



# College of Nursing

Managed by Baba Educational Society  
*Institute of Para-Medicals*



## SCHOOL ACADEMIC POLICIES

**NOTE:** The College of Nursing Academic Policy is based on the shared core values stated in the School's Values Statement. Each member of the School/College of nursing community, whether student, faculty or staff, holds themselves and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability.

Each student is obligated to adhere to the highest standards of academic ethics and conduct in their academic endeavors.

## ADMISSION POLICY

1. College has a policy that follows the state recruitment strategies which is based on the INC and state (Atal Bihari Vajpayee medical university) eligibility criteria.

## ATTENDANCE POLICY

The College of Nursing adheres to the INC attendance policy for classroom didactic instruction:

### **Attendance Policy for classroom**

“Absence from more than 20 percent of the scheduled hours that a class meets for instructional purposes is excessive, and the instructor may choose to exact a grade penalty for absences beyond this threshold. Faculty members are not required to track students who miss only part of a class session; tardy arrival to (or early departure from) a class meeting may be counted as absence for the entire class duration.”

## **EXAMINATION POLICIES**

**All the internal Examinations are conducted according to college Academic Calendar**

1. No examination materials are to leave the room under any circumstances during the actual examination period or during an examination review.
2. All exams must be completed by the due date/time. Failure to complete any exam by the due date/time will result as failure. In case of emergencies and/or extenuating circumstances, please notify the faculty in advance.
3. Book bags are to be placed at the front or side of the classroom away from all students for the duration of the exam.
4. Cell phones, PDA, IPODS, Computers iPad, watches or any time keeping devices, or similar electronic devices with or without internet connections are to be turned off and stored in book bag during examination or examination review and until exiting the room.
5. Calculators (when authorized) must not be capable of storing equations, graphs, charts, etc. Only non-programmable calculators are allowed-no cell phones, PDA, or similar devices are to be used as calculators during exams.
6. Hats are not to be worn during examinations.

## **FINAL EXAMINATIONS**

The College of Nursing Final exam schedule is prepared by the Office of Academic Affairs and dates and times are communicated by Course Coordinators and students. No final examination may be held outside of the published final examination dates and times without authorization from the Atal Bihari Vajpayee medical university.

## **RULES & REGULATIONS**

1. Every student admitted to the Nursing course shall have to follow rules and regulations of the Nursing College.
2. It is compulsory for all students to attend the General Assembly in the morning.
3. All decisions taken by the management are final and binding on the students.

4. Students should maintain silence in the classes, library, reading room and in the corridors. Students should make every effort to take care of the college and hospital property and help in maintaining the same. They should not write on the black board, scribble on tables, chairs, walls etc.
5. Students are not allowed to come directly in the Principal's office. They can come only with the permission of the class in charge.
6. If the students have any problem, they should inform the class representative and the class representative will intimate it to the class coordinators. If the problem is not solved at the class coordinator's level, then the class coordinator will present it to the Principal. No students should by-pass the above mentioned channels. Exceptions are allowed only if the problem is utmost urgent/serious.
7. A student nurse is not allowed to receive gift or gratuity of any sort at any time from the patients of the hospital or their relatives.
8. If a student is in need to get leave from the college or hospital in the middle of a day, for any emergency, he/she should get sanction from the class coordinator and a letter to that effect must be produced from the parent or guardian.
9. Regular and punctual attendance in all class activities like lectures, demonstrations, practical's, clinical teaching, tutorials, tests etc is a must. Usual college time is 9 am – 4 pm and in clinics 8 am – 2 pm. Students must have to participate in all college activities like clinical meetings, conferences, guest lectures, seminars as well as sports, cultural activities etc.
10. No student shall be allowed to appear in the annual examination of the concerned subject if his/her practical, hospital posting and bedside clinical areas etc, the attendance should not fall short of 100% of the total sessions.
11. Use of cell phone by students is strictly prohibited in class rooms, hospital and community health postings.
12. In case of illness, permission shall have to be obtained from the principal to remain absent from studies.
13. The student must clear all the dues of the college & hostel before the commencement of exam; otherwise she/he will not be allowed to attend the exams.

14. Any student who damages the reputation of the college in any way is liable to be expelled. If any student discontinues the course, he/she shall clear all dues for the remaining duration of the course. If he/she fails to pay, his/her original certificates will not be returned. Original certificates will be returned at the time of leaving the college when students clear the dues.
15. Students are required to maintain ethical and professional standards in behavior both inside and outside the college, hospital, hostel and community premises.
16. Each student is responsible for the proper handling and safe custody of any apparatus or equipment that he/she may be using in different nursing labs. Misuse or negligence will result in replacement of the particular by the candidate. Any willful damage done to the property of the college and hospital will be treated as breach of discipline.
17. All books are to be used with care. If a book while under issue to anyone be damaged or lost, the person in whose name the book is issued, will be held responsible for the cost of repair to the satisfaction of the Library Committee or replacement if the damage cannot be satisfactorily made good or if the book is lost. In case of irreparable damage to or loss of a book which cannot be replaced, to Dean and the Chairman, Library Committee will decide the amount of compensation to be paid. The term "Book" also includes Pamphlet, Magazine, Journal, etc.
18. Students are forbidden to communicate with any outside authority directly. All such communications must be submitted through the office of the Principal. Any student infringing this rule is liable to be suspended.
19. For any kind of misbehavior with staff or creating disturbances in classroom and in the college premises by a student or group of students, a full range of disciplinary action will be taken i.e. student will be expelled from the institute and depending upon his/her fault can be under legal action. A student expelled on disciplinary grounds will never be readmitted to this college.
20. If any student found in use of liquor or narcotics on hospital duty or in institute premises, he/she will be suspended from the institute for a specific period or be expelled from the institution.
21. Possession of weapons, explosive and other objectionable material in institute/hostel will result in being expelled from the institution.

22. Taking active part in politics will result in being expelled from the institution. Coming on hospital duty or entering the institute premises in a UN presentable appearance will be liable to punishment.
23. Ragging is an offense. Ragging is strictly prohibited in the college campus as well as in the hostel. Any student/students involved in such activities will be immediately expelled from the institution. Both junior and senior students are required to maintain cordial relationship with each other and a disciplined atmosphere in the college campus.
24. Students are required to wear full uniform during college and hospital. Jewellery, ear rings, painted fingernails, threads and bracelets on hands etc. are not allowed. Students must wear white apron in college laboratories. Students must be neat and tidy in their dress, avoiding expensive clothes and exaggerated fashions.
25. Students are required to carry their identity cards during college hours, clinical and whenever they are going out and must be produced whenever it is asked by the concerned authority.
26. The hostellers who desire to go home during the working days will take written permission from the Principal on the recommendation of HOD of the respective department and approval from the hostel warden before leaving the hostel.
27. All lights and fans must be switched off before leaving the room, failing which a fine will be imposed for each item found to be on when the room is locked.
28. Student will co-operate to keep campus neat, clean and green.

#### **Information to Parents / Guardians**

All efforts on the part of the college, however sincere and dedicated it may be, will go all, unless whole hearted cooperation comes from the guardians of the students as well as the students themselves. The process of learning is always like two way traffic. Therefore, a close, consistent and integrated interaction between the college and the guardians is most essentially required. The college has laid down an open clear administrative and academic plan.

The college provides the services of the best possible highly qualified and experienced teaching faculty. It provides a congenial and educational environment to the students in the college. An efficient arrangement of practical is undertaken along with theory. A cumulative record of the performance of the students is maintained and the guardians are duly informed of the progress of their wards. Internal examinations/monthly test are conducted and the guardians are duly informed.

An attempt is always made to have more working days. Discipline and its observance in an earnest manner is a hallmark of the college.

In order to see an efficient functioning of the college, all guardians are requested to lend a helping and cooperating hand to the working teams, both on the administrative and academic sides.



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## STUDENT ACADEMIC PERFORMANCE STANDARDS GUIDELINES

### B.SC NURSING

Regulations of the university short title and commencement these regulations shall be called "the regulations for the bachelor of nursing degree course of RML Awadh University". The regulation and syllabus are subject to modifications by the standing under graduate board of studies for nursing course from time to time.

### **MARKS QUALIFYING FOR PASS:**

1. A candidate has to pass in theory and practical exam separately in both internal and external examination of each paper.
2. A candidate has to secure minimum of 50% of marks in the University Theory and practical Examinations separately except for English.
3. Minimum pass mark for English shall be 40% only.
4. A candidate has to secure minimum of 50% of marks in Introduction to Computer.
5. A candidate has to secure minimum of 50% of marks in each Section A & B separately where two subjects are combined in single paper. If a candidate who has failed to secure the minimum pass mark of 50% either in Section A or B, the candidate has to write again both the sections irrespective the fact whether the candidate has passed in one section.

## **ELIGIBILITY / MAXIMUM DURATION FOR THE AWARD OF THE DEGREE**

1. The candidates shall be eligible for the Degree of Bachelor of Nursing when they have undergone the prescribed course of study for a period of not less than four years in an institution approved by the University and have passed the prescribed examinations in all subjects.
2. The maximum period to complete the course successfully should not exceed a period of eight years.

## **DECLARATION OF CLASS:**

1. A successful candidate obtaining 75% and more marks in the grand total aggregate at first attempt shall be declared to have passed with First class with Distinction.
2. A successful candidate obtaining 60% and more but less than 75% of marks in the grand total aggregate at first attempt shall be declared to have passed with First Class.
3. A successful candidate obtaining 50% and more but less than 60% of marks in the grand total aggregate at first attempt shall be declared to have passed with Second Class.
4. A successful candidate obtaining 60% and more in the grand total aggregate at second attempt shall be declared to have passed with Second Class.
5. A successful candidate obtaining 50% and more but less than 60% in the grand total aggregate at second attempt shall be declared to have passed with Third Class.
6. Ranks shall be declared on the basis of the aggregate marks obtained by a candidate in the University Examination subjects of the course. Only those candidates who have passed all the subjects in all examination at first attempt shall be eligible for the award of Rank.



## Regulations Diploma in General Nursing & Midwifery

### **GRADING OF EXAMINATION**

Examination shall be graded on aggregate marks of the entire three years of the training programme, as follows:

Distinction - 80% and above

First Division - 70% to 79%

Second Division - 60% to 69%

Pass - 50% to 59%

### **THEORY EXAMINATION**

1. Nursing teacher with minimum five years of teaching experience (recent) in a particular subject may be appointed as paper setters and examiners for that particular subject only.
2. Question paper should have a combination of essay, short answer and objective type question as detailed in the content
3. All units of a subject and sub-subject should be given due weight age in accordance with the instructional hours prescribed.

### **PRACTICAL EXAMINATION**

1. Practical examination is to be conducted in the respective clinical area.
2. Nursing teacher with minimum of five years of teaching/clinical teaching experience in a particular subject/clinical area may be appointed as practical examiner.

## Regulations Auxiliary Nurse and Midwives

### Grading and Certification

Distinction shall be in aggregate	-	75%
First division	-	70% & above
Second division	-	60% - 69%
Third division	-	50% - 59%

Certificate will be issued on successful completion of training requirement. The principal of the ANM School should certify for each student that she has undergone successfully the internship program, 100% clinical requirements and acquired the requisite competencies as listed in the syllabus before the award of the certificate/diploma by the state nursing councils/examination boards. Qualified ANMs have to be registered by the State Nursing Councils under the provision of the State Nursing Councils and Indian Nursing Council Act as ANMs, before joining services as a qualified Female Health worker and to practice as ANM.

## **M.SC. NURSING**

### **Eligibility for appearing for the examination:**

75% of the attendance for theory and practical. However 100% of attendance for practical before the award of degree.

### **Classification of results:**

- 50% pass in each of the theory and practical separately.
- 50-59% Second division
- 60-74% first division
- 75% and above is distinction
- For declaring the rank aggregate of 2 years marks to be considered

If the candidate fails in either practical or theory paper he/she has to reappear for both the papers (theory and practical)

Maximum no. of attempts per subject is three (3) inclusive of first attempt. The maximum period to complete the course successfully should not exceed 4 years.

Candidate, who fails in any subject, shall be permitted to continue the studies into the second year. However the candidate shall not be allowed to appear for the Second year examination till such time that he/she passes all subjects of the first year M.Sc nursing examination.

### **Practical**

- 4 hours of practical examination per student.
- Maximum number of 10 students per day per specialty.

- The examination should be held in clinical area only for clinical specialties
- One internal and external should jointly conduct practical examination
- Examiner – Nursing faculty teaching respective speciality area in M.Sc nursing programme with minimum 3 years experience after M.Sc nursing.

## Dissertation

Evaluation of the dissertation should be done by the examiner prior to viva  
Duration: Viva-voce -minimum 30 minutes per student.

## Guidelines for Dissertation

Tentative Schedule for dissertation

S.No.	Activities	Scheduled Time
1.	Submission of the research proposal	End of 9 <sup>th</sup> month of 1 <sup>st</sup> year
2.	Submission of dissertation – Final	End of 9 <sup>th</sup> month of 2 <sup>nd</sup> year

Note: - Administrative approval and ethical clearance should be obtained

### A. Research Guides

#### a) Qualification of Guide

Main guide: Nursing faculty / nursing expert in the same clinical specialty holding Ph.D./M.Phil/M.Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing.

Co-Guide: A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city.)

b) Guide – Students Ratio

Maximum of 1:4 (including as co-guide)

c) Research Committee There should be a research committee in each college comprising of minimum 5 members chaired by the Principal, College of Nursing.

## B.SC NURSING (ACCORDING TO NEW GUIDELINES)

### GRADING OF PERFORMANCE

1. Based on the performance, each student shall be awarded a final grade at the end of the semester for each course. Absolute grading is used by converting the marks to grade, based on predetermined class intervals. UGC 10 point grading system is used with pass grade modified.

Letter grade	Grade point	Percentage of marks
O (outstanding)	10	100%
A+ (Excellent)	9	90-99.99%
A (Very Good)	8	80-89.99%
B+ (Good)	7	70-79.99%
B (Above average)	6	60-69.99%
C (Average)	5	50-59.99%
P (Pass)	4	40-49.99%
F (Fail)	0	

For Nursing Courses and all other courses - Pass is at C Grade (5 grade point) 50 % and above For English and electives- Pass at P Grade (4 Grade point) 40 % and above

### Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Pointaverage (CGPA)

SPGA- Is the weighted average of the grade points obtained in all courses by

the student during the semester (All courses excluding English and electives)

### Ex. SGPA computation

Course Number	Credit/s	Letter grade	Grade point	Credit point (Credit X grade)
1	3 (C1)	A	8 (G1)	3x8=24
2	4 (C2)	B+	7 (G2)	4x7=28
3	3 (C3)	B	6 (G3)	3x6=18

$$SGPA = \frac{C1G1 + C2G2 + C3G3}{C1 + C2 + C3}$$

$$= \frac{24 + 28 + 18}{3 + 4 + 3}$$

$$= \frac{70}{10} = 7 \text{ (rounded off to two decimal points)}$$

10

### Computation of CGPA

CGPA is calculated with SGPA of all semesters to two decimal points and is indicated in final grade in mark card/transcript showing grades of all 8 semesters and their courses/subjects.

CGPA reflects the failed status in case of fail till the course/s are passed

Semester 1	Semester 2	Semester 3	Semester 4
Credit-Cr Cr: 20	Cr: 22	Cr: 25	Cr: 26
SGPA: 6.5	SGPA: 7.0	SGPA: 5.5	SGPA: 6.0
Cr x SGPA = 20 x 6.5			

$$CGPA = \frac{20 \times 6.5 + 22 \times 7 + 25 \times 5.5 + 26 \times 6}{93}$$

93

$$\frac{=577.5}{93} = 6.2$$

**Transcript Format:**

Based on the above recommendation on letter grades, grade points, SPGA and CGPA, the transcript shall be issued for each semester with a consolidated transcript indicating the performance in all semesters.

**Declaration of Pass**

First Class with Distinction- CGPA of

7.5 and above

First Class- CGPA of  
6.00-7.49

Second Class-CGPA of 5.00-5.99



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BABA EDUCATIONAL SOCIETY, INSTITUTE OF PARAMEDICALS,  
COLLEGE OF NURSING, LUCKNOW

## Non – Teaching Staff Job Description

### Administrative Staff

- The role of the administrative staff is taken care of by different people and it varies from institution to institution.
- Administration basically means taking care of all the day to day activities of a school, supervising the daily happenings of the school and maintaining discipline and order.
- The administrative staff may contain the principal, vice principal and sometimes even senior faculty members.

### Accounts & Finance

- Maintaining the accounts of a school is one of the most important aspects of running it.
- The accounts section is not only the most famous non teaching position there is, it is often the busiest as well.
- Keeping the finances of an educational institution in check is paramount for the overall success of a school so their contribution requires special mention.



## Librarians

- The case for a librarian being part of the non teaching staff is kind of a bit of a mixed bag because while some librarians are considered non teaching staff because their role does not involve taking classes in schools,
- there are cases where there are an inadequate number of teachers or staff in general and certain teachers are given the responsibility of being a librarian in addition to being a teacher,
- So even though their rule is fundamentally not one that require teaching it may still be carried out by a teaching staff.
- Interestingly a librarian is sometimes also called a library teacher in schools.
- They suppose to maintain library books, maintain inventories, update books, maintain discipline, maintain all record and report related to library and time to time take guidance and inform principal regarding updates.

## Cleaning Staff

- The cleaning staffs are one of the most important if not the most important part of the school. : Without them, the classroom would be filthy and unhygienic.
- They are supposed to maintain the average hygiene standard of a school and must maintain the school's overall cleanliness.

## Transport Staff

- These include the bus conductors and drivers of the school. Almost every school has a transport system for bringing children to school and getting them back to their homes.
- The task of ferrying them between school and home is entrusted to the conductors and drivers of the school.
- This has a lot of responsibility attached to it because the literal safety of students needs to be taken into consideration.

  
DR. ARCHANA CHOUHAN  
PRINCIPAL

  
R.K. BAJPAYEE  
DIRECTOR



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## Student Disciplinary Action Policy

**Applicability:** This Policy applies to all **Baba educational society** students.

### **Purpose:**

The purpose of this Policy is to set out the disciplinary actions the College may impose:

- Upon any student found to be in violation of the Student.
- When it is determined that a student has not acted in the best interest of other students, employees or the College as a whole.

Such disciplinary actions shall include, but are not limited to, the actions stated in this Policy below.

### **Statement:**

The College shall determine the appropriate disciplinary action based on the type and severity of behavior or violation committed. It is not required for the College to follow the listed disciplinary actions in any order or sequence.

### **Types of Disciplinary Actions:**

1. **Warning:** A written or verbal notice to the student that the student's behavior is unacceptable, that the student has violated the Student Code of Conduct and/or that any future violations will be subject to further disciplinary action.
2. **Probation:** A period of time during which the privilege of continuing as a student is conditioned upon the student meeting certain requirements. The conditions may include, but are not limited to, loss of privileges to which a current student would otherwise be entitled, required assignments or actions by the student, and/or an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in additional discipline.

3. **Suspension:** Separation of the student from a class, program, activity, event, or any College-owned, College-operated, or College-utilized facility for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
4. **Expulsion:** Permanent separation of the student from student status from a class, program, activity, event, or any College-owned, College-operated, or College-utilized facility.

#### **Additional Sanctions:**

In addition to or in conjunction with the disciplinary actions listed above, the following non-exhaustive list of sanctions may be imposed by the College as part of a disciplinary action: mandatory training, hold on student records, academic or personal counseling, attendance at the student assistance program, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment (i.e. writing assignment), denial of privileges, emergency suspension, ban from Baba Education society campus or activities and/or community service.

### **Student Disciplinary Action Operating Procedure**

**Applicability:** This Operating Procedure applies to all Baba educational society students.

#### **Purpose:**

- In accordance with the Student Disciplinary Action Policy complaints against a student for violating.
- Complaints against a student for violating other College policies shall be filed and will be reviewed in accordance with those applicable policies and operating procedures.

#### **Procedures:**

## **I. Filing a Complaint against a Student**

**A. Emergency.** If the conduct involves an emergency situation requiring police assistance (e.g., serious disruptions, crimes, or where there is violence or the threat of violence), the matter must be brought to the immediate attention of the policy members.

**B. Non-Emergency.** In non-emergency situations, or once the emergency circumstances have been addressed, a complaint against a student shall be filed with the Principal. The complaint must be submitted in writing within 24 hrs. The complaint is to include the date, time, location, parties involved, a description of the incident, and any other relevant information available to the party submitting the complaint.

## **II. Review of a Complaint**

Review the complaint, investigate the facts and determine what, if any, appropriate disciplinary actions are to be taken. Disciplinary action may be imposed if the review and/or investigation indicate it is more likely than not that the student has violated the Code. During this review, the student will be advised of the nature of the complaint and will be provided an opportunity to respond to the allegations.

## **III. Report of Findings**

Upon completion of the review, the student will be notified in writing of the outcome of the review and the determination, if any, for disciplinary action.

## **IV. Student Appeal Rights for Disciplinary Action**

A disciplinary action that results in a verbal or written warning to a student cannot be appealed by the student. Disciplinary actions that include probation, suspension or expulsion may be appealed by the student in accordance with the Student Disciplinary Action Appeals Operating Procedure.



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## JOB DESCRIPTION OF NURSING PERSONNEL

### **JOB DESCRIPTION OF PRINCIPAL, COLLEGE OF NURSING**

**Job Summary:-** Principal, College of Nursing is the Administrative head of the college of Nursing, directly responsible to the Director of Medical Education/Director of Health & Family welfare services & responsible for implementation & revision of curriculum for various courses & research activities of the college of Nursing

#### **Duties & Responsibilities**

1. Development, planning, implementation & evaluation of nursing program i.e. B.Sc. Nursing, M.Sc. Nursing & Nursing specialties courses etc.
2. Develop philosophy & objectives for educational program.
3. Identifies the present needs related to the educational program & investigate, evaluate & secure resources.
4. Select & organize learning experiences.
5. Direct planning activities & put programs in place with staff to ensure attainment of College of Nursing vision.
6. Determines the number of position & scope & responsibility of each teaching & non-teaching staffs.
7. Analyses the Job to be done in terms of needs education program.
8. Prepares the job description, indicate line of authority, responsibility in the relationship & channels of communication by means of organization chart & other method.
9. Delegate's authority commensurate with responsibility.
10. Provides an organizational framework for effective staff functioning such as meeting of the staff etc.
11. Recommends appointment & promotion based on qualification & experience of the individual staff, scope of job & total staff composition.
12. Subscribes & encourages developmental aspects with reference to welfare of staff & students.
13. Consistently makes administrative decision based on established policies.
14. Facilitates participation in community, professional & institutional activities by providing time, opportunity for support for such participation.
15. Provides freedom for staff to develop active training course within the frame work of curriculum.
16. Promotes staff participation in research.
17. Procures & maintains physical facilities which are of a standard.
18. Interprets nursing education to other related disciplines & to the public.

19. Provides for continuous follow-up & revision of education program.
20. Prepare periodic reports which review the progress & problems of the entire program & presents plans for its continuous development.
21. Act as a chairperson for various committees.
22. Prepare, secure, approve & administrates the budget.
23. Develop college budget based on documented program needs, estimated enrolment of personnel other final needs & keeps the program within the budget time.
24. Participate in University, professional & community service activities.
25. Conducting & participating in department meetings & attending various meetings in the University.
26. Initiates & participates in research studies for the improvement of educational programmes.
27. Recognizes the needs for continuing education for self & staff and provides stimulation of opportunities for such development.
28. Development of student code of conduct & college hand books to ensure discipline.
29. Conduct regular conferences with parents & students about college issues.
30. To act as mentor to subordinate. 31. Perform other duties as assigned by higher authority.

## **JOB DESCRIPTION OF VICE PRINCIPAL, COLLEGE OF NURSING**

**Job Summary:-** The Vice Principal assists principal in directing the staff (Teaching & Non-teaching) of the College in conducting teaching programmes. She assists Principal in assessing, planning, implementing & evaluating 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.
21. Facilitates guidance & counselling services to staff & students as per need.
22. Inform parents about student status & reviews reports of student performance.

23. Promotes continuous growth & development towards maturity.
24. To act as mentor to colleagues.
25. Perform other duties as assigned by the Principal.

## **JOB DESCRIPTION OF PROFESSOR, COLLEGE OF NURSING**

### **Educational Qualifications**

1. General: As prescribed for a staff nurse
2. Professional: MSc. Nursing/MN or equivalent degree in nursing recognized by the INC  
Ph.D. in nursing with any specialty or other equivalent doctoral degree in nursing
3. Registration: Registered with the state nursing council/INC
4. Experience: Should have teaching experience of not less than 5 years in a college of nursing Standard Norms – As prescribed by the Indian Nursing Council.

### **Role and Functions**

The professor is overall in charge of the department and thereby responsible for administration, "teaching activities and guiding that particular department.

### **Administrator's Role**

1. Involves in deciding the rules and regulations and framing of the policies for the college.
2. Gives suggestions in framing and application of philosophical views to attain the goals of the educational programme.
3. Acquires the opportunities through team involvement to upgrade the educational programme.
4. Forecasts and interprets the suitable educational philosophy for the syndicate members of the educational council in the college.
5. Supervises and controls the functional activities of the staff in the department.

### **Educator's Role**

1. Recognizes the requirement of the learners based on the curriculum.
2. Based on the requirements, the needs are learned and goals are framed, with help of registers and records of previous exposure, individual tests and interviews.
3. Helps the students to recognize their needs and requirements.
4. Frames the plan for the learning experience.
5. Involves and contributes on the framing and application of philosophical goals of the programme.
6. Identifies and categorizes teaching and the learning experiences according to the goals of the programme.
7. Involves in the successive improvement and appraisal of the educational curriculum educational programme.



8. Incorporates the planning strategies with the whole educational unit and other groups.
9. Ensures, identifies and categorizes the facilities and supplies needed for learning.

#### **Guidance and Counsellor's Role**

1. Provides an appropriate teaching learning environment.
2. Helps the students to learn the problem-solving technique.
3. Applies innovative and suitable teaching learning methods.
4. Utilizes the every possible chance for incidental teaching in the hospital. Motivates the students to take up the accountability for their individual development.

#### **Evaluator's Role**

1. Identifies the individual difference and appraises students' talents.
2. Applies the appropriate instrument to evaluate their skills.
3. Evaluates and narrates the performance of each student.
4. Assists the students to do their own evaluation of their study.
5. Involves other respective staff in the appraisal of the students' improvement in the studies.

#### **Role in Documentation**

1. Records and the reports are properly documented till date.
2. Document the records clearly and legibly.
3. Record the students' activities and achievement.
4. Follow the standard documentation system.

#### **Creativity and Innovator's Role**

1. Analyses the present education system and learning ability of the students; introduce their latest technology in teaching and learning, e.g. use of smart board.
2. Upgrades the present knowledge using the educational technology.
3. Applies the methods of teaching that are creative and innovative and effective for imparting better learning experience in the students.
4. Implements the teaching methods that are effective in achieving the goals of education.

#### **Educational Advocate's Role**

1. Identifies the learning problems in the students.
2. Analyses the present teaching learning system.
3. Gets cooperation from all the teachers in providing guidance to the students in learning.
4. Sets up a counselling and guidance unit, encouraging the students to attain their educational goal.

5. Assists the students to improve the technique of self- learning.
6. Creates an approachable environment for students when they need assistance in improving their studies.
7. Motivates students in their successive improvement in studies to have the all round development.
8. Identifies dull students, providing helping hand in improving their skills in learning.

#### **Researcher's Role**

1. Identifies any researchable problem that exists in the institution that needs more investigation to improve the standards in teaching and learning.
2. Gets the approval from the researchable issue from the management authorities to do the research.
3. Adequate review about present issue

### **ASSITANT PROFESSOR, COLLEGE OF NURSING**

#### **EDUCATIONAL QUALIFICATION**

- General: As prescribed for staff nurse
- Professional: M.Sc Nursing/MN or equivalent degree in nursing recognized by INC or, Ph.D in nursing with any specialty or other equivalent doctoral degree in nursing.
- Registration: Registered with state nursing council/INC
- Experience; Should have teaching experience in the college of nursing not less than 5 years

#### **JOB SUMMARY**

The Assistant Professor usually works under professor and/ HOD of the particular department of the specialty and assists him/her in administration, teaching and guidance and counselling and research activities.

#### **DUTIES AND RESPONSIBILITIES:**

1. Administration
  - Participates in determination of educational purposes and policies.
  - Contributes to the development and implementation of the philosophy and purpose of the total educational programme,
  - Utilizes opportunities through group action to initiate improvement of the educational programme
  - Interprets educational philosophy and policies to others
  - Directs the activities of staff working in the department.

2. Instruction
  - Identifying needs of learners
  - Develops plan for learning experiences
  - Participates in the formulation and implementation of the philosophy and objectives of the programme.
  - Selects and organizes learning experiences which are in accordance with these objectives
  - Participates in the continuing development and evaluation of the curriculum
  - Ascertains, selects and organizes facilities, equipment and materials necessary for learning.
3. Helping the learners to acquire desirable attitude, knowledge and skills.
4. Evaluating learners progress
5. Recording and reporting
6. Investigating ways to improve teaching
7. Guidance
8. Counselling
9. assisting in selection and promotion of learners
10. Research
  - Initiates and participates in studies for the improvement of educational programme
  - Identifies problems in which research is indicated or potentially desirable
  - Continues to develop competence in problem-solving process
  - Utilizes findings in research
  - Makes data available concerning learner and concerning methods of teaching and evaluation

## **JOB DESCRIPTION OF LECTURER, COLLEGE OF NURSING**

**Job Summary:** Lecturer 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. Devises teaching methods appropriate to objectives & content.
12. Maintains & uses adequate and accurate records.
13. Prepare clear & concise reports.
14. Measures effectiveness of instruction by use of appropriate devices.
15. Acts as a counsellor 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 DESCRIPTION OF TUTORS, COLLEGE OF NURSING**

**Job Summary:-** Tutor works under Lecturer/Vice Principal/Principal of College of Nursing and conduct teaching, guidance and counselling & assist in research activities.

#### **Duties & Responsibilities**

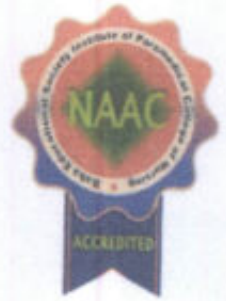
1. Participates in determination of educational purposes & policies in consultation with the Lecturer/Vice Principal/Principal.
2. Contributes to the development & implementation of the philosophy & purposes of the total education program.

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.
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 & equipments.
24. Any other duty that may be assigned to her/him from time to time relating to nursing education.



# College of Nursing

Managed by Baba Educational Society  
*Institute of Para-Medicals*



## Non – Teaching Staff Job Description

### Administrative Staff

- The role of the administrative staff is taken care of by different people and it varies from institution to institution.
- Administration basically means taking care of all the day to day activities of a school, supervising the daily happenings of the school and maintaining discipline and order.
- The administrative staff may contain the principal, vice principal and sometimes even senior faculty members.

### Accounts & Finance

- Maintaining the accounts of a school is one of the most important aspects of running it.
- The accounts section is not only the most famous non teaching position there is, it is often the busiest as well.
- Keeping the finances of an educational institution in check is paramount for the overall success of a school so their contribution requires special mention.

### Librarians

- The case for a librarian being part of the non teaching staff is kind of a bit of a mixed bag because while some librarians are considered non teaching staff because their role does not involve taking classes in schools,
- there are cases where there are an inadequate number of teachers or staff in general and certain teachers are given the responsibility of being a librarian in addition to being a teacher,
- So even though their rule is fundamentally not one that require teaching it may still be carried out by a teaching staff.
- Interestingly a librarian is sometimes also called a library teacher in schools.

## **Cleaning Staff**

- The cleaning staffs are one of the most important if not the most important part of the school. : Without them, the classroom would be filthy and unhygienic.
- They are supposed to maintain the average hygiene standard of a school and must maintain the school's overall cleanliness.

## **Transport Staff**

- These include the bus conductors and drivers of the school. Almost every school has a transport system for bringing children to school and getting them back to their homes.
- The task of ferrying them between school and home is entrusted to the conductors and drivers of the school.
- This has a lot of responsibility attached to it because the literal safety of students needs to be taken into consideration.

## **ATTENDANCE POLICY FOR CLINICAL PRACTICES**

Students are expected to complete all scheduled clinical practice hours as required for successful completion of the course. Schedules are planned with the preceptor with input from the course faculty and clinical faculty. Faculty may require withdrawal or failure of any student who has missed sufficient practice hours or has not completed clinical objectives for the course. All clinical time must be made up.

**NOTE:** A student must achieve an average of 80% of theoretical classroom attendance as well as 100% of clinical attendance are mandatory for all the students.

## **DRESS CODE & UNIFORM POLICY**

Dress code & uniform are decided by Authorized Person.

Nursing students represent the **Baba Educational Society, Institute Of Paramedicals, College Of Nursing**, all the students are expected to be neatly dressed and groomed at all times. Appearance must conform to the highest standards of cleanliness, professionalism and safety. White Uniform with white Apron are to be worn in clinical site.

## **PERSONAL APPEARANCE**

Students in clinical settings must adhere to the guidelines below regarding personal appearance.

### **Hygiene**

Good personal hygiene is the responsibility of each student and is respectful of patients and colleagues in the clinical environment. Students are expected to bath regularly, to conduct proper oral hygiene, and to use deodorant to prevent offensive body odors. Scented soaps, lotions, perfumes and colognes may offend or elicit allergic responses among patients and clinical staff and should be avoided while students are engaged in clinical settings.

### **Cosmetics**

Makeup may be worn in moderation, applied lightly and in a non-threatening manner. Scented products and products containing glitters should be avoided.



**Nails**

Artificial nails/nail tips are strictly prohibited in all clinical environments. Nails must be natural, maintained at a length no longer than the finger-tip, and kept free of debris and polish.

**Hair**

Hairs must be neatly styled and groomed. Hair longer than collar length must be pulled back from the face and secured neatly in a manner to prevent hair from falling in the face ( braid or bun). Hair color must be consistent with colors natural to humans. Decorative clips, bows, bun pins and other ornate hair accessories are not permitted in clinical settings.

**Headgear**

Religious headwear is permitted and should be unobtrusive and securely fashioned. Caps, hats, bandanas and other headwear are not permitted in clinical settings.

**Jewelry**

Jewelry is a potential source of contamination in the clinical setting. Students must wear a watch with a sweeping second-hand or a digital second indicator. Engagement rings and wedding bands may be worn when in accordance with the clinical site's policies. Other rings are prohibited. One pierced post-style (stud) earrings in each earlobe are permitted. All other visible body piercings are not permitted and must be removed prior to entering the clinical site. Students are not permitted to wear bracelets (with the exception of a Medic Alert bracelet), chains, necklaces, drop earrings or rings with stones in clinical environments.

**Accessories**

Buttons, pins, ribbons, bracelets, pendants or other items supporting political, social, philanthropic or athletic causes are prohibited at all times.

**Tattoos**

Clinical instructor Should provide information regarding agency policy about tattoos.

**Personal**

Refrain from carrying purses, backpacks/shoulder bags, waist packs or valuables to clinical settings, as agencies may not be able to provide storage space for students' belongings.

**Items**



# College of Nursing

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## POLICY FOR TEACHING FACULTY

1. Everyone should come college on scheduled time that is 9.45 am to 4 pm. You can late by 15 minutes maximum. If you are late in any circumstances you have to inform principal otherwise salary will deduct accordingly.
2. Everyone have 14 casual leave in one whole academic year .maximum 3 CL can be taken continuously. Before taking leave prior notice and permission need to take from principal otherwise your leave will be count as leave without pay (LWP). Also you have to manage your classes before leaving for CL and LWP.
3. If any faculty will engage in paper checking, inspection or any academic work related to university or examination body .or they want to go for any in service education, duty leave will be provided by college .for Duty Leave you need to apply by application and ask for permission. Maximum 10-15 dl will be provided every year as per the requirement. During inspections, examinations or any important work no DL will grant.
4. Every month salary will dispatch in your salary account between 1st -10th date of every month, if any holiday will come in between the date may extend by one day accordingly.
5. Every year new session consider from the month of October, if any faculty wants to leave their job they have to give 3 month prior notice before ending the session, and management will take decision on that. Without prior notice you are not allow to leave job.
6. In mid-session no one allow to leave their job as per inc guidelines, if you are selected in any govt. Job and you want to give 24 hour resignation than you have to submit your one month salary or to avoid this situation please inform in between or at least one month before your govt. Joining.
7. Salary increment will be provided minimum 5% every year in the month of January .on the basis of performance it can be maximum 10%. In case of any default, any misconduct or unacceptable behavior your increment may will affect. So please make sure your performance in college and conduct should be good.
8. Everyone is responsible for their given job responsibility and it will count in your performance.

**Note-** This policy will be followed by academic year 2022 to 2025 (revised after 3 years)

  
DR.ARCHANA CHOUHAN

PRINCIPAL

  
R.K.BAJPAYEE

DIRECTOR