**Roles and Responsibilities** :

**1. Administrative Responsibilities**

* Responsible for overall management of the programme.
* Participation in total planning of the College activities together with the management.
* Advising the Management on all academic and administrative matters and the standard of training required.
* Organizing, planning and implementation of the curriculum.
* Plans, approves and delegates duties of the faculty and ensures appropriate placement.
* Responsible for administration of non-teaching personnel in the organization.
* Organizes chairs and conducts various meetings in the College.
* Responsible for maintaining public relations with the affiliated organizations.
* Ensures discipline among staff and students.
* Periodic evaluation of the education programme in consultation with the faculty members.
* Procuring equipments, books etc for the College to maintain the standard of education.
* Participating in selection of staff & writing annual confidential reports.
* Preparing and furnishing reports as required by the State Nursing Council and Indian Nursing Council, Barkatullah University and any other controlling authority.

**2. Supervisory Responsibilities**

* Conduction supervisory rounds in the College and clinical areas of the hospital periodically and rendering advice and guidance wherever necessary.
* Responsible for the overall administration of students hostel.
* Supervises the functioning of the staff development committee for promoting professional growth of staff.
* Supervises the maintenance of all records and reports and reports pertaining to academic and administrative matters.

**3. Academic Responsibilities**

* Participates and conducts teaching programme as per specialization.
* Ensures renewal of accreditation by the state and National Nursing Council, State Nursing council and any other authority.
* Chairs the meetings of the academic and curriculum committees.
* Presides over SNA meetings and curriculum committees.
* Evaluates classroom and clinical teaching and advices the faculty for improvement from time to time.
* Motivates and guides the faculty for conduction research, writing articles and higher studies in nursing.
* Any other task given by Project Director/any senior authority.
* **Desired Candidate Profile** M Sc N with 15 years experience out of which 12 years should ne teaching experience with minimum of 5 years in collegiate programme.
* Ph D N Essential .
* Immediate Joiner.
* **Contact details:- *director.hr@peoplesuniversity.edu.in*,** [**garima.hr@peoplesuniversity.edu.in**](mailto:garima.hr@peoplesuniversity.edu.in) **, Ph - 0755- 4005026**