



**Seva Mandal Education Society's**

**SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING  
SMT. SUNANDA PRAVIN GAMBHIRCHAND ANM SCHOOL OF NURSING  
SMT. SUNANDA PRAVIN GAMBHIRCHAND GNM SCHOOL OF NURSING**

**Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex  
338, R.A. Kidwai Road, Matunga, Mumbai- 400019.**

**HUMAN RESOURCES (HR) POLICY,  
SERVICE RULES AND REGULATIONS FOR  
TEACHING AND NON-TEACHING STAFF OF  
SMT.SUNANDA PRAVIN GAMBHIRCHAND  
INSTITUTE OF NURSING AND  
PARAMEDICAL SCIENCES**

**Year 2020-2021**

**Compiled by**

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# INTRODUCTION TO SEVA MANDAL EDUCATION SOCIETY



## **Vision**

Empowerment of Women through Quality in Education

## **Mission**

To impart quality education to women and enable them to become independent and competent, thereby benefiting our society and country

## **Objectives**

- To foster a healthy learning environment
- To make teaching and research relevant to social needs
- To inculcate a humanist outlook in students by means of value-based education, and community outreach programs.
- To focus on vocationalization of courses and skill development

## LEADERS IN WOMEN'S EDUCATION AND EMPOWERMENT

“Education is the most powerful weapon which you can use to change the world”

(Nelson Mandela)

Seva Mandal Education Society (SMES) has been a pioneer in providing qualitative educational facilities to girl students ever since it began on a humble note in 1957 with just seven students. The campus which is located in the central suburb of Matunga today hosts eight institutions with around 6000 female students. We offer every educational opportunity ranging from Junior college to undergraduate programs postgraduate programs and short term certificate courses in faculties of Arts, Commerce, Home Science, Computer Applications, Management, Mass Media, Law and Nursing. Our vision statement is the “Empowerment of Women through Quality in Education” and it is our objective to ensure that female students who would have otherwise been denied the opportunity for education are given the chance to pursue their dreams.

Our institutions focus on innovative teaching to encourage learning processes and interaction with the community at large. The SMES has introduced a number of vocational opportunities for women. All staff members are geared towards a shared goal – holistic development of our students in order to equip them with the necessary skills to meet the requirements of the professional world, as well as to become positive participatory members of the community. We take great pride in sharing that two of our lead colleges (Smt. MMP Shah Women's College of Arts & Commerce and Dr. B. M. N. College of Home Science) have received the unique honor of "College with Potential for Excellence" (CPE) from the University Grants Commission (UGC) in 2016. While Dr. BMN College was adjudged as "Best College for 2016-2017" by SNDT Women's University, Smt MMP Shah College received this prestigious award from the University for 2017-2018. Dr. BMN College of Home Science and Smt. M.M.P. Shah Women's College were among the few prestigious colleges across Mumbai to receive Autonomous Status, having the freedom granted by UGC to develop curriculum based on the current industry needs. The final degree or diploma will be granted from S.N.D.T. Women's University. Dr. BMN College is recipient of the prestigious Enhancing Quality & Excellence in Select Autonomous Colleges Scheme from RUSA. The Sunanda Pravin Gambhirchand College of Nursing received much appreciation and recognition for the selfless service by its staff and students to the community during the COVID-19 Pandemic.

(Source: Seva Mandal Education Society's audited statement of Accounts 2019-20- 50th Annual Report)

**MANAGING COUNCIL MEMBERS  
OF  
SEVA MANDAL EDUCATION SOCIETY**

**PRESIDENT**

Dr. Dilip R. Trivedi

**VICE CHAIRMEN**

Shri Hiren V. Shah

Shri Mahesh G. Garodia

**HON. SECRETARIES**

Dr. Bharat M. Pathak

Shri Pravin G. Shah

**HON. TREASURER**

Shri Vasant J. Khetani

**TRUSTEES**

Shri Hans B. Khimji  
Dr. Bharat M. Pathak  
Shri Hiren V. Shah

Shri Mahesh G. Garodia  
Shri Nishant M. Garodia  
Shri. Hemant P. Shah

**MEMBERS**

Smt. Abhilasha R. Shah  
Shri Abhishek M. Garodia  
Shri Ashish N. Sheth  
Shri Atul C. Bheda  
Shri Atul V. Sanghvi  
Dr. Bhavin Jankharia  
Shri Bhailal H. Vora  
Shri Champak B. Gangar  
Shri Chandrakant J. Kenia  
Shri Chintan Hiren Shah  
Shri Devendra L. Shah  
Shri Dhirajlal J. Sanghvi  
Shri Dinesh C. Shah  
Shri Dushyant Mehta  
Shri Gangji L. Dedhia  
Shri Gaurang D. Shah  
Shri Gordhan H. Mulani  
Shri Harendra S. Shah  
Shri Hemant H. Maru  
Smt. Heena R. Vora  
Ms. Jayashree T. Ganatra  
Smt. Krishna C. Soni

Shri Lalitkumar P. Desai  
Shri Mahesh Rajpura  
Shri Manharlal D. Shah  
Shri Narendra M. Doshi  
Shri Navnitlal T. Kothi  
Shri Nayant M. Savani  
Shri Pankaj V. Sanghvi  
Shri Parag Ladhawala  
Smt. Pratima N. Gogri  
Shri Rajen R. Parekh  
Shri Rashmin D. Shah  
Shri Raju V. Shah  
Shri Sanjay C. Shah  
Shri Sharad J. Shah  
Shri Shailesh G. Sheth  
Shri Sanjeev V. Parekh  
Shri Sharadchandra T. Mehta  
Smt. Shruti A. Garodia  
Shri Sunil V. Saiya  
Dr. Suresh R. Shah  
Shri Uday C. Nanavati  
Shri Vipin M. Shah

**PRINCIPALS:**

Dr. Leena Rajee  
Prof. (Dr.) Mala Pandurang  
Mrs. Shilpa Shettigar (i/c)  
Mrs. Rakhee Gadhawe (i/c)

**CO-OPTED MEMBER**

Dr. Vatsala Trivedi

**EXECUTIVE SECRETARY**

Dr. Shilpa P. Charankar

## COLLEGES UNDER SMES

- Smt. Maniben M.P. Shah Women's College of Arts and Commerce (Autonomous)  
NAAC Re-Accredited "B++ Grade with CGPA 2.88 / 4"  
UGC Status of "College with Potential for Excellence"  
"Best College Award 2017-18" adjudged by S.N.D.T. Women's University
- Shri M.P. Shah Junior College of Arts and Commerce for Women
- Dr. Bhanuben Mahendra Nanavati College of Home Science (Autonomous) NAAC  
Re-Accredited "A+" Grade with CGPA 3.69 / 4"  
UGC Status of "College with Potential for Excellence"  
"Enhancing Quality & Excellence in Select Autonomous Colleges Scheme (RUSA)"  
"Best College Award 2016-17" adjudged by S.N.D.T. Women's University
- Smt. Hiraben Manilal Nanavati Junior College of Home Science
- Smt. Shardaben Champaklal Nanavati Institute of Polytechnic
- Smt. Kamlaben Gambhirchand Shah Departments of Computer Applications /  
Management Studies / Mass Media
- Smt. Kamlaben Gambhirchand Shah Law School
- Smt. Sunanda Pravin Gambhirchand College of Nursing  
(A+ grade MUHS Impact assessment 2019)
  - Basic BSc Nursing College
  - ANM Nursing School
  - GNM nursing school (proposed, 1<sup>st</sup> inspection over)
  - Transplant co-ordinator certificate course
  - Skill courses
    - ✓ ECG Technician 6 months
    - ✓ Laboratory Assistant 1 Year
    - ✓ Cath Lab Technician 1 Year
    - ✓ Dialysis Assistant 1 Year
    - ✓ Radiology Technician 1 Year

**SELF FINANCED PROGRAMMES IN SMES (ACADEMIC YEAR 2020-21)**

Sr. No.	Name of the Programme	Duration of Programme	Year of Commencement	Intake Capacity (Assigned by University)
<b>Smt. Sunanda Pravin Gambhirchand Institute of Nursing &amp; Paramedical Sciences, Matunga</b>				
1	Basic BSc. Nursing	4 years	2012	40+10 = 50
2	Auxiliary Nurse Midwifery	2 years	2007	40+20 = 60
3	CSSD Technician	1 Year	2021	15
4	Dialysis Assistant	1 Year	2021	15
5	Radiology Technician	1 Year	2021	15
6	Cath Lab Technician	1 Year	2021	15
7	Laboratory Assistant	1 Year	2021	15
8	Nursing Assistant	1 Year	2021	15
9	ECG Technician	6 months	2021	15
10	Transplant Coordinator Certificate Course	5 days	2018	50
11	General nursing & midwifery (Proposed)	3 years	2021-22	60
<b>Smt. Maniben M.P. Shah Women's College of Arts &amp; Commerce, Matunga</b>				
1	Bachelor of Management Studies (BMS)	3 Years	2002	60
2	Bachelor of Arts - Mass Media (BAMM)	3 Years	2006	60
3	Bachelor of Commerce in Accounting, Finance & Insurance (B. Com-AFI)	3 Years	2014	120
4	Master of Commerce (M.Com.)	2 Years	2004	40
5	Master of Arts (M.A.- Psychology) (Counseling)	2 Years	2004	30
6	Master of Arts (M.A.-Hindi)	2 Years	2010	30
7	B.A. Economics (Eng. Med.)	3 Years	2017	60
<b>Dr. Bhanuben Mahendra Nanavati College of Home Science, Matunga</b>				
1	Bachelor of Science (Home Science) Nutrition & Dietetics (B.Sc.)	3 Years	2010	60
2	Bachelor of Computer Applications (B.C.A)	3 Years	2001	120 (2 batches)
3	M.Sc. Clinical Nutrition and Dietetics	2 Years	2009	40
4	Post Graduate Diploma in Sports Science, Fitness & Nutrition	1 Year	2005	30
5	Diploma in Beauty Culture and Hair Dressing (Government- Maharashtra State Board of Technical Education - MSBTE)	2 Years	2007	30
6	Post Graduate Diploma in Early Childhood Education	1 Year	2005	30
7	M.Sc. Resource Management (Tourism and Hospitality Management)	2 Years	2020	30

<b>Smt. Shardaben Champaklal Nanavati Institute of Polytechnic, Matunga</b>				
1	Integrated Course in Fashion and Textile Designing	1 Year	1986	60
2	Diploma in Apparel Merchandising Management	1 Year	1986	60
3	Diploma in Travel Tourism and Hospitality Management	1 Year	1986	60
4	Advance Diploma in Travel Tourism and Hospitality Management	1 Year	2007	60
5	Diploma in Applied Art	3 Years	2011	40
6	Certificate Course in Applied Art (Part - time)	1 Year	2011	40
7	Beauty Culture and Hair Dressing	1 Year (Institute)	2007	30
8	Interior Designing and Decoration	3 Years Government	1993	30
9	Interior Designing and Decoration	2 Years (Institute)	1989	30
<b>Smt. Kamlaben Gambhirchand Shah Law School, Matunga</b>				
1	B.B.B.A LL.B.	5 Years	2009	60
2	LL.B.	3 Years	2013	60

(Source: Information provided by the Principals/In charge Principals, Vice Principals of the respective colleges/institutions)



## ABOUT MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES (MUHS), NASHIK



### 1) Brief history

The state Government of Maharashtra has established and incorporated an independent University of the health Sciences for the purposes of ensuring proper and systematic instruction, teaching, training and research in modern medicine and Indian system of medicine in the State of Maharashtra and to have balanced growth in the medical sciences so also in uniformity in various courses in medical faculty in the State, and to provide for matters connected therewith and incidental thereto.

It was with this objective the Maharashtra University of Health Sciences was established in Nashik city of Maharashtra State on 03rd June 1998 by promulgating the Maharashtra University of Health Sciences Act, 1998. Initially, the University was functional at Gangapur Road, Nashik. In 2004 University headquarters shifted to Mhasrul, Dindori Road, Nashik at its own building.

The Maharashtra University of Health Sciences (MUHS) is guided by a strategic agenda providing right direction to the health science education in the State. Its consistency of purpose, its goal and mission will no doubt help health science education and thus health & education services to reach a high level of elevation.

The University shall be both, a teaching and an affiliating University.

### 2) Objectives

As per MUHS Act 1998, u/s 4, objectives of the University are,

- a) to carry out its responsibility of creation, preservation and dissemination of knowledge.
- b) to promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence.
- c) to encourage individuality and diversity within a climate of tolerance and mutual understanding.
- d) to promote freedom secularism, equality and social justice as enshrined in the Constitution of

India and to be catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development.

- e) to extend the benefits of knowledge and skills for development of individuals and society by associating the University closely with local and regional problems of development.
- f) to carry out social responsibility as an informed and objective critic, to identify and cultivate talent, to train the right kind of leadership in all walks of life and to help younger generation to develop right attitudes interests and values.
- g) to promote equitable distribution of facilities of Health Sciences education.
- h) to provide for efficient and responsive administration, scientific management and develop organization of teaching and research.
- i) to promote acquisition of knowledge in rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training; and skills in the context of innovations, research and discovery in all fields of human endeavor by developing educational network related to Health Sciences with use of modern communication media and technologies appropriate for a learning society.
- j) to strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students.
- k) to impart education and training to achieve the goal of physical, mental spiritual health of every individual.
- l) to create better understanding between different systems of medicines through interdisciplinary study and research.
- m) to establish and develop Indian Systems or Medicine so as to keep he of a healthy individual and to cure the disease or diseased individual.

### **3) Mission statement**

Dissemination, creation, preservation of knowledge and understanding by teaching, research, extension and service and by effective demonstration and influence of its corporate life on society, in general, with specific objects as provided in the MUHS Act, 1998.

### **4) Jurisdiction**

The Maharashtra University of Health Sciences established by the state with jurisdiction over the whole of the State of Maharashtra.

### **5) Faculties**

- i) Medical (i.e., Modern Medicine)
- ii) Dentistry
- iii) Ayurveda and Unani
- iv) Homoeopathy
- v) Allied Faculties

### **6) Number of affiliated colleges / institutes – 403**

### **7) Students Strength – 39835 students per Year**

## 8) Major achievements

a) MUHS has been transformed in Digital University by starting cashless transactions, various examination related activities like online monitoring of theory Examination by CCTV camera, Online examiner appointment, Online PG Dissertation Submission etc.

b) Memorandum of Understanding (MoU) with National and International Institutes/ Universities – Around 41 reputed National and International Institutes / Universities have signed and executed initial MoUs with MUHS. Out of these, 06 Institutions has signed and executed Activity Specific MoU's with MUHS to arrange academic collaborative activity.

c) The University has Smoothly conducted UG and PG Examinations of all faculties in adverse condition of COVID – 19 Pandemic.

d) Initiated and Executed Various Skill Enhancement Certificate & Fellowship Courses.



## Maharashtra University of Health Sciences

<b>Chancellor,</b> Governor of Maharashtra Hon'ble Shri. Bhagat Singh Koshyari	<b>Pro-Chancellor,</b> Minister of Medical Education, Hon'ble Shri. Amit Deshmukh	<b>Acting Vice-Chancellor</b> Prof. Dr. Nitin Karmalkar	<b>Registrar</b> Dr. Kalidas D. Chavan
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(Source: Information from website of Maharashtra University of Health sciences, Nashik)

## ABOUT SMT SUNANDA PRAVIN GAMBHIRCHAND INSTITUTE OF NURSING AND PARAMEDICAL SCIENCES



Under the umbrella of Seva Mandal Education Society, Smt. Sunanda Pravin Gambhirchand Institute of Nursing and Paramedical Sciences, currently has Smt. Sunanda Pravin Gambhirchand College of Nursing and ANM School of Nursing functioning. The college is affiliated to “Maharashtra University of Health Sciences, Nashik” and recognized by Indian Nursing Council, Maharashtra Nursing Council and Maharashtra State Board of Nursing and Paramedical Education.

Smt. Sunanda Pravin Gambhirchand ANM School of Nursing started R.A.N.M. in the year 2007 which was affiliated to Maharashtra Nursing Council and now affiliated to Maharashtra State Board of Nursing and Paramedical Education. Smt. Sunanda Pravin Gambhirchand College of Nursing, founded in 2012, is a minority educational Institution, offering undergraduate B.B.Sc. Nursing programme. The institute strives to provide all round development of students and beneficial care to society at large.

Students are given opportunities to develop their nursing care and other skills & enhance their knowledge by posting them in all the parent hospitals as well as affiliated Municipal and private corporate hospitals of Mumbai as per the requirement of the syllabus. The Institution seeks to make qualitative contribution to health care through training personnel who are dedicated to the health sector.

### **Motto of the Institution**

“Women’s Empowerment through Women’s Education”.

### **Vision**

Empowerment of Women for strong, healthy, cultured, peaceful and joyful world through value based holistic quality nursing education.

### **Mission**

To impart quality education to women, to become independent general practicing nurse and a health leader.

## **Philosophy**

We believe in women empowerment through quality education.

Nursing education is very unique and it caters to the ever-changing health care needs of the people. We believe that, “change” is the law of nature. Therefore, the advancement of the knowledge and quality of nursing education needs to be adaptive to these changes. Since nursing is a unique and vital profession and the purest of pure sciences and the finest of the fine arts and also called as a science of ‘human engineering’. The institution strives to develop the students holistically through quality value- based nursing education. We believe that health is the basic right of every individual and health and development are two sides of a coin. The quality of nursing education of this institution will enable our students to protect this right of every individual so that the poorest of poor will be provided with the highest of high quality of health and nursing care irrespective of any caste, creed, culture, religion or status. We believe the thorough preparation and strong determination is a key to success. We believe that ‘excellence’ in quality is never an accident, it requires special efforts. The institution and its staff is committed to impart and avail in depth knowledge of the subjects related to health care to its aspirants, in order to build an intellect and good character of the students.

### **Purpose:**

To create a strong and standardized nursing educational system for developing students into sensitive and benevolent scholars equipped to cater to the changing health care needs of the society and for optimum health promotion and prevention of disease for all age groups.

### **Objectives:**

At the end of four years academic programme, the graduate will be groomed to be able to develop a strong system within ‘self’ and ‘society’ in order to:

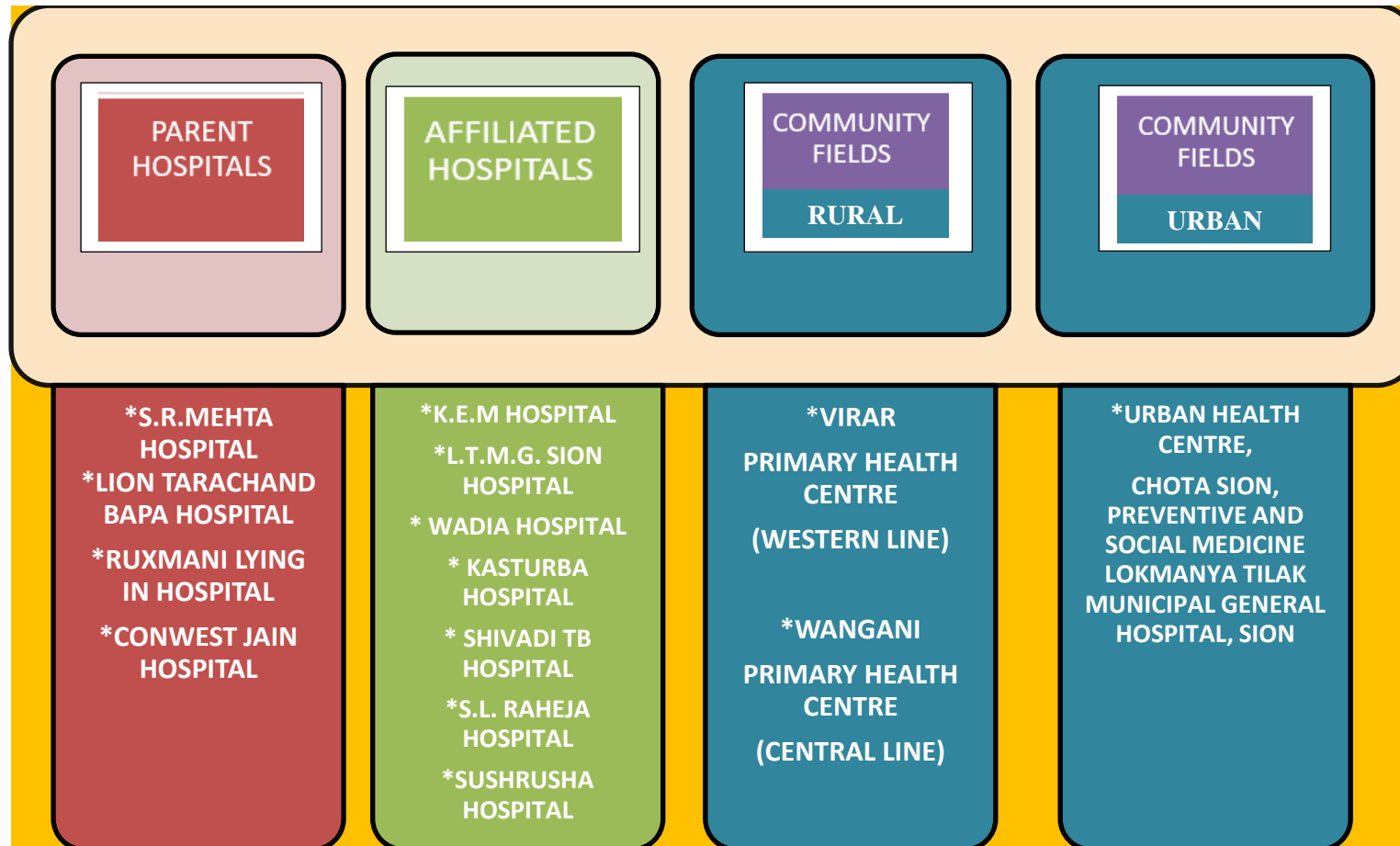
- Assess the health status of individual, family or community and identify their health needs and problems.
- Choose and plan individualized and culturally competent nursing care in order to achieve optimum health to the individual, family and the community.
- Take independent rationalized decisions to implement and evaluate the nursing care for optimum benefit and safety of the patient.
- Assist in the planning and implementation of health and globally promotion and health protection programs at the village, district, state and national level, for all the age groups in the various health care settings.
- Assist in planning and implementing tertiary care at all stages of illnesses.
- Perform intelligently and ethically in all spheres of their personal and professional life.
- Uphold the dignity of the profession and contribute to its progress, in concrete manner by taking initiative in conducting research projects.
- Become lifelong learners, for refining their personality and become self-actualized.
- Develop the qualities, virtues, and attitudes necessary for the practice of this noble profession.
- Treat every human being as possessing a ‘royal soul’, ‘within’.
- Create conducive environment for promotion of health.

**STRIKING FEATURES OF SEVA MANDA EDUCATION SOCIETY'S  
SMT.SUNANDA PRAVIN GAMBHIRCHAND INSTITUTE OF NURSING & PARAMEDICAL SCIENCES**





## CLINICAL FIELD EXPOSURE



## STAFFING

**The Seva Mandal Education Society's Smt. Sunanda Pravin Gambhirchand Institute of nursing follows rules based on Maharashtra University of health sciences (MUHS):**

SR NO	POST WISE TEACHERS	REQUIRED NUMBER			PRESENT POSTS			DEFICIENT POSTS		
		B. B.Sc. N	R. ANM	Skill Courses	B. B.Sc. N	R. A.N.M	Skill Courses	B. B.Sc. N	R. A.N.M	Skill Courses
1	PRINCIPAL	1	-	-	1	-	-	-	-	-
2	VICE PRINCIPAL	1	-	-	1	-	-	-	-	-
3	READER/ASSOCIATE PROFESSOR	2	-	-	1	-	-	1	-	-
4	LECTURER/ ASSISTANT PROFESSOR	3+1	1	-	3	-	-	1	-	-
5	TUTOR/CLINICAL INSTRUCTOR	10	7	6	10	4	-	-	3	6
6	SANITARY INSPECTOR	-	-	-	-	1	-	-	-	-
	<b>TOTAL</b>	<b>18</b>	<b>8</b>	<b>6</b>	<b>16</b>	<b>5</b>	<b>-</b>	<b>2</b>	<b>3</b>	<b>6</b>

SR NO	POST WISE TEACHERS	REQUIRED NUMBER			PRESENT POSTS			DEFICIENT POSTS		
		B. B.Sc. N	R. A.N.M	Skill Courses	B. B.Sc. N	R. A.N.M	Skill Courses	B. B.Sc. N	R. A.N.M	Skill Courses
<b>A</b>	<b>Administrative Staff</b>									
1	Administrative Officer	1	-	-	-	-	-	1	-	-
2	Office superintendent	1	-	-	1	-	-	-	-	-
3	PA to Principal	1	-	-	-	-	-	1	-	-
4	Accountant/ Cashier	1	-	-	1	-	-	-	-	-
5	Senior Clerk	2	-	-	1	-	-	1	-	-
6	Junior Clerks	2	-	-	1	-	-	1	-	-
7	Store Keeper	1	-	-	1	-	-	-	-	-
8	Assistant Store Keeper	1	-	-	-	-	-	1	-	-
9	Classroom Attendants	2	-	-	1	-	-	1	-	-
10	Sanitary Staff	As per physical Space	-	-	1	-	-	-	-	-
11	Security Staff	As per requirement	-	-	2	-	-	-	-	-
12	Peon/ Office attendants	4	-	-	1	-	-	3	-	-
<b>B</b>	<b>Library Staff</b>									
1	Librarian	1	-	-	1	-	-	-	-	-
2	Assistant Librarian	1	-	-	1	-	-	-	-	-
3	Library attendants	2	-	-	2	-	-	-	-	-
<b>C</b>	<b>Hostel Staff</b>	As required	-	-	-	-	-	-	-	-
1	Wardens	2 (1 Male & 1 Female)	-	-	-	-	-	-	-	-
2	Cooks / Bearers/sanitary staff	As per requirement	-	-	-	-	-	-	-	-
3	Aayas/ peons	As per requirement	-	-	-	-	-	-	-	-
4	Gardner and Dhobi	As structural facility	-	-	-	-	-	-	-	-
<b>D</b>	<b>Security staff</b>									
1	Security staff	As per requirement	-	-	9	-	-	-	-	-
	<b>TOTAL</b>	<b>32</b>	<b>-</b>	<b>-</b>	<b>23</b>	<b>-</b>	<b>-</b>	<b>9</b>	<b>-</b>	<b>-</b>



# **JOB PROFILES OF TEACHING STAFF**

## **PRINCIPAL**

### **Reporting to: Managing Committee of SMES**

#### **1. Role objective**

- To provide strategic direction to the college curriculum and day to day working, ensuring high quality of teaching and learning, student experience and good service across all aspects of the college, resulting into satisfactory outcomes including quality improvement, national and international accreditation.
- To observe and implement directives issued by the Government of India, respective Central Councils, the Government of Maharashtra and Government Authorities.
- Observance of the said Act, Statutes, Ordinances, Directions, Regulations, Rules, Notifications and other Orders issued thereunder by the University/ Regulation bodies / Management, from time to time;
- Safe-guarding the interests of teachers, non-teaching staff members and the Management
- Preparation towards NAAC & actively participating in reviews of NAAC related activities
- Presiding over various committees of the colleges

#### **Job content**

##### **Detailed duties and responsibilities**

##### **Student Enrollment**

- Planning and executing total process of Student enrolment and aiming to complete students' intake to utilize the total intake capacity.

##### **Student Services**

- To be accountable for maintaining discipline and timeliness in the students' services
- Obtain student feedback and manage student related issues and conduct parent meetings as and when required.
- Being responsible for curbing incidences of ragging;
- Add supplementary modules to academic courses so as to increase the performance of the students and enhance their employability
- Collaborating with industries and making arrangement for guest lectures
- Encouraging and conducting extra-curricular and Co-curricular activities
- Administration and supervision of curricular, co-curricular, extra-curricular, extra- mural activities and welfare activities of the college and maintenance of records
- Arranging extra activities for improving placements of students across courses

### **Course delivery and management**

- Ensure academic growth of the college
- Curriculum Evaluation
- New Course evaluation and introduction
- Participation in the teaching work, research, and training programmes of the college.
- Ensure syllabus completion across courses
- To be accountable for improvements in the quality of learning, teaching, and assessment practice
- Planning and conduct of examinations adhering to the college norms
- Examination management, declaration of results and issuing transcripts on time to students

### **Faculty management**

- Faculty Recruitment, Induction and Training in respective areas
- Assist in planning and implementation of academic programs, such as orientation courses, seminars, in-service and other training programs organized by the University, college for academic competence of the faculty members
- Supervising the faculty work and review their workload.
- Carrying out evaluations of teachers in theory classes, demonstrations & clinical field.
- Evaluation of performance of the faculty and provide motivation and encourage to adopt new teaching methods
- Conducting periodical review meetings of HODs & Staff and planning for clinical and theories activities
- Assessing reports of teachers and non-teaching staff and maintenance of their service books and looking after the general welfare of the teaching and non-teaching staff;
- Encourage independent and industry led research
- Carrying out timely performance appraisal of staff.
- Arranging for staff approval and mentoring the rate of approval as per norms of statutory bodies.
- Assessing reports of teachers and non-teaching staff and maintenance of their service books and looking after the general welfare of the teaching and non-teaching staff
- Arranging staff development activities

### **College Infrastructure**

- Recommendations and budgeting for improvements in the college infrastructure
- Supervision of library services and up gradation of lab infrastructure
- Managing the college Libraries, Laboratories, Hospitals, Gymkhana and Hostels with proper policies and rules;

### Accounts management

- Accepting receipts, making expenditure and maintenance of accounts and submission of weekly / monthly/ yearly (as per need of work) statement of accounts to the Management and to the Local Managing Committee
- Focusing on filling up of data on Shikshan Shulk Samiti (getting approval for fees)
- Observance of provisions of the Accounts Code and good practices in the keeping of accounts correspondence relating to the administration of the college with recognized institution as Maharashtra University of Health Sciences, Nashik, Indian Nursing Council, Maharashtra Nursing council, Maharashtra State Board of Nursing Paramedical Education
- Undertaking periodical fee review and motivating students for fees payment
- Keeping fee records for audits of Samaj Kalyan
- Motivating students for filling Scholarship forms
- Reviewing the Scholarship proceedings
- Periodical audits and supervision

### Key performance areas

*(Key performance areas to be focused on to facilitate measurement of job performance)*

Key Result Area	Key Performance Indicator
▪ Course delivery and management	▪ Course delivery target v/s actual ▪ New course planned v/s actual Introduced
▪ Student enrollment	▪ Intake Capacity v/s Actual enrolment
▪ Faculty management	▪ Final performance outcome of faculty
▪ Student management	▪ NIL disciplinary issues ▪ Expected Student performance v/s actual ▪ targeted Placement v/s actual percentage
▪ Infrastructure	▪ Infrastructural development plan v/s actual enhancement achieved ▪ Financial Management by proper adherence to Budget
▪ Corporate and strategic responsibilities	▪ Establishing contacts to various outside agencies – Actual Number ▪ Research output target v/s actual

## Critical Activity List

Activity	Frequency
▪ Teaching and guidance of students	▪ On day-to-day basis
▪ Upgradation of course curriculum	▪ As required
▪ Conducting examination and supervision	▪ As per schedule
▪ Arranging guest lectures and extra-curricular activities	▪ As per the Academic Plan
▪ Faculty management	▪ Daily
▪ Resolving student related issues	▪ Daily as required
▪ Student enrolment	▪ Annually
▪ Budgeting and execution	▪ As per the need
▪ Responding to the disciplinary issues	▪ As required
▪ Administration support	▪ Daily
▪ Feedback on the Course curriculum	▪ From time to time/Quarterly

## VICE- PRINCIPAL

### Reporting to: Principal

#### Role objective

To provide strategic direction to the college curriculum ensuring high quality of teaching and learning, student experience and good service across all aspects of the college, resulting into satisfactory outcomes.

#### Job content

#### Detailed duties and responsibilities

##### Student Enrollment

- Planning and executing total process of Student enrolment and aiming to complete students' intake to utilize the total intake capacity.

##### Student Services

- To be accountable for maintaining discipline and timeliness in the students' services
- Obtain student feedback and manage student related issues and conduct parent meetings as and when required.
- Add supplementary modules to academic courses so as to increase the performance of the students and enhance their employability
- Collaborating with industries and making arrangement for guest lectures
- Encouraging and conducting extra-curricular and Co-curricular activities
- Arranging extra activities for improving placements of students across courses

### **Course delivery and management**

- Curriculum Evaluation
- New Course evaluation and introduction
- Ensure syllabus completion across courses
- To be accountable for improvements in the quality of learning, teaching, and assessment practice
- Report and advise on strategic curriculum, quality and standards issues to the Principal
- Planning and conduct of examinations adhering to the college norms
- Examination management, declaration of results and issuing transcripts on time to students

### **Faculty management**

- Faculty Recruitment & Training in respective areas
- Supervising the faculty work and review their workload
- Evaluation of performance of the faculty and provide motivation and encourage to adopt new teaching methods
- Encourage independent and industry led research

### **College Infrastructure**

- Recommendations and budgeting for improvements in the college infrastructure
- Supervision of library services and up gradation of lab infrastructure

### **Corporate and strategic**

- To support the Principal in implementing the College's Mission and strategic objectives
- To provide expert advice and support to the Governing Board and Principal on Curriculum, quality and student support matters
- To ensure effective management of budgets within area of responsibility
- To develop marketing strategy for various course offerings
- To lead, support and develop effective strategic partnerships for the College
- To establish, maintain and develop effective relationships with external agencies

## Key performance areas

(Key performance areas to be focused on to facilitate measurement of job performance)

Key Result Area	Key Performance Indicator
▪ Course delivery and management	▪ Course delivery target v/s actual ▪ New course planned v/s actual Introduced
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▪ Student enrolment	▪ Annually
▪ Budgeting and execution	▪ As per the need
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▪ Administration support	▪ Daily
▪ Feedback on the Course curriculum	▪ From time to time/Quarterly

(Source: Information from website of Maharashtra University of Health sciences, Nashik)

## **ASSOCIATE PROFESSOR CUM READER**

(Source: Website of Maharashtra University of Health Sciences)

### **Reporting to: Principal**

#### **Roles and responsibilities:**

1. working towards academic growth of the college and work hard for improvement of the quality of Nursing Education;
2. participation in the teaching work, research, and training progress of the college.
3. assisting in planning and implementation of Academic Programs, such as orientation courses, seminars, in-service and other training programs organized by the University, college for academic competence of the faculty members;
4. managing the college Libraries, Laboratories, Hospitals, Gymkhana and Hostels with proper policies and rules;
5. overseeing induction of newly recruited staff
6. making expenditure and maintenance of accounts and submission of weekly / monthly/ yearly (as per need of work) statement of accounts to the Principal and Vice Principal
7. assisting in filling up of data on Shikshan Shulk Samiti (getting approval for fees)
8. correspondence relating to the administration of the college with recognized institution as Maharashtra University of Health Sciences, Nashik, Indian Nursing Council, Maharashtra Nursing council, Maharashtra State Board of Nursing Paramedical Education
9. administration and supervision of curricular, co-curricular, extra-curricular, extra- mural activities and welfare activities of the college and maintenance of records;
10. conducting periodical review meetings of HODs & Staff and planning for clinical and theories activities.
11. supervision of college in clinical areas for teachers and students of answer papers and such other work related to examination, Midterm, Answer of paper of Internal Assessment pertaining to the examinations, as assigned;
12. carrying out evaluations of teachers in theory classes, demonstrations & clinical field.
13. Preparing reports of teachers and non-teaching staff and maintenance of their service books and looking after the general welfare of the teaching and non-teaching staff;
14. arranging staff development activities.
15. arranging workshop / seminar/ extension activities in college
16. preparation towards NAAC & actively participating in reviews of NAAC related activities.
17. presiding over various committees of the colleges
18. motivating students for filling Scholarship forms

19. motivating staff towards quality program arrangement.
20. periodical audits and supervision.
21. Preparation of skill courses syllabus and its implementation.

**🌈 APPROVED TEACHING FACULTY:**

**Reporting to: Principal and Vice- Principal**

**Roles and Responsibility:**

**Teachers shall strive to, -**

1. adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. manage their private activities in a manner consistent with the dignity of the profession;
3. seek to make professional growth continuous through study, training and research;
4. express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge;
5. maintain active membership of professional organizations and strive to improve education and profession through them;
6. perform their duties in the form of teaching, tutorial, practical, seminar and University examination duties, as assigned to them, working consciously and with dedication for creating complete Health Professional which will serve selflessly to mankind;
7. co-operate and assist in carrying out functions relating to the educational responsibilities of the affiliated college or recognized institution and the University, such as: - assisting in programs of anti-ragging, admission, advising and counselling students, assisting in the conduct of University and college examinations, including supervision, invigilation and evaluation, as per the Direction of the University, from time to time;
8. participate in extension, co-curricular and extra-curricular activities, including community service.

**Teachers and student's relationship. - Teachers shall, -**

1. respect the right and dignity of the student in expressing their opinion;
2. deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs in that behalf;
4. encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare;
5. inculcate among students the scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;



6. be affectionate to the students and not behave in a vindictive manner towards them for any reason;
7. pay attention to only the attainment of the student in the assessment of merit;
8. make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. make students to develop an understanding of our national heritage and national goals;
10. refrain from inciting students against other students, colleagues or administration.

**Teachers and colleague's relationship.** - Teachers shall, -

1. treat other members of the profession in the same manner as they themselves want to be treated;
2. speak respectfully of other teachers and render assistance for professional betterment;
3. refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavor.

**Teachers and authority's relationship.** - Teachers shall, -

1. discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change on any such rule detrimental to the professional interest;
2. refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. co-operate in the formulation of policies of the institute by accepting various offices and discharge responsibilities which such offices may demand;
4. co-operate through their organizations in the formulation of policies;
  - i. co-operate with the authorities for the betterment of the institutes keeping in view the interest in conformity with dignity of the profession;
  - ii. should adhere to the conditions of contract;
  - iii. give and expect due notice before a change of position is made; and
  - iv. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**Teachers and non-teaching staff relationship.** - Teachers shall, -

1. treats the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institute;
2. help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

**Teachers and guardian’s relationship.** - Teachers shall, -

try to see, through teacher's bodies and organizations, that institutes maintain contact with the guardians of their students, send reports of performance of students to their guardians, whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students and the institute.

**Teachers and society relationship.** - Teachers shall, -

1. recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. work to improve health education in the community and strengthen the community's moral and intellectual life;
3. be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole;
4. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. refrain from taking part in or subscribing to or assisting in any way, the activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups, but actively work for National Integration

**Key performance areas for teaching faculty.**

*(Key performance areas to be focused on to facilitate measurement of job performance)*

<b>Key Result Area</b>	<b>Key Performance Indicator</b>
▪ Course delivery	▪ On time completion of syllabus ▪ New course content target vs actual
▪ Faculty management	▪ Final performance outcome of faculty
▪ Student Management	▪ NIL disciplinary issues ▪ Expected Student performance v/s actual ▪ targeted Placement v/s actual percentage

**Critical Activity List**

<b>Activity</b>	<b>Frequency</b>
▪ Faculty recruitment	▪ As required
▪ Induction and training	▪ As required
▪ Preparation of time table and adjustments	▪ Semester wise
▪ Course up gradation	▪ As required
▪ Monitor syllabus coverage	▪ Monthly
▪ Resolving student issues	▪ As and when
▪ Conducting workshop, seminars, IV	▪ As per schedule
▪ Library recommendations	▪ As required
▪ Paper work related to university work	▪ As per the requirement

## **JOB PROFILE OF ADMINISTRATIVE NON-TEACHING STAFF**

### **✚ SENIOR CLERK:**

**Reporting to: Principal**

#### **Roles and Responsibilities**

##### **a) Eligibility and enrollment**

- Verification of Student Document, Scanning documents
- Preparation of Formats, Payment process
- Update software; fill data of each student
- Drafting letters

##### **b) Inspection Work**

- Preparation of format and files
- Update teachers' documents
- Drafting letters, Making payments
- Update all inspection related files

##### **c) Fees Approval (ANM & B.Sc. Nursing)**

- Collect all related documents
- Preparation of file
- Scan documents
- Fill online data and submit
- Follow up with concerned authority
- Keeping data of student fees

##### **d) Admission Regulating Authority (ARA)**

- Coordination and scrutiny of admission software and coordinating with university during eligibility of students

##### **e) Staff Approval**

- Follow up with university.
- Preparation of letters, Advt. mail & formats
- Compilation of teachers' documents
- Preparation of Annexures, Affidavit (on Stamp paper)
- Report to University

**f) Renewal Validity (MUHS, INC, MSBNPE & MNC)**

- Preparation of formats & files
- Submission of online data of institute, clinical filed, teaching & Non-Teaching staff, Hostel & etc.
- Making payment

**g) Scholarships**

- Update Institute profile every year (On Government website)
- Collect students forms and scrutinized (Principal & Clerk level)
- Forward forms to concern authority and follow up (regularly checking)
- Disbursed the scholarship amount to students

**h) AISHE (B.Sc. Nursing & ANM)**

- Filled online AISHE software every year (Update Institute, students' enrolment & result, scholarship freeships details, & Teaching & Non-Teaching staff details)

**i) Examination (B.Sc. Nursing & ANM)**

- Preparation of formats B.Sc. Nursing (Annexures)
- Making payment (B.Sc. Nursing & ANM)
- Online exam forms & Internal Assessments filling (ANM)

**j) Meetings**

- Maintains Minutes of Meetings (OB Meeting, GC Meeting & Local Managing Committee Meeting)

**k) Inward & Outward**

- Daily Inward & outward (Maintains record, filing and reporting to Principal)

**l) RPH & UPH Proposal**

- Preparation of files, formats, Payments
- Follow up regarding permission of posting

**m) Correspondence with students**

- Issuing Bonafide, fees structure, results, certificates and letters as their requirement
- Preserving original documents of all the students (B.Sc. Nursing & ANM)

**n) Permissions**

- Drafting permission letters for clinical posting of B.Sc. Nursing & ANM to various hospitals and follow up for the same.
- Continuation & Affiliation work of MUHS, MSBNPE, INC, MNC every year.

## **Others**

- Website checking (MUHS, MNC, MSBNPE, INC, DMER, Minority, CET Cell, FRA, ARA etc.)
- Correspondence of mails, reporting to higher authority
- Filing of documents
- Maintain record
- Printing work (for e.g., Brochure, Admission forms, Prospectus, Receipts, Letter Head)
- Operating and maintaining office machinery, printers, computers, scanner
- Maintaining confidentiality
- Travelling to various departments in University, Council, MSBNPE Board as and when needed.
- Keep track of all Vendors
- Keeping and updating data of all maintenance record
- Coordination of ID making (students & teachers)
- Follow up of all past college related activities
- Preparation of Donation letters, TNAI letters and follow up
- Perform other office duties as assigned

## **JUNIOR CLERK**

### **Reporting to: Principal and Vice- Principal**

#### **Roles and Responsibility**

1. Typing of question papers for ANM and BSc Nursing.
2. Admission of BSc Nursing (checking of CET, ARA & DMER sites, students document verification, uploading documents & maintaining admission records).
3. Practical Examination (checking sites, preparation of formats, & maintaining circulars).
4. MUHS Schemes (checking the sites and providing information about the circulars related to MUHS schemes like Pustakpedi, Bahishal, Kamva ani Shika).
5. Inward & Outward of documents.
6. Daily checking and updating of sites (MUHS, MNC, MSBNPE, INC, Minority).
7. Printing circulars and maintaining files.
8. Preparation of fees format starting of the year and giving format to all fee's coordinators for fees collections
9. Tracking dispatch.
10. Accepting fees.

11. Maintain files and records so they remain updated and easily accessible
12. Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
13. Answer the phone to take messages or redirect calls to appropriate colleagues
14. Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
15. Undertake basic bookkeeping tasks and issue invoices, checks etc.
16. Take minutes of meetings and dictations
17. Assist in office management and organization procedures
18. Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
19. Perform other office duties as assigned

## ACCOUNTANT

### **Reporting to: Principal**

### **Roles and Responsibility**

1. Coordination with fees regulating authority
2. Update Tally software (every day's transaction)
3. Preparation of Cheque, DD
4. Submission of student's fees in college bank account
5. Coordination related to payment of all vendors
6. Auditing all accounts (MUHS, MNC, MSBNPE Exam & CAP)
7. Making online payment
8. Coordination related to payments of clinical postings
9. Preparation of various monthly statements, quarterly statements, half yearly statements, annual statement/ reports & returns.
10. Preparation of Annual budget, performance Budget, Annual Plan and estimates, project report.
11. Checking Shikshan Shulk Samiti for fees proposal and approval.
12. Calculating wages and salaries.
13. Receive and record invoices.
14. Preparation of monthly salary and distribution of same in time.

15. Monthly fees updates,
16. Monthly Bank updates
17. Daily transaction with bank.
18. Perform other office duties as assigned

## **PEON**

### **Reporting to: Principal and Vice- Principal**

#### **Roles and Responsibility**

1. Opening and locking the department
2. Opening windows and switching on fans and lights and closing the same, when not required
3. Dusting of office furniture, machines, files, table equipment,
4. Provision of water for all staff
5. Getting Xerox copies
6. Helping for arrangements for events and programs of college.
7. Opening , pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officers/Branch Head, and also do the work of placing agenda and minutes of meeting according to instructions.
8. Affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
9. Carrying messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be
10. Visiting hospitals for permission of posting, payments and getting data for inspection.
11. Visiting Nashik for MUHS university work whenever required.
12. Visiting affiliated bodies for academic correspondence (DMER/MNC/State Board/ ARA/ Mantralaya etc.).
13. Dispatching letters including letters by hand delivery
14. Receiving and escorting examiners, inspectors, assessors, and guest from nearest station to college and back
15. Filling and maintaining cabinets, cupboards as per needs.
16. Cleaning of fan every month.
17. Bringing breakfast, tea for guest, staff when needed.
18. Cleaning of staff and administrative room in absence of sweepers.
19. Devoting extra time during inspections and college events.
20. Managing inventory of classrooms and labs.
21. Helping other department of the institute as per need.

## 22. Perform other office duties as assigned

(Source: Information from website of Indian Nursing Council)



## **SERVICE RULES, REGULATION, CODE OF CONDUCT**

### **❖ RULES & REGULATIONS REGARDING LEAVE FOR STAFF (Teaching and Non -teaching staff)**

The Seva Mandal Education Society's Smt. Sunanda Pravin Gambhirchand Institute of nursing follows rules based on Maharashtra University of health sciences (MUHS):

#### **+ Casual Leave:**

- Total 12 CL= 1 CL per month
- 3 CL can be taken in an emergency with intimation, remaining 9 have to be pre-sanctioned.
- Maximum 3 CL can be taken together. More than 3 will be considered as EL.
- For non-teaching staff 4 half days are sanctioned in management meeting dated 8<sup>th</sup> May 2019

#### **+ Earned Leave:**

- Total 24 EL= 2 EL per month
- Only 12 days EL is allowed to take in the month of May. No leaves will be allowed when college is working.
- Everyone has to utilize EL before the month of June. Out of 24 EL 12 have to be utilized before 15<sup>th</sup> July every year.
- Note- EL not carried forward to next year. No, EL encashment.

#### **+ Sick Leave:**

- 10 days per year
- Sick leave is permitted for the new staff only after completion of 1-year uninterrupted service.
- EL & CL cannot be carried forward. Only sick leaves are allowed to be carried forward.
- EL & CL cannot be combined.

#### **+ Biometric Rules:**

- Biometric recording is compulsory for everyone.
- College timing is from 8.00am to 4.00pm, from Monday to Saturday.
- 10 mins late punching is permitted for 3 times a month & for the 4<sup>th</sup> late mark half day CL is deducted thereafter 5 to 8 late punching 2 CL will be deducted.

- Diwali & Christmas vacation can be extended by combining with EL. No leaves when college is working.
- One emergency leave is allowed in an academic year along with Saturday & Sunday off.
- Concession for 2hrs in the morning or evening is permitted, with the consent from HOD & to be compensated within next 3 days immediately.
- In the emergency leave of absence, it is mandatory to inform in the official WhatsApp group and provision of your commitment of work should be mentioned.

### **RULES & REGULATIONS REGARDING SATURDAY OFF**

- All staff are divided into two groups as per institutional requirement.
- One group will have off on 1<sup>st</sup>&3<sup>rd</sup> Saturday & other on 2<sup>nd</sup>&4<sup>th</sup> Saturday.
- Same subject teachers will not have off on same Saturday.
- Teachers working on Saturday have to work for full day (8-4)
- All teaching staff have to work on 5<sup>th</sup> Saturday of the month (8-4)
- In the absence of students on Saturday (1pm-4pm) work completed by teachers has to be reported to Principal Madam.

**Note: Those who violate Saturday rules have to work on all Saturdays (half day) for next 3 months.**

### **OTHER LEAVE RULES (For Teaching and Non-teaching stff)**

#### **MATERNITY LEAVE RULES**

- 1 year and above service – 3 months full paid leave.

**Note** – after taking a benefit of ML, staff have to serve the Institution for minimum one year.

#### **ABORTION LEAVE RULES**

- Staff on completion of three years' service are entitled for two weeks paid medical leave, provided they submit the medical papers and on the final discretion of management.

#### **MEDICAL LEAVE**

- Medical leave will be sanctioned after submitting supporting documents and approval will be completely at the discretion of the management.

#### **COVID LEAVE:**

- If a staff is Covid positive, 14 days medical leave with full pay (depends upon case to case) will be granted after submission of the report.
- If the staff is at high risk exposure or in family quarantine protocol, then 5 days medical leave with Saturday and Sunday benefit is entitled.
- After 3days if RT PCR value turns out to be negative, then can resume duty following all necessary COVID protocols.

**Note – All leaves will be sanctioned depending on the Performance and dedicated work output for the Institution of the employee in the institute as well as sanctioned by the management and all leave rules are common for both teaching and non-teaching staff.**

#### **RULES & REGULATIONS REGARDING ON DUTY LEAVE & DUTY LEAVE:**

- **Practical exam:**  
5 OD each for summer and winter exam are allowed.
- **CAP theory paper:**  
3 each including inhouse and outside for summer and winter exam are allowed.
- **Centre Observer:**  
4 each including summer and winter exam are allowed after submitting attendance letter from respective college/hospital. Other days need to be filled with 3 and half to 4hrs working on same day of exam or other days of duty.
- **On duty for Workshop:**  
Total 3 including 2 NAAC (1 full reimbursement) and 1 regular workshop (50% reimbursement can be claimed)
- **LIC inspection duty:**  
Total 2 Duty leave allowed in academic year.

## **CODE OF CONDUCT AND ETHICS**

(ref. Direction no 04/2020: Rules of recruitment by Maharashtra University of Health sciences act,1998)

### **Introduction**

Whoever adopts teaching as a profession, assumes the obligation to conduct him/her in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, the teacher shall always try to become role model for his/her students. Every teacher shall see that there is no incompatibility between his/her precepts and practices. The national ideals of education which have already been set forth and which he/she shall seek to inculcate among students shall be his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition

### **Line of Authority:**

- The Principal, HOD's, coordinators function to provide guidance and leadership at certain levels and at other levels are part of the process of decision making.
- All the faculty will follow the line of authority for decision making in academic year implementation.
- The rules & regulations to be strictly followed as laid down by the authority.
- Disciplinary actions will be taken by the Principal if rules are violated as per management rules and regulations.
- Staff shall maintain ethical & professional behavior both in and outside the college, in hospital & community premises.
- Ethical code of conduct should be followed.

### **General Rules:**

- Staff needs to be punctual and follow all leave rules.
- ID card is mandatory while in the campus. In case ID gets lost then FIR should be filed and that copy should be submitted in the office before sanctioning duplicate ID card.
- It is mandatory to report to Principal while coming on and off duty and signing the muster in the principal's cabin.
- Staff should follow the time allotted for break and lunch break.
- Staff is entitled to devote extra duty hours at times in interest of college developmental activities.
- Mentoring format should be strictly followed by all staff.
- Staff should timely report to Vice Principal and Principal.
- College document should not be taken at home without any permission.

**In class room:**

- Using cell phones in the classroom is strictly forbidden.
- Before teaching unit plan, topic notes or presentation should be ready.
- Midterm test and prelim test units should be intimated to students one month before.
- Midterm and prelim papers should be given for typing 15 days before the timetable.
- Innovative teaching method should be used in teaching learning process.
- Classroom decorum should be maintained at all times
- Student centric approach must be adopted in teaching learning. (Importance should be given to maximum student participation)
- Laptop and Projector if needed should be taken after entering into AV aid utility book.
- Use of ICT should be entered in ICT utility book.

**In Labs:**

- Using cell phones in the demo room is strictly forbidden.
- Procedure tray shall be ready one day prior of the procedure demonstration.
- Demo lab shall be booked prior procedure day and utilization register should be maintained after procedure.
- Apron with college logo is must before entering demo room, hair should be tied up and nails should be cut short and no dark nail paint is allowed while performing demo.
- After demo immediate re-demo and unit test of the topic should be completed.
- After completion of demo, articles should be replaced back at their proper places.
- Regular inventory and reporting should be done by lab in-charge.

**In clinicals:**

- Using cell phones in the clinical area is strictly forbidden.
- Reach clinical area before time.
- Small studs and marriage indicator small jewelry should be worn in the clinical area.
- Apron with college logo is must before entering demo room, hair should be tied up and nails should be cut short and no dark nail paint is allowed while performing demo.
- Supervisory record should be completed time to time and timely feedback should be obtained from sister in-charge.
- All clinical assignments should be completed in clinical posting only.
- Teach students all the procedure on patient in the clinical area and obtain their feedback.

### **Conduct during Examination duties:**

- Staff should accept the assigned examination duty without any resistance.
- Cap related activities are expected to be completed without disturbing the academic plan.
- Exam papers to be strictly assessed in the college only.
- Strong room keys should not be handled by anyone else than custodian or Centre In-charge.
- While on examination duty no leave will be considered.
- For practical exam, prior clinical permission should be obtained.

### **FINANCIAL IMPLICATIONS:**

✚ **PROVIDENT FUND:** initiated as per government rules

✚ **GRADUITY:** As per government rules

✚ **INCREMENT AS PER PERFORMANCE APPRAISAL POLICY**

Smt. Sunanda Pravin Gambhirchand Institute of Nursing has policy of performance appraisal based on principle of performance-based appraisal which includes academic performance of students and subject result, self- growth and support for institutional growth and any other extraordinary performance.

#### **Members of committee –**

- i) Secretary from Management member
- ii) Executive Secretary
- iii) HOD/ Principal of Nursing department

**Procedure –** performance appraisal happens in three phases

- **Self-assessment:**

Each candidate is given form in month of May which has a self-information area and candidate is given a chance to present their work for self-assessment.

- **Assessment through Vice Principal of College:**

The Vice principal enters remark about the whole year review of each candidate in part second.

- **Assessment through HOD/ Principal of Nursing institute**

Finally, the Principal fills her area of assessment for each candidate.

She prepares a cumulative summary about each candidate for presentation in front of Management.

**\* Components of Performance appraisal –**

- Details of candidate
- Total year of experience
- Number of years serving for organization
- Subject teaching
- Result of subject
- Any publication/ presentation/ education program/ conferences/ seminar etc.
- Academic achievement
- Received any award
- Professional growth
- Special support for the organization

\* HOD/ Principal should inform about previous scale that candidate was withdrawing and earning and recommended grade for next academic year.

Finally, as per feasibility management sanction amount for the increment.

**Remark:** - While going increment usually every year since 2011 onwards it is given in a range of 8 % to 18% till today.

If candidate is not performing well then management will not give any type of increment for that year.

**✚ STAFF WELFARE POLICIES:**

- Teachers are invited to be a part of special events like Foundation Day, Teacher's Day and Women's Day celebration organized by management committee of the institute.
- Birthday celebration of each staff is done at the end of month
- Baby shower celebration of the expectant mother is done in the 7<sup>th</sup> month of gestation.
- Onam, Navratri, Sarasvati pooja and Diwali celebration is done every year.
- Christmas celebration is done in the month of December.
- Staffs have access to the facilities like gym, meditation, nutrition consultation, canteen for refreshments and medical and legal counselling.

## CAREER ADVANCEMENT: STAFF DEVELOPMENT POLICIES

The institution has granted benefits for the DEVELOPMENT of the staff which are as follows.

- The staffs are allowed to attend various in-service programs conducted by the institute and outside the institute.
- Staffs are funded 50% of the remuneration for 2 Inservice programs and 100% remuneration for NAAC training programs.
- The college conducts journal club every month where every staff may present articles which are beneficial for educational growth of the staff.
- 5 OD for practical examinations and 3 OD for inhouse and outside CAP theory paper, 4 OD for Centre observer for each summer and winter exam, 3 OD for workshops, seminars, paper presentations etc. And 2 OD for LIC inspection duty in academic year are provided by the institute.
- The staff are granted maternity leave and additional leaves like casual, earned and sick leaves.
- Staff who have given more than 10 years of service to the institute are recognized by management committee of the organization.
- Staffs are granted deputation and sabbatical leave for further educational growth.  
(as per meeting dated 8<sup>th</sup> May 2019)

## REFRESHER COURSES:

Name Of the Course	Frequency	Duration	Level
Education methodology	Once in 3 years	3 days	university
Research Methodology	Once in 3 years	3 days	university
Basic Life support Advance life support	Once in two years	2 days	International
Ventilator training	Once in a year	1 day	College



 **INSPECTIONS:**

<b>SR. NO.</b>	<b>REGULATORY BODY</b>	<b>PERIOD OF INSPECTION</b>
1	Maharashtra University of Health Sciences, Nashik	Once in a every year
2	Indian Nursing Council	Once in five years
3	Maharashtra State Board of Nursing & Paramedical Education	Once in three years
4	Maharashtra Nursing Council	Once in three years
5	Directorate of Medical Education & Research (Government)	New Proposal/Increase seats/Renewal of GR whichever is applicable

 **RETIREMENT AGE:**

The age of retirement of service is at 58years. Thereafter, based on the performance and considering the need of the department, the concerned Governing Body or Management of the college or the institution may extend the appointment of such superannuated teacher, on yearly basis up to the maximum age limit of 70 years.

**STATUTORY COMMITTEES:**

**➤ VISHAKHA (SEXUAL HARRSHMENT REDRESSAL) COMMITTEE  
WOMENS GRIEVANCE REDRESSAL / INTERNAL COMPLAINT COMMITTEE/  
WOMEN EMPOWERMENT (2020-2021)**

The Following Act of Parliament received the assent of the President on the 22<sup>nd</sup> April, 2013, and is hereby published for general information: -

**THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE  
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**

SR. NO	DESIGNATION IN PRESENT COMMITTEE	NAME	POSITION HELD IN THE INSTITUTION WORKING	CONTACT DETAILS (Mobile no. OR Email Id)
1.	Chairperson of the Committee	Dr. Dilip R Trivedi	President, Seva Mandal Education Society	<a href="mailto:drt_44@yahoo.com">drt_44@yahoo.com</a> 24096220 24095655
2	Top Management Members	Dr. Bharat M. Pathak	Hon. Secretary Seva Mandal Education Society	24014445 <a href="mailto:pathakbm@gmail.com">pathakbm@gmail.com</a>
		Shri Pravin G. Shah	Hon. Secretary Seva Mandal Education Society	<a href="mailto:pravinsunanda@gmail.com">pravinsunanda@gmail.com</a>
		Dr. Shilpa P. Charankar	Executive Secretary, Seva Mandal Education Society	9869377536 <a href="mailto:shilpacharankar@rediffmail.com">shilpacharankar@rediffmail.com</a>
3.	Administrative member			
4.	Secretary	Mrs. Shilpa. Shettigar	Principal, SSPG CON	9769864509 <a href="mailto:ashokasmita@gmail.com">ashokasmita@gmail.com</a>
5.	Legal Advisor	Akshay Shukla	Advocate	9619332090 <a href="mailto:akshaydshukla@gmail.com">akshaydshukla@gmail.com</a>
6.	Social Worker	Mr. Ravindra. G. Mhaske	NGO	8888067779 <a href="mailto:roodaravi@rediffmail.com">roodaravi@rediffmail.com</a>
7.	Professor	Mrs Delphina M. Gurav	Vice Principal	9819580308 <a href="mailto:delphina.gurav4@gmail.com">delphina.gurav4@gmail.com</a>
8.	Faculty members (from each department)	Mrs. Namrata Kubal Mrs. Diana Fernandes	• MSN (Associate Professor) • Clinical Instructor	9867377765 <a href="mailto:namrata.chopdekar@yahoo.com">namrata.chopdekar@yahoo.com</a> 9892462745 <a href="mailto:dianafern284@gmail.com">dianafern284@gmail.com</a>
9.	Non- teaching member	Mrs. Shubha Kotian	Accountant	9892796662 <a href="mailto:shubha1912@gmail.com">shubha1912@gmail.com</a>
10.	Co-ordinator	Mrs. Greeshma Minesh	Clinical Instructor	9503534352 <a href="mailto:greeshmajacob88@gmail.com">greeshmajacob88@gmail.com</a>
11.	Student member	Ms. Siddhi Vilas Dorkhade	Student	9833062224 <a href="mailto:dorkadesiddhi@gmail.com">dorkadesiddhi@gmail.com</a>

Every member of the Internal Committee shall hold office for three years. Student member will change every year

➤ **WOMEN'S GRIEVANCE REDRESSAL SQUAD COMMITTEE**

Sr.No.	Member	Post in the Institute
1.	Mrs Delphina Gurav	Vice Principal
2.	Mrs. Namrata Kubal	Associate Professor
3.	Mrs. Tejasvi Pavaskar	Assistant Professor
4.	Mrs. Diana Fernandes	Clinical Instructor
5.	Mrs. Swati more	Clinical Instructor
6.	Mr. Prashant Tambe	Lecturer
7.	Mrs. Swati Patil	Clinical instructor
8.	Mrs. Greeshma Minesh	Clinical Instructor
9.	Ms. Siddhi Vilas Dorkhade	Student

➤ **ANTI RAGGING COMMITTEE (2020-2021)**

**In pursuance to the judgement of the Hon'ble supreme court of India dated 08:05:2009 in civil appeal no 887/2009, the UGC notified "Regulations on curbing the Menace of ragging in Higher educational institutions, 2009".**

Sr. No	Designation	Name	Position held in the Institution	Contact Details (Mobile No. Or Email Id)
1	<b>Executive secretary</b> committee member	Dr Shilpa Charankar	College committee member	9869377536 <a href="mailto:shilpacharankar@rediffmail.com">shilpacharankar@rediffmail.com</a>
1.	Head	Mrs Shilpa A Shettigar	Principal in charge SSPGCON	9769864509 <a href="mailto:ashokasmita@gmail.com">ashokasmita@gmail.com</a>
2.	Representative of police administration	Mr Mahesh Navale	Campus Manager	9819871431 <a href="mailto:sszmaheshnavale@gmail.com">sszmaheshnavale@gmail.com</a>
3.	Representative of NGO involved in youth activity	Mr. Ravindra. G. Mhaske	NGO	8888067779 <a href="mailto:roodaravi@rediffmail.com">roodaravi@rediffmail.com</a>
4.	Representative of local media	Mr Siddhivinayak Bhadsavle	Sr reporter Loksatta	9869643919 <a href="mailto:siddhivinayakpb@gmail.com">siddhivinayakpb@gmail.com</a>
5.	Faculty Representatives Vice principal and <b>HOD of departments</b> 1) MSN 2) OB-GYN 3) MHN 4) Child Health Nsg 5) CHN	Mrs Delphina Gurav Mrs Namrata Kubal Mrs Delphina Gurav - Mrs Diana Fernandes Mrs Shilpa Shettigar	Professor Asso. Professor Professor Lecturer Principal incharge	9819580308 <a href="mailto:Delphina.gurav4@gmail.com">Delphina.gurav4@gmail.com</a> 9867377765 <a href="mailto:namrata.chopdekar@yahoo.com">namrata.chopdekar@yahoo.com</a> 9819580308 <a href="mailto:Delphina.gurav4@gmail.com">Delphina.gurav4@gmail.com</a> 9892462745 <a href="mailto:Dianafernz84@gmail.com">Dianafernz84@gmail.com</a> 9769864509 <a href="mailto:ashokasmita@gmail.com">ashokasmita@gmail.com</a>
6	ANM	Mrs Swati Patil Mrs Rashmi Jadhav	Tutor	9699908016 <a href="mailto:patilswati1959@gmail.com">patilswati1959@gmail.com</a> 9730366492 <a href="mailto:Sachin.rashmi03@gmail.com">Sachin.rashmi03@gmail.com</a>

**PLAN FOR SCHEDULE OF MEETING:**

Sr. No.	Type of Meeting	Frequency	Week	Responsibility given to academic year 2019-20	Responsibility given to academic year 2020-21
1	Department/ Curricular Committee	Yearly twice Jan/July	Thursday/ Friday II Week	Tejasvi Dhadse	Tejasvi Dhadse
2	OB Meeting with Management members	Weekly	Weekly Wednesday	Shilpa Shettigar	Shilpa Shettigar
3	G C Meeting	Once in a month	Third Week Wednesday	Shilpa Shettigar/ Delphina Gurav	Shilpa Shettigar
4	Management Council	Yearly Twice	Saturday (May/Dec)	Shilpa Shettigar	Shilpa Shettigar
5	Anti-ragging Committee Meeting	Yearly Twice	Nov/Aug	Nikhita Logade	Bhakti Kadam
6	Women Grievance Redressal Committee/ICT Vishakha	Yearly Twice	Nov/July	Greeshma Minesh	Greeshma Minesh
7	Grievance Redressal Committee/Internal Assessment & Exam Committee	Twice (4 Core Committee Meeting)	Nov/July/As per exam format & Internal assessment)	Diana Fernandes	Diana Fernandes
8	Board Committee Meeting	Every Month	Last Week	Sayali Tawade	Ruda/Vivita
9	Canteen Committee	Twice in a year		Nikhita Logade	Tejasvi & Rashmi
10	Department Staff Committee & HOD Meeting	Every Month	Friday	Sona/HOD	Sona/HOD
11	Local Management committee meeting with Parent Hospital	Twice in a year	January /August	Shilpa Shettigar	Namrata K
12	Alumni Meeting	Once in a year	August	Tejasvi Dhadse	Reshma Giri
13	Website Committee	Two Times in a year (Main Members) (Core Committee Meeting Monthly Second Week)		Swati More	Prashant Tambe
14	College Development	Four Times in a year	Oct/Feb/May/ August	Namrata K	Namrata K
15	SNA office bearers/ student council co-curricular	Two Times in a year	Dec/July	Reshma G	Steffi T
16	IQAC Meeting	4Meeting in a year	Jan/ April/ Aug / Nov	Delphina Gurav	Delphina Gurav
17	QIC (Quality Improvement Cell)	Every Month (Core Committee)	Last Week	Delphina Gurav	Delphina Gurav
18	Ethical Committee Research Committee	Two times in a year	Third Week (June/July)	Diana / Prashant	Sona 33
19	Committee for differently abled person	Two times in a year		Aboli Lanjewar	Deepika Dass
20	Special Cast Committee	Twice in a year		Aboli Lanjewar	Deepika Dass
21	Health Committee	Twice in a year		Swati Patil	Swati Patil
22	Maintenance Committee	Twice in a year		Prashant Tambe	Vivita Dsouza
23	Scholarship Committee (ANM)	Twice in a year		Rashmi Jadhav	Rashmi Jadhav
24	Scholarship Committee (B.Sc.)	Twice in a year		Amita Pawar	Amita Pawar

## **CONTRIBUTION TOWARDS PROVIDENT FUND (EPF)**

EPF is a scheme for providing a monetary benefit to all salaried individuals after their retirement. The process is monitored by the Employee Provident Fund Organisation of India. This scheme is very beneficial for all employees for developing a corpus after their retirement.

EPF scheme 1951 will be applicable as per PF act, rules and regulations and amendments from time to time.

All salaried employees up to salary of Rs. 15,000/- (basic + dearness allowance) shall compulsorily contribute 12% of their salary towards EPF. SMES who will contribute matching amount to the EPF scheme. Employee can contribute additional amount to voluntary provident funds where SMES will not make any contribution. Apart from this rate, the SMES will pay an additional amount of 0.5% towards the EDLI (Employees Deposit Linked Insurance Scheme) which is an insurance cover. Through this scheme, Employee can withdraw the entire amount from the account after retirement or leave the organisation. In case of unfortunate demise, nominee or legal heir of the Employee will receive a lump sum amount as death benefit after Employee's demise. All EPF schemes get nontaxable interest per annum on the amounts saved. The rate of interest varies every year which is declared by the concerned ministry of Govt. of India.

(Source: Employees' Provident Fund Scheme 1951 and amendments time to time.

[www.epfindia.gov.in](http://www.epfindia.gov.in))

(Reference: Advisory Committee meetings held on 15 January 2021 and 12 February 2021)

## **GRATUITY SCHEME FOR EMPLOYEES**

Gratuity will be payable (generally in accordance with Payment of Gratuity Act, 1972 - with amendments issued time to time) to teaching and non-teaching staff on the termination of his employment after he has rendered continuous service for not less than five years,

(Source: The Payment of Gratuity Act, 1972. <https://cic.gov.in>)

(Reference: Advisory Committee meetings held on 15 January 2021 and 12 February 2021)

## **ACKNOWLEDGEMENT**

With great privilege, we express our sincere gratitude to the management of SMES. The management has always stood true to the vision and mission of empowering women by providing quality education.

It is indeed a great feeling to have a structured booklet on Human Resources (HR) policy, which is a step towards quality. This booklet holds content on professional conduct, rules & regulations of the College, ethical considerations and job description of all cadres working in the College.

Thanks to Dr. Bharat M. Pathak Hon. Secretary, SMES, for encouragement given from time to time to bring this booklet into existence.

Our deepest gratitude to Shri. Pravin Shah Hon. Secretary, SMES, for looking into the details of this booklet and guiding us to modify it true to our vision.

Words of gratitude would not be enough for experiencing our sincere thanks to Dr. Shilpa P. Charankar, who is our guiding mentor at every step. She has been extremely instrumental in bringing the shape to this booklet and looking into minute details of it.

Once again, we thank all the members and staff of SMES for their support, cooperation and guidance.

Dr. Shilpa P. Charankar  
(Executive Secretary, SMES)

Mrs. Shilpa A. Shettigar  
(I/C Principal, SMES SSPG CON)

Mrs. Delphina M. Gurav  
(I/C Vice Principal, SMES SSPG CON)

Ms. Namrata Kubal  
(Associate Professor, SMES SSPG CON)

## **ANNEXURES**



**ANNEXURE 1**  
**(Sample Invitations for various functions celebrated  
in Institution)**

**SEVA MANDAL EDUCATION SOCIETY'S**  
College Of Nursing  
&  
Smt. Shardaben Champaklal Nanavati  
Institute of Polytechnic's ANM School of  
Nursing

Cordially Invite you for the

**OATH TAKING  
&  
CONVOCATION CEREMONY**



**Friday, 24<sup>th</sup> January 2020**  
**5.00 pm onwards**

Smt. Parmeshwari Devi Gordhandas Garodia  
Educational Complex  
338, R.A. Kidwai Road, Matunga,  
Mumbai- 400019

**Best wishes from.....**

**SEVA MANDAL  
EDUCATION SOCIETY**

**PRESIDENT**  
Dr. Dilip R. Trivedi

**CHAIRMAN**  
Dr. Ashok V. Mehta

**VICE CHAIRMEN**  
Shri Hiren V. Shah  
Shri Mahesh S. Garodia

**HON. SECRETARIES**  
Dr. Bharat M. Pathak  
Shri. Pravin G. Shah

**HON. TREASURER**  
Shri Vasant J. Khetani

**EXECUTIVE SECRETARY**  
Dr. Shilpa P. Charankar

**PRINCIPALS**  
Mrs. Anjali A. Katdare  
SMES, College of  
Nursing

Dr. Mala Pandurang  
SCNI Polytechnic

**SMT.SUSHILABEN R.  
MEHTA KIKABHAI  
PREMCHAND CARDIAC  
INSTITUTE**

**CHAIRMAN**  
Shri Hiren M. Shah

**SECRETARY**  
Shri Rajiv Shah

**CEO**  
CDR (Retd). J. C.  
Sharma

**MEDICAL DIRECTOR**  
Dr. Latha Chaudhari

Seva Mandal Education Society's Management,  
Principals and Nursing Faculty

Cordially Invite you for our

**OATH TAKING & CONVOCATION CEREMONY**

**CHIEF GUEST**

Chancellor, Governor of Maharashtra  
Hon'ble Shri. Bhagat Singh Koshyari

**SPECIAL GUEST**

Vice- Chancellor, Prof. Dr. Deelip Mhaisekar  
Maharashtra University of Health Sciences, Nashik

**GUESTS OF HONOUR**

Pro-Vice-Chancellor,  
Prof. Dr. Mohan Khamgaonkar  
Maharashtra University of Health Sciences, Nashik

Registrar, Dr. Kalidas D. Chavan  
Maharashtra University of Health Sciences, Nashik

**VENUE:**

Ravji Jivraj Changdaiwala hall

**DAY & DATE:**

Friday, 24<sup>th</sup> January 2020

**TIME:**

5.00 pm onwards

Guests are requested to be seated by 4.45 pm  
Function will be followed by dinner



SEVA MANDAL  
EDUCATION  
SOCIETY'S  
C.O.N.



BREASTFEEDING  
Foundation of Life



CARDINA  
GRACIOUS  
HOSPITAL  
UDAY GER S.



# LACTATHON 2018



Dept. of Food Science and Nutrition  
Dr. BMN College of Home Science

10th August, 8am to 11 am  
Matunga Road to Shivaji Park



PROUD TO BE A NURSE



Trained Nurses Association of India  
Maharashtra State Branch



*A March for creating Intelligent India*

**ANNEXURE 2**  
**(Sample Invitations for appointment letters)**

**Appointment letter format for teaching post (As per MUHS)**

Outward No.

Date :

**Appointment Order**

To,

Dr./VD. -----

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Subject: Appointment on the post of Director/ Dean/ Principal/ Professor/ Associate  
Professor/ Reader/ Assistant Profesor/ Lecturer/  
Assistant Lecturer/ Tutor/ Demonstrator.

(Pl. write only the desired designation to which appointment is issued)

Sir/ Madam,

With reference to your application dated .....in response to our Advt.  
dated.....and subsequent interview held on ..... For the above post, on the  
Recommendation of the Staff Selection Committee, the Management is pleased to inform you that you are  
here by appointed on the post of .....in the subject of .....

(Pl. write Name of the post and subject to which the candidate is selected)

**The Terms and Conditions of your appointment are as follows:**

- 1) Your appointment is on probation for period of two years from the date of your joining. During the period of probation, your services are likely to be discontinued by the Management if your services are not found satisfactory by giving one months notice on either side or one month's pay, in lieu of the notice period.

Or

Your Appointment is temporary for six months/ one year from the date of your Joining. During the period of your temporary service, you are likely to be discontinued.

- 2) You are appointed in the pay scale of Rs. .... With starting pay of Rs. ....  
Per month in the time scale. After successful completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereof from concerned head of the department. On successful completion of probation period of two years your services may be confirmed subject to your satisfactory performance and conduct.



- 3) Your appointment on probation shall be deemed to be confirmed after satisfactory completion of probation period and unless there is any adverse communication/ order/ order of extension of probation.
- 4) Your appointment is on Full time basis and your normal daily duty Hours shall be as decided/ prescribed by the Competent Authority. However, the working hours shall be flexible depending upon the exigencies of services at the discretion of the Management.
- 5) Your appointment shall be terminated automatically, if it is proved that the information given by you in your application is false and or a Degree/ any other certificate/ document submitted by you are forged or tampered with.
- 6) Your services shall be governed by the (a) provisions of the Maharashtra University of Health Sciences Act, 1998 and Statutes, Ordinances, Rules, Regulations and Directions framed under it from time to time (b) The Rules, Regulations, Instructions, Directives, Circulars received from Respective Central Councils from time to time and (c) The prevailing Rules, Regulations and service conditions framed by the Management of the college and amended/ altered from time to time. And you will follow the code of conduct and Professional Ethics prescribed in University Direction No. ....../2014.
- 7) Your services shall be transferable to any College of the same Management which is affiliated to the Maharashtra University of Health Sciences, Nashik. However, you will work in one College only, at a time.
- 8) Conducting private tuitions or private coaching classes in any paid assignment or honorary posting outside the college without prior written permission of the Management.
- 9) Besides taking lectures, tutorials and Clinics/ Practicals in the department you will be required to participate in the internal and external examination duties of the college and University and it is obligatory on your part to carry out any other responsibilities assigned by the University and college from time to time.
- 10) You are also required to undertake the responsibilities in the College/ Hospital and any other medical activities which are conducted by the College in relation to the patient care, student care and that of academic nature, related to professional Pursuits, and also take part in Administrative task related to College and Hospital and shall have to strive to maintained dignity and standard of the college and Institute.
- 11) You will have to undergo the Medical Examination by the authorized Medical Officer or by the Civil Surgeon of the concerned district as per rules.
- 12) The Management can also seek the Antecedent Character Report from the police authority.

- 13) Prior to this appointment, if you have been serving in any College/ Recognised Institution, you will be allowed to join only after submission of your resignation and relieving letter from the concerned College.
- 14) Your appointment is subject to the approval from Maharashtra University of Health Sciences, Nashik. If your appointment for the said post is not approved by the University your services shall be terminated forthwith or if you so desire and the Management is agree to continue you on the unapproved post you will be allowed to continue in the service with your written consent. The terms and condition of such appointment shall be as decided by the Management and accepted by you. You are required to submit duly signed, "Deed of Contract" in a prescribed format.

If you are voluntarily accepting the appointment with abovementioned terms and conditions, you are required to give your acceptance forthwith or within seven days from the date of receipt of this appointment order and join within a stipulated period not later than thirty days. If your acceptance is not received in time or you failed to join within stipulated period, it will be presumed that you are not interested to join the post and this order shall automatically stand cancelled, this may please be noted.

Yours faithfully,

President/ Secretary/ Principal/ Dean/ Director

**Appointment letter format for non – teaching post**

Ref No:

Date: \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub.: Appointment letter for the post of \_\_\_\_\_**

Sir,

With reference to your application letter dated \_\_\_\_\_ and further interview held on \_\_\_\_\_, we are pleased to appoint you as \_\_\_\_\_ in Seva Mandal Education Society's Smt. Sunanda Pravin Gambhirchand College of Nursing.

Please note the following details with reference to your appointment.

Date of Appointment : \_\_\_\_\_

Nature of Appointment : \_\_\_\_\_

Emoluments : \_\_\_\_\_

(Consolidated)

Principal  
Seva Mandal Education Society's  
Smt. Sunanda Pravin Gambhirchand  
College of Nursing