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ARMY COLLEGE OF NURSING, JALANDHAR CANTT
ACN/ACAD/18

**SOP ON IN-SERVICE TRAINING OF FACULTY/STAFF OF ARMY COLLEGE
OF NURSING, JALANDHAR CANTT**

INTRODUCTION

1. The Army College of Nursing, Jalandhar Cantt was established in Aug 2005. The staff in the college has been employed as per the norms of INC, New Delhi.
2. The National Policy on Education (NPE) 1986 in its programme of action makes a pointed reference to the critical link between teacher motivation and the quality of education. The NPE recognized the need for improving the status of the teacher and proposed to provide opportunities for professional and career development so that teachers may fulfill their role and responsibility within the system of higher education. It was proposed to enhance their motivation skills and knowledge through systematic orientation in specific subjects, techniques and methodologies, and thereby inculcate in them the right kind of values that would in turn encourage them to take initiatives for innovative and creative work.
3. As technology is continuously changing, the faculty and support staff is needed keep themselves updated every year. Otherwise they will find themselves outdated in front of the new generation students. Also when these students join industry they are not able to meet the expectations of the industry. Therefore, Up-gradation of Faculty and support staff is necessary in the Subject Knowledge and Research Competence and to improve the quality of education. An important component of Faculty and Staff development (FDP) encompasses the training program / conference / workshop / seminar/ symposium / paper presentation – which a faculty/staff attends.

AIM

4. The aim of this SOP is to lay down guidelines for attending the in-service training of faculty/staff of Army College of Nursing, Jalandhar Cantt.

OBJECTIVES FOR ATTENDING THE IN-SERVICE TRAINING PGME

5. Prior to detailment of faculty for attending the in-service training programme, it will be ensured that the training pgme fulfills the following :-
 - (a) Educational Technology and Orientation in IT.



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- (b) Knowledge Explosion.
- (c) Orientation relevant to Nursing/ Indian Conditions.
- (d) Eligibility, target group and duration.

**DETAILMENT AND ROTATION OF FACULTY FOR ATTENDING THE
IN-SERVICE TRAINING**

6. It will be ensured by the Principal that staff for attending the in-service training pgme is detailed on rotation basis and no faculty member will be detailed more than twice in a year. It will be ensured by the Principal that due to attending the in-service training pgme by the faculty, the studies of students should not suffer. Hence, the in-service training pgmes to be held in vacations period may be preferred.

FUNDING ON ATTENDING THE IN-SERVICE TRAINING BY FACULTY

FDP- Within India

7. The faculty/staff detailed for the in-service Training / Wksp, will be granted academic leave (not exceeding 20 days in a calendar year including their detailment for examinership) and will be paid registration fee and Transport Allowance as under as per para 19(c) of the minutes of Annual Conf of Directors / Heads of Professional Colleges-2013 issued vide HQ AWES letter No B/45840/Dir Conf/AWES dated 13 Dec 2013 :-

(a) The faculty who presents a paper during seminar will be reimbursed 100% registration fee, AC-II fare upto 2000 kms and DA at the rate of Rs 500/- per day.

(b) The faculty who merely attends the seminar/wksp, will be given 50% of the registration fee and AC-II fare for 2000 kms. In addition DA at the rate of 500/- per day will also be given.

8. It would be ensured that faculty detailed for such seminars should have research papers published in referred / recognized and reputable journals having ISBN/ISSN members in the last one year.

9. The Registration Fee (where applicable) will be submitted by the concerned faculty member to the college. The claim for reimbursement of Regn



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Fee and Transport Allowance bill of the concerned faculty member will be cleared after attending the conference/seminar.

10. If any faculty member is desirous to attend the in-service training pgme at their own expdr, they will be considered for academic leave to attend the pgme. The leave sanctioning auth shall ensure that there is no loss to the teaching and functioning of the college/concerned department. In such cases, no registration fee, tpt allce will neither be entitled for the same nor he/she will claim the same at a due course.

FDP- Outside India

11. The faculty, subject to prior approval of the competent authority, may be granted extra ordinary leave with pay for the duration of the international seminar plus maximum two days of travel time (onward and return journey). The total extra ordinary leave with pay permissible for said seminar /workshop/presentation of paper would be for maximum seven days (including travel time). A faculty can avail this opportunity once in three years. After rejoining from International conference/seminar, all required papers will be submitted in the office. A total of Rs 25,000/- will be reimbursed to individuals attending FDP abroad with prior sanction. Extra expenditures if any, will be borne by the individuals themselves.

Important Points to be Noted

12. (a) Any FDP / Wksp / Seminar / Conference / Paper presentation / Event undertaken without Chairman/Director's prior approval will not be eligible for reimbursement.
- (b) Heads of Institutions should avoid travel during the end of the financial year.
- (c) The period of events should be limited to maximum three working days.
- (d) The travels should be undertaken only under the available cheapest restricted economic class airfare.
- (e) The officials visiting abroad are required to prepare a detailed report of their visit, clearly specifying the gains and an action plan for implementing the feasible activities. A copy of the report of participant should be sent to AWES.



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(f) The experience should be shared with fellow faculty of the Institution through arranging a session in concerned department / institute within 15 days of attending FDP/Wksp/Seminar/Conference/Paper presentation/Event or else no re-imbursement will be given.

13. Necessary approval of the Director will be taken by the faculty through the Principal of College prior to proceeding for Faculty Development Programme / Workshop / Seminar / Conference / Paper Presentation / attendance, necessity and financial implications etc by the aspirant through an application attached as Appendix to this paper recommendations of his HoD and Head of Institute / College duly attached with desired supporting documents.

14. After attending the in-service training pgme by the faculty, he/she study material including soft copy of the same (if recd) in the Library for future reference. Further he/she will submit the photocopy of the certificate awarded to him/her with Office Superintendent for records.

CONCLUSION

15. Attending the in-service training pgme are beneficial for the faculty for providing quality education to the students. The faculty so detailed to attend the same must ensure to derive the maximum benefit from same.

16. This SOP supersedes the previous SOP on the subject issued vide letter No 2001/ACN/SOP/18 dated 08 Aug 2018.

2001/ACN/SOP/21

Army College of Nursing
Jalandhar Cantt

22 Jan 2021


(M Maheswary)
Principal

STANDING OPERATING PROCEDURE
ALLOTMENT AND MANAGEMENT OF
RESI ACCN TO FACULTY / STAFF : ARMY COLLEGE
OF NURSING, JALANDHAR CANTT

GENERAL

1. Army College of Nursing has been established at Jalandhar Cantt to impart quality nursing education to the female wards of serving and retired Army personnel. The college has the following furnished accommodation for faculty and staff:-

- (a) The Principal.
- (b) Vice Principal.
- (c) 2 x Associate/Assistant Professors.
- (d) 5 x Single Faculty accommodation (On twin sharing basis).
- (e) Single accommodation for three Gp D employees.

AIM

2. The aim of this SOP is to lay down procedure to be adopted for allotment and management of resi accn of Army College of Nursing, Jalandhar Cantt.

ALLOTMENT OF RESI ACCN

3. The resi accn has been primarily constr to make suitable boarding arngs for key personnel inside the campus like the Principal, Vice Principal, Associate / Assistant Professors, Tutors and Gp D Employees. The accn earmarked for the Principal and Vice Principal will be 'Reserved' for the designated appts and 02 x Associate Professors/Assistant Professors Resi will be allotted on 'First come First serve' basis. However, it will be ensured that resi accn for Associate Professors/Assistant Professors is allotted to the married faculty only as per Waiting List. The faculty willing to avail the resi accn in the campus, will apply in writing within 07 days of joining the college. In case Vice Principal is not posted, the 'reserved' accn may be allotted to Associate / Assistant Professors.

4. A category wise application register for allotment of Resi Accn will be maint by the Estate Supervisor. A standing BOOs composed as under is detailed to allot the resi accn :-

- (a) Presiding Officer - Registrar.
- (b) Members - (i) 01 x Associate Professor/Assistant Professor, ACN JRC.
(ii) Estate Supervisor, ACN JRC.

5. **Initial Allotment of Md Accn.** On receipt of the application for allotment of md accn, the application and Waiting register will be put up to the BOOs. The BOOs will put up Board Proceedings with recommendations for allotment of accn for approval by the Registrar, ACN. It will be ensured by the BOOs that no employee holds more than one accn ie one set of accn held in the College and the second accn held by the spouse in the stn. An affidavit as per Appx 'A' att will be obtained by the BOOs prior to the allotment of accn. However, the accn will be allotted on merit basis keeping in view the seniority as per Waiting List and the org / college interests. No sub-letting of md accn allotted to faculty/employee is permitted. No accn will be allotted to Adhoc/Temp/outsourced employees. The accn allotted to faculty will be only for the period of Contractual emp of 3 years. In case there is no other emp of same cat on Waiting List, allotment of accn may be extended by Registrar, ACN on yearly basis, if requested by the Faculty in writing after due approval of the Dir on file. No 'out of turn' allotment of accn from the 'waitlisted' faculty for allotment of accn will be done by the BOOs.

6. **Allotment of Single Faculty Rooms.** 5 Rooms except one Warden's room on ground floor of Hostel have been earmarked for allotment to Single Faculty members on twin - sharing Basis. The allotment and renewal procedure given for md accn will also apply for, single res accn also. One room has been 'reserved' for Hostel Warden only, who will not be charged any rent but will pay 100% of electricity charges.

7. **Renewal of Allotment.** Based on the written application of the emp after completion of initial contract, the allotment of md accn can be renewed on yearly basis, at the discretion of college Management, through Bd of offr and approved by Registrar, ACN.

DEFERMENT OF ALLOTMENT / RETURN OF ACCN

8. **Vacation.** The resi accn so allotted to the faculty members of ACN will be vacated within 24h from the relieving dt from the college. However, on med grounds the faculty may retain the accn for not more than a period of 15 days after relief/relinquishing appt, after obtaining sanction of the competent auth viz Dir, ACN.

RENT AND ALLIED CHARGES

9. The Rent & Allied Charges for the resi accn fixed by a BOOs and approved by the Chairman, ACN are as under :-

Sr No	Type of accn	Charges (per month)				Total pm excl Elec Charges
		Licence Fee	Furniture	Water Charges	Electricity	
(a)	Principal's Resi	Rs 1800/-	Rs 900/-	Rs 100/-	As per actual meter reading	Rs 2,800/-
(b)	Vice Principal / Lecturer's Resi	Rs 1000/-	Rs 500/-	Rs 100/-	-do-	Rs 1,600/-
(c)	Single Faculty	Rs 200/-	Rs 50/-	Rs 50/-	-do-	Rs 300/- (Rs 150/- per head if shared)

10. The rent & allied charges of preceding month will be adjusted by the Accounts Br in salary of the occupant / emp within 05 days of next month based on the elect meter readings and rent charges bill are given by Estate supervisor to Accounts Br every month. However, Key appts of Gp D emp like Electrician, Plumber & Peon etc staying in Service Centre will not be charged any rent and allied charges.

MESSING

11. The faculty allotted married accn in the campus will make own arngs for cooking and messing. Single faculty members will be dining in the Students' Mess, as per the rates of messing contracted with the firm selected for running of the mess. They will abide by the Mess Rules of the Students' Mess. Dining out register will be signed minimum 24 hours in advance while proceeding on leave/outpass, clearly indicating the dates and time of departure and arrival. Faculty members staying in married accommodation can also avail the dining-in facilities, on firm demand in advance.

LOSSES

12. At the time of allotment of resi accn, the Store Keeper Incharge will handover the Inventories/list of items to concerned faculty and will verify the same on ground once the accn is vacated by the concerned employee.

LEAVE/OUTPASS AND GUESTS

13. Single faculty members will not leave the campus without prior permission/detailment and deposit a copy of leave certificate/outpass with the Warden, while proceeding and intimate her, on their arrival. Guests are not allowed to be entertained in single faculty accommodation. Faculty members residing in married accommodation can entertain guests, only with prior permission of the Principal. Health related advisories / protocol notified in the college will be strictly adhered to, at all times.

14. If any item is found lost/broken during the verification, either the payment for the same will be made by the concerned faculty or concerned faculty will make good the loss.

SUMMARY

15. This SOP has been made to lay down guidelines and procedure for allotment of resi accn in Army College of Nursing Jalandhar Cantt.

16. This supersedes our previous SOP on the subject issued vide letter No 2001/ACN/SOP/20 Dated 02 Nov 2020.

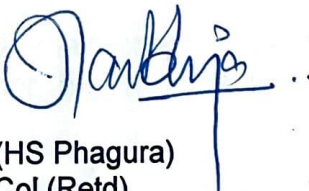
Army College of Nursing
Jalandhar Cantt

2001/ACN/SOP/22

04 Oct 2022

Distr :-

1. Notice Board.
2. SOP Folder.
3. Office Copy


(HS Phagura)
Col (Retd)
Registrar

AFFIDAVIT

**(TO BE MADE ON RS 100/- NON JUDICIAL STAMP PAPER DULY ATTESTED BY
MAGISTRATE/NOTARY PUBLIC)**

I, _____ Son/Daughter/Wife of _____ resident of _____
do hereby solemnly affirm and declare as
under : -

1. That I am serving in Army College of Nursing, Deep Nagar, Jalandhar Cantt as a _____ since _____.
2. That my spouse is not serving in any Central/State Government Department/ Autonomous Public Undertaking /Semi Government Organisation.
3. That neither my husband nor I have been allotted any accommodation from any of these organizations.
4. I shall vacate the residential accommodation allotted to me by ACN within 24 hrs of my relinquishing my job/appointment with ACN.
5. I shall not entertain any guest in the single faculty accommodation allotted to me and abide by the Rules of Annapoorna Students' Mess.
6. I shall be responsible for proper care and maintenance of the accommodation and fitments and shall replace/pay for the replacement of damaged/missing items inside the accommodation.
7. That the above statement of mine is true to best of my knowledge and nothing has been concealed therein.

Dated :

Deponent

VERIFICATION

Verified that the contents of this undertaking are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated :

Deponent



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**SOP : PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMME /
WORKSHOP / SEMINAR / CONFERENCE / PAPER PRESENTATION OF
ARMY COLLEGE OF NURSING, JALANDHAR CANTT**

INTRODUCTION

1. The Army College of Nursing, Jalandhar Cantt was established in Aug 2005. The staff in the college has been employed as per the norms of INC, New Delhi.
2. Faculty members represent an important component of the formal education process across the world along with students and the educational institution. The education process is participative in nature where student's academic and overall development is guided by the faculty inputs. Education in any discipline is a process of continued upgrading and up-skilling and in order to keep pace with the recent developments in academia, Faculty Development Programmes (FDP) become imperative, especially for educators at higher education level (Post Graduate). Such programmes are aimed at enhancing the academic and intellectual capacity of an individual; which would not only benefit the students directly but also help in building College / Institute brand in the environment.
3. The policy guidelines aim at formalising the process by which the common organization goals of Army College of Nursing may be achieved.

PARTICIPATION

4. A Faculty member should participate in **not more than two conferences / seminars / workshops / other FDPs** comprising short term courses / training programmes, organized by other organizations / Institutes within a financial year.
5. A Faculty member may participate in maximum one more event over and **above those in Para 4**, as an **invited Chairperson or Guest Speaker** or Resource Person in conferences / seminars / workshops / short term courses / training programmes organized by other organizations / Institutes in a financial year within the maximum permissible spl leave entitled for the purpose. Expenses of faculty members for these events may be paid by the host Institute, which will be ensured by Faculty members before accepting an offer. The final approval to proceed will be accorded by the Chairman, IMC.



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REGULAR FACULTY MEMBERS

6. In case a Faculty member's paper is selected for presentation at any Indian University/any NAAC/NBA accredited Institute or any Institute in India, the institute will bear the expenditure for the faculty member's trip, registration fee, accommodation, DA (Food & local travel) etc subject to a limit of Rs 18,000/- (All inclusive). This facility will be available in a financial year and will count towards maximum two conferences / seminars / FDPs normally paid for by the Institute.

7. The reimbursement of expenditure towards attending FDP will be as per following guidelines:-

(a) Any faculty member who **presents a paper in any conference/ seminar in India may be reimbursed 100 % of registration fee (maximum of Rs 5000/-)**, air fare/AC-II fare in Superfast train of whichever is lower upto 2000 km and DA at the rate of Rs 500/- per day to include food and local travel.

(b) Any faculty member who **only attends a conference / seminar / event in India may be given 50% of registration fee (Maximum of Rs 2500/-)** and air fare / AC-II fare in Superfast train of whichever is lower, for 2000 km. In addition DA may be given at the rate of Rs 500/- per day, to include food and local travel.

(c) Reimbursement towards accommodation per day may be made as under:-

(i) Metro Cities (Delhi, Mumbai, Chennai, Bangalore, Kolkata, Hyderabad / Secunderabad)	-	Rs 3000/-.
(ii) Other State Capitals	-	Rs 2500/-.
(iii) Any other City	-	Rs 2000/-

8. Faculty member detailed for such conference/ seminars / FDP must have published their research papers in referred / recognized and reputable journals having ISBN / ISSN numbers within the last one year or **as specified by respective regulatory bodies ie. AICTE, DCI, MCI, INC, BCI, NCTE etc**, failing which a Faculty member will not qualify for participation in such conference / seminar / FDP.

9. Faculty members attending events or programmes such as seminars / conferences / workshops / FDPs (short term courses / training programmes) will



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be permitted special leave for the duration of event or programme and journey period subject to a maximum of 10 days in a year. While applying for permission to attend any seminar / conference / workshop / FDPs (short term courses / training programmes), the faculty member concerned will ensure that his / her absence period does not affect the classes already scheduled at the Institute or clash with semester examination.

TERM BASED FACULTY MEMBERS

10. Term Based Faculty members will also be entitled to the provisions as given to regular faculty members as per Paras 4 to 9 of this Policy **after completing one year of service** at College / Institute.

OVERSEAS CONFERENCE / SEMINAR / FDPs (REGULAR & TERM BASED FACULTY MEMBERS)

11. Faculty members may attend such events **under their own arrangements**. The College / Institute will bear an expenditure of **upto a max of Rs 25000/-** (All inclusive) incurred by the faculty member. This will incl travel, registration fee, accommodation, etc. A faculty member, subject to **prior approval** of the competent authority, may be granted leave for 07 days only in a year (including the travel time for onward and return journey) for the purpose. The faculty member will be permitted to avail these opportunities only once in three years. Regular faculty with min three year service will only be considered for this activity. Term Based Faculty members will be allowed to avail the entitlements of this provision **after completing five year of service**.

IMPORTANT POINTS

12. Faculty members desirous of attending FDP / Workshop / Seminars / Conferences shall apply to the Director / Principal on a prescribed application form through Academic Office alongwith all supporting documents well in advance for prior approval. No ex-post facto sanction will be granted.

13. Necessary approval of the Chairman, Institute / College Management Committee (IMC / CMC) will be requested for by the faculty member through the Head of Deptt (HoD) / Academic Coordinator and Director / Principal of the College prior to proceeding for FDP / Workshop / Seminar / Conference. **Patron**



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will give approvals in respect of HoDs and Directors / Heads of Colleges / Institutes.

14. Any FDP / Workshop / Seminar / Conference undertaken without the prior approval of the Chairman / Competent Authority will not be considered for monetary reimbursement. HoD should avoid travel during the end of the financial year.

15. A written Feedback Report with supporting documents will be submitted to the Principal / Director through Academic Office within ten days of attending the event. Academic Office will forward a copy of the Feedback Report to Director's Office for information. The experience gained from participation in FDP / Workshop / Seminar / Conference will be shared with fellow faculty of the College / Institution through session arranged in concerned department / institute / college.

16. Claim for reimbursement of actual fare and other charges will be submitted to Academic Office supported by all relevant documents. An effort will be made by concerned offices to clear the claim within 15 days of its submission.

STUDENTS

17. Students who present a research paper at any National or International Conference, within the country, will be reimbursed 100% of the conference registration fee. They will also be entitled to train fare of AC-III Tier upto a distance of 2000 km, DA at the rate of Rs 500/- per day (including food and local travel) and accommodation reimbursement at par with faculty members as given in Para 7 (c).

18. This provision shall be available only once in a year to a max of ten students, who will be given monetary incentive of upto a max of Rs 3000/- per students.

19. Before any student proceeds to participate in any Conference / Seminar / Workshop, he / she shall apply for permission for the same by submitting enclosed Form A through proper channel. On return from the event, the student shall submit enclosed Form B to claim entitled monetary reimbursement and incentive. The forms will be submitted to Academic Office through respective Mentors. Form 'B' should be submitted alongwith original copy of all receipts of the conference fee deposited, expenses incurred on travel, stay and food alongwith a photocopy of certificate of presentation.



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MONETARY REWARDS

20. No monetary rewards are permissible to faculty members for assisting the students in presenting the papers or for presentation / publication of their work in National / International journals with ISSN. However, to promote professionalism amongst faculty members and students, 'Best Paper Presentation Award' and 'Best Article Award' will be given to those who had made presentation / published articles with prior permission. These awards will be considered for only one Paper / Articles in one financial year. The monetary awards will be as per scales mentioned below :-

Ser No	Event	Faculty Member	Student
(a)	Best Paper Presentation Award (i) National Level (ii) International Level	Rs 5,000/- Rs 10,000/-	Rs 5,000/- Rs 8,000/-
(b)	Best Articles in Journals with ISSN	Rs 2,000/-	-

21. Claim for above Monetary Rewards should be supported by relevant documents. The claims will be submitted by the claimant to Academic Office through HOD / Mentor for further processing.

EXEMPTIONS TO SOP

22. BOA, at HQ Comd, will be the competent authority to grant exemptions on eligibility conditions, number of participation beyond two / three times and total duration beyond 10 days in an academic year. College / Institute Management Committee will obtain such approval through laid down chain of management. No deviation shall be allowed on monetary aspects.



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CONCLUSION

23. Attending Seminars / Workshops / Other FDPs are beneficial for the faculty for providing quality education to the students. The faculty so detailed to attend the FDPs, must ensure that they derive the maximum benefit.

24. This SOP supersedes the previous SOP on the subject issued vide letter No 2001/ACN/SOP/19 dated 16 Apr 2019.

2001/ACN/SOP/21

Army College of Nursing
Jalandhar Cantt

20 Jan 2021


(M Maheswary)
Principal