

# **SYLLABUS AND REGULATIONS**

## **M.Sc. (NURSING)**



*Published by*

**INDIAN NURSING COUNCIL**  
**Combined Council Building, Kotla Road,**  
**Temple Lane, New Delhi – 110002**

## **Philosophy**

National Health Policy(NHP) 2002 emphasizes the need to prepare nurses to function in super-speciality areas who are required in tertiary care institutions, entrusting some limited public health functions to nurses after providing adequate training, and increase the ratio of degree holding vis a vis diploma holding nurses.

It is observed that there is an acute shortage of nursing faculty in under graduate and post graduate nursing programme in India

Indian Nursing Council believes that:

Post Graduate programme is essential to prepare nurses to improve the quality of nursing education and practice in India. .

Post graduate programme in nursing builds upon and extends competence acquired at the graduate levels, emphasizes application of relevant theories into nursing practice, education, administration and development of research skills.

The programme prepares nurses for leadership position in nursing and health fields who can function as nurse specialists, consultants, educators, administrators and researchers in a wide variety of professional settings in meeting the National priorities and the changing needs of the society.

This programme provides the basis for the post masteral programme in nursing. Further the programme encourages accountability and commitment to life long learning which fosters improvement of quality care.

## **Aim**

The aim of the postgraduate program in nursing is to prepare graduates to assume responsibilities as nurse specialists, consultants, educators, administrators in a wide variety of professional settings

## **Objectives**

On Completion of the two year M.Sc Nursing programme, the graduate will be able to:-

1. Utilize/apply the concepts, theories and principles of nursing science
2. Demonstrate advance competence in practice of nursing
3. Practice as a nurse specialist.
4. Demonstrate leadership qualities and function effectively as nurse educator and manager.
5. Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research.

6. Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.
7. Establish collaborative relationship with members of other disciplines
8. Demonstrate interest in continued learning for personal and professional advancement.

### **Guidelines and Minimum Requirements for setting up of a College of Nursing**

1. Any organization under the Central Government, State Government, Local body or a Private or Public Trust, Mission, Voluntary registered under Society Registration Act or a Company registered under company's act wishes to open a M.Sc. Nursing programme, should obtain the No Objection/Essentiality certificate from the State Government.
2. The Indian Nursing council on receipt of the proposal from the Institution to start nursing program, will undertake the **first inspection** to assess suitability with regard to physical infrastructure, clinical facility and teaching faculty in order to give permission to start the programme.
3. After the receipt of the permission to start the nursing programme from Indian Nursing Council, the institution shall obtain the approval from the State Nursing Council and University.
4. Institution will admit the students only after taking approval of State Nursing Council and University.
5. The Indian Nursing Council will conduct inspection every year till the first batch completes the programme. Permission will be given year by year till the first batch completes.
6. If the institution is recognized for B.Sc. (N) programme and if one batch has passed out after found suitable by INC, then the institution will be exempted from NOC/Essentiality certificate for M.Sc.(N) programme from the State Government.
7. **Super Speciality Hospital\*** can start M.Sc.(N) programme, however they have to get NOC/Essentiality certificate from respective State Government to start the M.Sc. (N) programme.

\*Super Speciality Hospital are eligible to start M.Sc.(N) provided they have respective speciality beds

#### **Cardio thoracic beds**

- 50-100 bedded Cardiac Hospital, which has CCU, ICCU and ICU units with own thoracic unit or affiliated thoracic unit.

#### **Critical Care beds**

- 250-500 bedded Hospital, which has a 8-10 beds critical care beds & ICUs

### **OBG speciality beds**

50 bedded parent hospital having:

- i. Mother and neonatal units
- ii. Case load of minimum 500 deliveries per year
- iii. 8-10 level II neonatal beds.
- iv. Affiliation with level III neonatal beds

### **Neuro speciality beds**

- Minimum of 50 bedded Neuro care institution with advanced diagnostic, therapeutic and state of the art clinical facilities

### **Oncology speciality beds**

- Regional Cancer centers/Cancer Hospitals having minimum 100 beds, with medical and surgical oncology units with chemotherapy, radiotherapy, palliative care, other diagnostic and supportive facilities.

### **Orthopaedic Speciality beds**

- 250-500 bedded Hospital, which has a 50 orthopaedic beds & rehabilitation units.

### **Psychiatric beds**

- Minimum of 50 bedded institutes of psychiatry and mental health having all types of patients (acute, chronic, adult psychiatric beds, child psychiatric beds and de-addiction facilities) , with advanced diagnostic, therapeutic and state of the art clinical facilities.

### **Paediatrics beds**

- 50-100 bedded paediatric Hospital/ unit with paediatric surgery and level II or III neonatal units

### **Gastroenterology beds**

- 50-100 bedded gastroenterology beds

### **Nephro-Urology speciality beds**

- 50-100 bedded nephro urology hospital with dialysis and kidney transplants, urosurgery

## **STAFFING PATTERN:**

### **M.Sc. (N)**

If parent hospital is super-speciality hospital like cardio-thoracic hospital/cancer with annual intake 10 M.Sc(N) in cardio thoracic/cancer

## STAFFING PATTERN:

**M.Sc. (N)**

M.Sc.-Nursing-syllabus.pdf

If parent hospital is super-speciality hospital like cardio-thoracic hospital/cancer with annual intake 10 M.Sc(N) in cardio thoracic/cancer

6

Professor cum coordinator	1
Reader / Associate Professor	1
Lecturer	2

The above faculty shall perform dual role

### **B.Sc.(N) and M.Sc.(N)**

Annual intake of 60 students in B.Sc.(N) and 25 students for M.Sc.(N) programme

Professor-cum-Principal	1
Professor-cum-Vice Principal	1
Reader / Associate Professor	5
Lecturer	8
Tutor / Clinical Instructor	19

<b>Total</b>	<b>34</b>
--------------	-----------

One in each specialty and all the M.Sc(N) qualified teaching faculty will participate in all collegiate programmes.

**Teacher Student Ratio = 1 : 10 for M.Sc.(N) programme.**

## QUALIFICATIONS & EXPERIENCE OF TEACHERS OF COLLEGE OF NURSING

Sr. No.	Post	Qualification & Experience
1	Professor-cum-Principal	<ul style="list-style-type: none"><li>- Masters Degree in Nursing</li><li>- 14 years experience after M.Sc. (N) in College of Nursing .</li><li>- 3 years experience in administration (Years of experience is relaxable if suitable candidate is not available) (If a candidate is not available, minimum 5 years of experience in college of nursing, with an aggregate of 14 years teaching experience)</li></ul>
<b><u>Desirable :</u> Independent published work of high standard / doctorate degree / M.Phil.</b>		
2	Professor-cum-Vice Principal	<ul style="list-style-type: none"><li>- Masters Degree in Nursing</li><li>- 14 years experience after M.Sc. (N) in College of Nursing .</li><li>- 3 years experience in administration (Years of experience is relaxable if suitable candidate is not available) (If a candidate is not available, minimum 5 years of experience in college of nursing, with an aggregate of 14 years teaching experience)</li></ul>

**Desirable : Independent published work of high standard / doctorate degree / M.Phil.**

7

- |   |                                     |  |
|---|-------------------------------------|--|
| 3 | <b>Reader / Associate Professor</b> | <ul style="list-style-type: none"> <li>- Master Degree in Nursing.</li> <li>- 10 years experience after M.Sc.(N) in a College of Nursing. (If a candidate is not available, 5 years of experience in College of Nursing with an aggregates of 10 years teaching experience.</li> </ul> |
|---|-------------------------------------|--|

**Desirable :** Independent published work of high standard /doctorate degree / M.Phil.

- |   |                 |  |
|---|-----------------|--|
| 4 | <b>Lecturer</b> | <ul style="list-style-type: none"> <li>- Master Degree in Nursing.</li> <li>- 3 years teaching experience after M.Sc. (N)</li> </ul> |
|---|-----------------|--|

**Note: *Qualifications & Experience of Nursing Teaching faculty relaxed till 2012 & placed under Annexure - I***

**External /Guest faculty may be arranged for the selected units in different subjects as required**

**NOTE:**

1. No part time nursing faculty will be counted for calculating total no. of faculty required for a college.
2. Irrespective of number of admissions, all faculty positions (Professor to Lecturer) must be filled.
3. For M.Sc.(N) programme appropriate number of M.Sc. faculty in each speciality be appointed subject to the condition that total number of teaching faculty ceiling is maintained.
4. All nursing teachers must possess a basic university or equivalent qualification as laid down in the schedules of the Indian Nursing Council Act, 1947. They shall be registered under the State Nursing Registration Act.
5. Nursing faculty in nursing college except tutor/clinical instructors must possess the requisite recognized postgraduate qualification in nursing subjects.
6. Holders of equivalent postgraduate qualifications, which may be approved by the Indian Nursing Council from time to time, may be considered to have the requisite recognized postgraduate qualification in the subject concerned.
7. All teachers of nursing other than Principal and Vice-Principal should spend at least 4 hours in the clinical area for clinical teaching and/or supervision of care every day.

**Other Staff (Minimum requirements)**

(To be reviewed and revised and rationalized keeping in mind the mechanization and contract service)

- Ministerial
 

a) Administrative Officer	1
c) Office Superintendent	1
d) PA to Principal	1
e) Accountant/Cashier	1

• Upper Division Clerk	2
• Lower Division Clerk	2
• Store Keeper	1
a) Maintenance of stores	1
b) Classroom attendants	2
c) Sanitary staff	As per the physical space
d) Security Staff	As per the requirement
• Peons/Office attendants	4
• Library	
a) Librarian	2
b) Library Attendants	As per the requirement
• Hostel	
a) Wardens	2
b) Cooks, Bearers, Sanitary Staff	As per the requirement
c) Ayas /Peons	As per the requirement
d) Security Staff	As per the requirement
e) Gardeners & Dhobi (desirable)	Depends on structural facilities

### **Eligibility Criteria/Admission Requirements:**

1. The candidate should be a Registered Nurse and Registered midwife or equivalent with any State Nursing Registration Council.
2. The minimum education requirements shall be the passing of :  
B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.
3. The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.
4. Minimum one year of work experience after Basic B.Sc. Nursing.
5. Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
6. Candidate shall be medically fit.
7. 5% relaxation of marks for SC/ST candidates may be given.

### **Entrance/Selection test**

Selection of the candidates should be based on the merit of the entrance examination held by University or competent authority.

**INDIAN NURSING COUNCIL****NOTIFICATION**

New Delhi, the 5th July, 2021

**[INDIAN NURSING COUNCIL {REVISED REGULATIONS AND CURRICULUM FOR B.Sc. (NURSING) PROGRAM}, REGULATIONS, 2020]**

**F.No. 11-1/2019-INC.**—In exercise of the powers conferred by sub-section (1) of Section 16 of the Indian Nursing Council Act, 1947 (XLVIII of 1947), as amended from time to time, the Indian Nursing Council hereby makes the following regulations namely:—

**SHORT TITLE AND COMMENCEMENT**

- i. These Regulations may be called The Indian Nursing Council (Revised Regulations and Curriculum for B.Sc. (Nursing) Program) Regulations, 2020.
- ii. These Regulations shall come into force on the date of notification of the same in the official Gazette of India.

**DEFINITIONS**

In these Regulations, unless the context otherwise requires,

- i. 'the Act' means the Indian Nursing Council Act, 1947 (XLVIII of 1947) as amended from time to time;
- ii. 'the Council' means the Indian Nursing Council constituted under the Act of 1947;
- iii. 'SNRC' means the State Nurses and Midwives Registration Council by whichever name constituted and called by the respective State Governments;
- iv. 'B.Sc. (Nursing)' means the four year B.Sc. (Nursing) Degree qualification in Nursing recognized by the Council under Section 10 of the Act and included in Part-II of the Schedule to the Act;
- v. 'Authority' means a University or Body created by an Act for awarding the B.Sc. (Nursing) qualification recognized by the Council and included in Part-II of the Schedule to the Act;
- vi. 'School of Nursing' means a recognized training institution for the purpose of teaching of the GNM course;
- vii. 'College' means a recognized training institution for the purpose of training and teaching of the B.Sc. (Nursing) course;
- viii. 'CNE' means Continuing Nursing Education to be compulsorily undergone by the RN&RM/ RANM/RLHV for renewal of registration after every 5 (five) years.

**I. INTRODUCTION OF THE PROGRAM**

The B.Sc. nursing degree program is a four-year fulltime program comprising eight semesters, which prepares B.Sc. nursing graduates qualified to practice nursing and midwifery in a variety of settings in either public/government or private healthcare settings. It adopts credit system and semester system as per the Authority guidelines with minor modifications suitable to professional education in a hybrid form. The program encompasses foundational, core and elective courses. The choice-based system is applicable to electives only and is offered in the form of modules. Modular learning is also integrated in the foundational as well as core courses that is mandatory.

The program prepares nurses and midwives for generalist nursing including midwifery practice. Knowledge acquisition related to wellness, health promotion, illness, disease management and care of the dying is core to nursing practice. Mastery of competencies is the main focus. Students are provided with opportunities to learn a whole range of skills in addition to acquiring knowledge related to nursing practice (nursing and midwifery). This is achieved through learning in skill lab/simulated lab and clinical environment. Simulation will be integrated throughout the curriculum wherever feasible to enable them to develop competencies before entry into real field of practice.

The revised curriculum embraces competency-based and outcome-based approach throughout the program integrating mastery learning and self-directed learning. Transformational and relationship based educational approaches are emphasized. Through the educational process the students assimilate and synthesize knowledge, cultivate critical thinking skills and develop care strategies. Competencies that reflect practice standards of the Council address the areas of cultural diversity, communication technology, teamwork and collaboration, safety, quality, therapeutic interventions and evidence-based practice. They are prepared to provide safe and competent care to patients across life span and influence patient outcomes.

## II. PHILOSOPHY

The Council believes that:

Health and wellness are two fundamental concepts that are integrated throughout the program. Health is a state of well-being that encompasses physical, psychological, social, economic and spiritual dimensions. Wellness is the individual's perception of wellness and is influenced by the presence of disease and individual's ability to adapt. Health is a right of all people. Individuals have a right to be active participants in achieving health as they perceive it. Society consists of dynamic and interactive systems involving individuals, families, groups and communities. Cultural diversity, race, caste, creed, socio economic levels, religion, lifestyles, changes in environment and political factors influence it. Nurses and midwives recognize and respect human differences and diversity of population within society and provide ethical care with respect and dignity and protect their rights.

Nursing as a profession and a discipline utilizes knowledge derived from arts, sciences (physical, biological and behavioral), humanities and human experience. Nursing science incorporates clinical competence, critical thinking, communication, teaching learning, professionalism, and caring and cultural competency. Nurses collaborate with other health disciplines to solve individual and community health problems. Nursing facilitates evidence-based practice, compassionate caring among its practitioners in response to emerging issues in healthcare and new discoveries and technologies in profession. Nursing practice requires personal commitment to professional development and life-long learning.

Scope of nursing and midwifery practice encompasses provision of promotive, preventive, curative and rehabilitative aspects of care to people across the life span in a wide variety of healthcare settings. Nursing practice is based on acquisition of knowledge, understanding, attitude, competencies and skills through the Council's curricular and practice standards. The competencies in which the students are trained will guide them in performing their scope of practice. Nursing offers qualified nurses and midwives a wealth of opportunities in the field of practice, education, management and research in India and overseas.

The undergraduate nursing program is broad based education within an academic curricular framework specifically directed to the development of critical thinking skills, competencies appropriate to human and professional values. Blended learning approach comprising of experiential learning, reflective learning, scenario based learning and simulated learning is also inbuilt. The teaching learning process encourages mastery learning, modular, self-directed and self-accountable in choice making in terms of elective courses. The program prepares its graduates to become exemplary citizens by adhering to code of ethics and professional conduct at all times in fulfilling personal, social and professional obligations so as to respond to national aspirations. Health and community orientation are provided with special emphasis on national health problems, national health programs and national health policy directives to achieve universal health care for all citizens of India. The main roles of graduates would be provider of care with beginning proficiency in delivering safe care, coordinator/manager of care by being active participant of inter-professional team and member of a profession demonstrating self-responsibility and accountability for practice as well as to support the profession.

The faculty has the responsibility to be role models and create learning environment that facilitates cultivation of critical thinking, curiosity, creativity and inquiry driven self-directed learning and attitude of life-long learning in students. Learners and educators interact in a process whereby students gain competencies required to function within their scope of practice.

## III. AIMS & OBJECTIVES

### AIMS

The aims of the undergraduate program are to

1. Produce knowledgeable competent nurses and midwives with clear critical thinking skills who are caring, motivated, assertive and well-disciplined responding to the changing needs of profession, healthcare delivery system and society.
2. Prepare them to assume responsibilities as professional, competent nurses and midwives in providing promotive, preventive, curative and rehabilitative healthcare services in any healthcare setting.
3. Prepare nurses and midwives who can make independent decisions in nursing situations within the scope of practice, protect the rights of individuals and groups and conduct research in the areas of nursing practice and apply evidence-based practice.
4. Prepare them to assume role of practitioner, teacher, supervisor and manager in all healthcare settings.

### OBJECTIVES

On completion of the B.Sc. Nursing program, the B.Sc. nursing graduates will be able to

1. Utilize critical thinking to synthesize knowledge derived from physical, biological, behavioural sciences, and humanities, in the practice of professional nursing and midwifery.

**BUDGET**

In the overall budget of the institution, there should be provision for college budget under a separate head. Principal of the College of Nursing should be the drawing and disbursing authority.

**TEACHING FACULTY**

The principal should be the administrative head of the College. He/She should hold qualifications as laid down by the Council. The principal should be the controlling authority for the budget of the College and also be the drawing and disbursing officer. The Principal and Vice-Principal should be gazetted officers in Government Colleges and of equal status (though non-Gazetted) in non-government Colleges.

**A. Qualifications & Experience of Teachers of College of Nursing**

S.No.	Post, Qualification & Experience
1	<b>Principal cum Professor</b> - Essential Qualification: M.Sc. (Nursing) Experience: M.Sc. (Nursing) having total 15 years' experience with M.Sc. (Nursing) out of which 10 years after M.Sc. (Nursing) in collegiate program. Ph.D. (Nursing) is desirable
2	<b>Vice-Principal cum Professor</b> - Essential Qualification: M.Sc. (Nursing) Experience: M.Sc. (Nursing) Total 12 years' experience with M.Sc. (Nursing) out of which 10 years teaching experience after M.Sc. (Nursing) Ph.D. (Nursing) is desirable
3	<b>Professor</b> - Essential Qualification: M.Sc. (Nursing) Experience: M.Sc. (Nursing) Total 12 years' experience with M.Sc. (Nursing) out of which 10 years teaching experience after M.Sc. (Nursing). Ph.D. (Nursing) is desirable
4	<b>Associate Professor</b> - Essential Qualification: M.Sc. (Nursing) Experience: Total 8 years' experience with M.Sc. (Nursing) including 5 years teaching experience Ph.D. (Nursing) desirable
5	<b>Assistant Professor</b> - Essential Qualification: M.Sc. (Nursing) Experience: M.Sc. (Nursing) with total 3 years teaching experience Ph.D. (Nursing) desirable
6	<b>Tutor</b> - M.Sc. (Nursing) preferable Experience: B.Sc. (Nursing)/P.B.B.Sc. (Nursing) with 1 year experience.

**B. College of Nursing which has a parent hospital shall adopt the integration of service and education model recommended by the Council placed at [www.indiannursingcouncil.org](http://www.indiannursingcouncil.org)**

**C. Departments**

**Number of Nursing departments = 6 (Six)**

- i. Nursing Foundation
- ii. Adult Health Nursing
- iii. Community Health Nursing
- iv. Midwifery/Obstetrics & Gynaecology Nursing
- v. Child Health Nursing
- vi. Mental Health Nursing

**Note:** Professor shall be head of the department.

S.No.	Designation	B.Sc. (Nursing) 40-60	B.Sc. (Nursing) 61-100
1	Principal	1	1
2	Vice-Principal	1	1
3	Professor	1	1-2
4	Associate Professor	2	2-4
5	Assistant Professor	3	3-8
6	Tutor	8-16	16-24
	<b>Total</b>	<b>16-24</b>	<b>24-40</b>

(For example for 40 students intake minimum number of teachers required is 16 including Principal, i.e., 1 – Principal, 1 – Vice Principal, 1 – Professor, 2 – Associate Professor, 3 – Assistant Professor, and 8 tutors)

To start the program, minimum 3 M.Sc. (Nursing) shall be appointed.

	I <sup>st</sup> year	II <sup>nd</sup> Year	III <sup>rd</sup> year	IV <sup>th</sup> year
40 Students	3 M.Sc. (Nursing) (2 - Med Surg., 1 - Pediatrics) + 2 Tutors	5 M.Sc. (Nursing) (2 - Med Surg., 1 - Pediatrics, 1 - Community Health Nursing, 1 - Psychiatric) + 3 Tutors	7 M.Sc. (Nursing) (2 - Med Surg., 1 - Pediatrics, 1 - Community Health Nursing, 1 - Psychiatric, 2 - OBG) + 5 Tutors	8 M.Sc. (Nursing) (2 - Med Surg., 1 - Pediatrics, 1 - Community Health Nursing, 1 - Psychiatric, 3 - OBG) + 8 Tutors
60 Students	3 M.Sc. (Nursing) (2 - Med Surg., 1 - Pediatrics) + 3 Tutors	5 M.Sc. (Nursing) (2 - Med Surg., 1 - Pediatrics, 1 - Community Health Nursing, 1 - Psychiatric) + 7 Tutors	7 M.Sc. (Nursing) (2 - Med Surg., 1 - Pediatrics, 1 - Community Health Nursing, 1 - Psychiatric, 2 - OBG) + 11 Tutors	8 M.Sc. (Nursing) (2 - Med Surg., 1 - Pediatrics, 1 - Community Health Nursing, 1 - Psychiatric, 3 - OBG) + 16 Tutors
100 Students	5 M.Sc. (Nursing) (3 - Med Surg., 2 - Pediatrics) + 5 Tutors	8 M.Sc. (Nursing) (4 - Med Surg., 2 - Pediatrics, 1 - Community Health Nursing, 1 - Psychiatric) + 12 Tutors	12 M.Sc. (Nursing) (4 - Med Surg., 2 - Pediatrics, 2 - Community Health Nursing, 2 - Psychiatric, 2 - OBG) + 18 Tutors	16 M.Sc. (Nursing) (4 - Med Surg., 2 - Pediatrics, 2 - Community Health Nursing, 2 - Psychiatric, 6 - OBG) + 24 Tutors

**D. Teachers for non-nursing courses (Part-time/external faculty\*\*)**

Sl.No.	Courses/Subjects
1	English
2	Anatomy
3	Physiology
4	Sociology
5	Psychology
6	Biochemistry
7	Nutrition & Dietetics
8	Health Nursing Informatics and Technology
9	Microbiology
10	Pharmacology
11	Pathology & Genetics
12	Forensic Nursing
13	Any other Clinical Discipline
14	Physical Education
15	Elective Courses

**\*\*The above teachers should have postgraduate qualification with teaching experience in respective discipline.**

**Note:**

- 1:10 teacher student ratio.
- All teachers including Principal & Vice Principal shall take classes, perform clinical teaching and supervision and other academic activities. Every faculty including Principal shall spend at least four hours each day.
- One of the tutors need to stay at the community health field by rotation.
- The salary of the teaching faculty in private Colleges of Nursing should not be less than what is admissible in the Colleges of Nursing under State/Central government or as per the UGC scales.
- Nursing service personnel should actively participate in instruction, supervision, guidance and evaluation of students in the clinical/community practice areas. The teaching faculty of the College of Nursing should work in close coordination with the nursing service personnel.
- The teaching faculty of the College and nursing service personnel should be deputed to attend short term educational courses/workshops/conferences etc. to update their knowledge, skills and attitude.
- It is mandatory for College authorities to treat teaching faculty of College of Nursing on duty with respect and dignity, when nominated/selected for the purpose of examination or inspection by the Council.
- 50% of non-nursing courses/subjects should be taught by the nursing faculty. However, it will be supplemented by external faculty who are doctors or faculty in other disciplines having Post Graduate qualification in their requisite course. Nursing faculty who teach these courses shall be examiners for the taught course/s.

**E. Additional Staff for College of Nursing**

•	Ministerial
a) Administrative Officer	1
b) Office Superintendent	1
c) PA to Principal	1
d) Accountant/Cashier	1

- Upper Division Clerk 2
- Lower Division Clerk 2
- Store Keeper 1