

## AFFIDAVIT

I, [Full Name of the Staff Member], son/daughter/wife of [Father's/Husband's Name], aged [Age] years, residing at [Full Residential Address], currently employed as [Designation, e.g., Administrative Officer/Clerical Assistant] at [Name of the Nursing College], [Full Address of the College], [City, State, PIN Code], India, do hereby solemnly affirm and state as follows:

### 1. **Declaration of Understanding and Compliance:**

I am fully aware of and agree to abide by the rules, regulations, and responsibilities applicable to administrative/clerical staff in nursing colleges in India, as prescribed by the Indian Nursing Council (INC), relevant state nursing councils, university affiliations (e.g., Maharashtra University of Health Sciences or equivalent), and the internal policies of the college. These include, but are not limited to, the INC's Minimum Standard Requirements for Nursing Programs, guidelines for establishment and operation of nursing institutions, and general service rules for educational staff under central/state government norms (e.g., CCS Conduct Rules, GFR, etc., as applicable).

### 2. **General Rules and Regulations:**

I undertake to follow these comprehensive rules and regulations in my role:

- Maintain punctuality and regular attendance, adhering to the college's working hours (typically 9:00 AM to 5:00 PM or as specified), with no unauthorized absences.
- Wear appropriate professional attire and identification badges at all times while on duty.
- Refrain from engaging in any political, commercial, or external activities that conflict with college duties, as per INC and university guidelines.
- Comply with data protection and confidentiality norms, including those under the Information Technology Act, 2000, and HIPAA-equivalent practices for health records.
- Participate in mandatory training programs on administrative procedures, ethical conduct, and regulatory updates organized by the college or INC.
- Report any irregularities, grievances, or potential violations promptly to the designated authority (e.g., Principal or Administrative Head).
- Adhere to anti-harassment, anti-discrimination, and workplace safety policies as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and other labor laws.
- Use college resources (e.g., computers, stationery) solely for official purposes and maintain them responsibly.
- Follow hierarchical reporting structures and obtain prior approval for leaves, travel, or any deviations from routine duties.
- **Salary Increments and Payment Terms:** I acknowledge that salary increments, bonuses, and other payment terms are subject to the sole discretion of the college management. Decisions regarding increments or adjustments to compensation will be

based on performance evaluations, institutional policies, and management's discretion, and I shall not raise any claims or disputes against such decisions unless explicitly provided for in my employment contract.

### **3. Administrative Responsibilities:**

As an administrative/clerical staff member, I shall diligently perform the following duties:

- Manage student admissions, including verification of documents, fee collection, and issuance of receipts/admit cards in compliance with INC eligibility criteria (e.g., minimum age of 17 years for B.Sc. Nursing admissions).
- Maintain accurate records of student enrollments, attendance, examinations, and certifications, ensuring alignment with INC's prescribed curricula and standards.
- Handle correspondence with regulatory bodies (e.g., INC, state councils, universities), parents, and external agencies, preparing reports on institutional compliance.
- Oversee financial transactions, such as budgeting, payroll, and procurement, following General Financial Rules (GFR) and auditing requirements.
- Coordinate logistics for inspections by INC or state authorities, including preparation of documents for Essentiality Certificate/No Objection Certificate renewals.
- Assist in event organization, such as orientations, workshops, and clinical placements, ensuring adherence to institutional calendars.
- Update and archive institutional files, both physical and digital, with proper indexing for easy retrieval during audits.

### **4. Technical Responsibilities:**

I shall handle technical aspects of my role with proficiency and care:

- Operate and maintain office software systems (e.g., ERP for student management, MS Office, accounting tools) to ensure efficient data entry and reporting.
- Manage digital databases for nursing student records, faculty details, and infrastructure inventories, complying with INC's requirements for online submissions and inspections.
- Troubleshoot basic IT issues or coordinate with technical support to minimize downtime in administrative operations.
- Ensure secure handling of electronic health records or sensitive data, implementing backups and cybersecurity measures as per institutional policies.
- Support the integration of technology in administrative processes, such as online fee payments or virtual meetings, while adhering to technical standards set by the college.

### **5. Moral and Ethical Responsibilities:**

I commit to upholding high moral and ethical standards in line with professional codes for educational staff in India:

- Maintain integrity and honesty in all dealings, avoiding any form of corruption, bribery, or favoritism, as per the Prevention of Corruption Act, 1988.
- Preserve confidentiality of student, patient, and institutional information, treating it with utmost discretion to protect privacy and trust.
- Demonstrate respect, empathy, and fairness towards colleagues, students, and stakeholders, fostering a positive work environment.
- Act with accountability, taking ownership of tasks and rectifying errors promptly without shifting blame.
- Promote inclusivity and non-discrimination based on caste, religion, gender, or disability, aligning with constitutional values and INC's emphasis on ethical nursing education.
- Engage in continuous self-improvement through ethical training and avoid conflicts of interest, such as private tutoring or external consultations without approval.

**6. Liability for Errors or Non-Compliance:**

I acknowledge that any errors, negligence, or failure on my part to comply with the above rules, regulations, and responsibilities may result in penalties or fines imposed on the college by regulatory bodies such as the INC, state nursing councils, universities, or courts (e.g., fines for non-compliance with infrastructure norms, admission irregularities, or data breaches, which can range from ₹50,000 to several lakhs as per INC notifications and state laws). In such cases, I agree that any financial penalties, legal costs, or damages incurred by the college due to my actions or inactions shall be borne entirely by me, and not by the college. The college reserves the right to recover such amounts from my salary, benefits, or through legal proceedings, including indemnity clauses under employment contracts. This includes, but is not limited to, violations leading to suspension/revocation of institutional recognition, civil liabilities under the Consumer Protection Act, 2019 (for service deficiencies), or criminal liabilities under relevant laws.

**7. Consequences of Breach:**

Breach of any provision in this affidavit may lead to disciplinary actions against me, including warnings, suspension, termination, or legal proceedings, as per the college's HR policies and applicable laws (e.g., under the Industrial Disputes Act, 1947, or service rules).

I solemnly affirm that the contents of this affidavit are true to the best of my knowledge and belief, and nothing material has been concealed therefrom. I understand that any false statement herein may render me liable for perjury under Section 193 of the Indian Penal Code.

**DEPONENT**

[Signature of the Staff Member]

[Full Name]

[Date]

[Place]

**VERIFICATION**

Verified at [Place] on this [Date] day of [Month], [Year], that the contents of the above affidavit are true and correct to the best of my knowledge and belief, and no part of it is false.

**DEPONENT**

[Signature of the Staff Member]

**Identified by me**

[Signature of Advocate/Notary]

[Name and Seal of Notary Public]