

Job Description

Designation- Principal- College of Nursing

Reporting Officer- Dean/ Principal- Medical College

We are looking for a highly experienced and qualified individual to join our team as the **Principal of our Nursing College**. As the Principal-Nursing College, you will be responsible for overseeing the overall administration, Curriculum Development and quality of Education at our college.

➤ **Qualification and Skills**

- Strong Knowledge of Nursing Education standards and regulatory requirements.
- Excellent leadership, communication, and interpersonal skills.
- Ability to make strategic decisions and manage resources effectively.
- Proven track of curriculum development and Academic Excellence
- Ability to build and maintain effective partnerships with healthcare institutions.
- Strong organizational and problem solving skills.
- Passion for education and commitment to the growth and development of Nursing professionals.

➤ **Administration**

- Planning of curriculum to be taught in current & next Academic session.
- Develops philosophy and objectives for educational program.
- Identifies the present needs related to educational program.
- Investigates, evaluates and secures resources.
- Formulates the plan of action.
- Selects and organizes learning experience.

➤ **Organising**

- Determines the number of position and scope and responsibility of each faculty and staff.
- Analyses the job to be done in terms of needs of education program.
- Prepares the job description, indicate line of authority, responsibility in the relationship and channels of communication by means of organizational chart and other methods.
- Considers preparation, ability and interest personally in equating responsibility.
- Delegates authority commensurate with responsibility.
- Maintains a plan of work load among staff members.
- Provides an organizational framework for effective staff functioning such as meeting of the staff, etc

➤ **Directing**

- Recommends appointment and promotion based on qualification and experience of the individual staff, scope of job and total staff composition.
- Subscribes and encourages developmental aspects with reference to welfare of staff and students.
- Directs activities of staff working under.
- Provides adequate orientation of staff members.
- Guides and encourages staff members in their job activities.
- Consistently makes administrative decision based on established policies.
- Facilitates participation in community, professional and institutional activities by providing time, opportunity for support for such participation.
- Creates involvement in designing educationally sound program.
- Maintenance of attitude rightly acceptable to staff and learners.
- Provides for utilization in the development of total program and encourages their contribution.

- Provides freedom for staff to develop active training course within the framework for curriculum.
- Promotes staff participation in research.
- Procures and maintains physical facilities which are of a standard.
- Coordinating
- Coordinates activities relating to the programs such as regular meetings, time schedule, maintaining effective communication, etc.
- Initiates ways of cooperation.
- Interpretes nursing education to other related disciplines and to the public

➤ **Controlling**

- Provides for continuous follow up and revision of education program.
- Maintains recognition of the educational program by accrediting bodies like University, State Medical Faculty, DGME, INC, etc.
- Maintain all standards as per mission Niramya.
- Maintain all standards as per Quality Council of India (QCI).
- Maintains a comprehensive system of records.
- Prepares periodic report which revives the progress and problems of the entire program and presents plans for its continuous development.
- Prepares, secures approval and administrates the budget.
- Plans for participating in educational programs for further development.
- Recognizes the needs for continuing education for self and staff provides stimulation of opportunities for such development.
- Participate as a teacher in the educational program

➤ **Guiding**

- Provides for systematic guidance program for staff members and students.
- Encourages studies, research and writing for publication.
- Provides and maintains a program for recruitment, selection and promotion of students.

Any other assignment given by the Management from time to time.

➤ **Job Specification**

- **Qualification:**
Master's or Doctoral Degree in Nursing recognized by the Indian Nursing Council with more than 10 years of experience in Nursing education, with a minimum of 5 years in a leadership role. GNM/ B.Sc(N) with registration in State Medical Faculty. Candidates with qualification Post B.Sc(N)/ M.Sc(N) will be given preference
- Principal- College of Nursing is the Administrative Head of the College of Nursing, will be directly responsible to the Director of the Medical Education/Director of Health and Family Welfare services and responsible for implementation and revision of curriculum for various courses, and research activities of the college of Nursing.
- Effective written and verbal communication in English and Hindi language.
- Knowledge of MS office applications

➤ **Behavioural Competencies**

- Empathy & Flexibility
- Ethical in thought and action
- Ability to influence and Negotiation skills
- Confidence and Self-motivated to excel.

➤ **Salary**

- Negotiable as per norms.