

**Government of West Bengal**  
**Department of Health & Family Welfare**  
**[Nursing Branch]**  
**Swasthya Bhawan, Sector-V**  
**GN-29, Salt Lake City, Kolkata-700091**

No. 100/HF/O/GA(Ng)/1N-103/2018

Dated, Kolkata, 09<sup>th</sup> August, 2018

**NOTIFICATION**

At present, there are 10 (ten) Colleges of Nursing in West Bengal. Total sanctioned strength of teaching faculties is as mentioned below:-

Sl No.	Name of the post	Number of sanctioned posts
1.	Principal	10
2.	Professor	11
3.	Reader	18
4.	Senior Lecturer	46
5.	Clinical Instructor	141

2. But, there is no formal job description of the teaching faculties posted at Colleges of Nursing. Framing up of job description of all teaching faculties of Colleges of Nursing, West Bengal was under active consideration of the Government for sometimes past.
3. After careful consideration of the matter, the undersigned is directed by the order of the Governor to say that the Governor has been pleased to frame the job description of all the teaching faculties at Colleges of Nursing, West Bengal as enclosed in ANNEXURE-A,B,C,D & E.
4. This has got the approval of the Secretary (Nursing) of this Department.
5. All concerned are being informed accordingly.

Encl: As Stated

*M. Banerjee*  
**Joint Secretary to the**  
**Government of West Bengal**

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2.

No. 100/HF/O/GA(Ng)/1N-103/2018/1(12)

Dated, Kolkata, 09<sup>th</sup> August, 2018

Copy forwarded for information and necessary action to:

1. Principal Accountant General(A&E), W.B., Treasury Building, Kolkata-700001.
2. Director of Health Services, W.B., Swasthya Bhaban, Salt Lake, Kolkata.
3. Director of Medical Education, W.B., Swasthya Bhaban, Salt Lake, Kolkata.
4. Joint Director of Health Services (Nursing). W.B., Swasthya Bhaban, Salt Lake, Kolkata.
5. Joint Director of Health Services (Admin), W.B., Swasthya Bhaban, Salt Lake, Kolkata.
6. Joint Director of Health Services (Personal), W.B., Swasthya Bhaban, Salt Lake, Kolkata.
7. Principal.....
8. C.M.O.H. ....
9. M.S.V.P.....
10. Principal, College of Nursing.....
- ✓ 11. IT Cell for web posting.
12. Office Copy.

*M. Banerjee*  
8/18/18  
**Joint Secretary to the**  
**Government of West Bengal**

## ANNEXURE-A

### JOB DESCRIPTION OF PRINCIPAL, GOVT.COLLEGE OF NURSING

Job Title: Principal, Govt. College of Nursing, West Bengal Health and Family Welfare

Direct Reporting Authority: Joint Director of Health Services (Nursing)

Job Summary:-

Principal, College of Nursing is the overall in-charge the College of Nursing, directly responsible to the Joint Director Health Services (Nursing) and responsible for implementation and revision of curriculum for various courses and research activities of the college of nursing.

Minimum duty hours: 9.30 am to 5.00 pm (Monday to Friday)

9.30 am to 2.00 pm (Saturday)

Total hours in a week: 42 hours

Job Description:

1. Development, planning, implementation and evaluation of nursing programme i.e., B.Sc. Nursing, M.Sc. Nursing, Nursing specialties and other courses running in the institution.
2. Develop philosophy & objectives for educational program of the institution.
3. Identifies the present needs related to the educational program and investigate, evaluate and secure resources.
4. Select and organize learning experiences for the courses run in the institution.
5. Direct planning activities and execute programs in place with staff to ensure attainment of College of Nursing objective.
6. Analyses the job to be done in terms of needs of education program.
7. Delegate authority with responsibility.
8. Provides an organizational framework for effective staff functioning such as distribution of workload including teaching load, meeting with the staff etc.
9. Encourages developmental aspects with reference to welfare, security and health of staff and students.
10. Consistently makes administrative decision based on established policies.
11. Facilitates participation in community, professional and institutional activities by providing time, opportunity for support for such participation.
12. Provides freedom for staff to develop active training course within the frame work of curriculum.
13. Promotes staff participation in research.
14. Procures and maintains physical facilities which are of a standard.
15. Maintain leave and other service records of teaching and non-teaching faculties of the institution. Prepare of Annual Confidential Report(ACR)
16. Interprets nursing education to other related disciplines and to the public.
17. Provides for continuous follow-up and revision of education program.

**JOB DESCRIPTION OF PRINCIPAL, GOVT.COLLEGE OF NURSING**

18. Prepare periodic reports which review the progress and problems of the entire program and presents plans for its continuous development.
19. Formulation of various committee and sub-committee in the institution.
20. Act as a chairperson for various committees.
21. Develop college budget based on documented program needs, estimated enrollment of personnel and other final needs and keeps the program within the budget time.
22. Act as DDO and monitor all college expenditure, e-billing, adapt HRMS.
23. Participate in University, Professional and community service activities.
24. Conducting and participating in department meetings and attending various meetings in the University, INC and WBNC.
25. Initiates and participates in research studies for the improvement of educational programmes.
26. Recognizes the needs for continuing education for self and provides stimulation of opportunities for such development.
27. Development of student code of conduct and college hand books to ensure discipline.
28. Conduct meeting with parents and students about college issues. /
29. To act as mentor to subordinate.
30. Facilitate e-learning for self and faculty.
31. Identify and take action of any type of work harassment/sexual in the workplace.
32. Acts as an in-charge of anti-ragging activities in the campus and formulate a committee and dissimilate anti-ragging activities.
33. Act as member of academic council, board of studies, science faculty, M.Phil committee, and technical advisory board committee etc.
34. Act as center in charge for university examination.
35. Supervision, guidance and counseling of staff and students.
36. Act as a liaison person with Indian Nursing Council, West Bengal Nursing Council, University Government of India, Head Quarter, National and International Agencies.
37. Perform any other duties as assigned by higher authorities.

*M. Banerjee*  
9/8/18  
**Joint Secretary to the  
Government of West Bengal**

ANNEXURE-B

JOB DESCRIPTION OF PROFESSOR , GOVERNMENT COLLEGE OF NURSING,  
WEST BENGAL

Job title: Professor

Job summary: The professor is administrative as well as academic head and overall in-charge in absence of Principal and responsible for teaching and administration

Minimum duty hours: 9.30 am to 5.00 pm (Monday to Friday)

9.30 am to 2.00 pm (Saturday)

Total hours in a week: 42 hours

Direct reporting authority: Principal

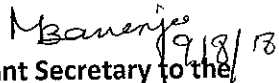
**ADMINISTRATIVE RESPONSIBILITIES:**

- 1) Participates in determination of educational purposes and policies
- 2) Assists Principal in carrying out financial activities, planning and implementation
- 3) Assist in identification , repair, renovation and maintenance works of building
- 4) In absence of principal performs all the functions
- 5) contributes to develop, implement and interpret the philosophy, objective and purposes of total educational programme
- 6) Helps the principal to estimate, purchase of items and preparation of budget as required
- 7) Assists principal in formulation of various committee such as anti-ragging committee, purchase committee, budget preparation etc;
- 8) Assists principal in staff requirement process
- 9) Assists principal for law and order in the college
- 10) Inform teacher and students regarding policy, procedure and standard of practice in work place
- 11) Communicate with staff in explaining administrative constraints
- 12) Facilitates professional behavior in work place as well as campus
- 13) Maintain discipline in all level of workers in the college
- 14) Assists principal to identify and take action in any case of ragging or harassment in work situation
- 15) Supervise students, hostel and college
- 16) Maintain equipments and gazettes
- 17) Helps in audit process

**JOB DESCRIPTION OF PROFESSOR , GOVERNMENT COLLEGE OF NURSING,  
WEST BENGAL**

**ACADEMIC RESPONSIBILITIES:**

- 18) Assists principal and coordinates with Reader and senior lecturer in planning, implementation, monitoring and evaluation of the educational programme of the college.
- 19) Organize and participates in staff development programme
- 20) Supervise graduate, post graduate and M-Phil students in conducting research
- 21) Acts as chair person of various committees
- 22) Overall in-charge of conducting admission procedures and final university examination
- 23) Evaluates teacher's and student's performance and provide supportive supervision
- 24) Assists to principal for e-learning and updating knowledge to the teachers and students
- 25) Act as advisory body of post graduate and curriculum committee
- 26) Maintain academic records and reports
- 27) Prepare required list of books, A.V. aids, equipments, software and assists in procurement process
- 28) Conduct classes for under graduate, post graduate and all nursing courses pertaining to the institution
- 29) Conduct and participate in seminar, conference, workshop at the State, National and International level
- 30) Acts as a research guide/co-guide for post graduate and under graduate students
- 31) Conduct and assists in research and publish report
- 32) Acts as a head of the journal club and organizes presentations
- 33) Assists in the development, implementation and evaluation of continuing education programme
- 34) Organizes and guides student's research related presentation and activities
- 35) Prepares guidelines, protocols and disseminates to all concerned
- 36) Organizes refresher courses for teachers

  
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ANNEXURE-C

JOB DESCRIPTION OF READER, GOVERNMENT COLLEGE OF NURSING,  
WEST BENGAL

Job title: Reader

Job Summary: Performing as academic Head; planning theory classes, supervising the Senior Lecturers and Administrative functions as demanded by the organization.

Minimum duty hours: 9.30 am to 5 pm (Monday to Friday)

9.30 am to 2 pm (Saturday)

Total hours in a week: 42 hours

Direct reporting authority: Professor

**ACADEMIC RESPONSIBILITIES:**

1. Performs as academic head of all educational programme of the Institution.
2. Identifies need of learners in respect of objective of the programmes.
3. Participates in formulation of philosophy, objectives and learning experiences of any educational programme.
4. Implements the curriculum
5. Plans, selects and organizes facilities and equipments necessary for educational programme in consultation with professor/Principal.
6. Directly conducts class room and clinical teaching.
7. Attends and supervises the students (both under graduate and post graduate) in clinical area at least 2(two) hours per day.
8. Performs as class coordinator.
9. Prepares year calendar, master rotation plan, clinical rotation and class schedule as required.
10. Organizes, implements and conducts both theory and practical examination
11. Evaluates students (both concurrent and terminal) throughout the session
12. Arranges and conducts orientation programmes for students and newly joining teachers.
13. Identified gaps between clinical practice and class teaching
14. Meets with guardians regarding students' performance, behavior in college and hostel
15. Prepares accurate records and reports along with cumulative records of students.
16. Conducts meeting with clinical instructors and Senior Lecturers regarding students overall performance.
17. Conducts meeting with clinical instructors and Senior Lecturers regarding students overall performance.
18. Marks students' attendance and schedules the makeup of deficits in practical experience of students, if any.
19. Guides research projects for both under graduate and post graduate students.
20. Identifies the need and area for research work, conducts research work and publish records.

**JOB DESCRIPTION OF READER, GOVERNMENT COLLEGE OF NURSING,  
WEST BENGAL**

22. Attends and organizes State, National and International level seminars, conferences and guides students to organize.

23. Provides guidance and counseling to the students and teachers.

**SUPERVISORY RESPONSIBILITIES:**

24. Supervise students, teachers in the college and clinical field.

25. Supervise implementation of course curriculum and provide support towards completion

26. Provides supportive supervision to teachers conducting their activities.

**ADMINISTRATIVE RESPONSIBILITIES:**

27. Participates in formulation and implementation of philosophies and objectives of the institution and course curriculum.

28. Acts as a liaison between the Senior Lecturers and Professors/Principal.

29. Acts as an adviser for the clinical instructors and senior lecturer

30. Serves as a member in different college committees

31. Acts as a member of anti-raging committee


32. Organises different staff development Programme

33. Supervises maintaining of cleanliness and adopts different safety measures in the college, hostel and academic atmosphere of the institution

34. Plans and prepares synopsis of course curriculum prior to the commencement of the session.

35. Assists in planning for procurement and maintains sub-stock as needed

36. Performs any other activities assigned by the higher authorities.

  
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ANNEXURE-D

JOB DESCRIPTION OF SENIOR LECTURER, GOVERNMENT COLLEGE OF  
NURSING, WEST BENGAL

Job title: Senior Lecturer

Job summary: conducting theory and practical classes along with supervisory and administrative functions as demanded for the organization

Minimum duty hours: 9 am to 4.30 pm (Monday to Friday)

9 am to 1.30 pm (Saturday)

Total hours in a week: 42 hours

Direct reporting authority: Reader

**ACADEMIC RESPONSIBILITIES:**

- 1) Identifies the needs of the learners' in respect to the programme and background of the learners'.
- 2) Plans educational programme to implement the curriculum with guidance and advices from the authority.
- 3) Selects, organizes and uses facilities, equipments necessary for the/programme both in clinical and class room settings.
- 4) Formulate learning objectives, learning experiences and learning environment as per curriculum.
- 5) Supervises students in clinical field at least 4 hours in a working day.
- 6) Supervises both under graduate and post graduate students in clinical area and class room.
- 7) Plans, organizes and conducts teaching both in classroom and in clinical setting.
- 8) Prepares master rotation plan, clinical rotation plan and time table as required.
- 9) Performs as class co-coordinator.
- 10) Assist in organizing and conducting theory and practical examinations (both concurrent and terminal evaluation).
- 11) Conduct both theory and practical evaluation (concurrent and terminal).
- 12) Acts as examiner
- 13) Conducts orientation programme for students.
- 14) Arranges seminars and conferences.
- 15) Assists the student in problem solving in the clinical settings.
- 16) Identifies the gap between the class room and clinical teaching and integrates according to the level of learners.
- 17) Meet the guardians regarding students' progress in class room, clinical setting and behaviour in college and hostel.
- 18) Conducts meeting with clinical instructors on students' progress in clinical area.
- 19) Prepare, maintain and uses of records and reports adequately and accurately.

**JOB DESCRIPTION OF SENIOR LECTURER, GOVERNMENT COLLEGE OF  
NURSING, WEST BENGAL**

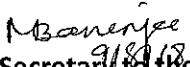
- 20) Prepares cumulative records of students.
- 21) Marks attendance of students.
- 22) Schedules the makeup of practical hours in case of absence by students as scheduled in syllabi.
- 23) Update her by e-learning and by any other mode.
- 24) Attends and organizes State, National and International level seminars and Conferences as and when necessary.
- 25) Guides research projects both for under graduate and post graduate students.
- 26) Identifies the researchable areas, conduct research and publishes researches reports.
- 27) Be friendly and creates academic atmosphere in the institution
- 28) Gives guidance and counseling to the students continuously
- 29) Acts as liaison persons for external teachers
- 30) Acts as a SNA adviser as and when necessary

**SUPERVISORY RESPONSIBILITIES:**

- 31) Supervise clinical instructors and students in the clinical field

**ADMINISTRATIVE RESPONSIBILITIES:**

- 32) Participates in formulation and implementation of philosophies and objectives of the programme as desired by the head of the institution
- 33) Prepares subject wise synopsis of course curriculum prior to the commencement of session
- 34) Participates in student's guidance and counseling programme
- 35) Acts as liaison between the clinical instructors, clinical area, college authority and external lecturers
- 36) Serves as a member of various college committees
- 37) Assists Principal in staff development programmes
- 38) Acts as a guide to the clinical instructors
- 39) Supervises, Maintaining, cleanliness in college, hostel and academic atmosphere of the institution
- 40) Participates in different safety programmes( fire safety, health safety etc;)
- 41) Procures and maintain sub-stocks for academic and clinical requirements
- 42) Participates in student's admission procedure
- 43) Performs any other activities assigned by the higher authorities

  
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ANNEXURE-E

JOB DESCRIPTION OF CLINICAL INSTRUCTORS, GOVERNMENT COLLEGE  
OF NURSING, WEST BENGAL

Job Title: Clinical Instructors

Job Summary: Supervise and guide the students in the clinical field and make the students clinically competent.

Job requirement: Must have knowledge, attitude and expertise skill to work in the clinical field must possess effective communication skill.

Minimum duty hours: 8 a.m. to 3.30 p.m. (Monday to Friday)

8 a.m. to 12.30 p.m. (Saturday)

Total hours in a week: 42 hours

Direct reporting authority: Concerned Senior Lecturer.

**JOB RESPONSIBILITIES:**

1. Planning and organizing clinical experiences of the students in consultation with the head of the division.
2. Supervising, guiding and conducting clinical teaching of the students during their clinical experiences in the clinical field i.e. hospital, community and class practices according to their needs and requirement as prescribed in the course under study.
3. Checking of practical assignments i.e. nurses notes, nursing care plan, case study, case presentation, medication sheets, lesson plan for health talk, physical examination sheets, history taking sheets, process recordings, case book etc. submitted by the students.
4. Attending case presentation, demonstration of procedures and return demonstration, observation of records and report presentation, community filed projects, etc.
5. Maintaining records and reports related to students clinical experiences.
6. Assisting in maintaining cumulative records, recording of critical incidents, recording of practical experience in the cumulative record.
7. Evaluating the student's performance when she supervises students in the clinical field.
8. Guiding and counseling the students continuously.
9. Conducts teaching both in class room and in clinical settings.
10. Participating in the departmental, intra-departmental and inter-departmental meetings.
11. Attending professional meeting and conference and participating in the seminars and workshop at State level and National level.
12. Planning and arranging health service programmes for the students of the college in consultation with concerned lecturer.

**JOB DESCRIPTION OF CLINICAL INSTRUCTORS, GOVERNMENT COLLEGE  
OF NURSING, WEST BENGAL**

13. Arranging and participating in N.S.S. Programme, sports and games and other extracurricular activities of the students as well as ceremonial functions of the college.
14. Act as S.N.A. advisor as and when necessary and lead in S.N.A. activities in consultation with higher authority.
15. Assist in anti-ragging activities and participating in students' welfare activities.
16. Meeting with the concerned lecturer regarding the student's progress and performances in the clinical filed for necessary improvement.
17. Assist in college and University examination both theory and practical.
18. Directs, manages and evaluates student's performances in clinical and community field.
19. Evaluates the clinical reasoning skills of the students at the bed side.
20. Available with the students in the clinical field.
21. Mark attendance of students every day in the clinical field.
22. Responsible for maintaining clinical inventory.
23. Provides feedback and report to the immediate concerned superior regarding the clinical field.
24. Assist in research activities.
25. Participate in staff development programme.
26. Act as a liaison person between college and clinical field.
27. Act as a liaison person between students and staff nurses, Ward Sister, Deputy Nursing Superintendent, Nursing Superintendent, Doctors and other health team members as necessary.
28. Looks after the accommodation facilities of the students in the hostel.
29. Aware of the fire safety measures and makes the students aware of it.
30. Assist in any other activities of the college assigned by the higher authorities of the institution as and when necessary.

*M. Banerjee*  
 Joint Secretary to the  
 Government of West Bengal