



JOB DESCRIPTION

LIAQUAT INSTITUTE OF MEDICAL & HEALTH AND SCIENCES, LIMHS, THATTA

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Head of Department

The head of department would

1. Ensure that the curriculum of his/her subject is properly delivered. This includes preparation and notification of timetables, teaching schedule, evaluation programs and availability of teaching facilities like models, charts and audiovisual equipment.
2. Supervise the teaching being imparted by his/her subordinate faculty members. This would include periodic counselling of subordinate faculty member especially in light of feedback from the students.
3. Supervise and guide his/her subordinate faculty member for preparation of the evaluation tools like MCQs, short and long essay questions and objectively Structured practical examination.
4. Supervise the working of non-teaching and ancillary staff according to their Job description and duty roster.
5. Ensure that all the necessary teaching aids, equipment and related infrastructure of the department are according to the PM&DC requirements and are in proper functional condition
6. Take part in teaching the students in form of lectures, tutorials and small group discussions
7. Ensure that all of his/her subordinate staff (teaching as well as non-teaching) are punctual and their attitude towards each other and students is polite, decent and affectionate.
8. Ensure that students attending his/her department observe disciplinary rules and those who habitually break the discipline are rectified by counselling and if needed by punitive actions.
9. Ensure that a mechanism exists in her department for providing special guidance to those students whose academic performance is not up to the mark.
10. Ensure that a mechanism exists in his/her department for providing special counselling and if needed medical help to those students who are having psychological and other health problems.
11. Motivate and facilitate his/her subordinate colleagues to indulge in research activities.



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Professor:

1. Teaching & training medical students to develop knowledge, skills & attitude through lectures, tutorials and small group discussions.
2. Periodic academic assessment of students.
3. Paper setting and evaluation.
4. Delegation to appropriate officers for developing research.
5. To conduct home and university examinations.
6. Supervising the teaching being imparted by the junior faculty.
7. Recruitment of a faculty according to the subject Division.

Associate Professor:

1. Take part in teaching the students by delivering lectures and managing tutorials and small group discussions
2. Develop and implement innovative instructional methods.
3. Develop logistics to improve student s performance.
4. Evaluate, monitor and mentor student's academics progress.
5. Supervise and support subordinate teaching staff.
6. Participate in departmental and college activates.
7. Assess, review and evaluate student's activities and assist professors in day-to-day tasks.

Assistant Professor:

1. To teach the students through lectures, small group discussions and tutorials.
2. To maintain attendance/ academic record.
3. To maintain department & college libraries for students & staff etc.



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