

# 6.3

## FACULTY EMPOWERMENT STRATEGIES

# 6.3.1

***The institution has effective welfare measures  
for teaching and non-teaching staff***



## RECRUITMENT POLICY

### 1. Purpose

Policy on recruitment of faculty is designed to ensure the right faculty in right place.

### 2. Scope

This policy is to recruit Graduate and Post graduate nurses as faculty to RDMC College of Nursing.

### 3. Policy Statement

Faculty recruitment policy consists of two steps.

**Step I:** Scrutiny of obtained Curriculum vite by an expert team with a written Curriculum vite, scrutiny criteria laid down by the college. The panel of expert team consisted of four members. 1. The head of the Institution 2. HOD Of the concerned department 3. Administrative officer 4. A representative from the Management side. Curriculum vite need to be scored. A score of 70% and above will be called for an interview.

**Step II:** Candidates called for an interview have to undergo the following interview procedure. A Personal interview, oral presentation and OSCE (Objective Structured clinical Examination)

#### Interview Procedure

Chair welcomes the candidate and introduces other members of the committee

1. Invites the candidate to make a short presentation (15 minutes). The presentation to cover:

- a. Personal Introduction-including family status, number of children ages(s) of children-approximately
- b. Teaching Philosophy
- c. Research Interests
- d. Awards & personal highlights

e. What does the candidate has to offer RDMC Academy

  
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- i. Special skills
- ii. Professional net-work
2. Questions from the Panel to clarify issues in the candidate's CV or in his/her presentations.
3. Panel to verify candidate's claims in his CV and application in-terms of
  - a. Teaching
    - i. Philosophy
    - ii. Experience in teaching required courses
    - iii. Ability to develop or revise course content
    - iv. Ability to assure quality of courses and curricula
    - v. Capacity to supervise or advise students
    - vi. Capacity to teach in English
  - b. Research
    - i. Research interests
    - ii. Relevance of interest to MIMS Academy
    - iii. Publication Record
    - iv. International Recognition
    - v. Experience in attracting external funding
  - c. Service
    - i. Executive Positions
    - ii. Committee memberships-College, University, National & International
    - iii. Organization of workshop & conferences
    - iv. Consultancies to Private & Public Sector
4. Panel to assess Inter-Personal Skills

  
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- a. Ability to Communicate
- b. General friendliness
- c. Willingness to take directions (Dominant or Submissive)
- d. Commitment
- e. Task orientation

5. The chair invites the Candidate to ask questions

6. Principal/Director/Joint Director of the Academy or respective College to assess credentials stated in the CV

7. The chair thanks the candidate for his/her interest in joining RDMC, provides indicative salary package based on candidates experience and RDMC by-laws.

8. The panel completes the scoring sheet and hands it over to the respective Principal of the college

. Grading Criteria for interview

1. Written test: Weightage 40 %
2. Presentation: Weightage 30 %
3. Personal Interview: Weightage 10%
4. OSCE: Weightage 20 %

Those who score 70% or above will be recruited according to the merit list prepared. A viable waiting list also will be prepared.

#### 4. Reason for policy

To provide clarity in the process of recruitment and to avoid confusion among those concerned in recruitment of faculty.

#### 5. Procedure

- The candidate called for interview will be given a written test for one hour with 50 multiple choice questions from the concerned Specialty.
- The preparation of the question and conduct of the test is the responsibility of the concerned HOD from their question bank.

  
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- HOD of the concerned department should score the test with scoring sheet available in the college.
- Executive secretary has to arrange the venue for written test, interview and oral presentation.
- OSCE conduction and evaluation is the responsibility of the HOD of the concerned Department
- Executive secretary should inform the interview time and requirement to the candidates as well as to the interview panel members in consultation with the HOI.
- Panel members have to score the candidates according to the criteria provided (Scoring criteria 2 and 3)
- OSCE need to be scored by the concerned HOD or their representative.
- Cumulative score is converted to percentage

A percentage of 70 or above will be considered suitable for appointment.

#### 6. Definition OSCE:

Objective Structured Clinical Evaluation. Separate OSCE checklist is attached.

#### 7. Related Information

1. Scrutiny criteria – Appendix -1. I
2. Interview scoring Sheet – Appendix -1.II
3. Oral Presentation scoring Sheet – Appendix – 1.III
4. OSCE scoring sheet – Appendix – 1.IV
5. Clinical Instructor interview form – Appendix –1.

V Prepared by the policy Committee dated 10/03/2010 Chairperson: Dr.Assuma Beevi T.M

  
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## LEAVE POLICY

### Leave Regulations OF MIMS Academy (Non-teaching staff)

Leave means permitted absence from duty.

#### A. General conditions:

1. The RDMC Academy Chairman is the Sanctioning Authority for the grant of Leave without Pay exceeding 20 days at a time. All other kinds of leave are sanctioned by the competent departmental authorities.
2. Leave cannot be claimed as a right. In exigencies of service, the sanctioning authority may at his discretion, refuse or revoke the leave of any description.
3. The nature of the leave due and applied for by an officer can be altered at the option of the sanctioning authority.
4. Holidays can be prefixed or suffixed with casual leave
5. An officer when entered on leave on Medical Certificate (MC) may be allowed to join duty after producing Medical Certificate of fitness.
6. An employee applying for leave without pay cannot combine casual leave or prefix or suffix holidays. Vacation may be availed in combination with or in continuation of any kind of leave.
7. The maximum amount of leave, in combination or otherwise, granted at a time shall not exceed 20 days
8. An officer on leave may not return to duty before the expiry of leave unless he is permitted to do so.

#### B. Classification of Leave

Leave is classified into ordinary leave and special leave.

1. **Ordinary leave:** This is the leave earned by an employee in proportion to his/her duty. A leave account is maintained. Every

leave except LWP (Leave without Pay) availed shall be debited against the leave at credit. This includes Earned leave and casual leave.

  
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**2. Special leave:** This is the leave granted to a particular person in a special circumstance. No leave account is necessary. Disability leave, Maternity leave, Hospital leave and the leave deemed special by the top management are the four types of special leave.

**a) Earned Leave (EL)** All employees of the Academy are eligible for earning EL at the rate of one day for every 30 days on duty in a year on completion of 12 months of service, the EL calculated @ 1/30 will be regularized.

The maximum amount of EL that can be at credit at a time shall not be in excess of 30 days. The maximum amount of EL that can be granted at a time shall not be in excess of 20 days. But, in special cases where the employee could not avail leave due to institutional need, he or she may be permitted to avail the leave preparatory to retirement or as the top management of the Academy's decision to provide remuneration for the same according to academy regulations.

**EL Salary:** Full pay, if the person had been on duty +Dearness Allowance to that pay as admissible.

#### **1. Earned leave for those persons enjoying vacations.**

i. Those persons who are eligible for regular vacations are not eligible for EL, if they are enjoying vacation as per regulations. But if they are prevented from enjoying vacation in full they will earn EL as like that of any employee under RDMC Academy.

ii. If in any year (actual duty period of 12 months and not calendar year) an employee is not enjoying the vacation, EL is earned for that year @ 1/30

**NB:** This clause will be applicable when the Academy becomes an independent institution where the course calendar is planned by the Academy instead of an affiliated institution as of now.

#### **Leave without Pay/Extra ordinary Leave**

This leave is granted to an employee in regular employment, when there is no other leave at credit or there is leave at credit, but applies for LWP. Non-permanent employees with less than 1 year service are eligible to LWP up to 15 days. This is granted on MC or otherwise.

  
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Period of LWP exceeding 15 days requires the sanction of the chairman of the Academy.

### **C. Three Kinds of Special Leave**

#### **1. Disability Leave.**

This leave is granted to an employee who is disabled by injury intentionally inflicted or caused in or in consequence of due performance of his official duties or in consequence of his official position. It shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed and the person disabled acts with due promptitude in bringing it to the notice of the sanctioning authority with the support of MC.

The Maximum period is 3 months for one disability.

This can be combined with other kind of leave.

**Leave Salary:** Here the employee will be eligible for only the basic pay without other allowances.

#### **2. Maternity Leave**

a) A certificate from the medical officer who attend the delivery showing the date of delivery along with medical certificate of health should be produced for availing maternity leave.

b) A total of 45 days shall be the number of days eligible for a female employee who had delivered if she is not eligible for ESI benefits.

This is also granted in the case of miscarriage including abortion for a period not exceeding 1 week.

### **2. Hospital Leave**

This is granted for treatment either at hospital or at home. The duration will be as suggested by the attending Medical Officer. This leave will be on loss of pay

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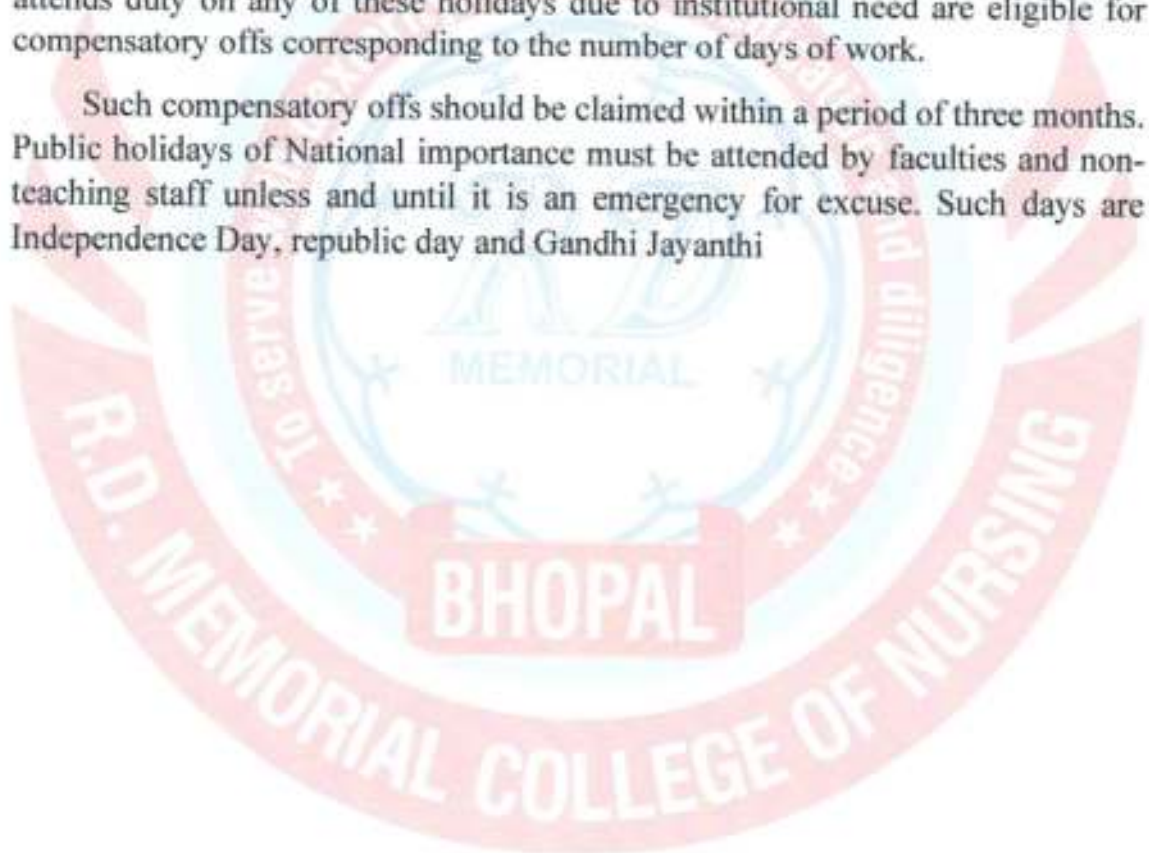


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**Casual leave:** All employees of the Academy are eligible for 12 days of casual leave in a year. This leave may be intimated to the authorities in advance. No medical certificate is needed for this leave. The employee can avail this leave along with holidays or LOP. No employee is permitted to avail more than 3 casual leaves at a time until and unless there is cumulated leave and with permission of the head of the department.

**Public holidays:** All the employees of the Academy are eligible for all public holidays declared by the Govt. of Kerala as per the calendar. If an employee attends duty on any of these holidays due to institutional need are eligible for compensatory offs corresponding to the number of days of work.

Such compensatory offs should be claimed within a period of three months. Public holidays of National importance must be attended by faculties and non-teaching staff unless and until it is an emergency for excuse. Such days are Independence Day, republic day and Gandhi Jayanthi



  
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**Address:** Barkhedi Kalan, Bhadbhada Road, Bhopal-462044 Ph. 0755-2696635, 7697544133  
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## **RDMC ACADEMY-Rule Amendment**

Academy Rules-Staff and Students:

1. As per the change of class timings from 10:00 am to 5:00pm.
2. Irrespective of staff and students all are requested to wear ID cards inside the campus. Failed to wear ID cards may cost a fine of Rs.100/- and if the same person repeats the disobedience will be fined an amount of Rs.500/-.
3. Except certain allowed days no staff and students are supposed to wear Jeans/T-shirt inside the campus during working/study hours.
4. Professional grooming is expected from all Staff and students and follow a decent hair cut without imitating any fad. For boy's low waist pants are strictly prohibited inside the campus.
5. Dress code for non-uniformed male Employees: Shall wear formal clothing at all times. Formal clothes mean and include full or half sleeved collar shirts and formal trousers.
6. Dress code for Uniformed Female Employees: Saree has to be Wear.
7. Footwear guide lines for Non-Uniformed Male Employees-Shall wear black or dark brown men's formal shoes
8. Footwear guide lines for Uniformed Female Employees-Shall use closed shoes with all kind of attires. The shoe style should be plain and have minimal decorations.
9. Male students should tuck in their shirts during college hours.
10. Female students should wear black shoes.
11. Students should follow their uniform policy and dress code given to them by the respective course officers.

  
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### **3. PERFORMANCE APPRAISAL**

The performance appraisal system applies to all permanent employees,

- 1) HOD 50% weightage
- 2) Peer Evaluation 10% weightage
- 3) Self-Evaluation 10% weightage
- 4) Subordinate evaluation 10% weightage
- 5) Students' evaluation 20% weightage Score above 70% will be given maximum increment in the work Score between 60%-50% will be given 5% increment Below 50% will be given 3% increment

#### **a) Related Information**

1. Performance Appraisal of faculty Appendix 3.I
2. Self-Appraisal of faculty Appendix 3.II
3. Teachers Evaluation by Students – Appendix 3.III
4. Performance Appraisal of Managers Appendix – 3.IV
5. Performance Appraisal Executives Appendix – V

### **4. BENEFIT SCHEME POLICY**

#### **1. Employee Provident Fund**

Every employee of RDMC Academy is eligible for provident fund scheme ..... those salaries (Basic+ Da) limit upto 15000/month

#### **2. Employee State Insurance**

Every staff of RDMC Academy is eligible to avail the scheme of Employee state Insurance, whose salary (Gross salary) limits upto 21000/Month All the staff who has completed one year, drawing a consolidated salary of More than 21000/Month are eligible to get Insurance.

#### **3. TRAINING AND DEVELOPMENT POLICY**

  
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Duty leaves for attending national and International Conferences once in a year for all faculty who had worked more than a year in the institution. Application must be raised through proper with HOD recommendation

## **6. SALARY AND PERKS**

Salary scales are set by the management by considering professional experience and qualification of the staff.

## **7. RULES OF RESIGNATION**

All permanent and contract employees and managers at all levels in the organization are expected to comply with this policy.

- 1) The notice period applies to the whole staff of RDMC Academy
- 2) Teaching staff provides 2 months' notice period
- 3) Other all staff provides 1 month notice period
- 4) If an employee does not provide notice as stipulated above, the RDMC Academy may deduct, payment in lieu of notice from the employee's final salary.
- 5) If the service of any staff with RDMC Academy is less than one year, they are not eligible to get an experience certificate

  
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## **R.D.MEMORIAL COLLEGE OF NURSING**

### **POLICY FOR CONTINUING NURSING EDUCATION**

#### **PURPOSE**

To update the faculty on newer trends in teaching/learning and in their clinical specialty. The institution monitors the plan of individual faculty and facilitates learning opportunities areas.

#### **SCOPE**

The policy to empower the knowledge and practice of the teaching faculty of the institution, keep update with new information in enhancing the quality of teaching/learning and merge this new learning in their life long practice.

#### **POLICY STATEMENT:**

##### **1. STAFF DEVELOPMENT PROGRAMME**

To sustain the values and maintain the quality services in institution, the faculty are encouraged and assisted in developing yearly staff development plan to achieve quality services provision as well as professional development. The head of for them whenever appropriate.

##### **2. IN SERVICE EDUCATION PROGRAM**

The in-service education programs are organized to update knowledge and skill of the faculty in order to promote a learning culture and improve teaching efficiency and effectiveness. It also cultivates insight and develop their skills and enforce their responsibilities and there by enhance their commitment to the profession. The contents of in service education program include research, education, administration and management, nursing skills and standards, health promotion and prevention, continuous quality improvement, and other job-related training.

  
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### **3. JOURNAL PRESENTATION**

Journal presentation are conducted every alternate week at the institution by all teaching faculty. This helps the teaching faculty to improve their knowledge in the field of research and evidence-based practice. presentation of a journal articles also helps the faculty to improve their teaching and presentation skills.

### **4. INTERNATIONAL/ NATIONAL/ STATE CONFERENCES**

Conferences ( international/ national/ state ) are conducted every year by the institution to help the faculty to improve their knowledge and skill on various subjects like research ,education ,administration , management and all other nursing and clinical aspects.

### **5.WORKSHOPS AND SEMINARS**

Workshops and seminars are conducted by the faculty, and the UG and PG students of the college every year.

### **REASON FOR POLICY**

Policy on continuing nursing education is designed to include a wide variety of topics or subjects which the teaching staff would undergo to develop a new skill or enhance their knowledge in a particular area.

### **PROCEDURE**

1. Identify a continuing education director and nurse planner to serve as a liaison in the CNE cell.
2. Develop a schedule for the continuing nursing education programme for the whole year.
3. Inform the faculty of the college regarding the programme.
4. Develop work plan and budget.
5. Identify and inform the speakers.

  
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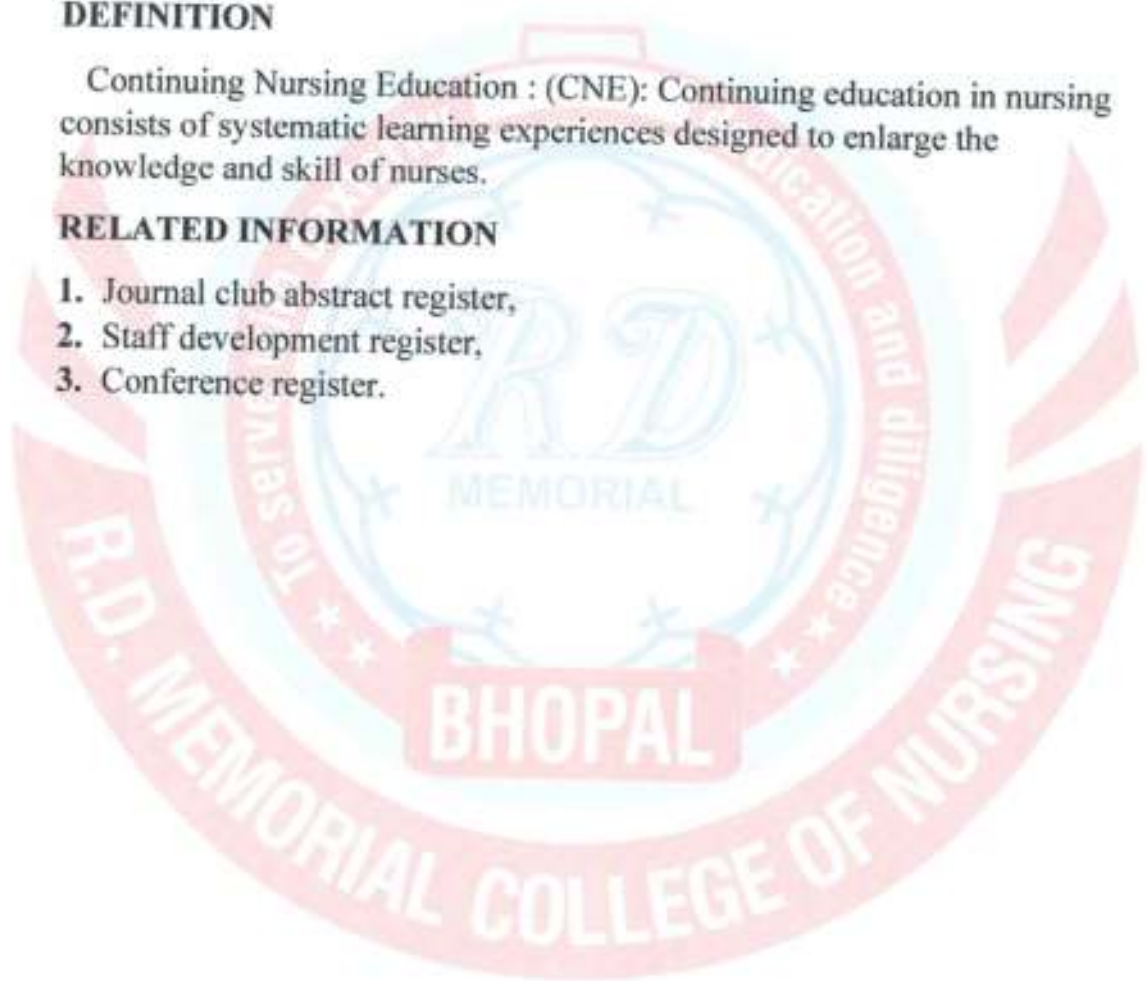
6. Submit the articles in the CNE cell before presentation.
7. Develop educational materials for the CNE.
8. Develop an evaluation tool using the sample format and submit it to the continuing education director for review.
9. Auditing and evaluation will be conducted at the end of programme.

### DEFINITION

Continuing Nursing Education : (CNE): Continuing education in nursing consists of systematic learning experiences designed to enlarge the knowledge and skill of nurses.

### RELATED INFORMATION

1. Journal club abstract register,
2. Staff development register,
3. Conference register.



  
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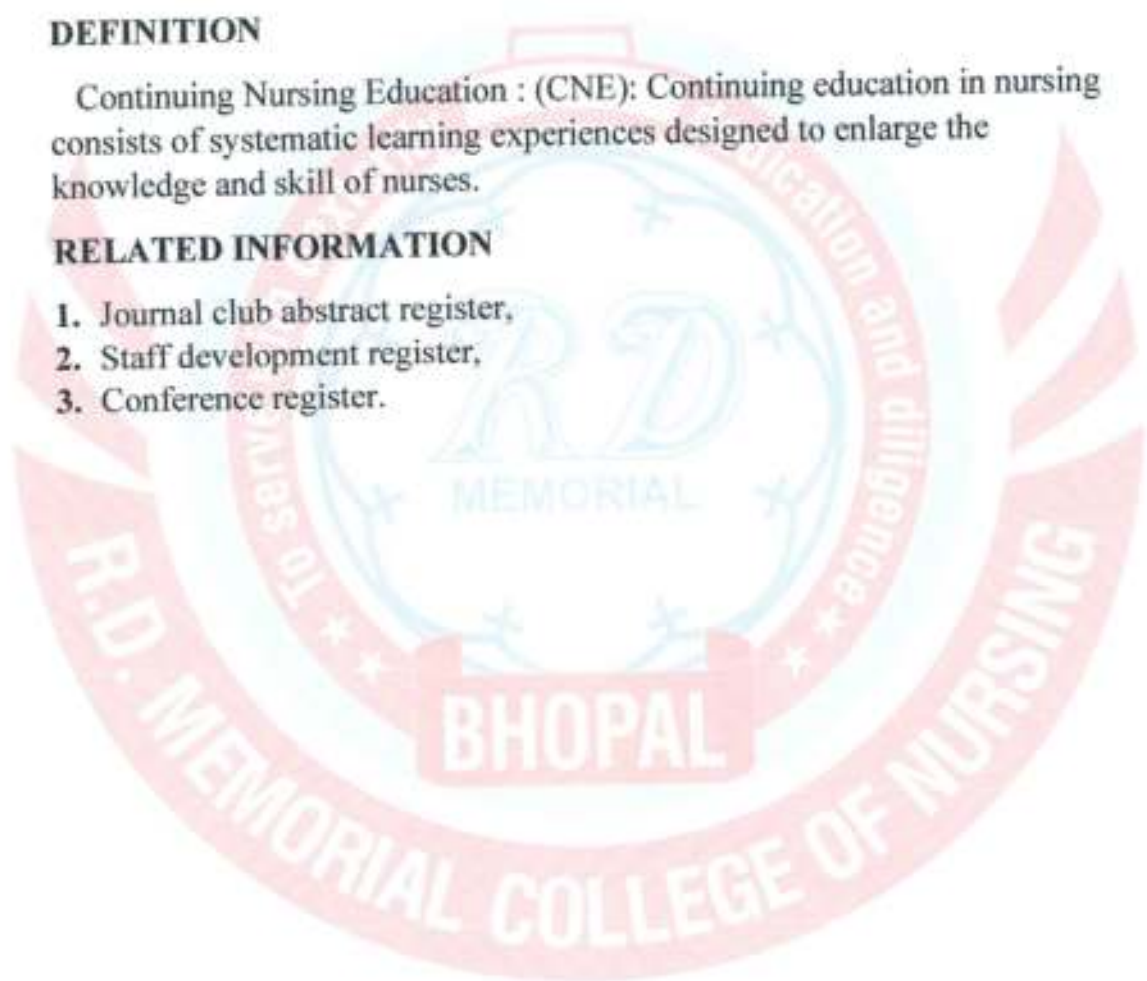
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