

**P D HINDUJA NATIONAL HOSPITAL & MRC,
COLLEGE OF NURSING
MUMBAI 400059**

RIGHT TO INFORMATION ACT, 2005

MANUAL u/s 4(1) (B) OF ACT

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**P.D.HINDUJA COLLEGE OF NURSING, MUMBAI
UNDER THE RIGHT TO INFORMATION ACT**

I. Introduction, Vision, Mission, Philosophy, Values of P.D.Hinduja College of Nursing

1. Name of the College : P D Hinduja National Hospital & MRC, College of Nursing
2. Address : Emerald Court, 'D' Wing, Kondivita Lane, Marol pipe line, Andheri East, Mumbai -400059, Maharashtra
3. Affiliating University : Maharashtra University of Health Sciences, Nashik
4. SRA : Indian Nursing Council.

Introduction:

P.D. Hinduja National Hospital and Medical Research Centre is a state-of- art multispecialty tertiary care hospital with finest diagnostic, medical and surgical facilities along with a dedicated medical, paramedical and nursing faculty with a total commitment to wellbeing of patients. Hinduja Hospital is the fulfilment of the dream of revered founder Late Mr. Paramanand Deepchand Hinduja, and complimented by other facilities such as Hinduja clinic and it also includes the College of Nursing.

In 1981, Mrs. Lalita Hinduja laid the Foundation stone of Hinduja School of nursing at the Hinduja hospital campus at Mahim. The School began with the 2 batches of students for Diploma in General Nursing & Midwifery (GNM). Thereafter, School of Nursing was shifted to the present campus, at Andheri with State-of- art facilities. The School of Nursing has trained 485 GNM graduates. In line with its continued commitment to education and training in the field of health, particularly the preparation of highly competent nursing professionals dedicated to patient care, the School of nursing was upgraded to College of Nursing in the year 2006. This was also a move to mark the Silver Jubilee year of School of Nursing. At present there are 115 students in BSc. Nursing and 17 students in M.Sc. Nursing, 4 students in Ph.D. Nursing & 5 fellows enrolled for Lactation Nurse Practitioner Course.

Vision:

Our goal is to be the national leader among academic health centers of Nursing. We are building on our traditional mission of patient care, education and research by;

- Creating innovation in nursing and delivery of health care.
- Educating nurses in an appropriate learning environment to be efficient and safe practitioners by adapting our organisation to the changing environment.
- Working collaboratively as partners in the delivery of health care with nursing colleagues in hospital and college and with other professional colleagues.

Mission:

- Our mission is to provide quality patient care based on our strong commitment to practice, education, research, innovation and collaboration.

Values:**➤ Professionalism**

We value professionalism which allows initiative and entrepreneurship at every level and creates an environment of team spirit.

➤ Dedication

We believe in hiring and training talented professionals who are totally dedicated to patient care.

➤ Social Justice

Working collaboratively as partners in the delivery of health care with nursing colleagues in hospital and college and with other professional colleagues.

➤ Tapping the Potential

We believe in lifelong learning, tapping potential and advancing the knowledge base by risk taking and facing challenges.

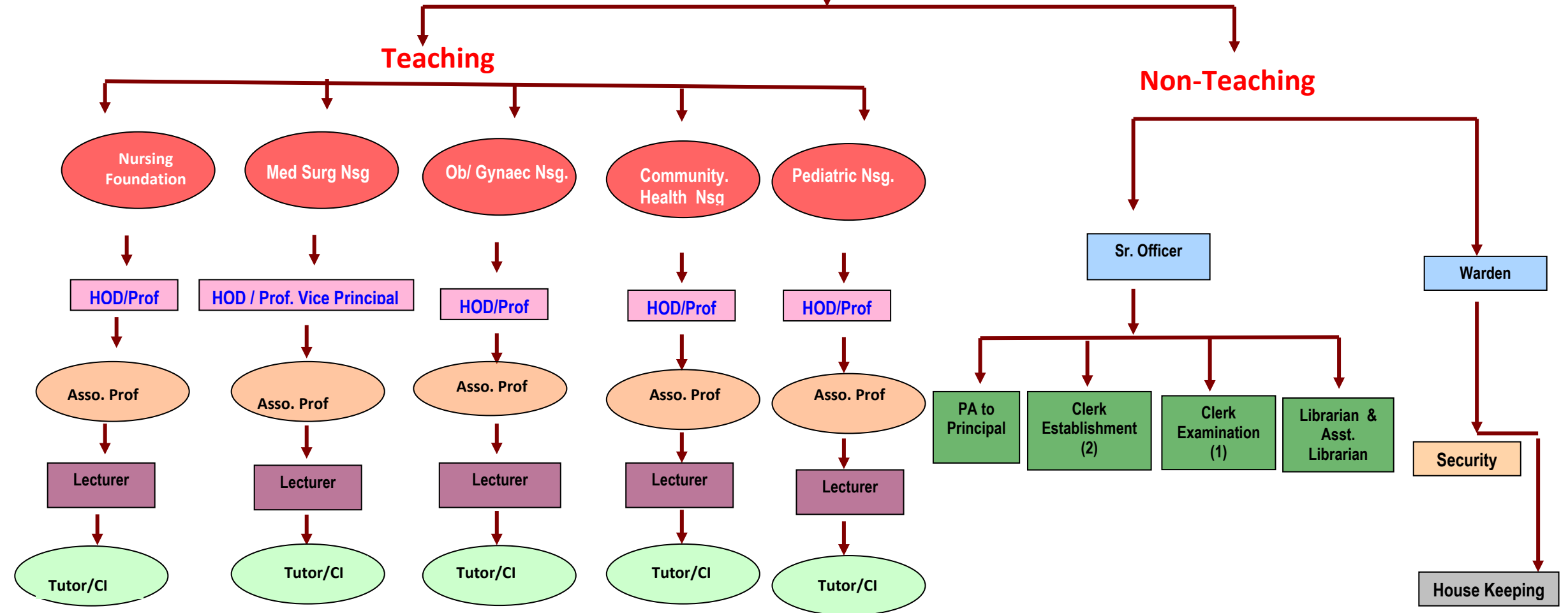
II Organogram

P.D.HINDUJA COLLEGE OF NURSING - ORGANIZATION CHART

BOARD OF MANAGEMENT.

CHIEF EXECUTIVE

PRINCIPAL



III Job Descriptions of Teaching & Nonteaching faculty.

1. Job Description of Principal

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| <p><u>Principal – College of Nursing</u></p> <p><u>Responsible for :-</u></p> <ul style="list-style-type: none">▪ Academic growth of the college.▪ Participation in the teaching work, research and training programs of the college.▪ Assisting in planning and implementation of academic programs such as orientation, courses, seminars, in-service and other training programs organized by University / College / Institution for academic competence of the faculty members.▪ Admission of students and maintenance of discipline of the college.▪ Managing of the college / libraries/ laboratories /hospitals (for clinical experience) gymkhana & hostels.▪ Receipts, expenditure and maintenance of accounts and submission of statement to management (CE / DF) and to Local Management Committee.▪ Correspondence relating to administration of the college.▪ Administration and Supervision of Curricular / Co-Curricular /extracurricular or extra mural activities and Welfare activities of the College and maintenance of records.▪ Observance of Act, statues, ordinances, regulations, rules and other orders issued under, by the University from time to time.▪ Supervision of College / University examination, setting of question paper for the College / University examination, moderation, assessment of answer papers and such other works pertaining to the examination as assigned.▪ Assess reports of teachers and non-teaching staff, maintenance of service books and looking after general welfare of the teaching and non-teaching staff.▪ Observation and implementation of objectives issued by respective central Council and Government authorities (DMER / INC / MNC) and other concerned authorities.▪ Safeguards the interest of teachers / non-teaching staff members and the management.▪ Timely submission of information / returns to different authorities Government / University / respective central council's / management.▪ Assists in preparation of College budget and makes recommendation to the management.▪ Procures and maintains physical facilities which are of standard and is consistent with philosophy & objectives of the College.▪ Determines the staff requirement and recruitment of staff in accordance with the policies of the management.▪ Keep the job description updated and delegates function and make recommendation for promotion / increment & other benefits, award of merit to management.▪ Maintains discipline, investigates irregular policy violation and initiation appropriate disciplinary actions facilities welfare of the students and staff | <p style="text-align: center;">Reports to</p> <p style="text-align: center;">Chief Executive Officer</p> <p style="text-align: center;">Supervision (Nursing faculty, office staff, students, librarian and Warden)</p> |
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| <p>(accommodation, health, recreation, vacation).</p> <ul style="list-style-type: none">▪ Monitor proper System of records such as<ul style="list-style-type: none">- Attendance (class clinical)- Deficiency / delays- Health records- Cumulative records- Progress records- Transcript▪ Cooperates with hospital department heads and participates in hospital with programs.▪ Ensures accreditation of education Standards at all times.▪ Serves as a member in various advisory Committees.▪ Organizes functions of importance.▪ Offers counselling & guidance to faculty & students.▪ Interprets Nursing education to other health related discipline & to the public.▪ Arranges for Academic Council meeting and maintains the minutes. | |
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2. Job Description of Vice Principal

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| <p><u>Vice Principal – College of Nursing</u></p> <p><i>Administrative :</i></p> <ul style="list-style-type: none"> ▪ Relieves principal in her absence or leave. ▪ Coordinates clinical rotation of all classes with HOD's of concerned department. ▪ Co-ordinates Grievance Redressal Committee meeting with its secretary on regular basis and as and when required. <p><i>Duties / Functions</i></p> <ul style="list-style-type: none"> ▪ Serves as a faculty member in the College of Nursing and assists in the planning, ▪ Develops implements and evaluates the curriculum. ▪ Develops and/or assists in the development of course outlines. ▪ Prepares written lesson plans consistent with the class schedules. ▪ Establishes learning objectives and periodically assesses for the learned behaviour of the students. ▪ Prepare and/ or assists in the preparation of pre and post testing materials. ▪ Develops appropriate teaching aids to impart quality education. ▪ Teaches in the classroom, laboratory and clinical areas. ▪ Keeps anecdotal records of students performance in laboratory and clinical areas ▪ Records performance in written examination. ▪ Acts as a role model in clinical practice and classroom activities. ▪ Co-operates with faculty, student body and advisory board in program advancement. ▪ Participate in organizing Extra-curricular activities. ▪ Offers guidance and counselling to the students. <p>Supervises :</p> <ul style="list-style-type: none"> ▪ Nursing students in classroom, laboratory and clinical practice. ▪ Nursing faculty working as a subordinate in her department | <p>Reports to</p> <p>Principal (Dean) College of Nursing and performs any duties in addition to the above that may from time to time, be assigned.</p> |
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3. Job Description of *HOD /Professor/ Associate Professor*:

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| <p><i>HOD /Professor/ Associate Professor</i> :</p> <p><i>Responsible for :</i></p> <ul style="list-style-type: none"> ▪ Plans, co-ordinates with other faculty in the department for implementation of curriculum both Theory / Clinical ▪ Arranges clinical affiliation as per budgetary provisions ▪ Supervises other faculty ▪ Maintains anecdotal notes about Faculty performance. ▪ Prepares Monthly Diet Plan- maintains liaison with Hostel Warden. ▪ Plans and conducts prescribed tests / examination as per MUHS criteria ▪ Maintains internal assessment records and makes it available for Scrutiny. ▪ Assigns the Lectures/ Clinical area for supervision to faculty. ▪ Maintains all relevant records like attendance, Absenteeism. ▪ Arranges medical examination prior to admission and during the course in case of sickness. ▪ Initiates Transport Requisition as per need of the students <p><i>Duties And Functions:</i></p> <ul style="list-style-type: none"> ▪ Updates procedure manual periodically. ▪ Incorporates innovative teaching learning activities. ▪ Completes all documentation. ▪ Undertakes measures to reduce cost without compromising on quality. ▪ Establishes learning objectives and periodically assesses for the learned behaviour of the students. ▪ Prepare and/ or assists in the preparation of pre and post testing materials. ▪ Develops appropriate teaching aids to impart quality education. ▪ Teaches in the classroom, laboratory and clinical areas. ▪ Keeps anecdotal records of students performance in laboratory and clinical areas ▪ Records performance in written examination. ▪ Acts as a role model in clinical practice and classroom activities. ▪ Co-operates with faculty, student body and advisory board in program advancement. ▪ Participate in organizing Extra-curricular activities. ▪ Offers guidance and counselling to the students and conducts mentorship program ▪ Participate as a member on various Education /Administration committee of the institution. ▪ Participates in the activities of the professional association. ▪ Participates in various Continuing Education Program/ Inservice Education Program and Professional Conferences. ▪ Supervise: Nursing students in classroom, laboratory and clinical practice. | <p>Reports to Principal, College of Nursing</p> <p>Performs any duties in addition to the above that may arise from time to time.</p> |
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4. Job Description of HOD/Class Coordinators

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| <p>HOD/Class Coordinators</p> <p>Responsible for :</p> <ul style="list-style-type: none"> ▪ Plans co-ordinates with other faculty in the department for implementation of curriculum both Theory / Clinical ▪ Supervises other faculty ▪ Maintains anecdotal notes about Faculty performance. ▪ Prepares Monthly Diet Plan- maintains liaison with warden. ▪ Maintains internal assessment records and makes it available for Scrutiny. ▪ Assigns the Lectures/ Clinical area for supervision to faculty. ▪ Maintains all relevant records like attendance, Absenteeism. ▪ Arranges medical examination prior to admission and during the course in case of sickness. ▪ Initiates Transport Requisition as per need of the students <p>Duties And Functions:</p> <ul style="list-style-type: none"> ▪ Establishes learning objectives and periodically assesses for the learned behaviour of the students. ▪ Prepare and/ or assists in the preparation of pre and post testing materials. ▪ Develops appropriate teaching aids to impart quality education. ▪ Teaches in the classroom, laboratory and clinical areas. ▪ Keeps anecdotal records of students performance in laboratory and clinical areas ▪ Records performance in written examination. ▪ Acts as a role model in clinical practice and classroom activities. ▪ Co-operates with faculty, student body and advisory board in program advancement. ▪ Participate in organizing Extra-curricular activities. ▪ Offers guidance and counselling to the students. ▪ Participate as a member on various Education /Administration committee of the institution. ▪ Participates in the activities of the professional association. ▪ Participates in various Continuing Education Programme/ Inservice Education Programme and Professional Conferences. <p>Supervises: Nursing students in classroom, laboratory and clinical practice.</p> | <p>Reports to</p> <p>Principal ,College of Nursing</p> <p>Performs any duties in addition to the above that may arise from time to time.</p> |
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5. Job Description of Teaching Faculty: Clinical Instructor / Tutor

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| <p>Teaching Faculty : Clinical Instructor / Tutor</p> <ul style="list-style-type: none"> • Establishes learning objectives and periodically assesses for the learned behaviour of the students. • Prepare and/ or assists in the preparation of pre and post testing materials. • Develops, appropriate teaching aids to impart quality education. • Teaches, supervises in the classroom, laboratory and clinical areas. • Keeps anecdotal records of students performance in laboratory and clinical areas • Records performance in written examination. • Acts as a role model in clinical practice and classroom activities. • Co-operates with faculty, student body and advisory board in program advancement. • Participate in organizing Extra-curricular activities. • Offers guidance and counselling to the students. • Conducts Tutorials for students in need. • Participate as a member on various committee of the institution. • Participates in the activities of the professional association. • Participates in various Continuing Education Program/ Inservice Education Program and Professional Conferences. • Carries out any other duties in addition to the above that may arise from time to time. <p>Career growth – Promotion to Tutor with adequate performance level / cadre position availability</p> <p>Supervises: Nursing students in classroom, laboratory and clinical practice.</p> | <p>Reports to HOD/ Class Co-ordinator and Principal</p> |
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6. Job Description Teaching Faculty: Clinical Instructor (Residential)

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| <p>Teaching Faculty : Clinical Instructor (Residential)</p> <ul style="list-style-type: none"> ▪ Establishes learning objectives and periodically assesses for the learned behaviour of the students. ▪ Prepare and/ or assists in the preparation of pre and post testing materials. ▪ Develops, appropriate teaching aids to impart quality education. ▪ Teaches, supervises in the classroom, laboratory and clinical areas. ▪ Keeps anecdotal records of students performance in laboratory and clinical areas ▪ Records performance in written examination. ▪ Acts as a role model in clinical practice and classroom activities. ▪ Co-operates with faculty, student body and advisory board in program advancement. ▪ Participate in organizing Extra-curricular activities. ▪ Offers guidance and counselling to the students. ▪ Conducts Tutorials for students in need. ▪ Participate as a member on various committee of the institution. ▪ Participates in the activities of the professional association. ▪ Participates in various Continuing Education Program/ Inservice Education Program and Professional Conferences. ▪ Supervises the hostel student’s study hour ▪ Conducts roll call in the absence of Warden ▪ Carries out health clinic duty in the hostel. ▪ Relieves Warden with matters related to students, in her absence. ▪ Carries out any other duties in addition to the above that may arise from time to time. <p>Career growth – Promotion to Tutor with adequate performance level / cadre position availability</p> <p>Supervises: Nursing students in classroom, laboratory and clinical practice.</p> | <p>Reports to Principal ,College of Nursing</p> | |
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Duties and Responsibilities assigned to Non-teaching Employees

1. Job Description of Office Supervisor

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| <p><i>Administrative Office (Accountant & Supervisor)</i></p> <ul style="list-style-type: none">• Organizes and maintains an official records and files.• Carries out certain functions related to General items/ Supervision of all Indent- Stationery / Medical / Pharmacy, Preparing duty list.• Handles all Financial work (Petty cash , External Lecturers remuneration, conveyance, College fee paid by students)• Prepares documents for Fee Regulating Authority.• Financial correspondence / Warden’s Correspondence• Ongoing Budget preparation• Transcripts / Verification forms | <p>Reports to Principal, College of Nursing</p> |
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2. Job Description of PA to Principal:

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| <p><i>P.A to Principal</i></p> <ul style="list-style-type: none">▪ Carries out all correspondence for Principal▪ Completion of Staff Approval Documents▪ Enters all communication – Inward / Outward▪ Preparation Documentation for Inspections▪ MUHS Procedures, Daily appointments▪ Maintains all communication with MUHS with regard to Teacher’s data.▪ Give and take – Appointment’s as required. (Internal and External)▪ Day to day Planning and Maintaining the confidentiality | <p>Reports to Principal – College of Nursing</p> |
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3. Job Description of Office Staff:

| | Reports to Supervisor |
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| <p><i>Clerical staff – 1st year Dept.</i></p> <ul style="list-style-type: none">• Correspondence – 1st year B.Sc. Nursing/ Warden Correspondence./ Transport• New Entrance - Admission procedure <p><i>Clerical staff - 2nd year & 3rd year Dept.</i></p> <ul style="list-style-type: none">• Correspondence – 2nd year B.Sc. Nursing. / 3rd year B.Sc. Nursing• Correspondence - NSS <p><i>Clerical staff - 4th year Dept.</i></p> <ul style="list-style-type: none">• Correspondence – 4th year B.Sc. Nursing./ SNA Activities• To carry out Eligibility Procedure of 1st year B.Sc. Nursing & M.Sc. Nursing• Assisting for the Procedure of Fee Regulating Authority.• Transcript B.Sc. Nursing <p><i>Clerical staff – 1st year & 2nd year M.Sc. Dept.</i></p> <ul style="list-style-type: none">• Correspondence – 1st year & 2nd year M.Sc. Nursing• MUHS Examination Procedure.• CAP Centre - Accounts• Carry out responsibility of Stores | |

4. Job Description of Warden:

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| <p>Warden –College Of Nursing</p> <p><u>Duties/Functions</u></p> <ul style="list-style-type: none">▪ Organizes and maintain an office for the records and files of the hostel management.▪ Carries out certain functions related to the general comfort and welfare of the nursing students that include but not limited to:<ul style="list-style-type: none">a. Carries out roll call to ensure the attendance of students inside hostelb. General administration and supervision of the housekeeping , dietary, and linen/laundry function in the hostel.c. Maintains discipline of the nursing students and staff in accordance with established rules and regulations, distributes mail, notes and ascertains aesthetically healthful living conditions and be responsible for the Late pass, Night out pass request, and the register.d. Inspects the building, furniture and furnishing, maintains inventory.e. Arranges for necessary repairs / replacement in the hostel.f. Assists in arrangement for student’s transportation.g. Reports any threat to safety of the students and implements any preventive action in consultation with Principal.h. Continually evaluates uniform, linens, bathing facilities, and recreation activities in relation to social graces and professional development.i. Co-ordinates and supervises periodic pest – control of the premises.j. Attends to sickness and medical emergencies reported by the students/staff and helps them seek medical assistance as and when required in consultation with HOD during office hours.k. Works in co-ordination with faculty for progress of academic and extracurricular activities of the students.l. Arranges periodically the hostel mess meeting.m. Supervises the meal hours.<ul style="list-style-type: none">▪ Ensures the recreational activities of the students.▪ Supervises Maushi’s / Contract workers in the hostel.▪ Supervises Security Personnel.▪ Maintains liaison with HOD in case of sickness of students after regular office hours.▪ Checks the stores/Pharmacy items periodically. <p>Supervises study hours</p> | <p>Reports to</p> <p>Principal, College of Nursing.</p> |
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5. Job description of Librarian:

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| <p>Senior Librarian</p> <ol style="list-style-type: none">1. Organizes and maintains the Library work2. To Carry out Library software work.3. Assists in students with regard to Library books/ Journals4. Issue return of books (Faculty & students)5. Record of late fee and Internet charges6. Stamping daily newspapers and magazines7. Maintaining faculty and students entry registers (Reading and Computer use)8. Helping faculty and students in finding books, Question paper files, VCD's and Book CD's.9. Taking permission for faculty to use internet ,computer printouts (above 10 pages)10. Maintaining I, II, III&IV year Syllabus master copies (MUHS) & College question papers.11. Responsible for Internet room12. Assists in correspondence as and when required13. Check – MUHS/ INC/ MNC website on regular basis and informing all new notifications14. Assists in dealing with Software and all online procedures15. Carries out inventory and maintains stock register.16. Maintains accession Register17. Attends Library meeting18. Initiates purchase of books/ journals in collaboration with Library committee19. Arrange for payment of books, journals , magazines and newspaper <p>Assistant Librarian</p> <ol style="list-style-type: none">1. Library Work2. Preparation of Education Aids for teachers.3. Relieves Librarian during leave.4. Hardware & Network – Liaison with Knowledge Centre | <p>Reports to Supervisor, Principal, College of Nursing</p> |
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IV. Procedure followed in decision-making process including channels of supervision and accountability

All academic and administrative decisions are taken by the Principal in consultation with the Vice-Principals and HODs and ratified by the Local Management Committee as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, INC & Local Management Committee of the College. The decision process as outlined in the University & INC Statutes is followed.

V. The norms set for the discharge of functions

The norms set by the College as ratified by the Local Management Committee of the College for the discharge of functions are followed. These norms are displayed on the website of the College and in its prospectus as far as they pertain to the students and general public.

VI. The rules, regulations, instructions manuals and records held or used by employers for discharging their functions:

The Principal and staff working in the College are bound by the rules, regulations, orders and circulars issued from time to time by the Maharashtra University of Health Sciences & Indian Nursing Council.

The Following files are kept for the permanent record as per MUHS & INC.

| Sr. No. | Particulars |
|----------------|---|
| 1. | Faculty Attendance Register |
| 2. | Staff Approval Record |
| 3. | Continuation & Affiliation Record |
| 4. | Eligibility Record |
| 5. | Student Attendance Register |
| 6. | Dead Stock Register |
| 7. | Record of Submitted proposal for Fee Regulating Authority |
| 8. | Consolidated Annual Results |
| 9. | College prospectus & Admission Record |
| 10. | Cumulative record |
| 11. | APEX Manual |
| 12. | Student Log /Procedure Books |
| 13. | Internal Assessment Register |
| 14. | Periodical / Journal Register |

VII. A Statement of Categories and documents that are held or under control:

| Sr. No. | Particulars | |
|----------------|---|-------|
| 1. | Faculty Attendance Register | 11yrs |
| 2. | Staff Approval Record | 5yrs |
| 3. | Continuation & Affiliation Record | 11yrs |
| 4. | Eligibility Record | 5yrs |
| 5. | Student Attendance Register | 5yrs |
| 6. | Dead Stock Register | 15yrs |
| 7. | Consolidated Annual Results of UG | 11yrs |
| 8. | Consolidated Annual Results of PG | 7yrs |
| 9. | Admission Register UG | 11yrs |
| 10. | Original certificates return register UG | 11yrs |
| 11. | Original certificates return register PG | 7yrs |
| 12. | Record of Submitted proposal for Fee Regulating Authority | 11yrs |
| 13. | Consolidated Annual Results | 11yrs |
| 14. | College prospectus & Admission Record | 11yrs |
| 15. | Cumulative record | 11yrs |
| 16. | APEX Manual | |
| 17. | Student Log /Procedure Books | 5yrs |
| 18. | Internal Assessment Register | 11yrs |
| 19. | Periodical / Journal Register | 3yrs |
| 20. | Book Accession Register | 11yrs |
| 21. | Student railway concession facility record | 11yrs |
| 22. | Health Record | 11yrs |
| 23. | Book Bank Register | 4yrs |
| 24. | Student Issue Return Book Register | 11yrs |
| 25. | Faculty Issue Return Book Register | 11yrs |
| 26. | Borrowed Issue Return Register | 11yrs |
| 27. | Computer , LCD Projector, Laptop Record | 11yrs |
| 28. | Abdul Kalam Corner – Student Reading Skill Enhancement Record | 3yrs |
| 29. | Reference Register for Staff Nurses | 3yrs |

VIII. The Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation to the formulation of policy or implementation thereof:

1. A detailed website which includes information of the various courses and programmes conducted by the College are available on the College website www.hindujahospital.com

There is also an email I.D. of the College nursingedu@hindujahospital.com where clarifications on various College educational programmes are responded to.

2. The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

IX. A Statement of the Boards, Councils, Committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

For administrative and academic work of College following Boards/Committees are formed as per the Statutes of the MUHS.

1. Local Management Committee
2. Academic Council
3. Curriculum committee
4. Library Committee
5. Grievance Redressal committee
6. Internal Quality Assurance Cell
7. Anti-ragging Committee
8. Anti-ragging Squad
9. Student Council
10. Student Nurses Association
11. Placement cell
12. Sexual Harassment Redressal committee
13. National Service Scheme(NSS)
14. Student Welfare Committee
15. Research Committee
16. Induction Committee
17. Editorial Committee
18. In-service Team
19. Help Desk (Special Cell)

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College. The decisions taken in these meetings are incorporated into the Rules of the College and in other sections and are displayed on the website and in the College handbook.

X. Directory of Offices & Staff of P.D.Hinduja College of Nursing. -

| Sr. No. | Name of the Employee | Designation | Telephone No |
|----------------|-------------------------------|----------------------------|---------------------------|
| 1. | Prof. Dr. Jaya Kuruvilla | Principal | 022-28269172/ 24232344 |
| 2. | Prof. Wilma Valsalan | Vice Principal | 022-24232345 |
| 3. | Prof. Jacinta Lobo | HOD OBG | 022-24232333 |
| 4. | Prof. Shubhangi Pangam | HOD Child Health Nursing | 022-24232332 |
| 5. | Asso. Prof. Siman Xavier | HOD CHN | 022-24232312 |
| 6. | Asso. Prof. Jacinta Fernandes | Associate Professor | 022-24232337 |
| 7. | Ms. Sinta Mathew | Lecturer | 022-24232343 |
| 8. | Ms. Jain Babu | Lecturer | 022-24232336 |
| 9. | Ms. Savita Raut | Lecturer | 022-24232335 |
| 10. | Ms. Seema Samudre | Lecturer | 022-24232313 |
| 11 | Ms. Reena Dsouza | Tutor/ Clinical Instructor | 022-24232351 |
| 12 | Ms. Jessy Varghese | Tutor/ Clinical Instructor | 022-24232354 |
| 13 | Ms. Pooja Nair | Tutor/ Clinical Instructor | 022-24232354 |
| 14 | Ms. Dakshata Nijai | Tutor/ Clinical Instructor | 022-24232334 |
| 15 | Ms. Jinu Babu V. Thomas | Tutor/ Clinical Instructor | 022-24232352 |
| 16 | Ms. Ancy Mathai Valayil | Tutor/ Clinical Instructor | 022-24232351 |
| 17 | Ms. Alison Biju | Tutor/ Clinical Instructor | 022-24232353 |
| 18 | Ms. Yashodhara Ghosh Sen | Tutor/ Clinical Instructor | 022-24232353 |
| 19 | Ms. Preeti Menezes | Tutor/ Clinical Instructor | 022-24232335 |
| 20 | Ms. Jyothsna Deepthi V. | Tutor/ Clinical Instructor | 022-24232342 |
| 21 | Ms. Bindu Joseph | Tutor/ Clinical Instructor | 022-24232342 |
| 22 | Ms Naga laxmi | Tutor/ Clinical Instructor | 022-24232334 |
| 23 | Ms Pranali Sawant | Tutor/ Clinical Instructor | 022-24232313 |
| 24 | Ms Jani Jenny D Almeida | Tutor/ Clinical Instructor | 022-24232342 |
| 25 | Ms. Jissa Mathew | Tutor/ Clinical Instructor | 022-24232334 |
| 26 | Ms Lijo John | Tutor/ Clinical Instructor | 022-24232352 |

XI. Details in respect of the information available to or held or reduced in an electronic form.

P.D.Hinduja College of Nursing has an official website on internet. For further information log on to www.hindujahospital.com

Information about the College, various courses, admissions, fee structure, hostel accommodation etc. is available on the College prospectus

XII. The particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room if maintained for public use:

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| 1. | Visiting time for the Principal | 2.30 p.m. to 3.30 p.m. (With Prior appointment) |
| 2. | Website | www.hindujahospital.com |
| 3. | Telephone Nos. | 022-282691 72 |
| 4. | Library Time | 9.00 a.m. to 7.30 p.m. |

Generally the Library facility is available only to students of the College but a person coming from outside the College can access the Library facility with the prior written permission of the Principal.

XIII. The names, designation and other particulars of the Public Information Officers.

| Sr. No. | Public Information Officers | Names & Designation | Address |
|---------|-----------------------------|---------------------------------------|---|
| 1. | Public Information Officer | Mrs. Sangeeta Sanjay Sane. | P D Hinduja National Hospital & MRC, College of Nursing Emerald Court, 'D' Wing, Kondivita Lane, Marol pipe line, Andheri East , Mumbai – 400059, Maharashtra |
| 2. | Appellate Authority | Prof. Dr. Jaya Kuruvilla Principal | |

XIV. Such other information as may be prescribed.

Information prescribed by Government would be furnished from time to time.