



Estd - 2003

R. D. Memorial College of Nursing, Bhopal

Recognised by Indian Nursing Council, New Delhi/M.P. Nurses Registration Council, &
Affiliated to M P Medical Science University, Jabalpur

JOB DESCRIPTION

First Division Assistant (FDA)

Qualification Required: B.Com/M.Com

Job overview/ Summary: The FDA will assist the Head of the Institution in all academic and administrative related work and she will be under the supervision the Head of the Institution.

Duties and functions/Specific responsibilities:

Maintenance of master file of notices of notice board(faculty and student)

Maintenance and documentation of teaching and non-teaching faculty individual file Maintenance of faculty recruitment documents.

Monthly salary statement preparation and submission Maintaining of staff leave including CL, EL and SL.

Maintenance of College inventory; electrical, electronic, Xerox machine etc

Indent and maintenance of stationary such as cartridge, papers, cleaning items etc Indent and maintenance of all college related stock register.

Maintains College visitors register.

Assist in preparation of teaching learning material, course outline, clinical rotation with objectives, ISO, NAAC and CNE related work.

General responsibilities:


Adopts/ accepts extended work in situations deemed necessary by the institution. Attends all required training as and when planned.

Maintains professional appearance and dress code Utilizes effective time management skills

Demonstrates willingness to assist co-workers whenever needed.

Maintains good working relationship with teaching faculty, colleagues and students.

- Maintain individual work load schedule


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Others:

- Attends all required training as and when planned Maintains professional appearance and dress code
- Utilizes effective time management skills
- Demonstrates willingness to assist co-workers whenever needed.
- Maintains good working relationship with teaching faculty, colleagues and students Should

Second Division Assistant (SDA)

Qualification Required: B.A. /B.Com/ B.Sc with computer knowledge

Job over view/ Summary: The SDA will assist the Head of the Institution in all academic and administrative related work and she will be under the supervision the Head of the Institution.

Responsibilities and Duties/Specific responsibilities:

Maintenance and documentation of B.Sc(N) students individual file including original certificates and also issue of bank loan and scholarship letters

Maintenance of B.Sc(N) students admission registers, Verification and issue of correspondence certificates, preparation of IA / model examination related time table, question papers including results details.

Sending letters to the students and parents with regard to shortage of attendance, remainders, notices etc Affiliation/Inspection work with regard to INC, MPNRC and MPMSU.

Updates day to day information/ notification / circular with regard to INC/MPNRC/MPMSU/RDMCON/College mail and reports to the principal.

Uploading of synopsis and dissertation of PG students in the absence of concerned.

Filling and uploading of INC/MPNRC/MPMSU applications with regard to students and faculty/ institution in the absence of concerned.

Assist in preparation of teaching learning material, course outline, clinical rotation with objectives, ISO, NAAC and CNE related work.

General responsibilities:

Adopts/ accepts extended work in situations deemed necessary by the institution. Attends all required training as and when planned.



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Maintains professional appearance and dress code Utilizes effective time management skills
Demonstrates willingness to assist co-workers whenever needed. Maintains good working relationship with teaching faculty, colleagues and students.

Updates day to day information/ notification / circular with regard to INC/MPNRC/MPMSU/College mail and reports to the principal in the absence of concerned

Others:

Attends all required training as and when planned Maintains professional appearance and dress code
Utilizes effective time management skills, Demonstrates willingness to assist co-workers whenever needed.

Qualification Required: B.Com/M.Com with computer Knowledge

Scope of service: Collecting bills related to Principal office, staff and student related etc, examination, conference/ Workshop.

Job over view/ Summary: The Accounts assistant will assist the Head of the Institution in all financial work. She will function under the guidance and supervision of Head of the Institution.

Duties and functions/Specific responsibilities:

Collection of annual fees such as College, hostel, mess, exam, transcript, foreign verification and other fees of B.Sc. (N), PBBSc. (N) & M.Sc. (N) and issue of receipts for the same and maintenance of related registers, Maintenance of contingency amount, Preparation of Monthly balance sheet, Maintenance of all college related programme bills, Maintenance of GNM admission registers, including results details. Sending letters to the students and parents with regard to shortage of attendance, remainders, notices etc.

Maintenance and documentation of GNM students individual file including original certificates.

Verification and issue of correspondence certificates recording and Maintenance of admission details

Issue of bank loan and scholarship letters.

General responsibilities:

Assist in preparation of teaching learning material, course outline, clinical rotation with objectives, ISO, NAAC and CNE related work. Adopts/ accepts extended work in situations deemed necessary by the institution. Attends all required training as and when planned.



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Maintains professional appearance and dress code, Utilizes effective time management skills, Demonstrates willingness to assist co-workers. Whenever needed, Maintains good working relationship with teaching faculty, colleagues and students.

Others:

Attends all required training as and when planned Maintains professional appearance and dress code Utilizes effective time management skills

Computer operator/ IT Incharge

Qualification required: BCAJB.A., Jet king Certified Hardware and Networking Professional

Job overview: The FDA will assist the Head of the Institution in online academic and administrative related work as well as technical work and will be under administrative control of the Head of the Institution.

Duties and functions/Job Specification/ Responsibilities:

Maintenance and documentation of B.Sc(N)students individual file including original certificates.

Maintenance of B.Sc(N)admission registers, including results details.

Sending letters to the students and parents with regard to shortage of attendance, remainders, notices etc. Verification and issue of correspondence certificates. Updates day to day information/ notification / circular with regard to INC/MPNRC/MPMSU/ RDMCON/College mail and reports to the principal Preparation and uploading of admission/ examination/ any other details regarding students and faculty/ institution. Uploading of synopsis and dissertation of UG/PG students

Filling and uploading of INC/MPNRC/MPMSU applications with regard to students and faculty/ institution in co-ordination with respective case workers.

Preparation of IA/model examination related time table, question papers

Correspondence related to clinical / community postings / educational visits / vehicle arrangement/ auditorium permissions to conduct programmes Correspondence within the college / campus with regard to college programme Maintenance of minor electronic gadgets and software related work

General responsibilities:

Assist in preparation of teaching learning material, course outline, and clinical rotation with objectives,



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ISO, NAAC and CNE related work. Adopts/ accepts extended work in situations deemed necessary by the institution. Maintains individual workload schedule

Others:

Attends all required training as and when planned, Maintains professional appearance and dress code (uses formals) Utilizes effective time management skills, Demonstrates willingness to assist co-workers whenever needed. Maintains good working relationship with teaching faculty, colleagues and students


Job Responsibilities:

1. Adheres to the correct uniform protocol and ensure a smart appearance at all times
2. Works safely by adhering to health and safety guidelines as per housekeeping policy guidelines.
3. Maintains courteous and polite communication with students, parents, visitors, staff and colleagues at all times
4. Responsible for keeping the area neat and clean, as assigned to him/her by dusting, sweeping, moping, and segregating the waste.
5. Performs any student related task assigned by teaching and non-teaching staffs.
6. Reports on any complaints from students, parents, visitors and staff to the Principal.

Sanitary Worker

Job Responsibilities:

- Adheres to the correct uniform protocol and ensure a smart appearance at all times
2. Works safely by adhering to health and safety guidelines as per housekeeping policy guidelines.
 3. Maintains courteous and polite communication with students, parents, visitors, staff and colleagues at all times
 4. Cleans rest rooms of faculties twice a day and students four times a day to the required standards
 5. Cleans around the College daily
 6. Maintenance of the garden.


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7. Performs any student related task assigned by teaching and non-teaching staffs.
8. Responsible for keeping the area neat and clean, as assigned to him/her by washing and Segregating the Bio-Medical Waste.


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