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Chapter –2
INFORMATION, FUNCTIONS, AND DUTIES
OF
COLLEGE OF NURSING, AHMEDABAD-16

2.1 College of Nursing, Philosophy and Objectives
2.2 Mission of College of Nursing
2.3 Short History and Organization of college of Nursing
2.4 Duties of College of Nursing
2.5 Main activities /Functions of College of Nursing
2.6 List of services / Short Description of college of Nursing
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2.9 Infrastructure and Methods for getting the public support
2.10 List of controlling body for resolving grievance services
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2.12 Working hours of college of Nursing

2.1 College of Nursing, Philosophy and Objectives

Aim:
This institute is Nursing educational institution its main aim to prepare under graduate and post graduate Nurses and provide in services education to Nurses The faculty and student nurses participate in research and professional activities
B.Sc. Nursing Programme

Philosophy

College of Nursing, Ahmedabad believes that:
Health is a state of well-being that enables a person to lead psychologically, socially and economically productive life. Health is a right of all the people. Individuals, families and communities have a responsibility towards maintaining their health.

Nursing contributes to the health services in a vital and significant way in the health care delivery system. It recognizes national health goals and committed to participate in the implementation of National Health Policies and Programs. It aims at identifying health needs of the people, planning and providing quality care in collaboration with other health professionals and community groups.

Scope of Nursing Practice encompasses provision of Promotive, Preventive, Curative, and Rehabilitative aspects of care to people across their life span in wide variety of health care settings. Practice of Nursing is based upon application of basic concepts and principles derived from the physical, biological and behavioral sciences, medicine and Nursing.

Nursing is based on values of caring, and aims to help individuals to attain independence in Self – Care. It necessitates development of compassion and understanding of human behavior among its practitioners to provide care with respect and dignity and protect the rights of individuals and groups.

The Teachers have the Responsibility to be Role Models and Create Learning Environment that enables students to acquire Inquiry driven, self directed learning and foster an attitude of Life Long Learning.

Under Graduate Nursing Education Programme prepares its graduate to become exemplary citizen by adhering to Code of Ethics and Professional Conduct at all times in fulfilling personal, social and professional obligations so as to respond to National Aspirations.

Objectives

On completion of the Four year B. Sc. Nursing Programme the Graduate will be able to:

Apply knowledge from physical, biological and behavioral sciences, medicine including Alternative Systems and Nursing in providing nursing care to individuals, families and communities.

Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
Provide Nursing Care based on steps of nursing of Nursing Process in collaboration with the individuals and group

Demonstrate Critical Thinking in making Decisions in all situations in order to provide quality care.

Utilize the latest Trends and Technology in Providing Health Care.

Provide Promotive, Preventive, and Restorative Health Services in line with the National Health Policies and Programs.

Practice within the framework of Code of Ethics and Professional Conduct, and Acceptable Standards of Practice within the Legal Boundaries.

Communicate effectively with individuals and groups and members of the Health Team in order to promote Effective Interpersonal Relationships and Team Work.

Demonstrate skills in Teaching to individuals and groups in Clinical / Community health settings
Participate effectively as Member of the Health Team in Health Care Delivery System.

Demonstrate Leadership and Managerial Skills in Clinical / Community Health Settings

Conduct Need Based Research Studies in Various Settings and Utilize the Research Findings to Improve the Quality of Care.

Demonstrate awareness, interest and contribute towards Advancement of Self and of the Profession.

**Master of Science in Nursing Programme**

**Philosophy**

The College of Nursing Ahmedabad believes about M. Sc. Nursing programme

The M.Sc. Nursing is offered by institution of Higher education and is based on recognized (by Indian Nursing Council) bachelor’s curriculum in Nursing

   The programme prepare Nurses for Leadership position in Nursing and Health Fields Who can function as specialist, Nurse practitioners, Consultants, educators, administrator and investigators in a wide variety of professional setting in meeting the national priorities and the changing needs of the society.

   The M.Sc. Programme that prepares Nursing graduates who are professionally equipped, creative, Self directed and socially motivated to effectively deal with day-to-day problems within the existing constrains and thus act as an agent of social change.
Further the programme encourages and commitment to life long learning which foster improvement of quality cares.

Objectives

Graduate of Master of Sciences in Nursing Programme demonstrates:
1. Increased cognitive, affective, psychomotor competencies and the ability to utilize these potentialities for efficient nursing performance
2. Expertise in the utilization of concepts and theory for the assessments, planning and intervention in meeting the self care needs of an individual for the attainment of his/her fullest potential in her/his field of specialty.
3. Ability to practice independently as a Nurse specialist
4. Ability to function effectively as educators and administration
5. Ability to interpret health related research and develop initial competences in conducting research
6. Ability to plan and initiate to change in the health care system, in practice and in the delivery of health care
7. Leadership qualities for the advancement of the practices of professional nursing
8. Ability to establish collaborative relationship with members of other disciplines maintaining and improving health care.

2.2 Mission of College of Nursing

The mission of B.Sc. Nursing programme is to:

1. Prepare graduates to assume responsibilities as professional competent nurses and midwives in providing promotive, preventive, curative and rehabilitative services
2. Prepare Nurses who can make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, functions in the hospital, Community nursing services and conduct research studies in area of nursing practices. They are also expected to assume the role of teacher, supervisors and manager in a clinic/public health setting.

The mission of M.Sc. Nursing programme is to:

Prepare Nurses whose professional education would be a high standard and who will take-up leadership position in all branches of nursing, in an atmosphere worthy of our climate traditions so that they will serve humanity in a spirit of dedication.
2.3 Short History and Organization of College of Nursing

The college has completed 42 years of teaching to Nursing students. Students of this college have obtained various statuses in administration, education, and clinical field in Gujarat as well as abroad.

The college has the roots in the Post basic Nursing School, which was started in 1963. At the time Gujarat was very young state and the need for P. H. Nurses was acute. So the Diploma course in Public Health Nursing was started. Two years later with the increasing in Nursing schools a especially the ANM schools the need for tutors was felt, so in 1965 a Diploma course in Nursing education was started.

During the years when the Diploma courses were being conducted, the concept of post basic B.Sc. Degree course in Nursing was conceived. The idea very new to many but was easily accepted. it was realized that changing needs of the society which in turn is due to the rapid advanced medicine and technology demands professional Nurses. This could be done if a collegiate programme was started thus, in July 1963 the Post basic nursing school ceased to exist and the college of Nursing born

In 1986 education system has adopted an idea of 10+2+3. In application of this idea the idea of Basic B.Sc. Nursing has born. To be fit in general education Programme College has worked about 3 ½ years basic B.Sc. Programme with existing need of society, in year 1993 College of Nursing has started basic B.Sc. Nursing programme which is affiliated with Gujarat university and is recognized by Indian Nursing council and Gujarat Nursing council

The college of Nursing admitted its First group of students for Basic B.Sc. Nursing in August 1993. And it is recognized by Indian Nursing council and Gujarat University. The programme is designed to qualify female students to take position as base line worker in Hospital and community. Annualy intake was with 30 students.

The success of the college requires commitment on part of its member which alone will help in fulfilling the goals for which it exist. The college as a community of teaching and learning, education and discovery, places the academic growth at the very heart of its programme. Recently seat is increased annually in take with 50.

As a students of this college you have an opportunity to enter the professional heritage and your own future, grasps it

The college of Nursing Ahmedabad has started M.Sc. Nursing programmme on month of Nov. 2005.the total intake of Students in M.Sc. Nursing programme is 10 annually. The M.Sc. Nursing The college of Nursing is offered different Post graduate specialty in Nursing i.e. Medical Surgical Nursing, Paediatric nursing, Maternal/ Child Health Nursing, Community health Nursing and obstretrical and Gynecological Nursing.
2.4 **Duties of College of Nursing**

- To prepare the professional competent Nurses
- To prepare the Nurse Educators, Nurse administrator, Nurse researcher, Nurse specialist, and Nurse practitioners & Nurse consultant.

2.5 **Main activities /Functions of college of Nursing**

1. Academic activities
2. Health Education to patient in clinic/Public in community.
3. Health Services - Hospital and community
4. In service education – Nurses, Teachers, administrators.
5. School Health Programme.
6. Health exhibition and “Lokmela”
7. Immunization Programme
8. Emergency Health services
9. Co curricular activities
10. Participation in professional conferences
11. Participation in research activities
12. Participation in University activities
13. Participation in National activities Health programmes
14. Guidance and counseling to students.
15. Participation in INC/GNC activities, inspection/meeting etc

2.6 **List of services & Facilities, its Short Description, Of College of Nursing**

2.6-1 Teaching facilities
2.6-2 Admission
2.6-3 Fees
2.6-4 Hostel facilities
2.6-5 Loss and breakage
2.6-6 Library facilities
2.6-7 Health
2.6-8 Uniform
2.6-9 Transport facilities
2.6-10 Co curricular activities

**2.6-teaching facilities**

The College has its own three-storied building, which is situated in civil hospital campus. College has its offices, laboratories and classrooms. It has also facility for seminar and examination rooms. College has its own independent well-equipped library.
In clinical teaching facility we have civil hospital, cancer hospital, paraplegia, Ophthalmmic, kidney hospital and cardiac institution in our campus. Which are used for our students’ experiences.

The field of community health nursing is wide too. the urban and rural centers are used for the field experience. MALA centre, PHC Bavala etc.

The programme is covered by lectures given by faculties members and is further enriched by guest lecturers from the medical college civil hospital and all other institutes situated in our campus. Moreover we have guest lecturers from Gujarat University for non-Nursing subjects.

For the purpose of clinical experience there are several complexes own the campus itself besides these use of other hospitals, rural health center and school of Nursing in and outside Ahmedabad.

The college has a good collection of A.V. Aids, which the faculty and students can use.

Facilities are also available for field trip, as we have Swaraj Mazada Students’ Bus with 36 students capacities and Jeep for the Principal and Staff.

2.6-2 Admission

Basic B.Sc. Nursing
Admission requirements:
1. The minimum age for admission shall be 17 years on or before 31st December of the year of admission.
2. The minimum educational requirements shall be the passing of:
    Higher secondary school certificate examination (12 years course )
    Or
    Senior school certificate examination (10+2) Pre degree examination (10 + 2)
    Or
    An equivalent with 12 years schooling from a recognized board or University with science (Physics, Chemistry, Biology) and English with minimum of 50% aggregate marks (PCBE)
3. Candidate shall be medically fit.
4. Merit List
   Selection of the candidates should be based on the merit.
Duration: Duration of the course shall be four years including in

M.Sc. Nursing
Admission Criteria
1. Applications in the prescribed form are invited for admission to the P.G. Nursing courses of Gujarat University. Application forms will be available at the office of the Gujarat University on payment of rupees 500/- each
2. He/she Must be an Indian
3. The candidate must have completed the recognized B.Sc. Nursing or equivalent course
4. The age of candidate should not be more than 35 years (For reserved SC/ST/SEBC/& In-service candidate 40 years)
5. A candidate who is currently engaged in P.G. Nursing studies in any University or any other University or equivalent body is not eligible. On completion of course he/she become eligible completion of course means he/she must have the completed the course training and passed the course examination conducted by concern University.

6. A candidate who in the passed selected and admitted in P.G. Nursing course of this or any other university or equivalent body and did not complete that course, is not eligible.

7. A candidate who had applied earlier to this University and who was disqualified because of mentions in rules 6.5 is not eligible.

8. The application form should be complete in all respects before submission, no alteration or addition will be permitted later.

9. Every candidate will be issued a receipt when he/ she submits his/her application form this must be preserved for all further references and procedure when asked for.

10. All the applications will be considered for open category students but if any candidate wishes to claim admission under SC/ST/SEBC category i.e. reserved seats for this respective category should furnish detail in application form along with relevant documents mentioned thereof.

11. If any of the statements maid in the application form or any information / documents supplied by the candidate in connection with his application for admission is later on found to be false or incorrect or misleading or if it is found that the candidate has concealed any information /fact in connection with his application, his admission shall be cancelled without any notice thereof, fees forfeited and he/she may be expelled and prosecuted.

12. 10% of Total available seats will be reserved for Male candidate and 90% seats will be reserved for female candidates.

13. A candidate seeking admission for specialization in midwifery (Obstetrical) and Obstetrical nursing, community health nursing, and maternal child health nursing shall be registered Nurse and Registered Midwife, where as for other specialties, the candidate shall be registered Nurse.

14. The candidate must have completed minimum of two years experience in teaching hospital or community health agency or nursing educational institutions recognized by the Indian Nursing Council.

15. A candidate has to appear in entrance examination for admission to post –graduate nursing course held by Gujarat University and admission to P.G. course will be given as per merit of entrance test.

16. A candidate should have obtained permanent registration with Nursing council of India or Gujarat Nursing council within on month from the date of his/her admission failing which the admission of candidate shall be cancelled and will not eligible to apply in future.

17. A candidate who is graduate of a University other than Gujarat University should have to submit provisional eligibility certificate (P.E.C.) from this Gujarat University within on month from the date of his/her admission failing which the admission of Candidate shall cancelled and will not be eligible to apply in future.
2.6-3 Fees

Basic B.Sc. Nursing

The fees mentioned below are subject to revision.

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<tr>
<th>Description</th>
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<td>Admission fees</td>
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<td>Library fees (per year)</td>
<td>15</td>
</tr>
<tr>
<td>Laboratory fees</td>
<td>10</td>
</tr>
<tr>
<td>Gymkhana fees (per term)</td>
<td>10</td>
</tr>
<tr>
<td>Examination fees (per sem.)</td>
<td>50</td>
</tr>
<tr>
<td>Hostel fees (1st sem.)</td>
<td>100</td>
</tr>
<tr>
<td>Hostel fees (2nd sem.)</td>
<td>120</td>
</tr>
<tr>
<td>Hostel deposit</td>
<td>100</td>
</tr>
<tr>
<td>Caution money refundable</td>
<td>125</td>
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</tbody>
</table>

M.Sc. Nursing

For female candidate

1. Form fees: Rs. 500/-
2. Entrance Examination fees Rs. 1500/-
3. Gujarat University Fees:
   - Registration fees Rs. 100/-
   - YW & sport fees Rs. 32/-
   - Total 132/- Rs.

(Tuition is free for female candidate)

For male candidate

1. Form fees: Rs. 500/-
2. Entrance Examination fees Rs. 1500/-
3. Gujarat University Fees:
   - Registration fees Rs. 100/-
   - YW & sport fees Rs. 32/-
   - Tuition fee Rs. 700/-
   - Total 832/- Rs.
2.6-4 Hostel facilities
In College of Nursing having two separate hostels. Those staying in hostel must abide by the rules and regulation and help in creating a homely atmosphere. Bedding and linen is provided for students.

There is a hostel committee, which is composed of principal, two faculty members and wardens.

2.6-5 Loss and Breakage
Students will be held responsible for damage and loss of any Hostel or College furniture. Loss and Breakage charges will be covered from the caution Money.

2.6-6 Library Facilities/Services
A well-stocked library situated in the college building, and a qualified librarian is in charge there is library committee which composed principal, faculty members and two librarians. Membership fees Rs. 15 per year. The library is for the use of students and staff of the college, students and staff of other colleges and hospitals.

Books and periodicals journals are obtained according to the present and anticipated needs of college in order to offer a wide variety of resources to library users.

Ordering & purchase of books & periodicals and disposal of old books is done in consultation with the faculty members who help in maintaining an up to date Library.

In addition to College library the college have access the library at the B. J. Medical College, The community science center &also the town hall library.

Library users who loss or damage books will be required to replaced them.

2.6-7 Health facilities
Doctors from the University Health center examine all new entrants. Students falling sick must report to the warden. The facilities of the civil hospital are used incase of students requiring Medical attentions. Students wishing to consult private practitioners will be allowed to do so only on prior written permission of the principal.

2.6-8 Uniform
For Student Nurse:
For Class sessions students may wear their street cloths, but for clinical work both in hospital and the community uniform is compulsory
Hospital: Light pink Punjabi Dress with white lab coat and black sandal with socks
Community: Light green Punjabi Dress with lab Coat and black sandals with socks

For Lectures:
Light any colored Dress with Lab Coat.

For Tutors/Demonstrator:
For Female: Light purple Sari, Petticoat Blouse with white lab coat and black sandal/shoes OR - Light Purple Punjabi Dress with White Lab Coat
For Male: Light purple Shirt and Black pant with white lab coat

Office staff: No Dress code

Class IV
2.6-9 **Transport facilities**
The Government College has two Vehicles Swaraj Mazda Bus with 35 seats capacity and 8-seated Mahedra Jeep. Students are given facilities to travel by students' bus. They visit various institutions and attended lecture at University. For all other purposes, students may make use of the excellent bus services available just outside the campus.

2.6-10 **Co curricular activities**
The students who joint programme are eligible to become members of the college of the Nursing, students association Ahmedabad (CONSAA).

The students elect their own office bearers. Monthly subscription is Rs. 25 per year. There is monthly Students meeting.

Extra curricular activities include Advisory committee, Participation in University youth festival programme, sports, College Day, sports day, other national and international Day like Teacher day, Parents day, WHO Day, Nurses day, etc.
2.7 Organization Chart of college of Nursing Ahmedabad

Ministry of Health and family welfare

Principal Secretary of Health and family welfare

Joint Secretary of Health and family welfare

Deputy Secretary of Health and family welfare

Under Secretary of Health and family welfare

Commissioner Health, Medical Services and Medical Education

DHS D.M.E. R. D.H.M. S.

Principal

Lecturer (SEL. CL – I)

Lecturer (SEN. CL – I)

Administrative Officer (CL – II)

Librarian

Lecturer (CL-II)

Office Suptd.

Lab Technician

Head Clerk

Tutor/Demonstrators

Warden

Senior Clerk

Junior clerk/Typist

Students

Class IV / Securities

Class IV
2.8 **Expectation from the Public for improving work and Efficiencies**

The college of nursing is seeking expectation from general public, health personnel, Nursing personnel, health organization, NGOs and Medical and Nursing students and Students parents.

2.9 **Infrastructure and Methods for getting the public support**

Having contact with NGOs, Students’ parents, Charities and community leaders.

2.10 **List of controlling body for resolving grievance services**

1. Kum. (Dr.) V.H. Bhudia  
   Principal College of Nursing A’bad.
2. Mrs. S. I. Christian  
   lecturer CL-I College of Nursing A’bad.
3. Mrs. P. Vatsala  
   Administrator officer College of Nursing A’bad.

2.11 **List of Addresses Head office and others offices**

Commissioner,  
Health, Medical Services and Medical education  
5, Jivraj Mehta Bhavan, Old Sachivalaya Gandhinagar.

Director,  
Health and Medical Services  
5, Jivraj Mehta Bhavan, Old Sachivalaya Gandhinagar.

Director,  
Medical Education and Research  
5, Jivraj Mehta Bhavan, Old Sachivalaya Gandhinagar.

2.12 **Working hours of college of Nursing**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Time</th>
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<tbody>
<tr>
<td>Academic Hour</td>
<td>9:00 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Clinical Hours</td>
<td>8:00 am. To 1:00 pm.</td>
</tr>
<tr>
<td>Adm. office Hours</td>
<td>11:00 to 6:00 pm.</td>
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Chapter –3

Powers & Duties of Officers/employees

Duties, responsibilities of officers and Staff (Teaching faculty, Principal, Lecturers and Tutors/Demonstrator)

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF PRINCIPAL GUJARAT NURSING SERVICE (CLASS – I)

Title: - Principal.
Requirement:- Master’s Degree.
Desirable - Doctorate/published work of high standard.
8 (Eight) years teaching experience of collegiate level.
Desirable - 3 (Three) years experience of administration in an educational institute / 5 (Five) years as Professor in any specialty, preferably in administrative responsible to the Director of Medical Education.

Line of Authority: - Academically to Gujarat university.
Duties and Responsibilities: -
I - Administrative: -
- In responsible all work concerned with planning, organizing, controlling, coordinating and managing the day today working of the College, hostels.
- Salary leave, Job, study and supervisory policies of the College faculties, Staff, and Students.
- Implementation, Modification, and addition to the programme.
- Budget planning and submission and implementation
- Granting monetary advance.
- Indenting supplies and equipment and books.
- Preparing and submitting proposals for expansion of College.
- Conducting periodical meeting with different categories of personnel in the College and Hostels.
- Conducting interview for recruiting staff.
- Providing counseling and guidance to all categories of personnel.
- Maintaining good interpersonal relation among the faculty and staff students and with outside agencies.
- Representing professional interest at meeting. Conferences, workshop, Seminars etc.
Supervising the work of office.
Maintaining records and reports.
II Educational: -

Is responsible for
- Proper implementation programme through Planning and organization of Leaves, teaching activities.
- Taking classes for the subject of specialization.
- Initiating and undertaking research work.
- Overall management of conducting examination.
- Admission of students to different programmes.
- Planning for and implementing, different types of nursing education programmes.
- Implementing programme as per university rules and regulations.
- Maintaining correspondences with agencies concerned with students Experiences.

Others: -

The Principal shall take interest in growth of the profession and faculty thereafter to institute and actively participate in nursing Council and nursing association, whenever possible.
Initiate and encourage students’ participation in their College Association and national level activities.
Encourage staff and Faculty to take up higher studies.

COLLEGE OF NURSING AHMEDABAD

JOB DESCRIPTION OF LECTURER SELECTION SCALE- GUJARAT NURSING SERVICE (CLASS – I)

Title: Lecturer selection Scale Class – I (Subject of specialty).
Requirement:
Master’s degree in a special field.
Desirable:
Doctorate 8 years teaching experience of Collegiate level and / or 5 years experience as Lecturer Senior Scale.
Line of Authority:
Person is directly responsible to the Principal for her/ work.
Duties and responsibilities:
The lecturer selection scale as the head of his/her is responsibilities for
- The smooth conduct or the curriculum
- The completion of her or his course
- Assisting the principal in office work by turns
- Planning to conduct test and examinations.
- Evaluating students and submitting evaluation to the office
- Supervising students and faculty in clinical areas
- Indenting of books, supplies and equipment for her/his department
- Distribution of work load to faculty members
- Providing counseling and guidance to students and faculty
- Providing maintaining and promoting good interpersonal relationship with in the department and with other department
- Representing the college at meeting and conference
- Maintaining departmental records and reports
- Taking classes for various programme and assigned by the principal
- Participating in co curriculum and extra activities
- Initiates help and /or conduct research studies and published professional articles.

**COLLEGE OF NURSING AHMEDABAD**

**JOB DESCRIPTION OF LECTURER (SENIOR SCALE) - GUJARAT NURSING SERVICE (CLASS – I)**

**QUALIFICATION:**
Master’s degree in a special field

**LANGUAGE:**
Proficient in English, Preference will be given to candidate knowing Gujarati and Hindi in additional to English.

**EXPERIENCES:**
Eight years experience as lecturer Class – II in the Nursing college /five years experience of teaching in the college of Nursing degree programme

**LINE OF AUTHORITY:**
Administratively responsible to the Principal and functionally to the head of department

**DUTIES AND RESPONSIBILITIES:**
Mainly duties will be teaching the subject allotted

**OTHER RESPONSIBILITIES:**
- Supervision of students in the clinical field
- Conducting test and examinations
- Evaluating the students performances and reporting about students programme when ever necessary
- Counseling and guidance to allotted students
- Participating in co curriculum and extra activities
- Performing any other assignment given by the principal head of department
COLLEGE OF NURSING AHMEDABAD

JOB DESCRIPTION OF LECTURER CLASS – II

QUALIFICATION:
Master’s degree in a special field

EXPERIENCES:
Seven years experience as Clinical Instructor in the Nursing /College/five years Nursing degree programme.

LANGUAGE:
Proficient in English, Preference will be given to candidate knowing Gujarati and Hindi in additional to English.

LINE OF AUTHORITY:
Administratively responsible to the Principal and functionally to the head of department

DUTIES AND RESPONSIBILITIES:
Mainly duties will be teaching the subject allotted

OTHER RESPONSIBILITIES:
- Supervision of students in the clinical field
- Conducting test and examinations
- Evaluating the students performances and reporting about students programme when ever necessary
- Counseling and guidance to allotted students
- Participating in co curriculum and extra activities
- Performing any other assignment given by the principal head of department

COLLEGE OF NURSING AHMEDABAD

JOB DESCRIPTION OF TUTOR/DEMONSTRATOR (CLASS – III)

QUALIFICATION:
Post basic or basic. Sc. Nursing

EXPERIENCE:
Three years Teaching experiences in school of nursing

LANGUAGE:
Proficient in English, Preference will be given to candidate knowing Gujarati and Hindi

LINE OF AUTHORITY:
Administratively responsible to the Principal and functionally to the head of department
DUTIES AND RESPONSIBILITIES:
Mainly he/she will be responsible for planning developing, supervising and evaluating appropriate clinical experience in the assigned subject.

OTHER RESPONSIBILITIES:
Duties and Responsibilities:
Educational:
Responsible for principal and the faculty for framing the total education policies of the College, Planning the curriculum of College of Nursing in accordance with the examination requirement established by the college and approved by the University of Gujarat, And for the continuous evaluation of its progress.

She/he will work with the lecturer for the subject assigned, including planning, teaching and evaluating the Course and students performance.

She/he will be responsible for with the Lecturer for planning, developing, supervising and evaluating appropriate clinical experience in the assigned subject.

Other Responsibilities:
Responsible with the principal and other faculty for creating good staff and staff – student relationship and taking necessary steps to deal with daily problems.

Responsible with the Principal and other faculty to develop good working relationships with the personnel in Clinical facilities and visiting lecturers.

Any other duties may be assigned by the principal such as health care of the students, Library, In charge of equipments.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF ADMINISTRATIVE OFFICER

<table>
<thead>
<tr>
<th>Designation</th>
<th>Administrative Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Powers</td>
<td>Administrative –</td>
</tr>
<tr>
<td></td>
<td>Looking after all administrative work</td>
</tr>
<tr>
<td>Duties</td>
<td>Looking after the administrative work</td>
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<tr>
<td></td>
<td>Of College of Nursing.</td>
</tr>
<tr>
<td></td>
<td>As a administrative officer supervision</td>
</tr>
<tr>
<td></td>
<td>Of establishment section, store section</td>
</tr>
<tr>
<td></td>
<td>Accounts section.</td>
</tr>
</tbody>
</table>
COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF OFFICE SUPERINTENDENT (CLASS –III)

Supervise of complete established work, purchase new items, Audit Para, Proposal to start new case, submission of confidential report and other works allotted by superior.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF HEAD CLERK (CLASS –III)

Complete work of account section i.e. maintain cash book, clerical work, collection of fees, examination fees, preparation and paying the Bills, D.C. Bills etc.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF SENIOR CLERK (CLASS –III)

Maintain services book of the all staff working in the college of Nursing, Release of increments, section of leave, maintain file of individual, Prepere pension file, information regarding staff post vacant, filled, Proposal for continuous the temporary post, all work regarding INC, GNC and other work as allotted by head of institution.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF JUNIOR CLERK (CLASS –III)

Mainly inward outward work, certificate, stamp, register PWD work, C.L. card maintenance etc and other work allotted by head of institution.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF PERSONAL ASSISTANCE- STENOGRAPHER GRAD II (CLASS –III)

Personal assistance to the Head of Institution and other work allotted by Head of Institution.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF TYPIST (CLASS –III)

Typing work allotted by superiors.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF LAB TECHNICIAN (CLASS –III)

Control of laboratory section, arrangement of laboratory items and equipments and other works allotted by head of the institution.
COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF WARDEN AT THE HOSTEL (CLASS –III)
Supervise and providation of students facilities of the hostel, cleanliness, arrangement of night pass to the students, routine work of the mess, and maintainace of the roll call f the students

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF COOK (CLASS –IV)
Preparation of the foods, serve the foods to the students, and other work allotted by the warden.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF AYA (CLASS –IV)
Cleanliness of the allotted areas, compound and other work allotted by officers.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF SWEEPER (CLASS –IV)
Clean the bathrooms, and latrine, of the college and Hostel and compound and other work allotted by the officers.

COLLEGE OF NURSING AHMEDABAD
JOB DESCRIPTION OF WATCHMAN (CLASS –III)
To watch of the college of Nursing building, Hostel, compound round the clock.
Chapter – 4

Procedure in Decision-making

Procedure in Decision making (to be published once every 2 years)
This is in reference to rules of business/office procedure manual
Listing of documented procedures, defined criteria and rules
which aid in arriving at decisions for important matters related
to public *Different levels through which decision processes move
. Officers whose opinions are sought
. Final authority that takes the decision
. Where to appeal.
Chapter –5

Norms set for discharge of Functions

1. Govt. general rules and regulations
2. Office order forms
3. G.C.S.R
4. Rules for payment
5. Gujarat Nursing Copuncil
6. Gujarat University
7. INC
8. LAQ

1. Periodically rules & regulations given by govt
2. Institutional orders & administration
3. G.C.S.R
4. Correspondence with GNC
5. Correspondence with INC
6. Correspondence with Gujarat University
7. Correspondence with Assembly
Chapter – 6
Rules/obligations for discharging functions

Underline rules and regulations for the officers and staff that have to follow in the institute

Name of documents | Types of documents
--- | ---
1. Govt. general rules and regulations | 1. Periodically rules & regulations given by govt
2. Office order forms | 2. Institutional orders & administration
4. Rules for payment | 4. Correspondence with GNC
5. Gujarat Nursing Copuncil | 5. Correspondence with INC
6. Gujarat University | 6. Correspondence with Gujarat University
7. INC | 7. Correspondence with Assembly
8. LAQ

Rules for use
1. Job Description
2. Rules of institution
3. Circular files institute

Rules of Discharge Function
Gujarat Civil Services Rules

Instructions
1. Institutional Circular
2. Govt Circular & general rules
3. Circular of GNC
4. Circular of INC

List of Offices
1. INC
2. GNC
3. Gujarat University
4. Central Govt
5. Indian Nursing Council Inspection
6. Gujarat Nursing Council Inspection

Important Files
1. G.R Files
2. R.R Files
3. Job Description Files
4. Circular Files
5. Pending Case Files of the office Staff
6. Confidential Report File
7. Personal Files of all employees of the institution
Address for getting the information about the Institute

Office of the Principal, College of Nursing, Civil Hospital Campus
Asarva, Ahmedabad 380016
Phone No: 22681406
Fax No: (079)22681406

Chapter –7
A statement of the categories of documents
Held by /under control of...

<table>
<thead>
<tr>
<th>Name of documents</th>
<th>Types of documents</th>
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<tbody>
<tr>
<td>1. Govt. general rules and regulations</td>
<td>1. Periodically rules &amp; regulations given by govt</td>
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<tr>
<td>2. Office order forms</td>
<td>2. Institutional orders &amp; administration</td>
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<tr>
<td>4. Rules for payment</td>
<td>4. Correspondence with GNC</td>
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<tr>
<td>5. Gujarat Nursing Copuncil</td>
<td>5. Correspondence with INC</td>
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<tr>
<td>6. Gujarat University</td>
<td>6. Correspondence with Gujarat University</td>
</tr>
<tr>
<td>7. INC</td>
<td>7. Correspondence with Assembly</td>
</tr>
<tr>
<td>8. LAQ</td>
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</tr>
</tbody>
</table>
Chapter –8

Particulars of arrangement for consultation
With citizens

Particulars of arrangement for consultation with citizens
(To be published once every year)
Formulation of Policy

Name of the institute: office of the Principal
College of Nursing
Ahmedabad

Up let authority
1. Dr. (Kum.) V. H. Bhudia
   principal
   College of Nursing
   Civil Hospital Campus
   Asarva
   Ahmedabad 380016
   Phone No: 22681406
   Fax No: (079)22681406

2. Information Officer
   Mrs. S. I. Christian
   Lecturer Cl – I
   College of Nursing
   Civil Hospital Campus
   Asarva
   Ahmedabad 380016
   Phone No: 22681406
   Fax No: (079) 22681406

3. Assistance Information Officer
   Mrs. P. Vatsala
   Administrator officer
   College of Nursing
   Civil Hospital Campus
   Asarva
   Ahmedabad 380016
   Phone No: 22681406
   Fax No: (079) 22681406
Chapter – 9

Implementation of Policy

Implementation of Policy

Up let authority

4. Dr. (Kum.) V. H. Bhudia
   principal
   College of Nursing
   Civil Hospital Campus
   Asarva
   Ahmedabad 380016
   Phone No: 22681406
   Fax No: (079) 22681406

5. Information Officer
   Mrs. S. I. Christian
   Lecturer Cl – I
   College of Nursing
   Civil Hospital Campus
   Asarva
   Ahmedabad 380016
   Phone No: 22681406
   Fax No: (079) 22681406

6. Assistance Information Officer
   Mrs. P. Vatsala
   Administrator officer
   College of Nursing
   Civil Hospital Campus
   Asarva
   Ahmedabad 380016
   Phone No: 22681406
   Fax No: (079) 22681406
# Chapter – 10

## Directory of Officers & Employee

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Designation</th>
<th>Phone No.Office</th>
<th>Phone No. Resi.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ms. Pratima H. Mali</td>
<td>Principal</td>
<td>07922681406</td>
<td>22681406</td>
<td>9, Swapnil Flat, New Sharda Mandir Road, Jivaraj Park, Ahmedabad.</td>
</tr>
<tr>
<td>2. Ms. Dr. V. H. Bhudia</td>
<td>Lecturer Select</td>
<td>07922681406</td>
<td>22686394</td>
<td>E 4/22, Shahibaug, E Type, Coloni, Shahibaug, Dafnala, Ahmedabad.</td>
</tr>
<tr>
<td>3. Mrs. A. V. Chauhan</td>
<td>Lecturer Senior</td>
<td>07922681406</td>
<td>22771145</td>
<td>2, Sayona, Selayance Church Simojinagar, Maninagar, Ahmedabad.</td>
</tr>
<tr>
<td>5. Mrs. S. N. Christian</td>
<td>Lecturer Senior</td>
<td>07922681406</td>
<td>27496284</td>
<td>M, 5/4 Flat No. 102, Shashtri Nagar, Naranpura, Ahmedabad.</td>
</tr>
<tr>
<td>7. Mr. H. N. Chaudhari</td>
<td>Lecturer CI-2</td>
<td>07922681406</td>
<td>22681406</td>
<td>C3/5, Govt. Employee Qtr., Dafnala Shahibaug, Ahmedabad.</td>
</tr>
<tr>
<td>Name and Address</td>
<td>Designation</td>
<td>Phone No.Office</td>
<td>Phone No. Resi.</td>
<td>Address</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10. Mr. M. B. Patel</td>
<td>Lecturer Cl-2</td>
<td>07922681406</td>
<td>9879396560</td>
<td>15/2, Uttar Gujarat Patel Society, Mohan Cinema, Ahmedabad.</td>
</tr>
<tr>
<td>11. Mr. H. T. Dave</td>
<td>Lecturer Cl-2</td>
<td>07922681406</td>
<td>9824061049</td>
<td>Dental Qtr. Civil Hospital, Ahmedabad.</td>
</tr>
<tr>
<td>12. Mrs. V. M. Gaur</td>
<td>Demonstrator</td>
<td>07922681406</td>
<td>22681406</td>
<td>B/65, AgrasenTower, Opp. Civil Hospital, Shahibaug, Ahmedabad.</td>
</tr>
<tr>
<td>14. Mrs. M. J. Dave</td>
<td>Demonstrator</td>
<td>07922681406</td>
<td>26581830</td>
<td>3/5, - River Avenue Society, Ashram Road, Ahmedabad.</td>
</tr>
<tr>
<td>18. Mrs. U. J. Bhatt</td>
<td>Nursing Tutor</td>
<td>07922681406</td>
<td>25470858</td>
<td>262/31, F-Coloni, Lal Darwaja Geeta mandir Road, Ahmedabad.</td>
</tr>
<tr>
<td>19. Mrs. S. C. Devidson</td>
<td>Nursing Tutor</td>
<td>07922681406</td>
<td>25392883</td>
<td></td>
</tr>
<tr>
<td>Name and Address</td>
<td>Designation</td>
<td>Phone No.Office</td>
<td>Phone No. Resi.</td>
<td>Address</td>
</tr>
<tr>
<td>---------------------------</td>
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</tr>
<tr>
<td>22. Mrs. Maya P. Rai</td>
<td>Nursing Tutor</td>
<td>07922681406</td>
<td>22683723</td>
<td>272, Sutharvas, Jahangirpura, Ahmedabad.</td>
</tr>
<tr>
<td>23. Mrs. Shilla P Christian</td>
<td>Nursing Tutor</td>
<td>07922681406</td>
<td>22683781</td>
<td>G-6, Govt. Officer Coloni, Meghanagar, Ahmedabad.</td>
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<tr>
<td></td>
<td>Superintendent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Mr. N. S. Shah</td>
<td>Head Clerk</td>
<td>07922681406</td>
<td>25624483</td>
<td>Chunara No ancho, Shahpur Darvaja, Ahmedabad.</td>
</tr>
<tr>
<td>28. Mr. A. K. Patel</td>
<td>Senior Clerk</td>
<td>07922681406</td>
<td></td>
<td>53/2, Rannapark Society, Vatva Road, Ishanpura, Ahmedabad.</td>
</tr>
<tr>
<td>29. Mr. J. B. Vaghela</td>
<td>Junior Clerk</td>
<td>07922681406</td>
<td>22681406</td>
<td>M-10, Nr. B. Colony, Quatters, Ahmedabad.</td>
</tr>
<tr>
<td>Name and Address</td>
<td>Designation</td>
<td>Phone No.Office</td>
<td>Phone No. Resi.</td>
<td>Address</td>
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<td>------------------------</td>
<td>-------------</td>
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<td>-----------------</td>
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<tr>
<td>30. Mr. J. B. Limbachiya</td>
<td>Junior Clerk</td>
<td>07922681406</td>
<td>22681406</td>
<td>Vikram Park Society</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C.H.Vibhag-1, Bungla No. 17, Opp. Arban Bank, Mehsana</td>
</tr>
<tr>
<td>32. Mr. A. N. Shah</td>
<td>Eng. Steno</td>
<td>07922681406</td>
<td>27473665</td>
<td>C-75, Abhivadan Society, Memnagar,</td>
</tr>
<tr>
<td></td>
<td>Grade-2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Mr. V. M. Rami</td>
<td>Lab. Technician</td>
<td>07922681406</td>
<td>22681406</td>
<td>104, Kailash Colony, C.T.M., Amraivadi, Ahmedabad.</td>
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<tr>
<td>36. Mrs. H. K. Tripathi</td>
<td>Warden</td>
<td>07922681406</td>
<td>22681406</td>
<td>B-SC, General Nursing Hostel, Nr. Cancer Hospital, Ahmedabad. Attendent</td>
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<tr>
<td>37. Mrs. K. B. Pandey</td>
<td>Laboratory</td>
<td>07922681406</td>
<td>22681406</td>
<td>Narayandham Society, Gayatri Road, Bogha, Ahmedabad.</td>
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<tr>
<td>38. Mr. M. H. Solanki</td>
<td>Peon</td>
<td>07922681406</td>
<td>22190404</td>
<td>P.A. 64, Quatters, Block No. 1/2, Meghaninagar, Ahmedabad.</td>
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<tr>
<td>39. Mr. R. V. Mackwana</td>
<td>Peon</td>
<td>07922681406</td>
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<tr>
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<td>Name</td>
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<tr>
<td>40</td>
<td>Mr. K. G. Parmar</td>
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<td>07922681406</td>
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<tr>
<td>41</td>
<td>Mrs. Madhuben Kantilal Rohit</td>
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<td>42</td>
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<tr>
<td>43</td>
<td>Mrs. Shardaben N. Vaghela</td>
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<tr>
<td>44</td>
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<tr>
<td>45</td>
<td>Mrs. K. D. Chauhan</td>
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<tr>
<td>46</td>
<td>Mr. C. K. Tabiya</td>
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<tr>
<td>47</td>
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<tr>
<td>48</td>
<td>Mr. N. M. Parmar</td>
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<tr>
<td>49</td>
<td>Mr. T. D. Gurkha</td>
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<tr>
<td>50</td>
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<tr>
<td>51</td>
<td>Mr. S. S. Negi</td>
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<td>52</td>
<td>Mr. R. R. Dataniya</td>
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<td>Watchmen</td>
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<td>Phone 2</td>
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<tr>
<td>54</td>
<td>Mrs. M. R. Makwana</td>
<td>Sweepar</td>
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<tr>
<td>55</td>
<td>Gangaben S. Zapadiya</td>
<td>Sweepar</td>
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<td>56</td>
<td>Mr. D. V. Makwana</td>
<td>Sweepar</td>
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<td>57</td>
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<td>58</td>
<td>Mrs. S. J. Parmar</td>
<td>Sweepar</td>
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<td>Sweepar</td>
<td>079</td>
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<td>60</td>
<td>Mrs. Manjulaben. B. Solanki</td>
<td>Sweepar</td>
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<td>Mrs. Hiraben. S. Lavantra</td>
<td>Sweepar</td>
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<td>62</td>
<td>Mr. K. H. Sonara</td>
<td>Clearner</td>
<td>079</td>
<td>22681406</td>
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<tr>
<td>63</td>
<td>Mrs. B. B. Makwana</td>
<td>Cook</td>
<td>079</td>
<td>22681406</td>
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<tr>
<td>64</td>
<td>Mrs. M. P. Kalapi</td>
<td>Cook</td>
<td>079</td>
<td>22681406</td>
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<tr>
<td>65</td>
<td>Mrs. K. P. Parmar</td>
<td>Barrer</td>
<td>079</td>
<td>22681406</td>
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</table>
## Chapter –11

### Monthly Remuneration of Officers & Employees.

The Procedure to determine the Remuneration as given in the Regulation

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Employee</th>
<th>Designation</th>
<th>Basic Pay</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td>Ms. P. H. Mali</td>
<td>Principal</td>
<td>24745</td>
<td>Only as per Govt. Finance Dept. Rules</td>
</tr>
<tr>
<td>2</td>
<td>Ms. Dr. V. H. Bhudia</td>
<td>Lecturer CI-1</td>
<td>23682</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mrs. S. S. Christian</td>
<td>Lecturer CI-1</td>
<td>20790</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mrs. A. V. Chauhan</td>
<td>Lecturer CI-1</td>
<td>20790</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mrs. N. B. Sharma</td>
<td>Lecturer CI-1</td>
<td>21724</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Miss. K. H. Chauhan</td>
<td>Lecturer CI-1</td>
<td>20790</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Mrs. S. J. Kanakpudi</td>
<td>Lecturer CI-2</td>
<td>17855</td>
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</tr>
<tr>
<td>8</td>
<td>Mrs. M. M. Tandel</td>
<td>Lecturer CI-2</td>
<td>16860</td>
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<tr>
<td>9</td>
<td>Mr. H. N. Chaudhari</td>
<td>Lecturer CI-2</td>
<td>15660</td>
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<tr>
<td>10</td>
<td>Mr. M. B. Patel</td>
<td>Lecturer CI-2</td>
<td>15660</td>
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### Office Staff

| 1  | Mrs. P. Vatsala  | Adm. Officer | 15102 | 240 | " |
| 2  | Mrs. R. R. Kadari  | Office Superintendent | 13182 | 240 | " |
| 3  | Mr. N. S. Shah  | Head clerk | 14517 | 240 | " |
| 4  | Mr. A. N. Shah  | P. A. to Principal | 23244 | 240 | " |
| 5  | Mr. A. K. Patel  | Senior Clerk | 10175 | 150 | " |
| 6  | Mr. A. S. Rana  | Senior Clerk | 9586 | 150 | " |
| 7  | Mr. J. V. Vaghela  | Junior Clerk | 8781 | 150 | " |
| 8  | Mr. J. B. Limbachiya  | Junior Clerk | 7320 | 95 | " |
| 9  | Mr. R. R. Verma  | Typist | 6436 | 95 | " |

### Paramedical & Other Staff

| 1  | Mrs. B. N. Dave  | Librarian | 33798 | 240 | Only as per Govt. Finance Dept. Rules |
| 2  | Mrs. C. C. Damor  | Warden | 12138 | 240 | " |
| 3  | Mrs. H. K. Tripathi  | Warden | 12138 | 240 | " |
| 4  | Mr. V. M. Rami  | Lab Technician | 13043 | 240 | " |

### Class - 4 Employee

<p>| 1  | Mr. M. H. Solanki  | Peon | 8225 | 95 | &quot; |</p>
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Chapter –12

Budget allotted to each agency

**YEAR 2004-2005**

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Chapter – 13

Information held in electronic form

Website of H&F Dept. Gujarat state

Chapter – 14

The manner of execution of subsidy programmes

Following standard are executed by the institution for performing the different activities /Programme.
- Rules and regulations are provided by the Gujarat University, Indian Nursing Council, Gujarat nursing Council and Government of Gujarat.

Chapter – 15

Facilities available to citizen for access to

Following facilities are available for providing information to the people in institution.
1. Notice board.
2. Information from the office by inquiry
3. Institution website (Under process)
4. Process for getting documents through written applications
Chapter –17

Other information as may be prescribed.

There is no specific prescribed application form and fees for getting the information of the people from the institution but if people wants and kind of information related to the institution they may meet to the Principal during the time 2:00 to 4:00 pm. from Monday to Friday.

They may get the information regarding admission for B.Sc. & M.Sc. Course, Providing the transcript for Foreign, for the opening of new school or college and carrier development.