



**NARAYANA**  
**COLLEGE OF NURSING**

Chinthareddypalem, Nellore - 524003. A.P.

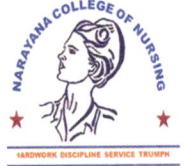
Ph No: 0861-2317969 | Fax: 0861-2311968.

Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council

Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

website: [www.narayan nursingcollege.com](http://www.narayan nursingcollege.com) | | e-mail: [narayana\\_nursing@yahoo.co.in](mailto:narayana_nursing@yahoo.co.in)



## **Faculty Appointment Policy**

### **Selection Process of Personnel in Teaching Designation**

#### **Annual operating plan (AOP)**

- It is ensure to have faculty requirement Annual Operating Plan (AOP) for academic year. The Head of the institution is in consultation with teaching HOD`s to prepare AOP and get approval from the management before commencing every academic year.

#### **Vacancy**

- When a budgeting vacancy needs to be filled up, the faculty requisition application can be raised by department HOD and obtained approval from the principal then the requisition form should be forwarded to the HR department for process of recruitment.
- The principal can authorize the principal will forward candidate details to management for approval .Any additional faculty requirement which is not quoted in AOP, The principal will seek approval of managing director and only then proceed with the process of recruitment.

#### **Internal selection**

- The principle will first examine whether the approved vacancy can be filled up from among the internal faculty, either from the surplus staff or by way of gradation/promotion.
- In his process if any financial implications that should approved by Managing Director/Executive Director.



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## Open market

- If no suitable person is available within the organization, the principle will proceed to fill the vacancy from the open market in case of candidate who attends the interview is rejected, he/she is not eligible to attend the interview with in next one year.

## Interview panel

The Interview panel will be constituted by the principal in consultation with the following panel team.

Institution Name	Designation	Interview Panel Team
Narayana College of Nursing	Professor	1) Principal 2) Regional HR
	Associate Professor	
	Assistant Professor	
	Tutor	

## Reimbursement

- Reimbursement of fares for the candidates attending interviews shall be described from time to time by the management /Head of the Institution.
- In general practice of the group is not to pay or reimburse the TA/DA and other expenses to the candidate called for an interview.



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## Process of approval

For all designations, the consolidated salary fixation will be made by the following chart

Narayana College of Nursing	Professor	Above Rs.50.000	Managing Director/Executive Director
		Up to Rs.50.000	Nursing Dean + Regional HR
	Associate & Assistant Professor	Above Rs. 30.000	Managing Director/Executive Director
		Up to Rs. 30.000	Nursing Dean + Regional HR

**Note:** If the salary exceeds Rs.2, 00,000 then the salary should be divided into fixed component and performance component based on metrics defined by the Management and Head of Institution. The performance based component will be released quarterly/ monthly with documented based evidences.

## Appointment

- The selection result will be informed to the candidate after ascertaining the antecedence verification .in any a case it should not take more than 07 working days. The standard appointment letter will be issued to the candidate upon selection by panel .the principal can authorized to sign the offer of appointment letter.

## Joining formalities and personal file

- HR is ensure to process the joining formalities which includes payroll, official ID , business card and official group mail id.
- Faculty Identification Application Form has to be filled with declaration



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- It is important to have a personal file management for all the employees such as it remains to the institution authority as a record and which can be kept for references in the institutions
- Personal files for each and every staff /employee shall be made on their joining to the institutions and maintained by HRD

### **Selection of Personnel in Ad hoc**

- As a rule, there will be no direct recruitment of personnel in Ad hoc basic expectations shall be considered only in respect of highly specialized or special circumstances .in this regard specific approval of the managing director will be necessary for initiating the selection.

### **Induction/orientation**

The principal has an induction programmed ,and the new recruits are exposed to various functions and teams before being placed in their actual jobs. The induction training will be carried out for a week where the faculty will undergo orientation to institute history and philosophy, vision and mission ,rules and regulations ,employment facilities ,policies and procedures, employment social security benefits etc and also respective HODs for a detailed introduction to the activities of the department and the people.



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## Probation

- All faculties will be on probation for a period of one year irrespective of the designation during probation, they can avail leaves only on pro rata basic.
- The faculty cannot resign during probation period. However, The management can terminate him/her without any prior notice at their discretion, if the faculty desires to exit from the employment whether in probation or conformation period should render 02 months employment notice for Sr.Resident /Tutor, Sr. Lecturer, Asst professor positions as well Associate professor, Professor, Reader and Professor of HOD positions 03 months employment notice or equivalent in lieu of notice period/day.
- If violated above cited then the head of institution can initiate the legal proceeding as applicable employment laws.

  
CONVENER

  
PRINCIPAL

Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003,