



TEACHING JOB RESPONSIBILITIES

Job Summary:-

Principal,

The College of Nursing's Administrative Head is directly responsible to the Director of Medical Education/Director of Health and Family Welfare Services, and is in charge of the college's curriculum implementation and revision for various courses as well as research activities.

Duties & Responsibilities:

1. Nursing programme development, planning, execution, and assessment, including B.Sc. Nursing, MSc Nursing, and nursing specialisations courses, among others.
2. Create the educational program's philosophy and objectives.
3. Determines current educational programme needs and investigates, evaluates, and secures resources.
4. Choose and organise learning opportunities.
5. Oversee planning efforts and implement programmes with staff to ensure that the College of Nursing's vision is realised.
6. Determines the number of positions available, as well as the scope and responsibilities of each teaching and non-teaching staff member.
7. Assess the job in terms of the needs education programme.
8. Using an organisation chart or another method, creates job descriptions, identifies lines of authority, responsibilities in the relationship, and communication routes.
9. Delegate authority that is proportional to the level of responsibility.
10. Establishes an organisational foundation for successful staff functioning, such as staff meetings.
11. Appoints and promotes employees based on their qualifications and experience, job scope, and overall staff composition.

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12. Supports and supports developmental aspects relating to the well-being of staff and pupils.
13. Makes administrative decisions consistently based on established policies.
14. Makes it easier for people to participate in community, professional, and institutional activities by giving them time and resources.
15. Allows staff to create active training courses within the framework of the curriculum.
16. Encourages employees to participate in research.
17. Obtains and maintains high-quality physical facilities.
18. Translates nursing instruction to other disciplines and the general public.
19. Allows for ongoing monitoring and revision of the educational programme.
20. Prepare periodic reports that examine the overall program's progress and issues, as well as plans for its continued development.
21. Serve on several committees as a chairperson.
22. Oversees the budget by planning, securing, authorising, and implementing it.
23. Create a college budget based on established programme needs, projected staff enrolment, and other final needs, and keep the programme on track.
24. Volunteer at the university, in the workplace, and in the community.
25. Conducting and participating in department meetings, as well as attending various University meetings, INC.
26. Conducts research studies to improve educational programmes and initiates and participates in them.
27. Recognizes the importance of ongoing education for both self and others, and encourages them to pursue it.
28. To enforce discipline, a student code of conduct and college handbooks are being developed.
29. Hold regular meetings with parents and students to discuss college issues.

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30. Assisting subordinates as a mentor.

31. Assist with such responsibilities as given by higher authority.

VICE PRINCIPAL

Job Summary:-

The Vice Principal aids the Principal in supervising the College's teaching staff (both teaching and non-teaching). She works with the principal to assess, design, execute, and evaluate educational programmes. Duties & Responsibilities:

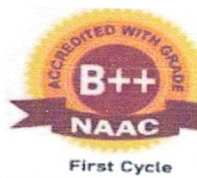
1. Assists Principal in planning, implementation, monitoring & evaluation of the educational Programmes of the college.
2. Participates in the conduct of continuing education programme & programme for visitors.
3. Assists Principal in identifying needs for professional development of faculty & facilitates staff development programme.
4. Identify the present needs related to educational programme.
5. Select & organizes learning experiences.
6. Assists in the conduct of admission procedures & final University examinations.
7. Act as a member of various committees in the absence of Principal chair the assigned committee meetings.
8. Supervises clinical experience of all educational programmes in coordination with coordinators.
9. Review student progress reports & activities & offers academic guidance.
10. Guides & monitors students cumulative record for all educational programmes, maintained by respective programme coordinators.
11. Guides faculty in day-to-day academic activities of all educational programmes.
12. Participates in conduct of orientation programme for new faculty members.



13. Write staff performance report & reviews evaluation report of assigned staff.
14. Assists Principal in administration & supervision of college activity.
15. Monitors all leave privileges of teaching & non-teaching staff in coordination with Principal.
16. Assists Principal in reviewing recruitment & promotion policies of teaching & non-teaching staff.
17. Assists Principal in maintaining discipline & law & order in the college.
18. Supervises overall functioning of college of nursing.
19. Inform students of changes in college policies, procedures & standards if any
20. Share responsibility with Principal in identifying conflicts among staff members & initiates Solution, consult & inform when necessary.

Responsible for

1. Following the company's service standards and regulations and achieving the company's goals.
2. Holding departmental meetings to plan and design curricular and co-curricular activities
Curricular activities unique to the department, in collaboration with the curriculum and assessment committee and in accordance with University laws.
3. Allocating the syllabus based on the faculty's preferred subject list and prior experience and feedback from students, as well as qualifications and clinical supervision areas.
4. Informing departmental faculty on curricular needs and changes Incorporated within the teaching and learning process, as well as patient care standards
5. Supervising and approving class plans and other activity/schedules on a regular basis as well as monitoring
6. Empowering teaching faculty and students in accomplishment of curriculum and department specific objectives through class room instruction and clinical training.
7. Planning annual training of faculty to enhance the competency of classroom instruction, clinical training based on the training needs submitted by the faculty and regular student



feedback mechanism.

8. Planning and submitting the requirement like textbooks, equipment, articles and other ICT enabled teaching technologies through the proper channel for improving the facilities in the department.

9. Empowering the faculty and the students in conducting research, National and international seminars/workshops deputation for in-service training programme etc., as per the departmental calendar of events.

10. Continual improvement of the student performance on both curricular and co-curricular activities and pass percentage from time to time by conducting periodic and summative internal tests and model examinations.

11. Monitoring and updating the registers, and other related documents of faculty and students periodically for approval at each monthly faculty meetings and for by annual corrective actions.

12. Evaluating the performance of each teaching faculty for needful appreciation or corrective actions.

13. Counseling, mentoring and conducting the special coaching/classes for slow learners identified through assessments and absentees for adopting change in their patten of performance better outcomes.

COURSE CO-ORDINATOR

Responsible for

- Co-ordinating the implementation of planned curriculum by the class co-Ordinator
- Co-ordination between class co-Ordinator and curriculum committee.
- Taking periodic corrective action on implementation of curriculum (Absenteeism & poor performance in IA)


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CLASS CO-ORDINATOR

Responsible for

1. Maintaining class related student documents.
2. Planning monthly time table, unit tests and IAs
3. Conducting regular class meetings to identify issues related student's learning.
4. Assisting in faculty appraised by obtaining student's feedback.
5. Ensuring the implementation of the curricular as per master rotation plan.

Tutor

Job Summary:-

Tutor works under the direction of departmental head and assists him/her in curriculum Instruction & Teaching.

Duties & Responsibilities:

1. Participate in curriculum development evaluation and curriculum revision.
2. Identifies the needs of the learners in terms of the program by utilizing the records of previous experience, personal interviews, tests & observation.
3. Participates in formulation & implementation of the Philosophies & objectives of college of Nursing.
4. Select & organize learning experiences which are in accordance with objectives.
5. Collaborate with other faculty in course development.
6. Participates in University, professional & community service activities.
7. Plan with the educational Unit with nursing service & allied groups.
8. Ascertains, selects & organizes facilities equipment and materials necessary for learning.
9. Assists the learners in using problem solving process.
10. Increases knowledge & skill in curriculum.
11. Devices teaching methods appropriate to objectives & content.
12. Maintains & uses adequate and accurate records.


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13. Prepare clear & concise reports.
14. Measures effectiveness of instruction by use of appropriate devices.
15. Acts as a counselor for staff & students services students conducting research.
16. Participates and promote students welfare activities.
17. Guide the students in conducting seminars, discussions & presentations etc.
18. Assists in teaching & supervision in clinical Nursing courses for undergraduate students.
19. Co-ordinates with the external Lecturer for various courses as assigned.
20. Assist in initiating & participating in research studies for the improvement of educational Programme.
21. To act as mentor to colleagues.
22. Any other responsibility assigned by the Principal and Vice Principal.

Job Summary:-

Clinical instructor works under Lecturer, Vice Principal/Principal of College of Nursing and conducts teaching, guidance and counseling & assist in research activities.

Duties & Responsibilities

1. Participates in determination of educational purposes & policies in consultation with the Vice Principal/Principal.
2. Contributes to the development & implementation of the philosophy & purposes of the total Education program.
3. Identifies the needs of the learners in terms of the objectives of the program by utilizing records of previous experience, personal interviews, tests & observations.
4. Planning of clinical teaching programme with the cooperation & collaboration of clinical staff.
5. Teaching of all nursing subjects by using various teaching strategy with assistance from other Members of the teaching staff.
6. Guidance to students in methods of study and use of reference book and library.
7. Helps the learner with special problems to seek & use additional help as indicated.

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8. Uses incidental & planned opportunities for teaching.
9. Encourages continuous growth & development towards maturity.
10. Promotes continuous growth & development towards maturity.
11. Conduct of periodical & terminal tests.
12. Assure that the assignments of students are fulfilled.
13. Organize seminars, panel discussions, debates etc.
14. Maintains and uses adequate and accurate records.
15. Prepare and channelize clear and concise reports.
16. Participate in the formulation and maintenance of comprehensive record systems.
17. Assist in preparing annual reports of college of Nursing.
18. Visits hospital wards & departments & other clinical field regularly.
19. Arrange initial & periodical health examinations & maintenance of health records.
20. Make periodic visit to student's room to make sure that the practice personal hygiene.
21. Organize social & recreation programme for the students.
22. Initiates and participates in research studies for improvement of educational programme.
23. Maintain inventory of classroom's supplies & equipment's.
24. Any other duty that may be assigned to her/him from time to time relating to nursing education.


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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.

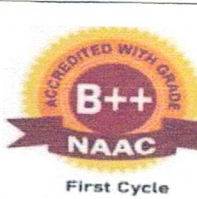
Uploading of synopsis and dissertation of PG students in the absence of concerned.

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:


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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.

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:

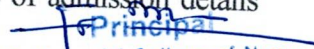
Collection of annual fees such as College, hostel, mess, exam, transcript, foreign verification and other fees of B.Sc. (N), PBBS. (N) & M.Sc. (N) and issue of receipts for the same and maintenance of related registers, Maintenance of contingency amount, Preparation of Monthly balance sheet, Maintenance 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:


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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.

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, 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

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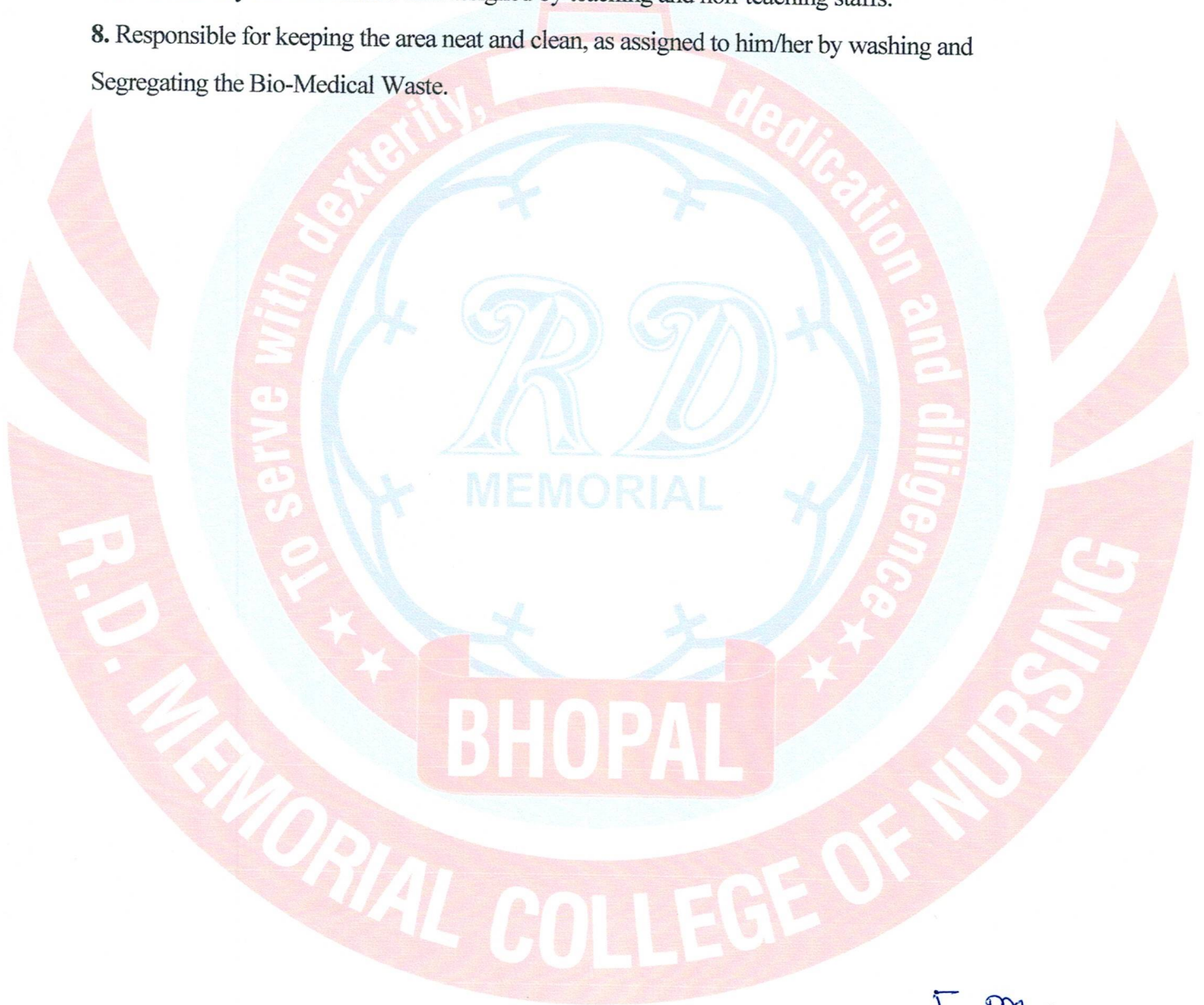
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M.P. Nurses Registration Council, Bhopal & Affiliated to
Madhya Pradesh Medical Science University, Jabalpur



standards

5. Cleans around the College daily
6. Maintenance of the garden.
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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