIES**

<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. You are under control in our Registrar and Manager Admin.</li> <li>2. Perform functions in the Record Department</li> <li>3. To organise and Manage all records and documents in an orderly manner</li> <li>4. To Retrieve necessary appropriate record and reports from the Record Room</li> <li>5. To provide support to the Administrative Department in managing records</li> </ol>
<b>Other Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To receive the tapals and collect the bills from the concerned Department</li> <li>2. To despatch tthe tapals to the concerned persons with proper records</li> <li>3. To submit the bills to the Accounts Section for entry and despatch to the concerned clerks</li> <li>4. At any time go to the Bank for remittance and other related work assigned by the Administrative Officer</li> </ol>

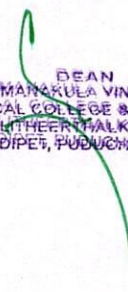
**EDUCATION & EXPERIENCE**

<b>Education</b>	Minimum	Any Degree
	Preferred	Experience
	Specific Qualifications	Computer Typing Knowledge
<b>Job Related Experience</b>	Minimum	Nil
	Preferred	Nil

**SKILLS & COMPETENCIES**

**Behavioural Competencies**

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**MADAGADIPEI, PUDUCHERRY-605 107.**



**JOB DETAILS**

**Designation : ACCOUNTANT**

<b>Name</b>		<b>Department</b>	Administration
<b>Reporting To</b>	Registrar	<b>Reporting Structure</b>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Chairman &amp; Managing</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Secretary</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Registrar</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Manager - Administration</div>

**ROLES & RESPONSIBILITIES**

<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. You are under control in our Registrar and Manager Admin.</li> <li>2. To prepare the payments by verifying the documents and requesting disbursements</li> <li>3. Prepare, examine and analyse accounting records, Financial Statment and Other Financial reports as accuracy</li> <li>4. To Compute taxes owned and prepared tax returns</li> <li>5. To verify the purchase files and entry it properly</li> </ol>
<b>Other Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To issue the cheque payment to the supplier with properly mentioned date as based on the funds</li> <li>2. To remind about the fund position and daily needs to the Management for smooth moving of payments</li> </ol>

**EDUCATION & EXPERIENCE**

<b>Education</b>	Minimum	B.Com.,
	Preferred	M.Com., / M.B.A, finance
	Specific Qualifications	Tally Package
<b>Job Related Experience</b>	Minimum	Nil
	Preferred	More than Five years experience

**SKILLS & COMPETENCIES**

<b>Behavioural Competencies</b>
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MEDICAL COLLEGE & HOSPITAL  
KALITHURUTHAL KURRAM,  
MADAGADIPATI, SURUGHERY-605 107.