Chinthareddypalem, Nellore - 524 003

Rc. No. NCN/Anti-Ragg./2021-22

Dated: 02.02.2022

Mobile Numbers

#### **CIRCULAR**

Sub:

Narayana College of Nursing, Nellore -Formation of Anti-Ragging Committee

2021-22 - Reg.

Anti-Ragging Committee:

Ref:

i)

Indian Nursing Council letter F. No.22-10/2015-INC(AR), dated 29.05.2015.

\*\*\*\*

As per the unanimous resolution adopted in the meetings of heads of the Narayana College of Nursing and college council members, the following steps have been taken to prevent, report, monitor & follow-up actions of ragging in the campus of Narayana College of Nursing, Nellore.

,	
1. Dr. Indira. A, Principal	9490166028
2.Mrs. B. Vanajakumari, Professor (COM)	9490894253
3.Mrs. Anusha J, Asst. Professor (COM)	9652933068
4. Mrs. Viji. A , Professor (OBG)	9444004793
5. Mrs. Shanmugavadivu. P, Professor (PAED)	9738418028
II)Anti-Ragging Squad:	Mobile Numbers
,	
1. Mrs. Kannagi. E, Professor & HOD (PAED)	9003202514
2. Mrs. Nathiya. K, Asst. Professor & HOD (PSY)	8220828355
3. Mrs. Merlingolda. V, Assoc. Professor (MSN)	9444203402
4. Mrs. Ushakiran. T , Asst. Professor (OBG)	7097350029
5. Mrs. K. Kantha, Asst. Professor (CHN)	9441633279
S	
ii)Anti-Ragging Monitoring Committee:	Mobile Numbers
1. Dr. Indira. A, Principal	9490166028
2. Mrs. Kannagi. E, Professor & HOD (PAED)	9003202514
3. Mrs. Viji. A , Professor (OBG)	9444004793
4. Mrs. Latha. A, Professor (MSN)	9160887339
5. Dr. A. Tamil Selvam, Professor & HOD (PSY)	9840350491
6. Mrs. Gunavathi. K, Warden	7799626242

All the members of the above committee are requested to contact the Principal, Narayana College of Nursing incase of Emergency Contact. No. 9490166028

PRINCIPAL

To

All the concerned

Copy to Caretaker Warden of the Nursing students Hostel

Principal
NARAYANA COLLEGE OF NURSING

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003.

Chinthareddypalem, NELLOGE - 524 003

2317969 Extn. 2464 2317968 Extn. 2464 Fax: 0861-2311968



# NARAYANA COLLEGE OF NURSING

CHINTHAREDDYPALEM:: NELLORE - 524 003. A.P.

Recognized by Indian Nursing Council vide letter No. 18-916/2002/incidated : 08.11.2002, Affiliated to NTR University of Health Sciences, A.P. Vijayawada e-mail : narayana\_nursing@yahoo.co.in website : www.narayananursingcollege.com

#### NARAYANA COLLEGE OF NURSING

#### CHINTHAREDDYPALEM, NELLORE

#### SEXUAL HARASSMENT PREVENTION COMMITTEE

Narayana College of Nursing encourages socialization of fresher students in the academic environment of the College. At the same time it discourages and prevents any negative and untoward action or behavior on the part of senior students which goes against the basic philosophy of socio- academic integration

#### Activities :

A sexual harassment prevention **committees** has been formed and brought into operation in our institution to ensure that no incidence-of harassment will happen; also monitor and ensure that the instructions and regulations are followed fully at all points of time.

#### Members of the committee

#### i) Prevention of Sexual Harassment Monitoring Committee

S NO	Monitoring Committee	Email	Mobile No
1.	Dr.Indira. A Principal chairman	narayana_nursing@yahoo.cin	9490166028
2.	Mrs Raleswari.H Vice.Principal& HOD-MHN	Rajeswari1204@gmail.com	9440293[12
3.	Ms Ramya. K,Asoc Professor PAED	Ramyaksnnan717@gmail.com	9052681456
4.	Mrs. Latha A, Prefessor & HOD (MSN)	manavala.nlatha@gmailcom	9160887339
5.	Ms. Manjunaih Kumanho Sowmya- ll M sc (N) stu	dr.amsgaru@gmail.com	7675946225
6.	Ms. T Chanadrna - I IM sc.(N) studen	Chandanatripati111@gmail.com	9573531137
RA	I.ls Chrisicer of the IV B	Christeenamathew1998@gmail.com	7025440484
Princ	Palrs. Gunavanne Staten	gunavath.ko.nda@gmarayana COLLEGI	OPPHERSING!

NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003 Chinthareddypalem, NELLORE - 524 003.

20861 - 2317969 Extn. 2464 2317968 Extn. 2464 Fax: 0861-2311968



# **NARAYANA COLLEGE OF NURSING**

CHINTHAREDDYPALEM:: NELLORE - 524 003. A.P.

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#### ll) Prevention of sexual harassment squad

S NO	Monitoring Committee	Email	Mobile No
1.	Mrs Raleswari.H Vice.Principal& HOD-MHN	Rajeswari1204@gmail.com	9440293[12
2.	Ms Nathiya . K, Asoc Professor MHN	nathismily@gmail.com	9052681456
3.	Mrs. Merlingolda V, Asso - Prcfessor & (MSN)	merlingolda @gmailcom	9160887339
4.	Mrs. Ushakiran T, Asso- Prcfessor & (OBG)	ushak ran subha@gmail.com	7675946225
5.	Ms. Kantha Asst-professor CHN	kanthanaren@gmail.com	9573531137

NELLORE NELLORE NELLORE

Principal

NAPAYANA COLLEGE OF NURSING
Chinthareddypalem.
NELLORE - 524 003.

Principal Principal NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003

Chinthareddypalem, Nellore - 524 003

Rc. No.NCN/prevent sexual harassment./2021-22

Dated: 03.03.2022

#### CIRCULAR

Sub: Narayana College of Nursing, Nellore -Formation of Committee to prevent

sexual harassment and violence against women 2021-22 - Reg.

Ref: Dr. NTRUHS, Lr.No.2564/A4/ Acad /2012 (Vol-II), dated: 12.02.2014.

\*\*\*\*

As per the unanimous resolution adopted in the meetings of heads of the Narayana College of Nursing and college council members, the following steps have been taken to prevent, report, monitor & follow-up actions of prevent sexual harassment and violence against women in the campus of Narayana College of Nursing, Nellore.

i)	Prevention of Sexual Harassment Monitoring Committee: Email		
	1. Dr. Indira. A, Principal/Chairman	narayana_nursing@yahoo.co.in	9490166028
	2. Mrs. Shanmugavadivu. P, Professor (PAED)	vadivuilangoasai@gmail.com	9738418028
	3. Ms. Viji. A, Professor (OBG)	chennai_viji@rediff.com	9444004793
	4. Mrs. Latha. A, Professor (MSN)	manavalanlatha@gmail.com	9160887339
	5. Ms. Haripriya. K - I M.Sc.(N) student	haripriyaguna96@gmail.com	9949357122
	6. Ms. Chr. Sirisha - I M.Sc.(N) student	sirishasirisha11459@gmail.com	8790510638
	7. Ms. Aleena Sabu, IV B.Sc. (N) student	aleenasabusabu3@gmail.com	9539590037
	8. Mrs. Gunavathi. K, Warden	gunavathikonde@gmaikcom	9908844181
ii)	Prevention of Sexual Harassment Squad:	Email	Mobile No.
	1. Mrs. Shanmugavadivu. P, Professor (PAED)	vadivuilangoasai@gmail.com	9738418028
	2. Mrs. Nathíya. K, Asst. Professor & HOD (PSY)	nathismily@gmail.com	8220828355
	3. Mrs. Merlingolda. V, Assoc. Professor (MSN)	merlingolda@gmail.com	9444203402
	4. Mrs. Ushakiran. T , Asst. Professor (OBG)	ushakiran.subha@gmail.com	7097350029
	5. Mrs. K. Kantha, Asst. Professor (CHN)	kanthanaren@gmail.com	9441633279

All the members of the above committee are requested to contact the Principal, Narayana College of Nursing in case of Emergency Contact. No. 9490166028

PRINCIPAL

To All the concerned

Copy to Caretaker/Warden of the Nursing students Hostel

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003.

NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003



Ph No: 0861-2317969 | Fax: 0861-2311968.

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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



# CODE OF CONDUCT COMMITTEE

Policy: To monitor adherence to the Code of Conduct

Aim: To abide the rules and regulations of College

To set and maintain a standard for acceptable behaviour to all stakeholders

To formulates the professional standards and behaviour expected from the employees

To provide quality education

S.NO	NAME	DESIGNATION	POSITION
1	Dr. Indira. A	Principal, Narayana College of Nursing	Chairperson
2	Mrs. Vanaja kumari	HOD, Dept of Community Health	Co-Chairperson
	D. Di. L.d. Issuina	Nursing HOD, Dept of Nursing Foundation	Member
3	Dr. Elizabeth Jasmine Mrs. Latha. A	HOD, Dept of Medical Surgical Nursing	Member
5	Mrs. K. Kantha	HOD, Dept of Nursing Research	Member
6	Mrs. Vijji	HOD, Dept of obstetrical and gynecological Nursing	Member
7	Mrs. Subhashini	HOD, Dept of Nursing Management	Member
8	Mrs. Rajani	HOD, Dept of Pediatric Nursing	Member
9	Mrs. Vandana	HOD, Dept Oral Pathology, Narayana Dental College & Hospital	Member
10	Mrs. Gunavathi	Warden, Narayana Nursing Hostel	Member
11	Ms. Riya Roy	SNA President, Narayana College of Nursing	Member
12	Ms. Soumi Dey	SNA Vice – President, Narayana College of Nursing	Member

Principal NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003



PRINCIPAL
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLOT - 524 003.

2317969 Extn. 2464 2317968 Extn. 2464 Fax: 0861-2311966



# NARAYANA COLLEGE OF NURSING

CHINTHAREDDYPALEM :: NELLORE - 524 003. A.P.

#### GRIEVENCE REDRESSAL COMMITTEE

Grievance Redressal Committee shall resolve grievance in a fair and impartial manner involving the respective department connected with the grievance, maintaining necessary confidentiality. Students are instructed to approach Grievance Redressal Committee to submit his/her grievance in writing or send through e-mail.

#### **OBJECTIVES**

- To ensure a fair, impartial and consistent mechanism for redressal of issues faced by the students
- 2. To uphold the dignity of the college by promoting cordial student-student relationship, student teacher relationship, teacher –teacher relationship.
- 3. To develop a responsive and accountable attitude among the students thereby maintaining a harmonious atmosphere in the college campus.
- To ensure that grievance are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To ensure that the views of each grievant and respondent are respected and that any part to a grievance is neither discriminated against nor victimized.

#### COMMITTEE MEMBERS

1. Dr.Indira.A, Principal - Chairman

3. Prof. Latha .A - Convenor

4. Prof. Vanaja kumari - Member

5. Prof.A. Viji - Member

6.Ms.Chamanthi Student of MSc (N - Member

7. Ms. Anita T , .C Student of Bsc (N) - Member

Principal

NARAYANA COLLEGE OF NURSING Chinthareddypalem,

A - Sour

NELLORE - 524 003.

Principal

NARAYANA COLLEGE OF NURSING

Chinthareddypalem,

NELLORE - 524 003



CHINTHAREDDYPALEM :: NELLORE - 524 003. A.P.

#### FUNCTIONS OF THE COMMITTEE

- To provide with proper advocacy to students to express their grievance freely and frankly without any fear to being victimized.
- To analyze the merits of grievances and conduct formal hearing and investigation.
- To protect the privacy and confidentiality of all parties during the investigation.
- To obtain the facts through relevant sources in a fair and objective manner.
- To work out a resolution of the issues involved with the parties named in the grievance application.
- To ensure speedy disposal of every grievance application within a maximum period of one month of the receipt of application.

#### APPLICABILITY

All students, parents and staff members.

#### TYPES OF GRIEVANCES

- Academic related issues
  - -Admissions
  - -Examinations
  - -Assessments
  - -Evaluation
  - -Library facilities, issues of certificates
- · Research related issue
- Extracurricular
  - -Student recreation
  - -Physical education
- \* Amenities and maintenance Hostel facilities
  - -Allocation of rooms
  - Standard of meal

Principal (
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003.



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- Wi -fi (internet) connectivity
- Utility- storeees
- Computer facilities
- -Drinking water
- Sanitation and hygiene
- \* General administration
  - College of fee/on line fee payment gateway/Any other fee related issues
  - ID cards
  - Scholarship
  - HR related issues
  - Transportation
- \* Any other related issues

#### STANDARD OPERATING PROCEDURE (SOP)

- Any student or parent or staff member want to initiate a grievance may in
  the first instance bring the issues to the Head of the department/office,
  who will address the issue and try to resolve it within 5 working days of
  the receipt of the grievance. If, there is no response within the stipulated
  time from the respective Head of the department/office, then the grievant
  is free to represent his /her grievance to the College Grievance Redressal
  Committee.
- If the grievance is against the respective Head of the department/office, then the grievant may directly submit his/her grievance in writing / e-mail or submit in person at the Grievance Redressal Committee.
- The proceeding concerning each grievance will be recorded in a systematic manner.
- The information relating to the proceeding shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

Principal Principal NARAYANA COLLEGE OF NURSING SEA ON Chinthareddypalem, NELLORE - 524 003

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003.



CHINTHAREDDYPALEM :: NELLORE - 524 003. A.P.

FORMAL REGISTRATION

 Any aggrieved student or parent or staff member with a genuine grievance shall submit his/her Grievance in writing along with necessary documents, if any, through any of the following modes by sending e-mail, submitting a signed hard copy of the grievance complaint in person to the Office of Grievance Redressal Committee.

#### ACKNOWLEDGEMENT

 The Grievance Redressal Committee shall acknowledge the receipt of each grievance complainant immediately.

#### FORWARING

- Upon receipt of grievance the Grievance Redressal Committee, shall categorize, analyze the merits of the grievance and forward the grievance to the respective Head of department/office/individual.
- Redress within such period as many be specified, not exceeding 10 days from the receipt of grievance complaint.

#### FOLLOW UP AND MONITORING

 Grievance Redressal Committee shall coordinate monitor and ensure redressal within the stipulated time. Depending upon the seriousness of grievance the Grievance Redressal Committee will follow them up regularly till their final disposal by way of reminders.

#### SCRUITINY

- Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective Head of department/office/individual, then it will intimate the same to grievant.
- If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/office/individual or upon the Grievant's written request, the committee shall fix a date for hearing, and





NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003.



CHINTHAREDDYPALEM :: NELLORE - 524 003. A.P.

intimate the same to the respective department/office/individual as well as the grievant.

If, at the conclusion of the hearing, the committee feels that additional
information, testimony I necessary to make a decision, it may request that
the parties submit such additional information. In this event, the hearing
will remain open until receipt of the requested documents

#### INVESTIGATION

 If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application.

#### CLOSURE OF COMPLAINT

The compliant shall be considered as disposed off and closed

When the grievant has indicated acceptance of the resolution.

 The grievant has not responded within four weeks from the date of receipt of information on resolution.

Grievance Redressal Committee Convenor

Principal



Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003.

Principal NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003







Ph No: 0861-2317969 | Fax: 0861-2311968.

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Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

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website: www.narayananursingcollege.com || e-mail: narayana\_nursing@yahoo.co.in

## Student GrievanceManagement Policy

#### **OBJECTIVE**

Individual Student grievances and complaints which are primarily a manifestation of their dissatisfaction about teaching and learning facilities, Institutional decisions, if not promptly attended to may affect morale and learning environment in the institution.

The objectives of the grievances process will be to settle:

- · Grievances of the Students in the shortest possible time
- · At the lowest possible institutional management level
- Procedure and facility for appeals so that it is fair, transparent and reasonable.

.ELIGIBILITY&APPLICABILITY :All the Students on regular roll of the institution

RASC

Responsible

:Individual

Approver

:Principal

Support

:Grievance Committee

Coordinator

:Convenor / Grievance Committe

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NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003

#### POLICY & PROCEDURE

Scope &Coverage: Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the HOD/others concerning the Student.

# Grievances for the purpose of this policy will cover individual grievances such as:

- · Teaching and Learning
- Evaluation
- · Facilities in the Library, Hostel
- · Institutional Policy
- · Interpersonal Conflicts/Issues with the HOD or team members
- Only grievance affecting an individual Student may be raised. There should not be any joint representation.

# The grievance arising out of the following will not come under the purview of the grievance procedure:

- · Rules and regulation of Affiliating University.
- Matters relating to state/central/ INC policies and procedures
- Where the grievance does not relate to a personal issues of the Student

#### STAGES OF GRIEVANCE REDRESAL:

The individual can raise grievance according to this procedure:

#### Stage-I

- (i)The aggrieved Student may take up the grievance in writing with the concerned teacher / HOD, who must try to resolve the grievance at that level within 5 working days.
- (ii)Incase any grievances needs more than 5working days to resolve, the respective Student should be informed in writing within 5working days of the receipt of grievance by the HOD.
- (iii)In case the Student is not satisfied with the redressal of the grievance he/her may submit the grievance, in writing, to the GRIEVANCE COMMITTEE within 2working days from end of stage above.

ANGULLEGE OF ANGULANT SUITS OF SUITS OF

NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003 (iv)The GRIEVANCE COMMITTEE will record comments on the grievance

form within 5 working days after making necessary enquiries and discuss with

concern(s)

(v)Incase of any delay in resolving the grievance, the GRIEVANCE

COMMITTEE will inform the aggrieved Student of such a delay with reason

from 5 working days of receipt of the grievance and commit to a resolution date

not exceeding an extension time of 4working days.

Stage-II:

(i)In case the aggrieved Student is not satisfied with the decision

communicated to him/her at Stage-I or if she/he fails to receive the reply within

the stipulated period, she/he may submit the grievance within a period of

2working days from the date he/her receives final reply or in stage-I will have an

option to appeal to principal with the detailed reasons for the appeal who must give

a personal hearing to the grievance and a brief of same should be documented.

(ii)The principal will examine the grievance in detail including discussions

with the aggrieved Student, as necessary. The principal may consult an

expert neutral consultant or committee before taking final decision on the grievance.

(iii)The principal will take a decision and communicate the same within

7working days from the receipt of the appeal and the decision will be final and

binding.

**GENERAL CONDITIONS:** 

1. If the grievance is against the Teacher or HOD then Student can skip one level and

escalate her/his grievance to next level.

\* SNEW NEITONE OF NEIT

Principal

NARAYANA COLLEGE OF NURSING

Chinthareddypalem,

NELLORE - 524 003

- The concerned shall bring up the grievance immediately within a reasonable period of time not exceeding 3months.
- 3. Only an aggrieved Student can raise the grievance
- 4. If the grievance arises out of an order given by the principal /Management, the said order shall be complied with before the student concerned invokes the procedure laid down for redressal of the grievance.
- The GRIEVANCE COMMITTEE should maintain the detailed record of grievance and redressal related aspects.

Signature of Grievance Committee Convenor

Signature of Principal

Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003.

Signature of Grievance Committee members

Signature of Grievance Committee student member

NARAYANA COLLEGE OF NURSING

NELLORE - 524 003



Ph No: 0861-2317969 | Fax: 0861-2311968.

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# HUMAN VALUES AND PROFESSIONAL ETHICS

## INSTITUTIONAL CORE VALUES

- Contributing to National Development
  - Narayana College of Nursing under NSS unit conducted and involved in Swatch Bharath program in each year.
- Fostering Global Competencies among students
  - ➤ Implemented new methods like (BRICS)² to initiate clinical skill competence among students.
- Inculcating a Value System among students
  - As an initiative of inculcating the human values and social values among students, various programmes like Zero Ragging, Violence against Women, Swatch Bharath etc were conducted in the Institution.
  - This makes a commitment approach to perceive themselves not merely as passive reactors or as free individuals but as inner relative members of a social group and system
- Promoting the use of Technology
  - To familiarize students with technology, incorporating teaching strategies that use technology in to nursing program has equipped like IR Training.

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#### Quest for Excellence

- For cultivating excellence in Nursing field, our institution adopted following actions:
- Encouraged to attend Nursing Seminars
- Encouraged to improve collegiality among health care team members
- o Initiate Mentorship program
- o Educational work shop
- Educational Projects to improve clinical skills and disperse EBP (Evidence Based Practice) in Nursing field.



Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

SNA COMMETEE



Principal
NARAYANA COLLEGE OF NURSI
Chinthareddypalem.





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#### FINANCE COMMETEE



Principal /
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

ORGANIZATION COMMETTEE

MELLORE Z 524 003 Z FELLORE Principal
NARAYANA COLLEGE OF NURSIN
Chinthareddypalem.





Ph No: 0861-2317969 | Fax: 0861-2311968.

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website: www.narayananursingcollege.com | | e-mail: narayana\_nursing@yahoo.co.in



#### ANCHORING COMMETTEE



NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003

PRINCIPAL Principal NARAYANA COLLEGE OF NURSING Chinthareddypalem. NELLORE - 524 003.





# **CERTIFICATE OF REGISTRATION**

This is to certify that Environment Management System of

### NARAYANA COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003, Andhra Pradesh, India

Is in accordance with the requirement of the following standard

ISO 14001:2015

(Environment Management System)
SCOPE OF CERTIFICATION

"IMPARTING EDUCATION LEADING TO DIPLOMA, UG, PG AND Ph.D DEGREES IN NURSING"

Certificate number: IND-NANG-22-2712175 Initial Registration Date

: 15 Dec 2021 : 14 Dec 2022

1st Surveillance Date 2nd Surveillance Date

: 14 Dec 2023

Certificate Expiry Date

: 14 Dec 2024

To verify certificate, visit at:

www.ug-ac.org

Issued by INDCS Certification







Authorized Signatory

CAB Address : Maryland Avenue, SW Washington, D.C. 20202

524 003

This certificate remains the property of INDCS and must be returned to INDCS on Cancellation or Suspension of the certificate Validity of the certificate is subject to successful completion of surveillance audits.

Further clarification regarding the scope of this certificate and the applicability of standard may be obtained by consulting the Organization.

NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003.

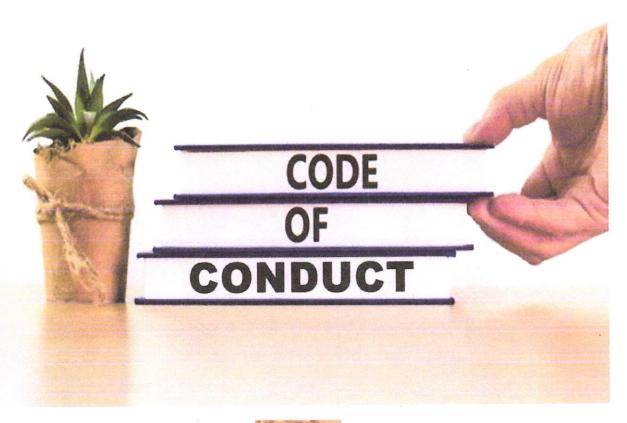
Principal / NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003







# CODE OF CONDUCT HAND BOOK







Dr. Indira. A
Principal
Narayana College of Nursing
Chinthareadyactem, Neilore

Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Narayana College of Nursing aims to meet this critical challenge of preparing nurses for professional practice. At Narayana College of Nursing students are taught the principles of Caring, Excellence and Integrity, and exposed to the finest of caring and learning environment, wherein they learn, grow, and flourish in the best traditions of professional education.

With demographic changes over the coming decades expected to worsen the shortage of nurse aides in hospitals, Nursing homes, and home health care settings, there lies a tremendous demand for specialized nursing professionals. The future opens up immense opportunities and a sojourn with Narayana College of Nursing opens up immense prospects.

The set of practices that outlines the general norms, rules, and responsibilities of an individual or an organization are termed as the Code of Conduct. Essentially, these practices are an important part but not a comprehensive solution on its own, in establishing an inclusive culture. An organization's values and proper behavioral standards that accord with aforesaid values are fundamentally stated by most organizations. The purpose of the code of conduct is to define and promote crucial ethical principles important and relevant to the organization whereby identifies and disallows aspects of behavior that summons legal liability.

Principles that deem helpful for professionals to function with honesty and integrity are termed as Code of Ethics. This outlines the manner professionals are to approach the problems drawn through ethical principles on basis of core values of the organization and the professional standards that are to be adhered thereby upholding the mission of the organization. Ethical codes are meant to assist the members in comprehending right and wrong and ensuing decisions and actions. To regulate and streamline the academic profession is the core objective of the seconds

#### VISSION

Narayana College of Nursing will be an universal leader for innovations, research, education, attitude and practice to create positive changes in the health outcomes of individuals, families,

OLLEGA

NELLORE

524 003

communities in all health care settings

Principal

NARAYANA COLLEGE OF NURSING Chinthareddypalem.

NELLORE - 524 003

NARAYANA COLLEGE OF NURSING Chinthareddypalem. NELLORE - 524



Narayana College of Nursing is catalysts for optimizing wellbeing through nurse led health care integrating education, application, research and technology to create innovative care solutions and thereby prepare global Nurses to attain health for all.

#### PREFACE:

The code of conduct for Students, Faculties, & Non-teaching staff should be characterized by integrity. The code of conduct has prepared to know the rules and regulations of the Institute to the Students, Teachers & Non-teaching staff. It is expected that all students, Faculties and non-teaching staff should strictly follow the code of conduct mentioned in this document.

#### **Code of Conduct for Students:**

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow the rules:

- 1. Classes start from 9.00 am and may continue up to 5.00 pm. Students are advised to come to the college by 8.50 am. To attend the classes as for schedule with biometric face ID attendance.
- 2. Every student must carry Identity card inside the campus any violation of this will lead disciplinary action.
- 3. Students must help to keep the institute campus neat and clean.
- Students should wear college uniform during clinical practice hours wherever instructed by the competent authority.
- 5. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- 6. Students are expected to read notices/circulars displayed on the notice board.

7. Spitting and throwing bits of paper in the premises should be avoided.

Principal

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Chinthareddypalem,
NELLORE - 524 003.

NARAYANA COLLEGE OF NURSANA COLL

- 8. Misuse or unauthorized use of the college premises or items of property, including computer, Library, Lab articles should lead to disciplinary & penalize action.
- 9. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.
- 10. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
- 11. The faculties shall abide by The Code of Professional Ethics laid down by INC.

Punishment for Violation of Rules and Regulations:

The Competent Authority may impose any of the following punishments on any student if found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the institute.

- 1. Debarring from appearing university examination.
- 2. Deduction of Internal marks.
- 3. Expulsion from the institute and or hostel.
- 4. Withholding results.
- 5. Fine up to Rs. 20,000/- (In case of Ragging as per Supreme Court order/rules)
- Lodging of FIR with the Police.
- 7. Anti Ragging is Criminal offence

#### Ragging Constitutes any of the following acts:

- 1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student.
- 2. Indulging in indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

3. Asking any student to do any act which such student will not do in the ordinary course and Principal Which has the effect of causing or generating a sense of shame, or torment on the principal NARAYANA COLLEGE OF NURSING Chinthareddypalem, so as to adversely affect the physique of psycheleft that fresher or any other student RE - 524 003.

- 4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- 5. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- 6. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment for Violation of Rules and Regulations of Ragging:

- 1. Cancellation of admission,
- 2. Withholding/withdrawing scholarship/free ship and other benefits,
- 3. Suspension/Expulsion from the hostel,
- 4. Lodging of FIR with the Police,
- 5. Fine up to Rs. 20,000/-

#### ANTI-RAGGING COMMITTEE MEMBERS

i) Anti-Ragging Committee:	Mobile Numbers
1. Dr. Indira. A, Principal	9490166028
2. Mrs. B. Vanajakumari, Professor (COM)	9490894253
3. Mrs. Anusha J, Asst. Professor (COM)	9652933068
4. Mrs. Viji. A , Professor (OBG) 9444004793	
5. Mrs. Shanmugavadivu. P, Professor (PAED)	9738418028

ii) Anti-Ragging Squad:

Mobile Numbers

1. Mrs. Kannagi. E, Professor & HOD (PAED) 9003202514

2. Mrs. Nathiya. K, Asst. Professor & HOD (PSY) 8220828355

3 Mrs. Merlingolda. V, Assoc. Professor (MSN) 9444203402

7097350029 NARAYANA COLLEGE OF NURSING Chinthareddypalem,

NELLORE - 524 003.

4. RMs. Ushakiran. T , Asst. Professor (OBG) ,

iii) Anti-Ragging Monitoring Committee:

Mobile Numbers

1. Dr. Indira. A, Principal

9490166028

2. Mrs. Kannagi. E, Professor & HOD (PAED) 9003202514

3. Mrs. Viji. A , Professor (OBG)

9444004793

4. Mrs. Latha. A, Professor (MSN)

9160887339

5. Dr. A. Tamil Selvam, Professor & HOD (PSY) 9840350491

6. Mrs. Gunavathi. K, Warden

7799626242

All the members of the above committee are requested to contact the Principal,

Narayana College of Nursing in case of Emergency Contact. No. 9490166028

#### **Anti Ragging Help Line**

#### CONTACT IN EMERGENCY

1. Dr. Indira. A, Principal -9490166028

2. Mrs. Kannagi. E, Professor & HOD (PAED) -9003202514

3. Mrs. Viji. A, Professor (OBG)

-9444004793

4. Mrs. B. Vanajakumari, Professor (COM)

-9490894253

5. Ms. N. Anjani Devi, Asst. Professor (MHN) -7093655848

6. Mrs. Rajani. P, Assoc. Professor (PAED)

-8985209957

7. Mrs. Anusha. J, Asst. Professor (CHN)

-9652933068

8. Mrs. Merlingolda. V, Assoc. Professor (MSN) -9444203402

9. Mrs. Ushakiran. T , Asst. Professor (OBG)

-7097350029

10. Mrs. Kantha. K, Assoc. Professor (COM) -9441633279

11. Mrs. Latha. A, Professor & HOD (MSN)

-9160887339

12. Dr. A. Tamil Selvam, Professor & HOD (PSY)

-9840350491

13. Mrs. Gunavathi. K, Warden

-7799626242

14. Mrs. Shanumugavadivu. P, Nodal Officer -9738418028

15. LOCAL POLICE STATION - RURA

-08612331009

6. POLICE CONTROL RODS

- 100

NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003.

VARAYANA COLLEGE OF NURSING

#### PREVENTING SEXUAL HARASSMENT COMMITTEE

i) Prevention of Sexual Harassment Monitoring	Committee: Email	Mobile No.
1. Dr. Indira. A, Principal/Chairman	narayana_nursing@yahoo.co.in	9490166028
2. Mrs. Shanmugavadivu. P, Professor (PAED)	vadivuilangoasai@gmail.com	9738418028
3. Ms. Viji. A, Professor (OBG)	chennai_viji@rediff.com	9444004793
4. Mrs. Latha. A, Professor (MSN)	manavalanlatha@gmail.com	9160887339
5. Ms. Haripriya. K - I M.Sc.(N) student	haripriyaguna96@gmail.com	9949357122
6. Ms. Ch. Sirisha – I M.Sc.(N) student	sirishasirisha11459@gmail.com	8790510638
7. Ms. Aleena Sabu, IV B.Sc. (N) student	aleenasabusabu3@gmail.com	9539590037
8. Mrs. Gunavathi. K, Warden	gunavathikonde@gmail.com	9908844181
ii) Prevention of Sexual Harassment Squad:	Email	Mobile No.
1. Mrs. Shanmugavadivu. P, Professor (PAED)	vadivuilangoasai@gmail.com	9738418028
2. Mrs. Nathiya. K, Asst. Professor & HOD (PSY)	nathismily@gmail.com	8220828355
3. Mrs. Merlingolda. V, Assoc. Professor (MSN)	merlingolda@gmail.com	9444203402
4. Mrs. Ushakiran. T , Asst. Professor (OBG)	ushakiran.subha@gmail.com	7097350029
5. Mrs. K. Kantha, Asst. Professor (CHN)	kanthanaren@gmail.com	9441633279

All the members of the above committee are requested to contact the Principal,

Narayana College of Nursing in case of Emergency Contact. No. 9490166028

Principal | NARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003



Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003.

#### **Code of Conduct for Teachers:**

All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members:

- 1. All faculty members must maintain high standards of punctuality, honesty and professional ethics.
- 2. The faculty appointed in the Institute will be on probation for one/two year from the date of joining subject to the approval by the Dr. NTR University.
- 3. Every faculty members shall discharge duties efficiently & effectively as per the norms laid down by the INC & Management from time to time.
- 5. Every faculty members should report to the college at least 10 minutes before the commencement of college timing.
- 6. All faculty members must be enthusiastic in taking up the subjects allotted to them as for schedule.
- 7. The faculties to keep the biometric face ID in and out.
- 8. All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes.
- Guardian faculty scheme must be followed and the faculties should take proper care of group of students by guiding, motivating, counseling and monitoring their attendance and performance.
- 10. Every faculty members should be responsible to conduct regular classes and practical's and also take extra classes whenever necessary.
- 11. Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.
- 12. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- 13. No faculty members shall act in any manner that violates the decorum or morality within the campus.
- 14. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.

15. All faculty members must refrain from any from harassment or unlawful discrimination

NARAYANA COLLEGE OF NURSING

based on existing legislative norms relating to gender/sexuality/age/marital status inthared dypalem,

NELLORE - 524 003.

VARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003

#### **Code of Conduct for Non-Teaching Staff:**

The Non-teaching personnel are those staff that is required to cater to the needs of the students as well as to complement faculties' professional roles and responsibilities. The roles dawned by non-teaching personnel range in various forms depending on individuals' roles and students' specific needs. A professionally effective relationship between faculties and non-teaching personnel are essential to meet the diverse needs in the best interest of the students' community.

There are five Major Codes of Ethics to be strictly adhered to by any employee.

They are:

- a. Integrity
- b. Objectivity
- c. Professional competence
- d. Confidentiality
- e. Professional behavior.
- 1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- 2. All Staff members should display the highest possible standards of professional behavior.
- 3. All Staff members should be punctual and discipline towards their work.
- 4. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- 5. Every Staff members should cooperate with students, colleagues & superiors.
- 6. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
- 7. All the staff members should respect for the rights and opinions of others.
- 8. Every staff members should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.

ARAYANA COLLEGE OF NURSING Ghinthareddypalem,



VARAYANA COLLEGE OF NURSING Chinthareddypalem, NELLORE - 524 003. 9. All Staff members must refrain from any form of harassment or unlawful discrimination based 10. Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination or any other action as per the Competent Authority.

#### CONCLUSION

The students' trust in the university is the backbone of its growth and development. This trust and consequential repute of the university has to be built and sustained by maintaining a high level of professionalism in imparting knowledge and providing better services to them. Every employee must perform diligently, proactively, and constructively in upholding the dignity, culture, and heritage of the University.

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Narayana College of Nursing Chinthareddypalem, Nellore.

NARAYANA COLLEGE OF NURSING Chinthareddypalem NELLORE - 524 000

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Principal

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e-mail: narayana\_nursing@yahoo.co.in website; www.narayananursingcollege.com

#### WOMEN SAFETY AWARENESS PROGRAM ON

#### DISHA APP INSTALATION

#### CIRCULAR

Circular No: NCON/IQAC/07

NSS have great pleasure to extend our cordial welcome for the "WOMEN SAFETY AWARENESS PROGRAM and DISHA APP INSTALLATION" (Theme: "Help women in distress") program at our college campus on 31/08/2021 at 12.00 pm. Everyone is requested to be present.

Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Copy to:

Class Coordinator

Student Notice Board

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PRINCIPAL

Date: 24/08/2021

Principal
NARAYANA COLLEGE OF NURSIN
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NELLORE - 524 003.

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#### WOMEN SAFETY AWARENESS PROGRAM - 2021

Name of Activity organized

Title of the Activity

Date of activity organized

Name of the coordinator of Activity

Place of the Activity

No. of participant (student +staff)

Name of the sponsored organization

Nature of sponsorship

Objective of the Activity

Outcome of the Activity

Women safety Awareness program

Disha App installation

31st Sep 2021

Ms. T.Usha Kiran

Narayana college of nursing

435

NSS cell NTRUHS

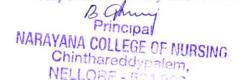
Regular NSS Activity

Disha App installation

Access of the disha app

#### Activity Report

Narayana College of Nursing NSS unit conducted an Awareness program on women safety in collaboration with Officials from Disha Police Station of Nellore on 31/09/2021 Thursday 12pm to 1pm, an awareness program was conducted into two sessions at Narayana College of Nursing campus to B.Sc Nursing students. Program started with Welcoming the officials with a Prayer song, lamp lighting.Dr.Indira.A Principal Narayana College of Nursing spoke about the importance of women safety and the current problems facing by the women. Dr.Rajeswari Vice Principal, HOD Mental Health Nursing department Narayana College of Nursing spoke about the need of women safety and technology to protect women. Mr.Nagarjuna reddy, Sub inspector of police explained about the Disha App that it sends an alert to the control room when a woman or a girl in distress by shaking the smart phone. And also he mentioned the app has a single touch SOS button that would alert the police control room in case of distress and ensure speedy response, of family and friends can be added to alerts list to receive the SOS alerts.







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# **NARAYANA COLLEGE OF NURSING**

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e-mail: narayana nursing@yahoo.co.in website: www.narayananursingcollege.com

#### GENDER SENSITIZATION PROGRAM

#### EMPOWERMENT OF WOMEN THROUGH LEGAL AWARENESS PROGRAM

Circular No: NCON/NSS/10

Date: 04/11/2021

#### CIRCULAR

NSS have great pleasure to extend our cordial welcome for the "EMPOWERMENT OF WOMEN THROUGH LEGAL AWARENESS PROGRAM" conducted at gray lecturer gallery on 12/11/2021 at 3.00 pm. Everyone is requested to be present.

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Copy to:

Class Coordinator

Student Notice Board

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PRINCIPAL

Principal
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e-mail: narayana\_nursing@yahoo.co.in website: www.narayananursingcollege.com

#### BANNER



Chinthareddypalem, Nellore.

# EMPOWERMENT OF WOMEN THROUGH LEGAL AWERNESS PROGRAMME FOR WOMEN



# Sri. MUDE SRINIVASULU NAIK

Senior Civil Judge cum Secretary
District Legal Service
Authority, Nellore.

Date: 12. Nov. 2021 || Time: 03:00 pm || Venue: Grays Lecture Gallery, NMC.

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003



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Principal
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#### EMPOWERMENT OF WOMEN THROUGH LEGAL AWARENESS PROGRAM- 2021

Gender sensitization is a major issue in Indian Society. It is basically a male dominated society where women are always considered on a secondary place in every field of life. Indian society must practice the equality between male and female. Indian constitution has given the equal status to both. Considering this fact, the college has organized women empowerment program on legal awareness of laws.

Empowerment of women through legal awareness program was organized by Narayana college of Nursing on 12/11/2021. Total participants were 360 including faculty and students. The detailed report about this program is as follows:

Dr. Indira.A, Principal, NCON, Mrs.Prof. Rajeswari, Vice Principal, Prof B. Vanaja kumari, and all the HODs participated, Students of I & II B.Sc. Nursing were the participants of the program.

Sri. Srinivasulu Naik, Civil judge cum secretary from Nellore made the students aware about the declining male-female gender ration in population, dowry prohibition act and girl child benefits. The reasons behind this problem were also discussed. He compared the status of women in Indian society with the rest of the world. The program concluded with vote of thanks followed by National Anthem.





Principal

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Chinthareddypalem,
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e-mail: narayana\_nursing@yahoo.co.in website: www.narayananursingcollege.com



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Chinthareddypalem,
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