

**GOVERNMENT OF INDIA**  
**DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI**

**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 report 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 enrollment of personnel & other final needs & keeps the program within the budget time.

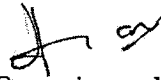
24. Participate in University, professional & community service activities.
25. Conducting & participating in department meetings & attending various meetings in the University, INC & DNC.
26. Initiates & participates in research studies for the improvement of educational programmes.
27. Recognizes the 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.



Deputy Director (Admn.)



(DR. A.K. GADPAYLE)  
ADDL. M.S I/C COLLEGE OF NURSING



Medical Superintendent

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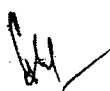
**JOB DESCRIPTION OF VICE PRINCIPAL, COLLEGE OF NURSING**


**Job Summary:-**

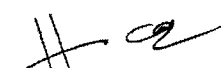
The Vice Principal assists principal in directing the staff (Teaching & Non-teaching) of the College in conducting teaching programmes. She assists Principal in assessing, planning, implementing & evaluating educational programmes.

**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 & counseling 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.

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


**Job Summary:-**

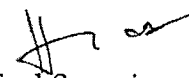
Lecturer works under the direction of departmental head and assists him/her in curriculum Instruction & Teaching.

**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. Ascertain, selects & organizes facilities equipment and materials necessary for learning.
9. Assists the learners in using problem solving process.
10. Increases knowledge & skill in curriculum.
11. Devices teaching methods appropriate to objectives & content.
12. Maintains & uses adequate and accurate records.
13. Prepare clear & concise reports.
14. Measures effectiveness of instruction by use of appropriate devices.
15. Acts as a counselor for staff & students services students conducting research.
16. Participates and promote students welfare activities.
17. Guide the students in conducting seminars, discussions & presentations etc.
18. Assists in teaching & supervision in clinical Nursing courses for undergraduate students.
19. Co-ordinates with the external Lecturer for various courses as assigned.
20. Assist in initiating & participating in research studies for the improvement of educational programme.
21. To act as mentor to colleagues.
22. Any other responsibility assigned by the Principal and Vice Principal.

  
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**JOB DESCRIPTION OF TUTORS, COLLEGE OF NURSING**

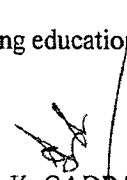
**Job Summary:-**

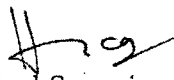
Tutor works under Lecturer/Vice Principal/Principal of College of Nursing and conduct teaching, guidance and counselling & assist in research activities.

**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.

  
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