NARAYANA
COLLEGE OF NURSING
Chinthareddypalem, Nellore - 524003. A.P.
Ph No: 0861-2317969 | Fax: 0861-2311968.
Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council
Affiliated to NTR University of Health Sciences, A.P. Vijayawada.
Accredited by "International Accreditation Organization (IAO)"
website: www.narayananursingcollege.com || e-mail: narayana_nursing@yahoo.co.in

E GOVERNANCE POLICY

TITLE	E GOVERNANCE POLICY		
POLICY NO	27	ISSUE NO	001
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Principal

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e-Governance Policy

Objectives

- To implement E-governance in all functions of the Institution to refine efficiency and to improve the lucidity and liability of administrative functions
- To promote transparency and accountability in all the functions of the Institution.
- To make Wi-Fi enabled campus and to provide easy access to information.
- To provide ICT Enabled Classroom.
- To establish library automation.
- To make the faculty more experts in E-governance and meet the needs of students.
- To facilitate online inter & intra departmental communication.
- To provide easy access to College information

Policy:

The institution implement e-governance in all its function and decides to make the following policies and procedure:

Academic planning and Development

The e-governance policy for academic planning and development aims to enhance transparency, efficiency, and collaboration within educational institutions. It establishes a digital framework for data management and decision-making, ensuring that all stakeholders—administrators, faculty, and students—can participate in the planning process. The policy emphasizes the use of technology to streamline operations, improve communication, and facilitate data-driven decisions while ensuring compliance with legal and ethical standards. Regular evaluations and feedback mechanisms will be implemented to continuously refine the policy and its effectiveness.

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Administration:

At Narayana College of Nursing, we utilize attendance management software to monitor the attendance of our Administrative Staff and Teaching Faculty effectively. This system is managed by the HR department to ensure accuracy and efficiency. Additionally, our Medical Education Suite allows for the comprehensive entry and management of faculty and student information.

Students can conveniently check and verify their subject-wise and clinical attendance through the software. We also provide an intranet platform for all faculty members, which features updated circulars, phone directories, and a system for submitting complaints. Faculty members can access n-Note APP through the intranet using their unique user IDs and passwords, enabling them to track their attendance history and manage service requests efficiently.
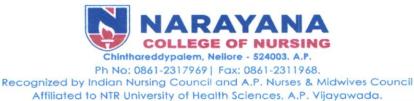
Accounts:

The Accounts Section at Narayana College of Nursing oversees the financial operations for the college. The Financial Department utilizes the software, which includes a razorpay Management System that automates salary calculations, generates salary slips, and facilitates salary disbursement to bank accounts. This system also manages TDS, Provident Fund, allowances, and other financial elements.Student payments are accepted via NEFT, demand drafts, or online methods, with cash transactions being strictly prohibited.

Student Admission:

Narayana College of Nursing provides a comprehensive brochure available on our website, outlining the guidelines for the admission process. The Admission Portals exclusively manages student applications for each course, withdrawals, fee submissions, and higher options. Each student is provided with a unique user ID and password by the portal authority, allowing them to view and save the allotment list and other relevant details. We have successfully

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integrated the in-house developed admission portal with our college website, ensuring a streamlined process.

The future admission process will enhance accessibility, enabling students to access information and complete their admissions online. This includes form filling, verification, and approval through the portal. Once approved, students will receive a fee payment link for secure online payment of their fees.

Library:

Narayana College of Nursing upholds its academic excellence through a well-functioning library. We utilize the MYLOFT software for library automation, which effectively manages cataloging, circulation, utilization, and reporting to ensure smooth operations.Both staff and students have access to a wide range of e-resources, e-journals, and e-books to enhance their knowledge. The software is user-friendly, providing each student and staff member with a unique username and password for easy access whenever needed. Additionally, we send periodic overview reminders to each student via email and messages.The institution is committed to continually updating its collection by subscribing to new journals and books, with recommendations collected from both teachers and students.

Examination:

The Institution has adopted Medical Education Suite where students can view their internal assessment marks, sessional marks, timetable, and university marks along with attendance information at the end of each year. The Examination process is regulated by the University and thus e-governance policy of the University also adopted in this regard.

Website:

The website will be acting as an information center which will upload and showcase all the activities, important notifications, courses offered, etc up-to-date. For this purpose, training

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has been given to the office staff. A Website Committee will be formed to look after the process of updating, maintaining, and working condition of the website on a regular basis.

E-Waste Management

Narayana College of Nursing implements effective e-waste management practices by ensuring proper disposal and recycling of electronic waste to minimize environmental impact. The college also promotes awareness among students and staff about the importance of responsible e-waste handling and its implications for health and sustainability.

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