



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2. Strategy Development and Deployment

6.2.1 Job Descriptions

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



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AMALA COLLEGE OF NURSING, THRISSUR

JOB DESCRIPTION

Job Title : Principal
Report to : The Director

Job Overview: Head of College of Nursing, overall responsibilities of the college.

Duties and Responsibilities

1. Administration

- Selection of students
- Faculty Recruitment
- Staff appraisal / promotion
- Correspondence, payment to the University / Council.
- Obtain necessary permissions from Government, Councils, University, and other bodies.

Fees:

- a) Administration b) Affiliation c) Inspection d) Examination e) Registration.
- Submission of necessary documents and reports to the university both administrative and pertaining to students (eg; Examination, Registration).
 - Planning and purchase of books, journals, equipments, and other stationary requirements
 - Maintaining college diary.
 - Coordination with the Management in the administration of the college.
 - Delegation of the administrative and teaching responsibilities to the faculty.
 - Collection of student fees, e grants, other grant collections and disbursement.

2. Inspection

- Inspection norms and formalities to be followed systematically and as per the requirements.
- To ensure well before inspection the documents / records necessary are maintained meticulously and updated.
- Counter check the responsibilities of the faculty in their respective areas (laboratory, library etc.).
- Ensure the completion of the previous inspection report.





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- Plan and organize the formal requirements for the inspection.
- Prepare, organize and implement the university and council formalities for recognition, affiliation etc. as per the schedules in each academic year.

3. Affiliation (Education and field works)

Affiliation programmes to be organized with other educational institutions to meet the requirements of further clinical exposures.

4. Teaching Responsibilities

- Plan and implement curriculum keeping in mind the philosophy and objectives of the organization.
- Delegate the curriculum planning to the departmental HOD's and counter check the planning, organizing and implementing processes.
- Evaluate the programmes and make the necessary changes if any.
- Master plan to be implemented in accordance with plan.
- Ensure completion of each year syllabus as per the university norms.
- Involvement in teaching can be as a role model.
- Plan the external lecturer classes as scheduled and see that the subjects are converted within the allotted hours.
- Plan and monitor the outreach programmes to assess attendance, documentations, transport facilities etc. and take corrective actions wherever necessary.
- Coordinate with respective HOD's and organize clinical postings before each year.
- Prepare a standing and informative orientation programme for all new recruitments according to various categories and ensure the orientation takes place before they assume their duties.
- Motivation, guidance and counseling to students and staff in regular basis.
- Prepares the students for university examinations.
- Equip with necessary teaching aids.
- Plan conveyance facilities for the students outside programmes in advance economically and with necessity.
- Plan creatively all curricular and extracurricular activities of the students in coordination with the faculty and ensure appreciable output.





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5. Staff and students' welfare

- Regular meeting with faculty and students separately and together should be planned and implemented.
- Maintain discipline among staff and students at all times.
- Vacation timetable for faculty and students to be made at the beginning of each academic year.
- College functions, celebrations and ceremonies should be carried out at the appropriate periods and dates.

6. Records and reports

- All documents to be checked at the end of each year for proper completion.
- Keeps the Management / Administrative Personnel informed about college activities periodically.
- Maintain accurately the stock register.
- Organize advisory committee meetings as per the planning and present annual report.
- Arrange for internal audits periodically.

7. Preparation of Annual Budget

- Planned budget to be prepared for each financial year. Tailor the expenses according to the finance allotted and with priority.

8. General

- Discipline and punctuality to be maintained both in the college and hostel.
- Develop team building skills and leadership qualities in the faculty and the students.
- Maintain cordial relationship with all and among all.
- Updates inter collegial information on all topics and activities.
- Acquire up-to-date knowledge in the field of Nursing (Teaching).
- Maintain professional dignity, growth and development.
- Conduct seminar and workshop for the development of the students and the faculty.
- Organize educational visits and tours.
- Organize, introduce, and implement executive instructions and advises.
- Aim at the highest performance of students to procure cent percent results.





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- Plan for the future development of the college in establishing short term and long-term goals.
- Advise the management in the capacity as principal in relation to academic affairs and further developments.
- To be prepared to shoulder any other responsibility or assignment which promotes the education and its set up.



[Handwritten Signature]
The Director



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AMALA COLLEGE OF NURSING, THRISSUR

JOB DESCRIPTION

Job Title : **UG Class Co-ordinator**
Report to : **The Principal**

Job Overview: The class coordinator is responsible to the Principal, College of Nursing for organizing and conducting teaching program of students. Coordinates and develop program in consultation with Principal to acquire the teaching knowledge to be the best nursing teacher to supervise a group of nursing students in a variety of theory hours, clinical training rotations, facilitating their participation in patient care and evaluating student performance.

Duties and Responsibilities

- Initiate, facilitate, and moderate classroom discussions.
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional discussions.
- Evaluate and grade students' theory class and practical hours, clinical work, assignments, and projects.
- Collaborate with colleagues to address teaching and research issues.
- Plan, evaluate course materials and methods of instruction along with UG Course coordinator.
- Planning of all teaching program including an orientation program in consultation with the Principal.
- Planning of ward teaching program with the cooperation and collaboration of Principal.
- Planning for student's practical experience, ward assignments and vacations in consultation with Principal.
- Compile, administer, and evaluate examinations, or assign this work to others.
- Supervise student's laboratory and clinical work.
- Assess clinical education needs, patient and client teaching needs by utilizing a variety of teaching methods.



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- Maintain student attendance records of both theory and practical hours, other required records like health record, daily attendance register, mark register, permanent record and leave register.
- Maintain regularly scheduled office hours in order to advise and assist students.
- Guidance to students in methods of study and use of reference books and library, individual attention to students when necessary, including individual assignments.
- Ensuring that students who go in for examination fulfill all requirements.
- Mentoring and counseling on various issues like health, financial, psychological and social problems of students.
- Advise students on academic, co-curricular, vocational activities and career issues.
- Serve on UG academic monitoring committees that deal with institutional policies, departmental matters, and academic issues.
- Coordinate training programs with Chief Nursing Officer (CNO) and UG course coordinator for students in the hospital.
- Select and obtain materials such as textbooks and laboratory equipment as per the direction of principal and UG course coordinator related to all subjects.
- Prepare and coordinate clinical rotations.
- Supervise students in a variety of clinical training rotations, facilitating their participation in care and treatments and evaluate students' performance.
- Communicate clearly and directly to students, clinical staff and other coordinating professionals to ensure that training and expectations are understood by all involved in the care.
- Informing the CNO of issues related with students' experiences at clinical sites.
- Supervise students in research work and publish findings in professional journals, books, and/or electronic media.
- Act as a role model for aspiring nurses and address students professional career concerns



Principal

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JOB DESCRIPTION

Job Title : **PG Class Co-ordinator**

Report to : **The Principal**

Job Overview: To plan, organize and implement an appropriate instructional program in a good learning environment that guides and encourages students to develop and fulfil their academic, clinical, and research potential.

Duties and responsibilities

- Plan, prepare and assign overall P.G curriculum for each academic year including extracurricular activities.
- Plan, prepare and deliver lesson plans, lectures and other instructional material to post graduate students on assigned topics.
- Prepare a plan for research activities including synopsis presentation and submission.
- Prepare and maintain all the registers speciality wise.
- Prepare course materials such as master rotation, clinical rotation, and assignments.
- Manage supervision of students by assigned teachers both in theory and practical work.
- Instruct and monitor students in the use of learning materials and equipments.
- Evaluate and grade students' class work, clinical work, assignments, and papers.
- Collaborate with colleagues to address teaching and learning issues.
- Plan, evaluate, and revise curriculum, course content, course materials and methods of instruction.
- Assess clinical education needs, patient and client teaching needs, utilizing a variety of methods.
- Manage student behaviour in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary regulations of college.
- Compile, administer and grade examinations, or assign the work to subject teachers.
- Advise students on academic and vocational curricula, and on career issues.
- Maintain student attendance records, grades, and other required records.

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- Maintain regularly scheduled time table for the smooth progression of classes.
- Coordinate clinical posting and other theory classes.
- Select and obtain materials and supplies such as textbooks, other items necessary for the students.
- Initiate, facilitate, and moderate classroom discussions.
- Participate in campus and community events.
- Demonstrate patient care in clinical units of hospitals.
- Evaluates student performance and collect the progress from subject teachers.
- Communicate clearly and directly to students, clinical staff and other coordinating professionals to ensure that training and expectations are understood by all involved.
- Act as a role model for aspiring nurses and address students' professional career concerns.
- Maintains accurate and complete records and progress card of the students.
- Monitor the classes and coverage of syllabus within the time period.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Address the issues with parents and coordinates PTA meeting.
- Report the students' grievances to the principal / higher authority.




Prof. Dr. RAJEE REGHUNATH **Principal**
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Job Title : **Office Attendant**
Report to : **The Principal**

Job Overview: Handle organizational and clinical support tasks such as organizing files, scheduling appointments, receiving guests and more depending upon the institutional need

Duties and Responsibilities

1. Filing of documents.
2. Getting the signature in the request letter from Director / Associate Director.
3. Purchasing office stationery items from central store.
4. Purchasing stationery items to SNA store.
5. University theory examination: Arranging examination hall, taking answer books to examination hall, packing of answer books and posting to university.
6. Practical examination: Arranging rooms for external examiner, serving food to examiner, arranging class rooms for viva.
7. Dispatching and collecting circulars, notices and post from post office.
8. Accompanying students to hospital when students are sick.
9. Reporting and helping in completion of various maintenance work of the college.
10. Ensuring clean surrounding of college building and premises.
11. Do necessary activities to keep furniture and other articles in order.
12. Assisting Principal, teachers, library and office staff in carrying out different activities as per their instructions.
13. Prompt and regular reporting to duty and carrying out all activities of college for the proper functioning of College of Nursing.
14. Any other duty assigned by Principal for smooth management of college.



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Principal

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JOB DESCRIPTION

Job Title : **Office Superintendent**

Report to : **The Principal**

Job Overview: Shall carry out all administrative, academic, and other activities as instructed by Management, Director, and Principal.

A. Administrative:

1. Organize the office system and systematic management of office.
2. Plan day to day activities of office.
3. Delegate responsibility and supervise.
4. Maintain attendance register and discipline of non-teaching staff.
5. Maintain all registers/ records and reports.
6. Assist Principal and help faculty in all office functions and procedures.

B. Academic:

1. Assist in issuing all needed certificates to students.
2. Sending all communication to universities, council, government and other agencies
3. Help Principal in obtaining permission and other needed support for student training.
4. Help in conduct of university / sessional examination.
5. Maintenance of all academic registers.
6. Help in admission of students.
7. Help in all other academic activities of college.

C. Financial:

1. Proper maintenance of different funds (SC/ ST/ OBC/ Scholarship).
2. Disbursing scholarships and grants.
3. Annual administration fee, affiliation to university, KNC, INC and Government.
4. Fees collection and financial management.

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Principal

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JOB DESCRIPTION

Job Title : **PG Course Co-ordinator**

Report to : **The Principal**

Job Overview: Design, develop and deliver material using a range of methods and platforms. They create course plan and allocate the hours for each faculty and their evaluation of material, lesson plans and conduct research and field work.

Duties and Responsibilities


Curriculum and instruction:

- Carries primary accountability for facilitating implementation of the PG course on a day-to-day basis, reviews course materials, and ensures that essential deadlines are met.
- Responsible for PG syllabi development and updates for the course. Works with the PG class coordinator to assure a coordinated student schedule and efficient utilization of resources (classrooms, lab, clinical sites, etc.)
- Works with the team members to coordinate specific teaching responsibilities and other activities within the course in an equitable manner
- Works with the faculty team members and Principal to select clinical experiences and plans clinical schedules for students.
- Ensures that in clinical courses, all completed clinical evaluations of students are collected and filed at the end of the year.
- In conjunction with faculty, prepares a summary evaluation of the course which identifies accomplishments and recommendations for changes and submits the report.

Communication:

- Establishes communication channels within the faculty team to facilitate information exchanges and the development of a positive working environment within the course.




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- Assists in planning, presenting and evaluating the orientation activities for new faculty in relation to the course or clinical area.
- Mentor new team members and/or graduate assistance as needed.

Evaluation:

- Works with the team members to ensure that examinations are conducted on time.
- The coordinator is available to faculty to assist in evaluating the student's clinical performance and developing plans for improvement if warranted.
- In collaboration with the class coordinator, reviews the student's academic or clinical performance.
- May provide counseling to students as requested by students and/or faculty.
- May refer students to other available and appropriate resources for counseling.
- Along with the class coordinator, ensures that clinical evaluations are completed within the time-frame provided.

Research

- Give guidance and counseling to students when needed.
- Assist in maintaining records and reports of students, faculty and college.
- Assist in research activities.
- Supervise maintain students' health and welfare programmes.

Resources

- Works with the class coordinator to identify necessary faculty and material resources to effectively implement the course curriculum, and notifies appropriate administrators.



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JOB DESCRIPTION

Job Title : **Head of the Department**

Report to : **The Principal**

Job Overview: Monitor, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.

Duties and Responsibilities

1. Management

- Responsibility and accountability for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction.
- Ensuring all staff have access to the necessary support to enable them to contribute fully and develop their skills and experience.
- Engendering and fostering a culture of excellence, cooperation and respect both within and beyond the department.
- Ensuring that staff performance is managed appropriately and that fair workload allocation processes are in place.
- Make effective use of all staffing resources and seeking out opportunities for collaboration and joint working with others beyond the department and beyond the faculty.

2. Education

- Provision of the best possible student experience through fulfillment of the University's responsibilities concerning students in respect of their instruction, progress and examination.
- Review and develop new programmes for students.



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3. Research

- Ensuring the highest levels of quality, integrity and ethics in all research undertaken.
- Creating a dynamic and forward-looking research environment for both staff and students.
- Creating new opportunities for knowledge transfer.

4. Quality Assurance

- Ensuring all activities are carried out to the highest possible standards and kept in place.
- The necessary evaluation and monitoring procedures to ensure both compliance and improvement.

5. Development of Academic/Research Standing

- Continuing to develop as a leading academic researcher, including publication
- Giving due consideration to ways of retaining connections with teaching at both undergraduate and postgraduate levels.
- Giving due consideration to the status of the Head of a Department as a role model for other members of staff in the pursuit of academic excellence.



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