

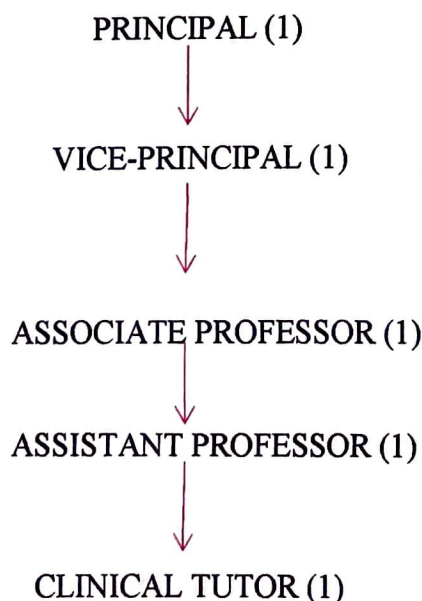


**SEVA MANDAL EDUCATION SOCIETY'S  
SMT. SUNANDA PRAVIN GAMBHIRCHAND  
COLLEGE OF NURSING**

**STANDARD OPERATING PROCEDURE**

**TITLE OF SOP: SEVA MANDAL EDUCATION SOCIETY'S COLLEGE OF NURSING FACULTY EMPOWERMENT AND STAFF DEVELOPMENT**

- A. PURPOSE:** This SOP sets forth to ensure the faculty empowerment in terms of welfare measures and professional development.
- B. OBJECTIVES :**
1. Welfare measures for both teaching and non teaching staff.
  2. Financial support provided to teachers to attend conferences/ workshops and towards membership fee of Professional bodies.
  3. To update data on professional development/ administrative training programs organized by the Institution for teaching and non teaching staff.
  4. To maintain performance appraisal system for teaching and non teaching staff.
- C. APPLICABILITY:** Faculty empowerment committee in coordination with the head of institution.
- D. FACULTY EMPOWERMENT COMMITTEE: AUTHORITY AND RESPONSIBILITY**



  
Principal  
Smt. Sunanda Pravin Gambhirchand -  
College of Nursing  
338, R. A. Kidwai Road,  
Matunga, Mumbai - 400 019.



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SR NO	DESIGNATION	NAME	POSITION HELD IN THE INSTITUTE	CONTACT NUMBER AND EMAILID
1	PRINCIPAL INCHARGE	MRS SHILPA SHETTIGAR	PRINCIPAL INCHARGE	9769860509
2	VICE PRINCIPAL INCHARGE	MRS DELPHINA GURAV	VICEPRINCIPAL INCHARGE	
3	COMMITTEE MEMBER	MISS RASHMI JADHAV	CLINICAL INSTRUCTOR	
4	COMMITTEE MEMBER	MISS BHAKTI V KADAM	CLINICAL INSTRUCTOR	

ALL TEACHING AND NON TEACHING FACULTY ARE IN THE STAFF DEVELOPMENT COMMITTEE

**E. PROCESS :**

1. To maintain In-service book/ Faculty empowerment file .
2. To maintain performance appraisal file
3. To maintain staff meeting minutes file.
4. On financial support to the teachers to attend conference or workshop & towards membership fees.
  - 50% fees will be sponsored by institute if conference or workshop is attended by taking own leave.
  - If conference or workshop fee is not claimed by staff then on duty attendance is allowed.



  
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