



MAHATMA GANDHI MISSION'S  
**COLLEGE OF NURSING**

At Junction of NH-4 and Sion Parvel Expressway,  
Sector-18, Kamothe, Navi Mumbai - 410 209  
☎ : 2742 1783, Fax : 91-22-2742 0320

Date: 27-03-2006

To

Mrs. Prabha K. Dasila  
Vice Principal  
MGM's College of Nursing  
Kamothe, Navi Mumbai

Sub: Relieving letter

Ref: MGM/47 PO 9205/48/2006 dated 17-3-2006.

Your acceptance letter date 20-3-2006

Madam,

With reference to above regarding your promotion and transfer to MGM's proposed New Bombay College of Nursing, Vashi Mumbai, you are being relieved from MGM's College of Nursing Kamothe Navi Mumbai from the post of Vice Principal w.e.f. 27-03-2006 before noon.

With best wishes.

Mrs Jaya Kuruvilla  
Principal

**Copy to :**

Dr. S.N. Kadam Trustee, Mahatma Gandhi Mission.

Dr. N.N. Kadam, Director MGM New Bombay Hospital, Vashi.

MGM New Bombay College of Nursing, Vashi.



**MAHATMA GANDHI MISSION**

1A, C. B. D. (Belapur), Navi Mumbai - 400 614

C. 27572293, 27570219, 56168127 Fax 91-22-27571162

Ref. No. :- MGM/47/P09205/48/2006

17<sup>th</sup> March 2006

To  
✓ Mrs. Prabha Dasila  
Vice - Principal,  
MGM College of Nursing, Kamothe,  
Navi Mumbai.

**Subject :- Appointment / Transfer.**

Madam,

Considering your past performance and experience the MGM Management is pleased to appoint you as Principal at MGM College of Nursing, Vashi (proposed) on the following terms and conditions :-

- 1) Your appointment shall be on probation for two years.
- 2) You shall discharge your duties as Professor and Principal and develop the up-coming college from the academic year 2006-07.
- 3) You will be paid the salary in the Vth Pay in the scale 16,400 - 450 - 20,900 - 500 - 22,400 and the basic salary fixed at Rs. 17,300/-. You will be paid DA @ 40%, HRA @ 5% and SPA - Rs. 5,000/-.
- 4) This appointment shall be treated as transfer on promotion and hence relieving certificate may be obtained from the Principal, MGM College of Nursing, Kamothe prior to joining the fresh assignment.

Your acceptance or otherwise may be communicated to the undersigned on or before 21<sup>st</sup> March 2006.

With best wishes,

Dr. S. N. Kadam  
Trustee  
Mahatma Gandhi Mission

Copy to :-

1. The Principal,  
MGM College of Nursing, Kamothe.
2. Dr. N. N. Kadam, Director  
MGM New Borabay Hospital, Vashi.
3. MGM College of Nursing, Vashi.





**MAHATMA GANDHI MISSION TRUST  
COLLEGE OF NURSING,  
Kamothe, Navi Mumbai**

Tel. - 2742 1783 email-mgmcon@rediffmail.com

Date: 03/10/2003.

To,

Mrs. Prabha Dasila  
C 64, 3:2, Varsha,  
Sector-6, CBD,  
Navi Mumbai.

**Subject: Appointment as " Vice Principal / Associate Professor " , in M.G.M.  
College of Nursing, Kamothe, Navi Mumbai.**

Madam.

You are appointed as " Vice Principal / Associate Professor " in the MGM's College of Nursing, Kamothe, Navi Mumbai on a salary scale of Rs. 12,000 -420-13260-450-14610-500-16110+DA+HRA+CCA+CA+SPA= 18740/- with effect from 17/11/2003.

1. Your appointment is subject to approval by Maharashtra University of Health Sciences, Nashik.
2. Until Your appointment is approved by Maharashtra University of Health sciences, Nashik, it will treated purely temporary and liable to be terminated without assigning any reason.
3. You will be placed as per U.G.C. Scales and allowances.
4. Your appointment is governed by service rules as framed by MGM Management from time to time.
5. During your appointment you will carry out duties as assigned to you by the authorities. Initially you will report to the Principal, MGM's College of Nursing, Kamothe.
6. During the tenure of your employment you are liable to transfer to any institute at any part of India.



7. Your appointment is subject to your furnishing Photostat copies of following documents along with original for verifications.
  - a) Birth Certificate
  - b) Educational Certificate
  - c) Work experience certificate from past employee along with character certificate
  - d) Last salary drawn along with salary slip.
  - e) Three pass port size photographs.
8. You will not divulge information collected during your tenure of employment to outside institutes / organizations.
9. During tenure of employment you will not take any part-time/full time assignment in case MGM Management came to know such activity then your services will be terminated immediately and deposit will be confiscated.
10. During the probation period your services will be terminated by one months notice by either side.
11. If you fail to join the duty on the day of appointment the your appointment order will be treated as cancelled.
12. At the time of joining you will sign an agreement to abide terms and conditions of MGM Management.
13. Please note that your appointment is purely on temporary basis and can be terminated without prior notice.

Director

*J. Anonilla*  
Principal  
MGM College of Nursing  
Kamothe, Navi Mumbai





**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/38/08/18

Date: 28.08.2018

To,  
Mrs. R. Ponchitra,  
Associate Professor,  
MGM New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Sub: Promotion to the post of Vice Principal cum Professor.**

Dear Mrs. R. Ponchitra,

This is with reference to your application and subsequent personal interview for the post of Vice Principal cum Professor, conducted by a team of experts on 27.07.2018. We are extremely pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences has considered you suitable and approved for the post.

You have therefore been promoted to the post of Vice Principal cum Professor on a salary scale 15600 - 39100 salary fixed @ 21630 + AGP 8000 with Gross Rs. 70,431/- with effect from 01.09.2018. All other terms and conditions of your appointment remain unchanged.

Congratulations and best wishes.

Dr. (Mrs.) Prabha K. Dasila  
Professor & Director



Received with Thanks  
Prabha  
28/8/18.





# MGM NEW BOMBAY COLLEGE OF NURSING

A constituent unit of MGM Institute of Health Sciences, Navi Mumbai  
(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

Ref. No. : MGM/NBCONK/37/09/15

Date: 28.09.2015

To,  
Mrs. R. Ponchitra,  
A1 1304, Hyde Park,  
Sector – 35-G, Kharghar,  
Navi Mumbai.

## **Sub: Appointment to the post of Associate Professor.**

Dear Mrs. R. Ponchitra,

We are pleased to inform that, you are appointed as Associate Professor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600 -39,100 and the basic salary has been fixed at Rs. 17,558/- with DA @65%, HRA@10%, TRA – Rs. 800/- and AGP of Rs. 8,000/-. The total emolument comes to Rs.45,527/- (Rs. Forty Five Thousand Five Hundred and Twenty Seven only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Principal apart from your duties of Associate Professor at College of Nursing.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.






# MGM NEW BOMBAY COLLEGE OF NURSING

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(Deemed University u/s 3 of UGC Act, 1956)  
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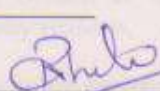
11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai - 410209.

Name of Employee: M.S. R. PONCHITRA

I agree to the terms and conditions of the appointment order and will join the duties on or before

Signature:  Date: 3/10/15

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s 3 of UGC Act, 1956)

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### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Sr. No.	Name of the Full time teacher	Designation	Qualification	Name of the Department	Year of appointment	Nature of sanctioned Post	Date of appointment
1	Dr. Prabha K. Dasila	Professor & Director	Ph.D Nursing	Nursing	1992	Permanent	01.08.1992
2	Dr.Ponchitra R.	Professor & Vice Principal	Ph.D Nursing	Nursing	2015	Permanent	14.09.2015
3	Mrs. Susan Jacob	Professor & IQAC Coordinator	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2014	Permanent	15.05.2014
4	Mrs. Maria Preethi Mathew	Associate Professor	M.Sc Nursing ( Obstetric & Gynecology Nursing)	Nursing	2015	Permanent	11.08.2015
5	Dr. Jyoti Milind Chaudhari	Associate Professor	Ph.D Nursing	Nursing	2018	Permanent	19.11.2018
6	Dr.Padmaja Dhawale	Associate Professor/Nursing Superintendent	Ph.D Nursing	Nursing	2017	Permanent	23.06.2017
7	Dr. Sindhu Thomas	Lecturer	Ph.D Nursing	Nursing	2009	Permanent	02.11.2009
8	Mrs. Vandana Kumbhar	Associate Professor	M.Sc Nursing ( Community Health Nursing)	Nursing	2016	Permanent	06.12.2016
9	Mrs. Nisha Mane	Assistant Professor	M.Sc Nursing ( Child Health Nursing)	Nursing	2020	Permanent	01.09.2020
10	Mrs. Anna Hima Thomas	Assistant Professor'	M.Sc Nursing ( Child Health Nursing)	Nursing	2016	Permanent	04.01.2016
11	Mrs. Ferganzia Jubilson	Assistant Professor	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2018	Permanent	05.10.2018
12	Mrs. Preeti Banerjee	Lecturer/ANS	M.Sc Nursing ( Community Health Nursing)	Nursing	2017	Permanent	15.05.2017
13	Mrs. Josmy Abraham	Lecturer	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2014	Permanent	01.04.2014
14	Mrs. Sarika Nair	Tutor/ Clinical Instructor	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2012	Permanent	06.01.2012
15	Mrs. Sanjukta Mohanty	Tutor	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2018	Permanent	04.10.2018



16	Ms. Dipali Pingale	Tutor	M.Sc Nursing ( Obstetric & Gynecology Nursing)	Nursing	2016	Permanent	07.11.2016
17	Mrs. Karishma Rose Shubin	Tutor	M.Sc Nursing ( Mental Health Nursing)	Nursing	2020	Permanent	08.01.2020
18	Mr. Muniyandi S	Associate Professor/ Senior Nurse Manager	M.Sc Nursing (Psychiatric Nursing)	Nursing	2020	Permanent	01.10.2020
19	Mrs. Sivakamasundari P.	Assistant Professor	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2020	Permanent	01.10.2020
20	Mrs. Snehal Lakade	Sr.Tutor/ Charge Nurse	M.Sc Nursing ( Community Health Nursing)	Nursing	2020	Permanent	01.10.2020
21	Mrs. Punam P Rane	Sr.Tutor/ Charge Nurse	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2020	Permanent	01.10.2020
22	Mrs. Priyanka Khedekar	Lecturer	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2019	Permanent	04.04.2019
23	Ms. Arathi Chandran	Tutor	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2020	Permanent	05.11.2020
24	Mrs. Reddimalla Kavitha	Tutor	M.Sc Nursing ( Medical Surgical Nursing)	Nursing	2020	Permanent	05.11.2020
25	Mrs. Manjarekar Prabdhha Kishor	Tutor	P.B.B.SC Nursing	Nursing	2014	Permanent	05.09.2014
26	Ms. Vinila Kumari	Tutor	B.Sc Nursing	Nursing	2017	Permanent	19.07.2017
27	Ms. Precious Angel Josey	Tutor	M.Sc Nursing ( Nurse Practitioner in Critical Care)	Nursing	2020	Permanent	03.12.2020
28	Mr. Pramod Kumar Nagesh	Nurse Practitioner in Critical Care	M.Sc Nursing ( Nurse Practitioner in Critical Care)	Nursing	2020	Permanent	10.01.2020
29	Mrs. Sreedevi Parathanthu Sumathi	Nurse Practitioner in Critical Care	M.Sc Nursing ( Nurse Practitioner in Critical Care)	Nursing	2020	Permanent	10.01.2020
30	Ms. Priyanka Vishwakarma	Nurse Practitioner in Critical Care	M.Sc Nursing ( Nurse Practitioner in Critical Care)	Nursing	2020	Permanent	14.12.2020
31	Mr. Jignesh Vyas	Nurse Practitioner in Critical Care	M.Sc Nursing ( Nurse Practitioner in Critical Care)	Nursing	2020	Permanent	10.01.2020



*[Handwritten signature]*





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University) Grade 'A' Accredited by NAAC

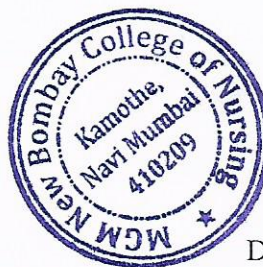
### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1  
Kamothe, Navi Mumbai – 410 209

#### Faculty position

Academic year 2020-2021

Sr. No.	Teaching Post	No. as per INC	Faculty on College Roll	Faculty on Hospital Roll	Vacant Position	Remark
1	Professor cum Principal	1	1	-	-	-
2	Professor/Vice Principal	1	1	-	-	-
3	Professor	1	1	-	-	-
4	Associate Professor	4	4+1	-	-	One Associate Professor as Nursing Superintendent in Hospital
5	Assistant Professor/Lecturer	9	7	1	-	-
6	Tutor and Nurse Preceptor	18+4	6	5+4	7	-
<b>Total</b>		<b>38</b>	<b>21</b>	<b>10</b>	<b>7</b>	
			<b>31</b>			



Dr. (Mrs.) Prabha K. Dasila  
Professor & Director





**MGM INSTITUTE OF HEALTH SCIENCES**

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**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai - 410 209.

Ref. No.: MGM/NBCON/39/08/18

Date: 28.08.2018

To,  
Mrs. Susan Jacob,  
Associate Professor,  
MGM New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Sub: Promotion to the post of Professor.**

Dear Mrs. Susan Jacob,

This is with reference to your application and subsequent personal interview for the post of Professor, conducted by a team of experts on 27.07.2018. We are extremely pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences has considered you suitable and approved for the post.

You have therefore been promoted to the post of Professor on a salary scale 15600 - 39100 salary fixed @ 20770 + AGP 8000 with Gross Rs. 68,410/- with effect from 01.09.2018. All other terms and conditions of your appointment remain unchanged.

Congratulations and best wishes.

Dr. (Mrs.) Prabha K. Dasila

Professor & Director



Received  
Jacob



# MGM INSTITUTE OF HEALTH SCIENCES

Accredited by NAAC with 'A' Grade

(Deemed University u/s 3 of UGC Act, 1956)

Sector-1, Kamothe, Navi Mumbai - 410209

Tel. No. 022-27432471, 022-27432994, Fax No. 022 - 27431094

E-mail : registrar@mgsuhs.com ; Website : [www.mgsuhs.com](http://www.mgsuhs.com)

MGMIHS/ESTT/NBCON/2014/3-2

Date: 04.03.14

To,  
Mrs. Susan Jacob,  
C/o, Mr. Jacob Ninan  
First Floor, DIT, Central Bank of India,  
Plot No. 26, Sector -11,  
CBD Belapur, Navi Mumbai.

## Sub: Appointment to the post of Lecturer.

Dear Ms. Susan Jacob,

We are pleased to inform that you are appointed as Lecturer in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai, for a period of one year from the date of joining your duties, purely on temporary basis under the control of Principal, MGM New Bombay College of Nursing. Your appointment is subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management.
2. You will be paid salary in the scale 15,600 -39,100 and the basic salary has been fixed at Rs. 17,558/- with DA @65%, HRA@10%, TRA – Rs. 800/- and AGP of Rs. 4,400/-. The total emolument comes to Rs.39,227/- (Rs. Thirty Nine Thousand Two Hundred and Twenty Seven only) per month.
3. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
4. You will have to submit an authentic proof regarding your date of birth and educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
6. You are required to keep your original qualification certificates with the institute during your contract employment as security in addition to one month's consolidated salary as security deposit with the institute till you are officially relieved from your duties.
7. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
8. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Principal apart from your duties of Lecturer at College of Nursing.
9. During your contract period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis. You will also not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind whatsoever to which the workmen/employees governed by Industrial Dispute Act or any labour legislation are entitled, on the ground that this employment is purely on contract.



10. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
11. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
12. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
13. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
14. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
15. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
16. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
17. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
18. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed immediately to the Registrar, MGM Institute of Health Sciences, Navi Mumbai through Principal, MGM New Bombay College of Nursing.



*[Signature]*  
Registrar

Name of Employee: Mr. Susan Jacob

I agree to the terms and conditions of the appointment order and will join the duties on or before

July 15<sup>th</sup> 2014

Signature: *[Signature]* Date: 18-3-2014

Copy with compliments to:

1. Hon'ble Vice Chancellor for information
2. Hon'ble Pro-Vice Chancellor for information
3. The Principal, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.
4. Accounts
5. Establishment Section
6. Personal File

*Joined on 15/5/14*

*[Signature]*





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**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

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Date: 24.09.2018

**To Whom So Ever It May Concern**

Mrs. Maria Preethi Mathew joined MGM College of Nursing, Vashi with effect from 03.10.2013 as Associate Professor and transferred to this college w.e.f.11.08.2015 on which she is currently working. This college offers undergraduate, post graduate and doctoral nursing programme recognized by Indian Nursing Council, New Delhi Maharashtra Nursing Council, Mumbai and MGM Institute of Health Sciences, Navi Mumbai.

This certificate is issued to Mrs. Maria Preethi Mathew for the purpose of submission to the NAAC.

Dr. (Mrs.) Prabha K. Dasila  
Professor & Director







MAHATMA GANDHI MISSION

## COLLEGE OF NURSING

MGM General cum Super Specialty Hospital Campus, Plot No. 46, Sector-30, Vashi, Navi Mumbai-400705

Tel.: 022-27812730, 65106006, Tele Fax: 91-22-27812730

Email : [mgm\\_con@yahoo.co.in](mailto:mgm_con@yahoo.co.in), Website : [www.mgmmumbai.ac.in](http://www.mgmmumbai.ac.in), [www.mgmuhs.com](http://www.mgmuhs.com)

Ref. No.:- MGM/CON/126/2015

Date: 10/08/2015

### To Whom It May Concern

This is to certify that Ms. Maria Preethi Mathew was employed in Mahatma Gandhi Mission (MGM) College of Nursing from October 03, 2013 till date as Associate Professor in Obstetrical and Gynaecological Nursing. The college offers Basic B.Sc. Nursing program of four years duration and M.Sc. Nursing program of two years duration and she was involved in both the programmes.

The parent hospital of the college is MGM Medical College Hospital Kamothe , a multispecialty teaching Hospital equipped with all diagnostic and treatment facilities and super specialty departments like Cardiovascular, Nephrology and Neurology units where Nursing, Medical, Dental and Physiotherapy students undergo graduate and post graduate training.

Ms. Maria Preethi Mathew taught the students in the classroom and supervised them in the clinical areas. She was also involved in planning and supervision of patient care activities and coordinated with nursing personnel of Obstetrical and Gynaecology department to render the areas conducive to learning.

Ms Maria Preethi Mathew has a pleasant disposition, and maintained good rapport with her superiors, colleagues and all other personnel.

Ms Maria Preethi Mathew has been transferred to MGM New Bombay College of Nursing, Kamothe on her own request and is relieved from her duties with effect from August 11, 2015.

I wish her success in all her future endeavours.

Principal

Dr.(Mrs.) Mary Mathews N. PhD Nursing M. Sc. Nursing R.N., R.M.

**Principal**  
MGM College of Nursing  
Vashi, Navi Mumbai.







MAHATMA GANDHI MISSION

## COLLEGE OF NURSING

Junction of NH-4 and Sion Panvel Expressway, Sector-18, Kamothe, Navi Mumbai – 410 209  
022-27432783, 27437823, 65106006 Tele Fax: 91-22-27432783, Fax-91-22-27431094  
Email : mgm\_con@yahoo.co.in, Website : www.mgmmumbai.ac.in, www.mgmuhs.com

Ref. no: - MGM/CON/M.Sc./ III /2013

Date:-31/08/2013

To

Ms. Maria Preethi Mathew,  
Suprema H-803, Casa Bella Township,  
Kalyan Shil Road  
Next to Desai Toll Naka,  
Dombivilli (E)

Subject- Appointment as Associate Professor (Obstetrics and Gynecological Nursing) in MGM College of Nursing, Kamothe, Navi Mumbai.

Dear Ms. Preethi Mathew,

I am happy to inform you that you are appointed as Associate Professor (Obstetrics and Gynecological Nursing) in MGM College of Nursing, Kamothe, Navi Mumbai on consolidated pay of Rs. 50,000/- per month w.e.f 2<sup>nd</sup> September, 2013.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will have to submit an authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph while reporting on duty.
2. You will have to give one month's Salary in lieu of the notice to the management before resigning the job.
3. You are required to keep your original qualification certificates with the Institute during your contract employment as security in addition to one month's consolidated salary as security deposit to the Institute till you are officially relieved from your duties.
4. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
5. You will be on probation period of one year.
6. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex in his or her relationship with his or her colleagues and try to use the above considerations for improvement of his/her prospects.
7. You shall not refuse to carry out the decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.

1. The Director, MGM Con  
2. Accounts  
3. Personal File





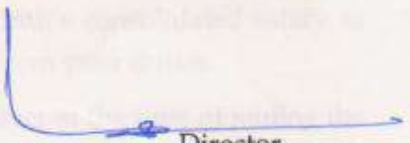
MAHATMA GANDHI MISSION

## COLLEGE OF NURSING

Junction of NH-4 and Sion Panvel Expressway, Sector-18, Kamothe, Navi Mumbai – 410 209  
022-27432783, 27437823, 65106006 Tele Fax: 91-22-27432783, Fax-91-22-27431094  
Email : mgm\_con@yahoo.co.in, Website : www.mgmmumbai.ac.in, www.mgmuhs.com


8. You should devote your whole time and attention to the duties of service under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Registrar or any other Officer of the University duly delegated with authority by the Vice Chancellor.
9. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services effective from the date from which you remain absent from duties.
10. Your services will be governed by the rules and regulations prescribed by MGM University of Health Sciences, Navi Mumbai.
11. Your services are transferable to any constituent institutions of MGM University of Health Sciences on any post equivalent to your qualifications.
12. The decision of Board of Management in regard to your service or any other matter shall be binding to you while you are in service in this institution.
13. Your appointment is subject to your medical fitness. You will present yourself for a medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.
14. In case you agree to the terms and conditions offered, you are required to return the duplicate copy of this letter duly signed immediately to the Registrar, MGM University of Health Sciences, Navi Mumbai.

  
Principal

  
Director

Name of Employee: Ms. Maria Preethi Mathew

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

Signature: 

Copy with Compliments to:

1. The Director, MGM Trust
2. Accounts
3. Personal File.





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM Institute's University Department of Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/IUDN/25/06/17

Date. 23.06.2017

To,  
Ms. Padmaja Pramod Dhawale,  
301/'D' Wing, Sansakar Tower,  
Neelam Nagar, Gavanpada,  
Mulund (E), Mumbai – 81.

**Sub: Appointment to the post of Associate Professor/ Nursing Superintendent.**

**Dear Mrs. Padmaja Pramod Dhawale,**

We are pleased to inform that you are appointed as Associate Professor / Nursing Superintendent in MGM Institute's University Department of Nursing (MGMIUDN), under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600- 39,100 and the basic salary has been fixed at Rs. 17,040/- with AGP of Rs. 8,000/- and TA of Rs. 800/- per month. The total emolument comes to Rs.50,880/- (Rs. Fifty Thousand Eight Hundred & Eighty Only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities as Nursing Superintendent at MGM Medical College Hospital, Kamothe apart from your duties as Associate Professor at College of Nursing. You will have to report to Director, MGM Institute's University Department of Nursing and Medical Superintendent, MGM Hospital, Kamothe.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM Institute's University Department of Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

Director

Name of Employee: Mrs. PADMAJA PRAMOD DHAWALE

I agree to the terms and conditions of the appointment order and will join the duties on or before

23 June 2017

Signature: Dhawale

Date: 23/06/2017

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/ /09/18

Date: 18.09.2018

To,  
Mrs. Jyoti Milind Chaudhari  
A-Wing, Room – 1504,  
15<sup>th</sup> Floor, Ananddham CHS Ltd,  
Opposite – Shivai Vidyamandir,  
H.D. Koparkar Marg, Nahur (E),  
Mumbai - 400042.

**Sub: Appointment to the post of Associate Professor.**

Dear Mrs. Jyoti Milind Chaudhari,

We are pleased to inform that, you are appointed as Associate Professor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600 - 39,100 and the basic salary has been fixed at Rs. 19,120/- with DA @125 %, HRA@10%, TRA – Rs. 800/- and AGP of Rs. 8,000/-. The total emolument comes to Rs.64,532/- (Rs. Sixty Four Thousand Five Hundred and Thirty Two only) per month.
3. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli / Community field as assigned by the Director apart from your duties of Associate Professor at College of Nursing.
4. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.

Continued.....





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

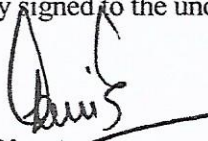
### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Director



Name of Employee: Jyoti Milind Chaudhari

I agree to the terms and conditions of the appointment order and will join the duties on or before

2<sup>nd</sup> Nov. 2018

Signature:  Date: 24/9/18

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/40/08/18

Date: 28.08.2018

To,  
Mrs. Vandana Kumbhar,  
Lecturer,  
MGM New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Sub: Promotion to the post of Associate Professor.**

Dear Mrs. Vandana Kumbhar,

This is with reference to your application and subsequent personal interview for the post of Associate Professor, conducted by a team of experts on 27.07.2018. We are extremely pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences has considered you suitable and approved for the post.

You have therefore been promoted to the post of Associate Professor on a salary scale 15600 - 39100 salary fixed @ 16152 + AGP 8000 with Gross Rs. 57,557/- with effect from 01.09.2018. All other terms and conditions of your appointment remain unchanged.

Congratulations and best wishes.

Dr. (Mrs.) Prabha K. Dasila  
Professor & Director







**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

**MGM Institute's University Department of Nursing**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/IUDN/33/10/16

Date: 25.10.2016

To,  
Ms. Vandana Kumbhar,  
Maatru Chaya, Plot No. 6,  
Sector – 1, RD No. 4,  
New Panvel.

**Sub: Appointment to the post of Lecturer.**

**Dear Ms. Vandana Kumbhar,**

We are pleased to inform that you are appointed as Lecturer in MGM Institute's University Department of Nursing (MGMIUDN), under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600 - 39,100 and the basic salary has been fixed at Rs. 16,152/- with DA @90%, HRA@10%, TRA – Rs. 800/- and AGP of Rs. 4,400/-. The total emolument comes to Rs.41, 904/- (Rs. Forty One Thousand Nine Hundred and Four) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe / Kalamboli as assigned by the Director, MGMIUDN apart from your duties of Lecturer at College of Nursing.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM Institute's University Department of Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

Director

Name of Employee: Ms. Vandana Shankar Kumbhar

I agree to the terms and conditions of the appointment order and will join the duties on or before

6/12/16

Signature: [Handwritten Signature] Date: 6/12/16

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON~~29~~10/2020

Date:- 01/10/2020

To,  
Mr. Muniyandi .S  
Room- 512, Wing- A, Jaswanti Residency,  
SubbashRoad, Near JaswantiGold,  
Kandivali(West), Mumbai – 400067.

**Sub: Appointment to the post of Associate Professor / Senior Nurse Manager.**

Dear Mr. Muniyandi .S,

We are pleased to inform that, you are appointed as Associate Professor / Senior Nurse Manager in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per “dual role” guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 50000/- (Rupees Fifty Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

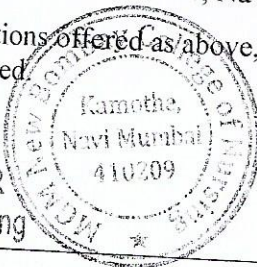
**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai - 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
  11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
  12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
  13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
  14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
  15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
  16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
  17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
  18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
  19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.
- In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned

Principal DIRECTOR

Name of Employee: MGM New Bombay College of Nursing  
Kamothe, Navi Mumbai - 410209



Registrar

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

Signature: [Signature]

Date: 01/10/2020

Copy with compliments to:

1. Accounts
2. Personal File



## **JOB DESCRIPTION**

### **ASSOCIATE PROFESSOR /SENIOR NURSE MANAGER**

#### **Nursing Service**

- Responsible for patient care in assigned area
- Conducts supervisory rounds
- Supervises and guide all ANS under her
- Solves problems of matters related to patient care
- Approves the duty roasters prepared by ANS
- Responsible manpower and material resources of their assigned areas
- Conducts performance appraisal of all ANS
- Supervises and verifies whether the work function is in line with Policies, protocols and standards relevant to nursing services
- Receives the evening and night reports form Supervisors and reports to NS
- Maintains the documents related to nursing personnel
- Maintains the Records of attendance and Leave of Nursing personnel
- Maintains the confidential records and reports of nursing personnel
- Initiates procedure of condemnation and procurement requirement from ANS
- Officiates in the absence of NS
- Reports to NS in all matters related to patient care

#### **Education:**

- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.
- Over all responsible for training and supervision of students posted in her clinical area
- Reports to Principal and Vice Principal in all matters related to academics



**Dr. Rajesh B. Goel**  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209



## JOB DESCRIPTION


### ASSOCIATE PROFESSOR /SENIOR NURSE MANAGER


#### Nursing Service

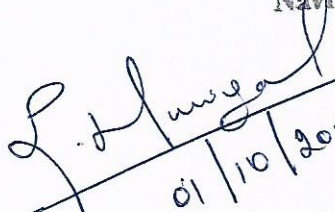
- Responsible for patient care in assigned area
- Conducts supervisory rounds
- Supervises and guide all ANS under her
- Solves problems of matters related to patient care
- Approves the duty roasters prepared by ANS
- Responsible manpower and material resources of their assigned areas
- Conducts performance appraisal of all ANS
- Supervises and verifies whether the work function is in line with Policies, protocols and standards relevant to nursing services
- Receives the evening and night reports form Supervisors and reports to NS
- Maintains the documents related to nursing personnel
- Maintains the Records of attendance and Leave of Nursing personnel
- Maintains the confidential records and reports of nursing personnel
- Initiates procedure of condemnation and procurement requirement from ANS
- Officiates in the absence of NS
- Reports to NS in all matters related to patient care

#### Education:

- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.
- Over all responsible for training and supervision of students posted in her clinical area
- Reports to Principal and Vice Principal in all matters related to academics

  
PROFESSOR & DIRECTOR  
MGM New Bombay College of Nursing  
Kamothe, Navi Mumbai - 410209

  
Dr. Rajesh B. Goel  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

  
01/10/2020





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/28/10/2020

Date:- 01/10/2020

To,  
Mrs. Sivakamasundari. P  
A-26, Quarters,  
AYJNIHH Campus,  
K. C. Marg., Reclamation,  
Bandra-West, Mumbai – 400 050.

**Sub: Appointment to the post of Assistant Professor/ Assistant Nursing Superintendent.**

Dear Mrs. Sivakamasundari P.

We are pleased to inform that, you are appointed as Assistant Professor/ Assistant Nursing Superintendent in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per “dual role” guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 37000/- (Rupees Thirty Seven Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai - 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.

Principal DIRECTOR  
MGM New Bombay College of Nursing  
Kamothe, Navi Mumbai - 410209

Dr. Rajesh B. Goel  
Registrar

MGM Institute of Health Sciences  
Navi Mumbai - 410209

I agree to the terms and conditions of the appointment order and will join the duties on or before

01/10/2020

Signature: [Signature]

Date: 10/01/2020

M 0 Year  
10/01/2020

Copy with compliments to:

1. Accounts
2. Personal File



## JOB DESCRIPTION

### ASSISTANT PROFESSOR / ASSISTANT NURSING SUPERINTENDENT

#### Nursing Service

- Responsible for patient care in the assigned area
- Conducts supervisory rounds in the assigned units
- Supervise and guides all Senior nursing Officers/Ward In charges under her Unit
- Solves problems of matters related to patient care
- Approves the duty roasters prepared by Senior nursing Officers/Ward in charges
- Reviews the reports of each shift of all units prepared by SNO.
- Ensures adequate supplies and equipment's in the assigned units
- Performs periodical audit of stock drugs, equipment ,lifesaving equipment's
- Plans and conducts ward meetings
- Investigates complaints/grievances if any.
- Conducts department induction , in-service education /Incidental teaching to nurses
- Acts as liaison between DNS and Senior nursing Officers/Ward In charges
- Conducts performance appraisal of all Senior nursing Officers/Ward In charges
- Reports to DNS for all matters related to Patient care

#### Education

- Participates in curriculum implementation in college
- Identifies learning needs of staff and students
- Conducts supervisory rounds for students for the purpose of bedside teaching
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.



Dr. Rajesh B. Goel  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209



## JOB DESCRIPTION

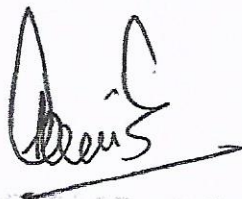
### ASSISTANT PROFESSOR /ASSISTANT NURSING SUPERINTENDENT

#### Nursing Service

- Responsible for patient care in the assigned area
- Conducts supervisory rounds in the assigned units
- Supervise and guides all Senior nursing Officers/Ward In charges under her Unit
- Solves problems of matters related to patient care
- Approves the duty roasters prepared by Senior nursing Officers/Ward in charges
- Reviews the reports of each shift of all units prepared by SNO.
- Ensures adequate supplies and equipment's in the assigned units
- Performs periodical audit of stock drugs, equipment ,lifesaving equipment's
- Plans and conducts ward meetings
- Investigates complaints/grievances if any.
- Conducts department induction , in-service education /Incidental teaching to nurses
- Acts as liaison between DNS and Senior nursing Officers/Ward In charges
- Conducts performance appraisal of all Senior nursing Officers/Ward In charges
- Reports to DNS for all matters related to Patient care

#### Education

- Participates in curriculum implementation in college
- Identifies learning needs of staff and students
- Conducts supervisory rounds for students for the purpose of bedside teaching
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.



PROFESSOR / ASSISTANT NURSING SUPERINTENDENT  
MGM Institute of Health Sciences  
Navi Mumbai - 410209



Dr. Rajesh B. Goel  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209







**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

**MGM Institute's University Department of Nursing**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/IUDN/33/05/17

Date: 29.04.2017

To,  
Ms. Sindhu Thomas  
Flat 201, Eden Palace,  
Sector 16A, Plot No. 16,  
Above SBI Bank, Off. Palm Beach Road,  
Sanpada, Navi Mumbai – 400705.

**Sub: Appointment to the post of Lecturer.**

Dear Ms. Sindhu Thomas,

We are pleased to inform you that your appointment to the post of Lecturer has been approved by Hon. Vice Chancellor on a salary scale of Rs. 15,600 – 39,100 salary fixed @ 15,600/- + AGP Rs. 4,400/- w.e.f 01.05.2017 under the terms and conditions mentioned in your previous Appointment letter no. MGM/NBCON/APPT/2009 dated 09.09.2009.

Dr. (Mrs.) Prabha K. Dasila

Professor & Director

Director  
MGM Institute's University Department of Nursing  
Kamothe, Navi Mumbai - 410209



Received  
27/5/17





MAHATMA GANDHI MISSION'S  
**NEW BOMBAY COLLEGE OF NURSING**

Plot No. 35, Sector-3, Vashi, Navi Mumbai - 400 703

☎ : 2782 2235 / 2782 2036, Fax : 2782 2035

**Ref no: MGM/NBCON/APPT/2009**

**Date: 09.09.09**

To,  
Ms. Sindhu Thomas  
Veena Sales  
Kayamkulam, Alapppy Dist,  
Kerala- 690 502.

Madam,

We have great pleasure in appointing you as "Tutor/ Clinical Instructor" in MGM's New Bombay College of Nursing, Vashi, w.e.f .01.11.09 on basic scale of Rs.6500-250-10,500-300-12800 with basic Rs.6500 + DA 41% + other allowances as admissible to the scale.

Your appointment is subject to the conditions mentioned below:-

1. Your appointment is subject to approval by MGM University of Health Sciences, Navi Mumbai. Until your appointment is approved by this University, it will be treated purely temporary and liable to be terminated without assigning any reason.
2. You will have to submit to the Principal, MGM New Bombay College of Nursing, Vashi, Navi Mumbai authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph, while reporting on duty.
3. You will have to take up additional responsibility for infection control, supervision of staff nurses in the hospital and in service education program in MGM New Bombay Hospital Vashi, apart from your duties of Tutor/Clinical instructor at College of Nursing.
4. During your appointment, you will carry out duties assigned to you by the Principal, MGM's New Bombay College of Nursing, Vashi.
5. Your services are transferable to any of the institutions run by the Mahatma Gandhi Mission, in or outside the state of Maharashtra.





MAHATMA GANDHI MISSION'S  
**NEW BOMBAY COLLEGE OF NURSING**

Plot No. 35, Sector-3, Vashi, Navi Mumbai - 400 703

☎ : 2782 2235 / 2782 2036, Fax : 2782 2035

6. You will not divulge information collected during your tenure of employment to outside institutes/ organisations.
7. You will be on probation for one year, during the probation your services will be terminated by one month notice by either side.
8. A sum equivalent to one month's salary will be deducted from your salary in four instalments and will be kept as Security Deposit. This will be paid to you at the end of the service period.
9. You will not be allowed to avail of any kind of leave in the first year of service except casual leave which could be availed by you only after three months of your joining the services.
10. You will have to open an account with Punjab National Bank Ltd., Vashi, to enable us to remit your salary.
11. Your appointment is subject to your medical fitness.
12. If you fail to join the duty on the day of appointment, your appointment order will be treated as cancelled.

**PRINCIPAL**

**DIRECTOR**





**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

---

Date: 24.09.2018

**To Whom So Ever It May Concern**

Mrs. Preeti Banerjee joined this college with effect from 15.05.2017 as Lecturer on which she is currently working. This college offers undergraduate, post graduate and doctoral nursing programme recognized by Indian Nursing Council, New Delhi, Maharashtra Nursing Council, Mumbai and MGM Institute of Health Sciences, Navi Mumbai.

This certificate is issued to Mrs. Preeti Banerjee for the purpose of submission to the NAAC.

Dr. (Mrs.) Prabha K. Dasila

Professor & Director







**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

**MGM Institute's University Department of Nursing**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1  
Kamothe, Navi Mumbai - 410 209.

Ref. No. : MGM/IUDN/12/05/17

Date: 02.05.2017

To,  
Mrs. Preeti Banerjee,  
Moraj Residency Building no.C-3,  
Kohinoor, Flat no. 203, Sector 16, Sanpada,  
Dist. Thane Navi-Mumbai  
Maharashtra 400705

**Sub: Appointment to the post of Lecturer.**

**Dear Mrs. Preeti Banerjee,**

We are pleased to inform that you are appointed as Lecturer / Assistant Nursing Superintendent in MGM Institute's University Department of Nursing (MGMIUDN), under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600 - 39,100 and the basic salary has been fixed at Rs. 15,600/- with DA @90%, HRA@10%, TRA - Rs. 800/- and AGP of Rs. 4400/-. The total emolument comes to Rs.40,800/- (Rs. Forty Thousand Eight Hundred Only)
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe / Kalamboli as assigned by the Director, MGMIUDN apart from your duties of Lecturer at College of Nursing.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM Institute's University Department of Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

Director

Name of Employee: Mrs. Preeti Banerjee

I agree to the terms and conditions of the appointment order and will join the duties on or before

15/05/17

Signature: [Handwritten Signature]

Date: 15/05/17

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File





**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

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Date: 24.09.2018

**To Whom So Ever It May Concern**

Mrs. Anna Hima Thomas joined this college with effect from 04.01.2016 as Tutor on which she is currently working. This college offers undergraduate, post graduate and doctoral nursing programme recognized by Indian Nursing Council, New Delhi Maharashtra Nursing Council, Mumbai and MGM Institute of Health Sciences, Navi Mumbai.

This certificate is issued to Mrs. Anna Hima Thomas for the purpose of submission to the NAAC.

Dr. (Mrs.) Prabha K. Dasila

Professor & Director







**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

**MGM Institute's University Department of Nursing**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/IUDN/07/01/16

Date: 05.01.2016

To,  
Ms. Anna Hima Thomas  
Balaji Avenue, Room No. 202,  
Sector – 36, Plot No. – 30,  
Kamothe, Navi Mumbai – 410209.

**Sub: Appointment to the post of Tutor.**

Dear Ms. Anna Hima Thomas,

We are pleased to inform that you are hereby appointed as Tutor in MGM Institute's University Department of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 24,000/- (Rupees Twenty Four Thousand only) per month
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Principal apart from your duties of Tutor at College of Nursing.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.





# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

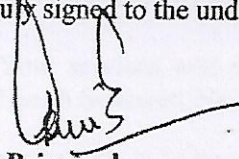
## MGM Institute's University Department of Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai - 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

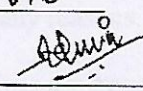
  
Principal



Name of Employee: Anna Hina Thomas

I agree to the terms and conditions of the appointment order and will join the duties on or before

04/01/2016

Signature: 

Date: 06/01/2016

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

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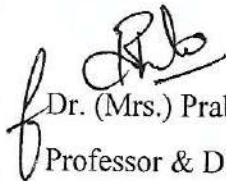
Date: 30.06.2019

#### To Whom So Ever It May Concern

Mrs. Ferganzia Jubilson joined this college with effect from 05.10.2018 as Tutor on which she is currently working. This college offers undergraduate, post graduate and doctoral nursing programme recognized by Indian Nursing Council, New Delhi Maharashtra Nursing Council, Mumbai and MGM Institute of Health Sciences, Navi Mumbai.

This certificate is issued to Mrs. Ferganzia Jubilson for the purpose of submission to the NAAC.





Dr. (Mrs.) Prabha K. Dasila

Professor & Director

**PROFESSOR & DIRECTOR**

MGM New Bombay College of Nursing

Kamothe, Navi Mumbai - 410209





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/15/10/18

Date: 05.10.2018

To,  
Mrs. Ferganzia Jubilson  
No.6, Jeyashree Mistry Chawl,  
Gamdevi Hill Road,  
Bhandup (W), Mumbai – 400078.

#### **Sub: Appointment to the post of Tutor.**

Dear Mrs. Ferganzia Jubilson,

We are pleased to inform that, you are appointed as Tutor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 30,000/- (Rupees Thirty Thousand only) per month for a period of one year. Based on your satisfactory performance during the year, you will be placed on salary scale of 9300-34800 with AGP 4400 after successful completion of one year of service.
3. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Director apart from your duties of Tutor at College of Nursing.
4. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.

Continued.....





# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

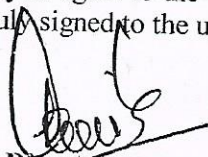
## MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Director



Name of Employee: Mrs. FERGANZIA JUBILSON

I agree to the terms and conditions of the appointment order and will join the duties on or before

05-10-2018

Signature:  Date: 05-10-2018

Copy with compliments to:

1. Accounts
2. Personal File





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/ 42/08/18

Date: 28.08.2018

To,  
Mrs. Josmy Abraham,  
Tutor,  
MGM New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Sub: Promotion to the post of Lecturer.**

Dear Mrs. Josmy Abraham,

This is with reference to your application and subsequent personal interview for the post of Lecturer, conducted by a team of experts on 27.07.2018. We are extremely pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences has considered you suitable and approved for the post.

You have therefore been promoted to the post of Lecturer on a salary scale 9300 - 34800 salary fixed @ 11020 + AGP 4400 with Gross Rs. 37,037/- with effect from 01.09.2018. All other terms and conditions of your appointment remain unchanged.

Congratulations and best wishes.

Dr. (Mrs.) Prabha K. Dasila  
Professor & Director



Received.  
Josmy  
28/08/18.





## MGM INSTITUTE OF HEALTH SCIENCES

Accredited by NAAC with 'A' Grade

(Deemed University u/s 3 of UGC Act, 1956)

Sector-1, Kamothe, Navi Mumbai - 410209

Tel. No. 022-27432471, 022-27432994, Fax No. 022 - 27431094

E-mail : registrar@mgmuhs.com; Website : www.mgmuhs.com

MGMHS/ESTT/NBCON/2014/37

Date: 04.03.14

To,  
Ms. Josmy Abraham,  
C/o. Mr. K.J. John  
G/5 3:4, Garden View CHS,  
Sector 7, Sanpada,  
Navi Mumbai - 400705.

### **Sub: Appointment to the post of Tutor.**

Dear Ms. Josmy Abraham,

We are pleased to inform that you are hereby appointed as Tutor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai, for a period of one year from the date of joining your duties, purely on temporary basis under the control of Principal, MGM New Bombay College of Nursing. Your appointment is subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management.
2. You will be paid a consolidated salary of Rs. 24,000/- ( Rupees Twenty Four Thousand only) per month
3. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
4. You will have to submit an authentic proof regarding your date of birth and educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
6. You are required to keep your original qualification certificates with the institute during your contract employment as security in addition to one month's consolidated salary as security deposit with the institute till you are officially relieved from your duties.
7. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
8. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Principal apart from your duties of Tutor at College of Nursing.
9. During your contract period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis. You will also not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind whatsoever to which the workmen/employees governed by Industrial Dispute Act or any labour legislation are entitled, on the ground that this employment is purely on contract.



10. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
11. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
12. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
13. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
14. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
15. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
16. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
17. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
18. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed immediately to the Registrar, MGM Institute of Health Sciences, Navi Mumbai through Principal, MGM New Bombay College Of Nursing.



  
Registrar

Name of Employee: MISS JOSMY ABRAHAM

I agree to the terms and conditions of the appointment order and will join the duties on or before

01/04/14

Signature: Josmy Date: 01/04/14

Copy with compliments to:

1. Hon'ble Vice Chancellor for information
2. Hon'ble Pro-Vice Chancellor for information
3. The Principal, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.
4. Accounts
5. Establishment Section
6. Personal File





**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

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Date: 24.09.2018

**To Whom So Ever It May Concern**

Mrs. Sarika Sukesh Nair joined this college with effect from 06.01.2012 as Tutor cum Clinical Instructor on which she is currently working. This college offers undergraduate, post graduate and doctoral nursing programme recognized by Indian Nursing Council, New Delhi Maharashtra Nursing Council, Mumbai and MGM Institute of Health Sciences, Navi Mumbai.

This certificate is issued to Mrs. Sarika Sukesh Nair for the purpose of submission to the NAAC.

Dr. (Mrs.) Prabha K. Dasila

Professor & Director







## MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s of 3 UGC Act, 1956)

Post Box -6, MGM Educational Complex, Sector-18, Kamothe, Navi Mumbai

Tel 022-27422471, 022-27421994, Fax 022 - 27420320

Website : [www.mgmuhs.com](http://www.mgmuhs.com) E-mail : [mgmuniversity@yahoo.co.in](mailto:mgmuniversity@yahoo.co.in)

MGMIHS/Admin/App/2011/105/1362

21<sup>st</sup> November, 2011

To

✓ Ms. Sarika Sukesh Nair,  
Flat No-Ashwathi CHS.  
Hanuman Nagar  
Kalyan (East).

**Sub: Appointment to the post of Tutor cum Clinical Instructor.**

Dear Ms. Sarika Sukesh Nair,

We are pleased to inform that you are hereby appointed as **Tutor cum Clinical Instructor in MGM New Bombay College of Nursing, Vashi** under MGM Institute of Health Sciences, Navi Mumbai on a consolidated salary of ₹ 20,000/- ( ₹ Twenty Thousand) per month for a period of one year from the date of joining your duties, purely on temporary basis under the control of Principal, New Bombay College of Nursing, Vashi.

Your appointment is subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management.
2. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
3. You will have to submit an authentic proof regarding your date of birth and educational qualifications and two copies of passport size photographs, while reporting on duty.
4. You will have to give one month's salary in lieu of the notice to the Management before resigning the job.



5. You are required to keep original copies of your qualification certificates with the Institute during your contract employment as security in addition to one month's consolidated salary as security deposit with the Institute till you are officially relieved from your duties.
6. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
7. During your contract period, You will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis and You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind whatsoever to which the workmen/employees governed by Industrial Dispute Act or any other labour legislation are entitled, on the ground that this employment is purely on contract.
8. You shall not be indulging in any communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
9. You will have hospital responsibilities at least four hours a day as per INC norms. You shall not refuse to carry out the decisions by the authorities and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the Institution.
11. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your college.
12. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.



13. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
14. Your services are transferable to any constituent institutions of MGM University of Health Sciences on any equivalent post.
15. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this Institution.
16. Your appointment is subject to your medical fitness. You will present yourself for a medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.
17. In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed immediately to the Registrar, MGM Institute of Health Sciences, Navi Mumbai through Principal, MGM New Bombay College of Nursing, Vashi.

  
Registrar

Name of Employee: Mrs. SARIKA SUKESH NAIR

I agree to the terms and conditions of this appointment order and will join the duties on or before  
6/1/2012.

Signature: 

Copy with Compliments to:  
Principal, MGM New Bombay College of Nursing, Vashi





**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/17/10/18

Date: 05.10.2018

To,  
Mrs. Sanjukta Bibhu Mohanty,  
Flat No. A/2 – 201, Pushpanarayan Complex,  
Dewat, Panvel.

**Sub: Appointment to the post of Tutor.**

Dear Mrs. Sanjukta Mohanty,

We are pleased to inform that, you are appointed as Tutor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 27,000/- (Rupees Twenty Seven Thousand only) per month for a period of one year. Based on your satisfactory performance during the year, you will be placed on salary scale of 5200-20200 basic scale @ 9020 with AGP 2800 after successful completion of one year of service.
3. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Director apart from your duties of Tutor at College of Nursing.
4. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.

Continued.....





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

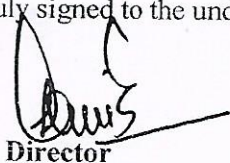
### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Director

Name of Employee: Mrs. Sanjucta Bibhu Mohanty.

I agree to the terms and conditions of the appointment order and will join the duties on or before

4.10.18

Signature: S.M.

Date: 4.10.18

Copy with compliments to:

1. Accounts
2. Personal File







**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) **Grade 'A' Accredited by NAAC**

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/3A/12/2019

Date:-03/12/2019

To,  
Ms. Nisha Mane  
Shah Group Royale, Sector-2,  
Kharghar, Navi Mumbai

**Sub: Appointment to the post of Assistant Professor.**

Dear Ms. Nisha Mane,

We are pleased to inform that, you are appointed as Assistant Professor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 37,000/- (Rupees Thirty Seven Thousand only) per month for a period of one year. Based on your satisfactory performance during the year, you will be placed on salary scale of Rs. 9300 - 34800 fixed at Rs. 11490 + AGP 4400 applicable after successful completion of one year.
3. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe / Kalamboli as assigned by the Director, MGM New Bombay College of Nursing apart from your duties of Assistant Professor at College of Nursing.
4. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.

Continued.....





**MGM INSTITUTE OF HEALTH SCIENCES**  
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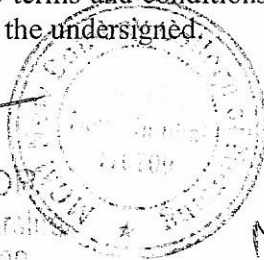
**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Director



Name of Employee: \_\_\_\_\_

Ms. Nisha Mane

I agree to the terms and conditions of the appointment order and will join the duties on or before

1<sup>st</sup> Sept 2020

Signature: \_\_\_\_\_

*Nisha*

Date: \_\_\_\_\_

01/09/2020

Copy with compliments to:

1. Accounts
2. Personal File





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

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### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/28/01/2020

Date: 08.01.2020

To,  
Ms. Karishma Rose Shibin  
A/102, Radhey CHs,  
Karnik Road,  
Kalyan (West).

#### **Sub: Appointment to the post of Tutor.**

Dear Ms. Karishma Rose Shibin,

We are pleased to inform that, you are appointed as Tutor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 28,000/- (Rupees Twenty Seven Thousand only) per month for a period of one year. Based on your satisfactory performance during the year, you will be placed on salary scale of 5200-20200 basic scale @ 9010 with AGP 2800 after successful completion of one year.
3. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe / Kalamboli as assigned by the Director, MGM New Bombay College of Nursing apart from your duties of Tutor at College of Nursing.
4. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.

Continued.....





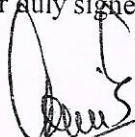
**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed University u/s 3 of UGC Act, 1956)  
**Grade 'A' Accredited by NAAC**

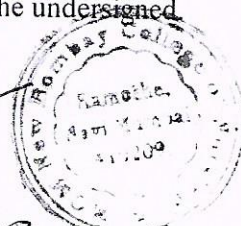
**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Director



Name of Employee: MRS. KARISHMA ROSE SHIBIN

I agree to the terms and conditions of the appointment order and will join the duties on or before

8/1/2020

Signature: Rhabin Date: 8/1/2020

Copy with compliments to:

5. Accounts
6. Personal File





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/3/10/2020

Date:-01/10/2020

To,  
Mrs. Snehal Lakade  
JN3/BLD NO-27, Room No-3,  
Panchasheel Apts, Sector-9,  
Vashi, Navi Mumbai – 400703.

**Sub: Appointment to the post of Sr. Tutor / Charge Nurse.**

Dear Mrs. Snehal Lakade

We are pleased to inform that, you are appointed as Sr. Tutor / Charge Nurse in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per “dual role” guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 28000/- (Rupees Twenty Eight Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.





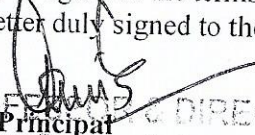
**MGM INSTITUTE OF HEALTH SCIENCES**  
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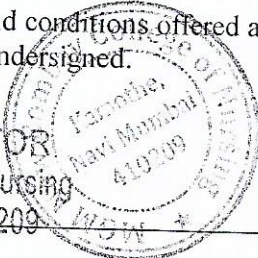
**MGM NEW BOMBAY COLLEGE OF NURSING**


5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal  
MGM New Bombay College of Nursing  
Name of Employee: \_\_\_\_\_  
Kamothe, Navi Mumbai - 410209



  
Dr. Rajesh B. Goel  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

I agree to the terms and conditions of the appointment order and will join the duties on or before

Signature: 

Date: 01/10/2020

Copy with compliments to:

1. Accounts
2. Personal File



## **JOB DESCRIPTION**

### **TUTOR /SENIOR NURSING OFFICER/ CHARGE NURSE**

#### **Nursing service:**

- Assists in the admission and discharge of patients
- Implements treatment plan , investigations and any other procedures
- Ensures proper documentation and audit records in the unit.
- Coordinates patient care with other departments
- Prepares work assignment for Staff on daily basis
- Prepares staff duty rota
- Manages inventory and indent of the ward
- Supervises stock registers and inventories.
- Conducts departmental induction, in-service education to staff nurses.
- Prepares daily census for their ward
- Maintains shift wise nursing hand over report of the ward.
- Reports to ANS for all matters related to Patient care

#### **Nursing Education:**

- Prepares patient assignments for students
- Guides and Supervises the care provided by the students
- Demonstrates basic patient care procedures to students
- Evaluates the procedures performed by students.
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.



**Dr. Rajesh B. Goel**  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209



## JOB DESCRIPTION

### TUTOR /SENIOR NURSING OFFICER/ CHARGE NURSE

#### Nursing service:

- Assists in the admission and discharge of patients
- Implements treatment plan , investigations and any other procedures
- Ensures proper documentation and audit records in the unit.
- Coordinates patient care with other departments
- Prepares work assignment for Staff on daily basis
- Prepares staff duty rota
- Manages inventory and indent of the ward
- Supervises stock registers and inventories.
- Conducts departmental induction, in-service education to staff nurses.
- Prepares daily census for their ward
- Maintains shift wise nursing hand over report of the ward.
- Reports to ANS for all matters related to Patient care

#### Nursing Education:

- Prepares patient assignments for students
- Guides and Supervises the care provided by the students
- Demonstrates basic patient care procedures to students
- Evaluates the procedures performed by students.
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.



PROFESSOR & DIRECTOR  
MGM New Bombay College of Nursing  
Kamothe, Navi Mumbai - 410209



Dr. Rajesh B. Goel  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209







**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

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Date: 24.09.2018

**To Whom So Ever It May Concern**

Ms. Dipali Pingale joined this college with effect from 07.11.2016 as Tutor on which she is currently working. This college offers undergraduate, post graduate and doctoral nursing programme recognized by Indian Nursing Council, New Delhi, Maharashtra Nursing Council, Mumbai and MGM Institute of Health Sciences, Navi Mumbai.

This certificate is issued to Ms. Dipali Pingale for the purpose of submission to the NAAC.

Dr. (Mrs.) Prabha K. Dasila  
Professor & Director







## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM Institute's University Department of Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/IUDN/36/10/16

Date: 25.10.2016

To,  
Ms. Dipali Shantaram Pingale,  
At – Bhingari, Near Bharat Gas Godown,  
Panvel, Post- ONGC, Tal – Panvel,  
District – Raigad.

#### **Sub: Appointment to the post of Tutor.**

**Dear Ms. Dipali Shantaram Pingale,**

We are pleased to inform that you are hereby appointed as Tutor in MGM Institute's University Department of Nursing (MGMIUDN), under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 23,000/- (Rupees Twenty Three Thousand only) per month
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe/ Kalamboli as assigned by the Director, MGMIUDN apart from your duties of Tutor at College of Nursing.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.





## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM Institute's University Department of Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

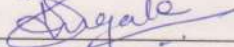
  
Director



Name of Employee: Ms. Pingale Dipali Shantaram

I agree to the terms and conditions of the appointment order and will join the duties on or before

7<sup>th</sup> Nov '16.

Signature:  Date: 19/11/16

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/32-10/2020

Date:-01/10/2020

To,  
Ms. Rane Punam Prabhakar  
House No 849, Kankavli  
Tarandale Bharani Road,  
Kalmath, State Bank Coloni  
Tal: - Kankavli, Dist: - Singdhurg

**Sub: Appointment to the post of Sr. Tutor / Charge Nurse.**

Dear Ms. Rane Punam Prabhakar

We are pleased to inform that, you are appointed as Sr. Tutor / Charge Nurse in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per "dual role" guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 28000/- (Rupees Twenty Eight Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.





# MGM INSTITUTE OF HEALTH SCIENCES

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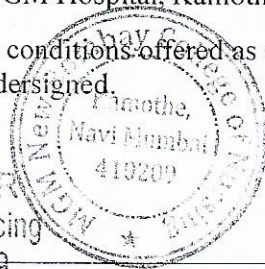
## MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.

Principal  
MGM New Bombay College of Nursing  
Name of Employee:  
Kamothe, Navi Mumbai - 410209



Registrar  
Dr. Rajesh B. Goel

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

Signature: \_\_\_\_\_

Date: 11/10/2020

Copy with compliments to:

1. Accounts
2. Personal File



## **JOB DESCRIPTION**


### **TUTOR /SENIOR NURSING OFFICER/ CHARGE NURSE**

#### **Nursing service:**

- Assists in the admission and discharge of patients
- Implements treatment plan , investigations and any other procedures
- Ensures proper documentation and audit records in the unit.
- Coordinates patient care with other departments
- Prepares work assignment for Staff on daily basis
- Prepares staff duty rota
- Manages inventory and indent of the ward
- Supervises stock registers and inventories.
- Conducts departmental induction, in-service education to staff nurses.
- Prepares daily census for their ward
- Maintains shift wise nursing hand over report of the ward.
- Reports to ANS for all matters related to Patient care

#### **Nursing Education:**

- Prepares patient assignments for students
- Guides and Supervises the care provided by the students
- Demonstrates basic patient care procedures to students
- Evaluates the procedures performed by students.
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.

  
**Dr. Rajesh B. Goel**  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209



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**PROFESSOR & DIRECTOR**  
MGM New Bombay College of Nursing  
Kamothe, Navi Mumbai - 410209



**Dr. Rajesh B. Goel**  
Registrar  
MGM Institute of Health Sci  
Navi Mumbai - 410209

