

JSS Academy of Higher Education and Research

Center for Continuous Learning for Professional Excellence

Education Unit Roles and Responsibilities

Aims as defined by Medical Council of India

- sensitize teachers about new concepts in teaching and assessment methods
- develop knowledge and clinical skills required for performing the role of competent and effective teacher, administrator, researcher and mentor
- assist clinicians to acquire competency in communication and behavioral skills
- Update knowledge using modern information and research methodology tools.

The main objectives of the Education units are to

1. To be responsible for all educational processes
2. To ensure continuous quality improvement in teaching learning and assessment in professional education
3. Plan, implement and evaluate curricular development and faculty development in the college
4. Facilitate educational research through projects, research publication and PhD course.
5. Keep the faculty updated of the current trends in medical education by conducting workshops and conferences.
6. To develop into an educational resource Center
7. Contribute towards policy development, feedback system, assessment, communication skills and humanities
8. To develop and implement instructional design

Office bearers:

Chairman: The Principal

Coordinator : Professor/Associate Professor. **Preferably** should have received additional educational qualification or training: MHPE, Diploma in Medical Education, FAIMER etc....

Member secretary: Associate / Assistant Professor

EU Members: Minimum 08 core faculty (2% of total number of faculty) inclusive of all cadres of faculty who are passionate about teaching learning and educational activities

Non-teaching faculty: Typist and attender

Infrastructure and equipment (Optional)

The Medical Education Unit is to be housed in an appropriate area which can accommodate around 30 participants in a workshop format and should have the following equipment's:

Two Multimedia PCs internet enabled with colour Monitors : 2
Computers will be utilized for the entire media operation, i.e. for connectivity with printers, digital photography and scanners. It should have video-editing facility

Multimedia projector : 2

Screen for projection : As per requirement

Scanner + printer + copier : 1

Laptop : 1

Magnetic Board /flip boards : As per requirement

Overhead projector : 1

PA system with cordless mikes (2) and Collar mikes (2)

Roles of Coordinator:

- To conduct periodic meetings (need based additional meetings as per necessity)
- To conduct the workshops for undergraduate, post graduates and faculty and non-teaching faculty
- To organize periodical training program
- To coordinate with CCLPE and its activities
- To conduct collaborative program with the constituent college education units
- To coordinate with external faculty, if involved
- To ensure smooth working and coordination of the unit

Role Member secretary:

- Maintaining the records
- Send the reports to the CCLPE immediately after the program with a photography
- Meeting Reports to be submitted to the Registrar and Director academics and Principal
- Communicate the program details being organized with participants

- Monitor necessary arrangements during the event and to be ready with ready with reading materials and resources

Role of members:

- To actively participate and contribute to every program
- To attend all meetings and provide valuable inputs
- To be resource faculty in training programs
- To disseminate the works of units to other faculties of institution
- Assist Coordinator and Member Secretary in their responsibilities

Programs to be organized by the units (regular)

1. Undergraduate:

- Induction / Foundation /Orientation programs
- Research methodology workshops
- Humanities workshops
- Inters orientation programs

2. Post graduate students:

- Orientation program for first year
- Synopsis writing workshops
- Dissertation writing workshops
- Skills workshops
- Synopsis evaluation before submission to IEC

3. Faculty:

Faculty development programs on

- Curriculum designing workshops
- Teaching learning and assessment methodologies workshops
- E Learning Principles
- Research methodology workshops
- Leadership and management
- Communication and conflict management
- Soft skills

Special Programs as per need

Conferences/ workshops/ guest lectures/CME