



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.narayanannursingcollege.com || e-mail: narayana\_nursing@yahoo.co.in

## 6.1.2 DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT

The HOD is in charge of subject allocation and finalizing teaching plans of the departmental faculties. Faculties are free to give suggestions regarding their respective subjects which are approved in the department and faculty meetings. The academic calendar is prepared with details of teaching plans, examination schedule, and examinations are conducted as per the guidelines provided by examination cell. Exam-related grievances are reported to the Examination Grievance Redressal Committee through proper channel, which are verified and appropriate actions are taken at the earliest.

### Participative Management:

The Principal, HODs, faculty and staff meet on weekly basis to discuss various academic and administrative issues which are resolved immediately. The statutory committees, representation from all categories employees and students are involved in decision making. IQAC strategic plans are envisioned towards quality improvement, implementation of Value-added courses, orientation classes, special classes for higher studies & various competitive exams. Incentive policies and schemes are available for Patent filing, indexed publications, Book and Conferences. This initiative not only enhances publication numbers but also motivates students and faculties to ensure enriched research-based practice and knowledge acquisition. Students are encouraged to publish their final year project to get their course completion. Faculties are encouraged to do SWAYAM/NPTEL/MOOCs courses.

Principal

NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
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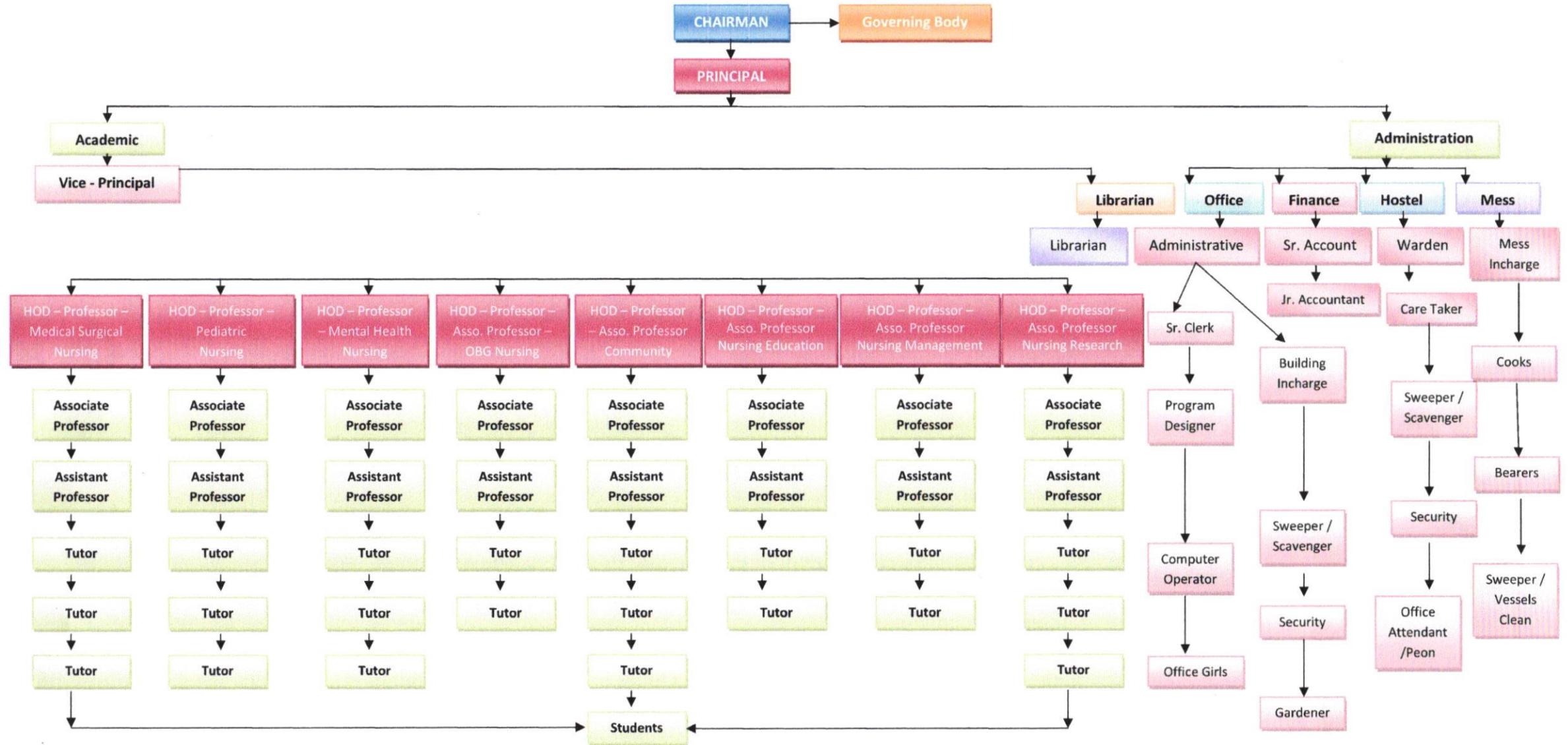


PRINCIPAL

Principal

NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

**Organogram of Narayana College of Nursing, Nellore.**



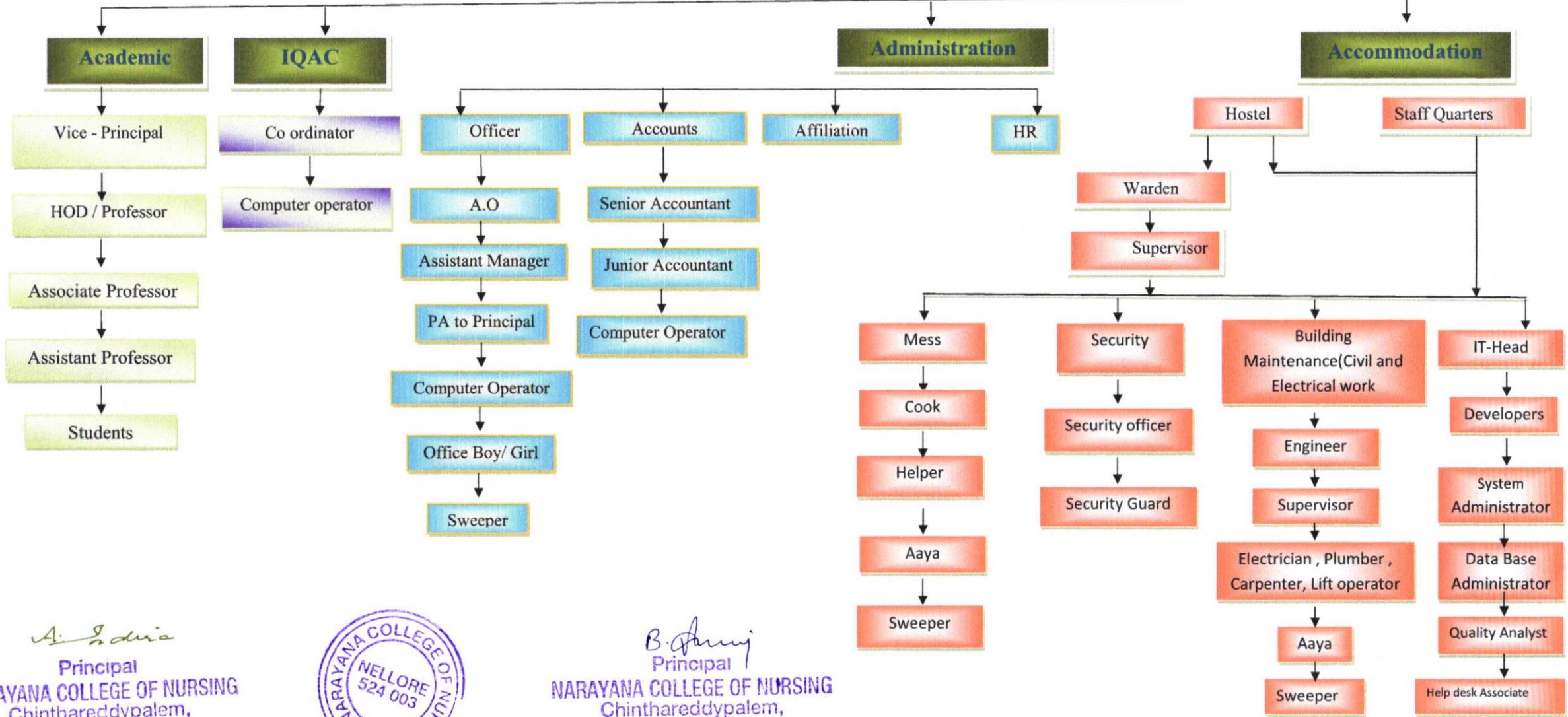
*B. Anuraj*  
 Principal  
 NARAYANA COLLEGE OF NURSING  
 Chinthareddypalem,  
 NELLORE - 524 003



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

Chairman Managing Trust  
Governing Council

PRINCIPAL

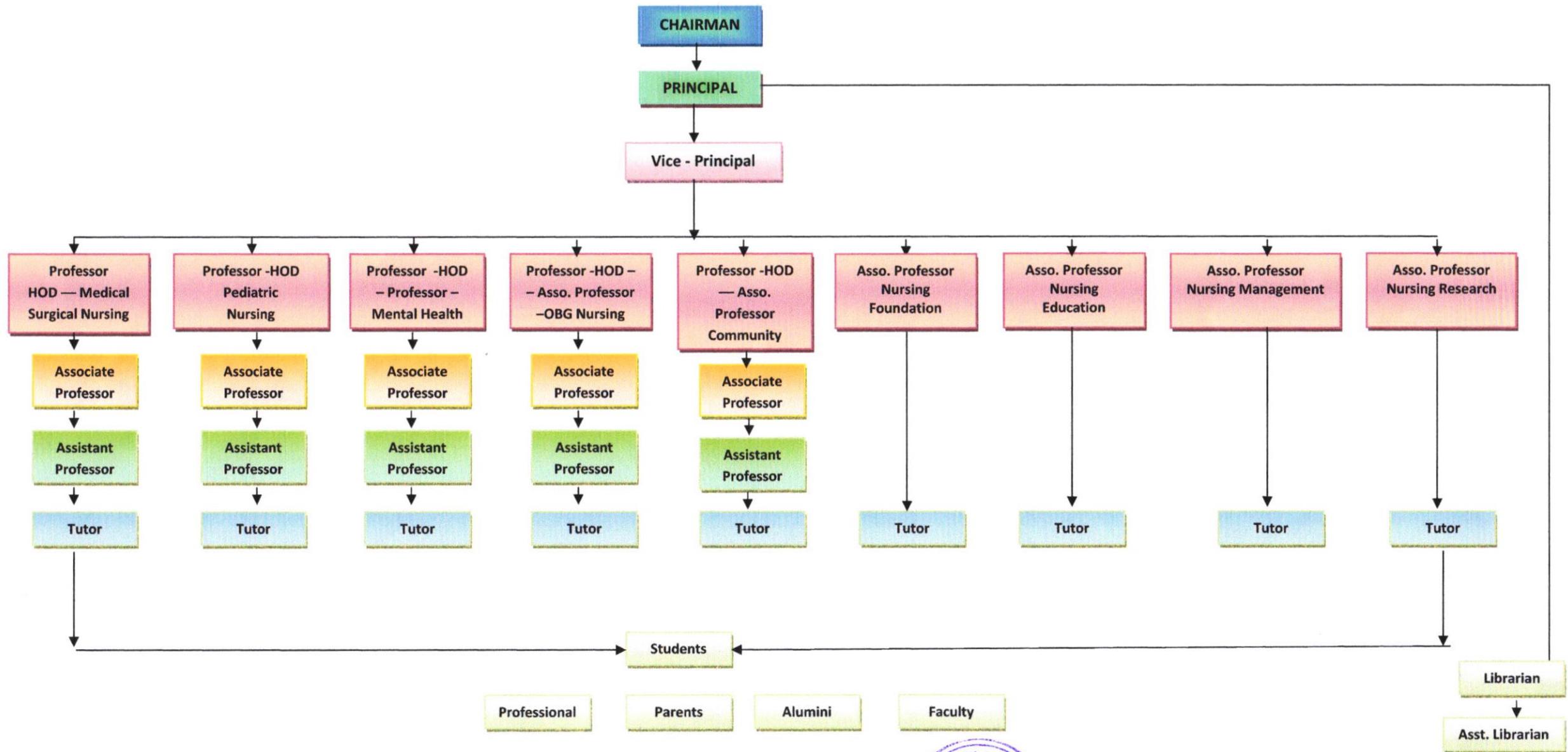


*A. Indira*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



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

# Decentralized and Participatory Management – ACADEMIC – Narayana College of Nursing, Nellore



  
 Principal  
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 Principal  
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## JOB DESCRIPTION OF PRINCIPAL

**Eligibility:** 15 years experience with M.Sc. (N) out of which 12 years should be teaching experience with minimum of 5 years in collegiate program. Ph.D. (N) is desirable

### Duties and responsibilities:

1. Development, planning, implementation & evaluation of Nursing Program i.e., GNM, PBB.Sc Nursing B.Sc. Nursing, M.Sc. Nursing, PhD & Nursing specialty courses etc.
2. Develop philosophy & objectives for educational program.
3. Identifies the present needs related to the educational program & investigate, evaluate & secure resources.
4. Select & organize learning experiences.
5. Direct planning activities & put programs in place with staff to ensure attainment of College of Nursing vision.
6. Determines the number of position & scope & responsibility of each Teaching & Non-Teaching staffs.
7. Prepares the job-description, indicate line of authority, responsibility in the relationship & channels of communication by means of organization chart & other method.
8. Delegate's authority commensurate with responsibility.
9. Provides an organizational framework for effective staff functioning such as meeting of the staff etc.
10. Recommends appointment & promotion based on qualification & experience of the individual staff, scope of job & total staff composition.
11. Subscribes & encourages developmental aspects with reference to welfare of staff & students.
12. Consistently makes administrative decision based on established policies.
13. Facilitates participation in community, professional & institutional activities by providing time, opportunity for support for such participation.
14. Provides freedom for staff to develop active training course within the frame work of curriculum.
15. Promotes staff participation in research.

*B. Anuj*  
Principal

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*A. S. S. S.*  
Principal

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16. Procures and maintains physical facilities which are of a standard.
17. Interprets nursing education to other related disciplines and to the public.
18. Provides for continuous follow-up and revision of education program.
19. Prepare periodic report which reviews the progress and problems of the entire program and presents plan for its continuous development.
20. Act as a chairperson for various committees.
21. Prepare, secure, approve and administrate the budget.
22. Develops college budget based on documented program needs, estimated enrolment of personnel, other final needs and keep the program within the budget time.
23. Participate in University, professional and community service activities.
24. Conducting and participating in departmental meetings and attending various meetings in the University, INC and SNC.
25. Initiates and participates in research studies for the improvement of educational programmes.
26. Recognizes the needs for continuing education for self and staff and provides stimulation of opportunities for such development.
27. Prepares code of conduct for students and college hand books to ensure discipline among students.
28. Conducts regular conferences with parents and students about college issues.
29. Acts as a mentor to subordinate.
30. Performs other duties as assigned by higher authority.

### Job Summary:

Principal, College of Nursing is the Administrative head of the college of Nursing, directly responsible to the Director of Medical Education/Director of Health and Family welfare services and responsible for implementation, revision of curriculum for various courses and research activities of the college of Nursing.



*B. Anuj*  
Principal

*A. S. Reddy*  
Principal

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## JOB DESCRIPTION OF VICE- PRINCIPAL

**Eligibility:** 12 years experience with M.Sc. (N) out of which 10 years should be teaching experience with minimum of 5 years in collegiate programme. Ph.D. (N) is desirable

### Duties & Responsibilities:

1. Assists Principal in planning, implementation, monitoring and evaluation of the educational programs of the college.
2. Participates in the conduct of continuing education programme and programme for visitors.
3. Assists Principal in identifying needs for professional development of faculty and facilitates staff development programme.
4. Identify the present needs related to educational programme.
5. Select and organizes learning experiences under the guidance of principal.
6. Assists in the conduct of admission procedures & final University examinations.
7. Act as a member of various committees in the absence of Principal chair the assigned committee meetings.
8. Plan the master plan with other teaching staff
9. Take part in students welfare activities
10. Participating in the examination either internal or external to the own or other college whenever the university invites as examiner.
11. Supervise the clinical area
12. Plan the course content.
13. Supervises clinical experience of all educational programmes in coordination with coordinators.
14. Review student progress reports and activities and offers academic guidance.
15. Guides and monitors students cumulative record for all educational programmes, maintained by respective programme coordinators.
16. Guides faculty in day-to-day academic activities of all educational programmes.
17. Participates in conduct of orientation programme for new faculty members.
18. Prepares report on staff performance and reviews evaluation report of assigned staff.
19. Assists Principal in administration and supervision of college activity.
20. Monitors all leave privileges of teaching and non-teaching staff in coordination with Principal.
21. Assists Principal in reviewing recruitment and promotion policies of teaching & non-teaching staff.

*B. Prasad*  
Principal



*A. S. S. S.*  
Principal

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22. Assists Principal in maintaining discipline among students in the college.
23. Supervises overall functioning of college of nursing.
24. Inform students about changes in college policies, procedures & standards if any.
25. Shares responsibility with Principal in identifying conflicts among staff members and initiates solution, consult & inform when necessary.
26. Facilitates guidance & counselling services to staff & students as per need
27. Inform parents about student status & reviews reports of student performance.
28. Promotes continuous growth & development towards maturity.
29. Act as a mentor to colleagues.
30. Perform other duties as assigned by the Principal.

**Job Summary:**

Vice Principal assists principal in directing the staff (Teaching & Non-teaching) of the college in conducting teaching programmes and assists Principal in assessing, planning, implementing & evaluating educational programmes.



*A. J. Reddy*  
Principal  
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*B. Prasad*  
Principal

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## JOB DESCRIPTION OF PROFESSOR

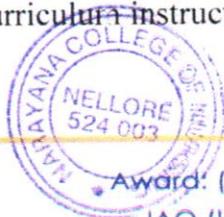
**Eligibility:** 10 years experience with M.Sc. (N) out of which 7 years should be teaching experience. Ph.D. (N) is desirable

### Duties & Responsibilities

1. Participates in curriculum development evaluation and curriculum revision.
2. Identifies the needs of the learners in terms of the program by utilizing the records of previous experience, personal interviews, tests & observation.
3. Participates in formulation & implementation of the Philosophies & objectives of College of Nursing.
4. Select & organize learning experiences which are in accordance with objectives.
5. Collaborate with other faculty in course development.
6. Participates in University, professional & community service activities.
7. Plan with the educational Unit with nursing service & allied-groups.
8. Ascertains, selects & organizes facilities equipment and materials necessary for learning.
9. Assists the learners in using problem solving process.
10. Increases knowledge & skill in curriculum.
11. Devices teaching methods appropriate to objectives & content.
12. Maintains & uses adequate and accurate records.
13. Prepare clear & concise reports.
14. Measures effectiveness of instruction by use of appropriate devices.
15. Acts as a counsellor for staff and students services students conducting research.
16. Participates and promote students welfare activities.
17. Guide the students in conducting seminars, discussions and presentation.
18. Assists in teaching and supervision in clinical Nursing courses for undergraduate students.
19. Co-ordinates with the external Lecturer for various courses as assigned.
20. Assist in initiating and participating in research studies for the improvement of educational programme.
21. Acts as a mentor to students.
22. Completes other responsibility assigned by the Principal and Vice Principal.

### Job Summary:

Professor works under the direction of departmental head and assists him/her in curricular instruction & teaching.



*B. Anny*  
Principal

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*A. S. Raju*  
Principal

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## JOB DESCRIPTION OF ASSOCIATE PROFESSOR

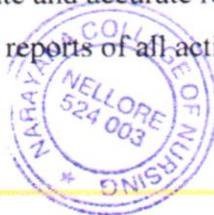
**Eligibility:** M.Sc. (N) with 8 years experience including 5 years teaching experience Ph.D. (N) desirable

### Duties & Responsibilities:

1. He/she works under the departmental heads and assists him/her in the guidance of the students.
2. Communicates effectively in order to convey their knowledge face-to-face with students and graduate staff.
3. Developing, coordinating and teaching content in all the programs.
4. Providing oversight for clinical students in the graduate program, including classroom and online instruction, supervision and mentoring of students in clinical settings, and advising students.
5. Identifies the needs of the learners in terms of the programme by utilizing the records of the previous experience, personal interviews, tests and observation.
6. Assists the learners in the identification of their needs.
7. Participates in the formulation and implementation of the philosophies and objectives of the posting.
8. Selects and organizes the learning experiences.
9. Participates in the evaluation of the curriculum.
10. Plans along with the educational unit with nursing services as an allied group.
11. Ascertains, selects and organizes facilities, equipments and materials necessary for learning
12. Assists the learners in the problem-solving process.
13. Measures and describes the quality of performance objectively.
14. Maintains and uses adequate and accurate records.
15. Prepares clear and concise reports of all activities.

B. G. S. S.  
Principal

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A. S. S.  
Principal  
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16. Measures effectiveness of instruction by use of appropriate devices.
17. Increases knowledge and skill in his/her own curriculum.
18. Use appropriate teaching methods and devices related to objectives and content of the subjects.
19. Gives guidance within own field of competencies.
20. Help the learner to grow in self-understanding
21. Assists in initiating and participating in studies for the improvement of the educational programmes
22. Identifies the problems in which research is potentially indicated.
23. Makes data available regarding the methods of teaching and evaluation.
24. Continues to develop competence in the problem-solving process.
25. Conduct clinical research and present scholarly work at nursing conferences.
26. Utilizes findings of research wherever appropriate.

## Job Summary

Associate Professor assist to HOD, directing the staff in planning, implementing and evaluating the educational programmes.

  
Principal

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Principal

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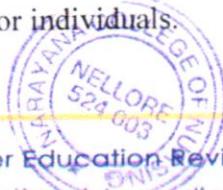
## JOB DESCRIPTION OF ASSISTANT PROFESSOR

**Eligibility:** M.Sc. (N) with 3 years experience in teaching experience

### Duties & Responsibilities:

1. Develop and execute inventive instructional methods.
2. Build up professional logistics which helps in improvising the performances of the student.
3. Guide, direct and mentor research scholars in their research projects.
4. Assess, supervise and mentor the academic progress in students.
5. Create, innovate and implement educational activities and programs that help in career-enhancement among faculties and students.
6. Manage and support all the teaching assistants.
7. Take part in all activities of the departments and college.
8. Support and serve up for functional activities conducted by various committees.
9. Review, assess and evaluate the activities and progress of students.
10. Lend a hand, support and aid the superior professors in their everyday functions and tasks.
11. Publish their research works or findings in academic books or journals.
12. Grade papers and tests; prepare exercises, lessons and lab experiments for the students.
13. Teach post graduate as well as the undergraduate students within their field of expertise.
14. Instruct in classroom and supervise clinically nursing program courses for Associate and Baccalaureate degree programs.
15. Contribute to recruitment and retention of nursing students.
16. Participate in activities related to nursing accreditation process.
17. Develop and maintain relations with health care agencies.
18. Implement college Philosophy, curriculum, program outcomes and course objectives through classroom and clinical teaching.
19. Develop teaching innovations in annual preparation and revision of all assigned courses.
20. Plan clinical experiences supervise and evaluate the Nursing students while delivering nursing care to group or individuals.

*B. G. Prasad*  
Principal



*A. J. Reddy*  
Principal

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21. Supervise and evaluate clinical preceptors utilized in student clinical experiences.
22. Evaluate and record students feedback level of performance based on course objectives.

### Job Summary.

Assistant Professor works under Professor, Vice Principal/Principal of College of Nursing and performs teaching, guidance, counselling and assist in all activities.



*B. Srinivas*  
Principal  
NARAYANA COLLEGE OF NURSING  
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*A. Srinivas*  
Principal  
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## DUTIES AND RESPONSIBILITIES OF STUDENT NURSE

**ELIIBILITY:** Minimum age 17yrs. Minimum educational requirement shall be passing of 12yrs course or 10 + 2 years course with biological sciences.

### In the class room

1. Maintains the dress code in the class room
2. Preserves pertinent verbal lecture material for future reference.
3. Participates in small and large group discussions, problem based learning and simulation.
4. Answers questions when called upon; presents brief oral reports and formal presentations.
5. Reviews supplemental learning materials (handouts, audiovisual, Power Points)
6. Completes written and competency examinations within time limitations defined by faculty.
7. Utilizes a variety of software including Learning Management System and other web based programs as required .

### CLINICAL AREA

#### Provides patient care which encompasses, but is not limited to the following

1. Maintains the dress code in the clinical area.
2. Provides patient care, consistent with medical and surgical plan of care, for one to three patients.
3. Physical assessment, including but not limited to, listening to heart, lung, and bowel sounds with a stethoscope, checking incisions, and observing other factors, depending on individual patient.
4. Receiving and giving verbal reports on each patient at start/end of each clinical experience.
5. Preparing patients for transport to other hospital departments for testing and preparing patients for discharge.
6. Preparing, distributing and administering medications prescribed by physicians.
7. Charting, either handwritten or via data entered in the computer.
8. Help the patients in Activity of Daily living.(ADL)
9. Accepting and orienting new patients to assigned unit and staff.
10. Providing individual patient education, in accordance with accepted nursing practice and medical plan of care.



*B. Ghany*  
Principal

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*A. J. S. S.*  
Principal

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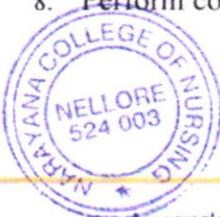
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11. Discharge planning: Assessment of home and caretaker at home, consulting home care resources, obtaining equipment, consulting dietary, teaching patient about discharge medications, obtaining physician approval and arranging for any laboratory tests.
12. Utilizes therapeutic communication techniques in order to facilitate the patient's optimum level of wellness.
13. Administers CPR according to American Heart Association Standards (Basic Life Support for the Health Care Provider) to patients in cardiac arrest, on an emergency basis. Must be available for this function, which takes precedence over all others. Unrestricted movement of both upper and lower extremities, neck, shoulders, back and hips required to perform this function.
14. Interacts with physician regarding patient's conditions.
15. Provides emotional support and health education to patients and families.
16. Performs specialized functions, including responding to audible and visual cardiac alarms, wound packing, and interpreting cardiac rhythm strips.
17. Coordinates patient care with other hospital departments, including Cardiac Rehabilitation, Physical Therapy, Dietary and Social Service.
18. Demonstrates knowledge and skills necessary to provide care appropriate to the age of patients served on assigned units; knows and applies principles of growth and development over the life span when providing nursing care.
19. Assesses and interprets age-related patient data and identifies age-specific nursing care requirements for assigned patients.

**Students are not permitted to in the clinical area are:**

1. Performs delegated medical acts
2. Act as a witness under any circumstances or for any purpose
3. Provide second signature/check for controlled drugs, blood products, breast milk, and medications listed as requiring independent double checking, double signing and documentation
4. Provide telephone advice for discharged patient and family.
5. Take verbal or telephone orders
6. Be left in sole charge of any patient
7. Transport patients alone when the presence of an RN is required
8. Perform controlled acts without close supervision by an RN



*B. Chinnay*  
Principal  
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*A. J. J. J.*  
Principal  
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## JOB DESCRIPTION OF TUTOR

**Eligibility:** M.Sc. (N) or B.Sc. (N)/P B B.Sc. (N) with 1 year experience

### **Duties & Responsibilities:**

1. Participates in determination of educational purposes and policies in consultation with the Professor, Vice Principal/Principal.
2. Contributes to the implementation of the philosophy and purposes of the total education program.
3. Identifies the needs of the learners in terms of the objectives of the program by utilizing records of previous experience, personal interviews, tests and observations in classroom and clinical area.
4. Planning of clinical teaching programme with the cooperation and collaboration of clinical staff.
5. Teaching of all nursing subjects by using various teaching strategy with assistance from other members of the teaching staff.
6. Guidance to students in methods of study and use of reference book and library.
7. Helps the slow learner to seek and use additional help as indicated.
8. Uses incidental and planned opportunities for teaching.
9. Conduct periodical and term tests.
10. Assure that the assignments of students are fulfilled.
11. Organize seminars, panel discussions and debates while conducting various health Programs.
12. Maintains and uses adequate and accurate records.
13. Prepare and channelize clear and concise reports.
14. Participate in the formulation and maintenance of comprehensive record systems.
15. Assist in preparing annual reports of college of Nursing.
16. Visits hospital wards, departments and other clinical fields regularly.
17. Arrange initial and periodical health examinations and maintenance of health records.



*B. Arjun*  
Principal

*A. J. Reddy*  
Principal



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18. Make periodic visit to student room to make sure that they practice personal hygiene and maintain cleanliness of room and convenience.
19. Organize social and recreational programme for the students.
20. Initiates and participates in research studies for improvement of educational programme.
21. Maintain inventory of classrooms and laboratory equipments.
22. Any other duty that may be assigned to her/him from time to time relating to Nursing education.

### Job Summary

Tutor works under Professor, Vice Principal/Principal of College of Nursing and perform teaching, guidance and counselling and assist in research activities.



*B. Srinivas*  
Principal

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*A. Srinivas*  
Principal  
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Award: (Higher Education Review Top 10 Nursing College - 2020)

IAO (International Accreditation Organization (2020 - 2025))



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## Job Description of Administrative Officer

- Daily supervisory administrative support for the staff as well support to the Principal in the process of all aspects as required, strategic educational planning while providing exceptional services consistently.
- Submit timely reports and prepare presentations/proposals as assigned by the Principal.
- To provide administration help and support for staff and Coordinate office activities and operations to secure efficiency.
- Communicating and maintaining activities interpersonal with student participation.
- Communication with all required offices, Universities and Council.
- Preparing travel arrangements for office staff and overseeing, organizing for special functions and social events,
- Preparing correspondences, documents, and presentation materials, as required towards affiliations & Recognition from statutory bodies .
- Supervise staff and fix responsibilities to ensure quality.
- Maintain personal files
- Recognize non- teaching programs and facilitate staffs to participate
- Completion of staff appointment as realized (internal /external)



*B. Chinnay*  
Principal  
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## Job Description of Sr. Assistant

- Provides administrative level secretarial and clerical service to students, faculty, and staff.
- Keeps official college records and executes administrative policies determined by or in conjunction with other officials.
- Accesses, inputs and retrieves information from computer.
- Prepares outgoing mail.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics.
- Orders and stocks office supplies as necessary and processes purchase of such items. Processes a variety of documents, forms and files.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Performs other duties as assigned by the Principal etc



*B. Prasad*  
Principal  
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## Job Description of Personal Assistant to Principal.

- Making appointments for Principal and maintain diary,
- Attend to staff and their enquiries for various issues.
- Download and reply to various emails, distribute teaching staff information sheet and update data, various minutes of meetings.
- To maintain office required files, important documents keeping in safe/racks and updating the data files etc.
- Carries out all correspondence for principal
- Completion of staff approval documents
- Preparation documentation of inspection
- Give & take appointment as required ( internal / external)
- To provide confidential support in the form of typing, word processing, filing, minutes of meetings etc.
- To use own initiative to deal with telephone calls and correspondence on behalf of the Principal to oversee and process incoming and outgoing post and emails from the Principal to produce letters, documents, reports etc.
- Assisting principal organize for visitors and various academy functions to initiate, co-ordinate and produce press releases and other.



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## Job Description of Jr. Assistant

- Under general supervision, incumbents are responsible for assisting in carrying out administrative details/assignments involved in the operations of the institution.
- Coordinating and monitoring phases of projects and/or programs, performing research and compiling information to resolve issues and problems.
- A limited amount of independent judgment is exercised within established policies and procedures.
- This is primarily a staff position, but may require supervision of a small number of clerical staff depending on assignment.
- Does related work as required.
- Assists in the development and implementation of office procedures, routines and/or planning the efficient flow of work.
- Keeping the required files.



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## Job Description of Warden

- To provide a safe and secure environment in which residential students on campus can study.
- To offer first aid service and be available to implement emergency procedures when necessary.
- To escort and or transport students to hospital or surgeries if required.
- Along with students gone for outing in weekends.
- Always keep the premises clean & tidy.
- Taking care of students in their allotted blocks.
- Mediating between student disputes about noise, unacceptable behavior etc., thus ensuring good order and behavior is maintained in the Hostel.
- Available for "on call - duty" whenever required, which provides emergency cover in the evenings and weekends.
- Assisting the Wardens and site staff with the admission of new students.
- Establishing and maintaining appropriate social contact with students.
- Providing relevant information about the students whenever it is required. Offering appropriate first aid support when needed.
- Taking part in implementation fire drills, crime prevention and health & safety awareness initiatives
- Responding to on-site emergencies during out of hours (burst pipes, broken windows, burglaries, locked out of rooms etc.)



*B. G. Srinivas*  
Principal  
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- Liaoning with Welfare Service and Accommodation Office over student issues or concerns
- Maintaining accurate records and writing reports to help to identify trends that may require action. Ability to listen to and establish a rapport with students.
- Ability to manage time effectively,
- Negotiation/facilitation skills.
- Daily report to the Principal regarding the students activities.
- Organizes & maintain the files of the hostel management.
- Carries out roll call to ensure the attendance of students inside hostel.
- Maintains discipline of the nursing students
- Periodical floor wise inspection of physical facilities and Arrange for necessary repairs/ replacement in the hostel



*B. Balaji*  
Principal  
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## Job Description of A V Aids Technician

- To provide, classroom audio visual support, along with duties assigned at the Media Services counter located in the Computer Lab.
- Populate the media service front desk to provide service to students and staff with audio/visual support and facilitate the check-out/check-in of various audio/visual equipment.
- Provide service and support to clients phone in with questions or concerns regarding. audio/visual services provided by Media Services.
- Become knowledgeable in proper setup, operation and strike of all current audio/visual equipment, systems and technology.
- Facilitate the daily activities listed on Media Service Calendar of events.
- Maintain the cleanliness of the Media Services office, classrooms, and equipment storage areas.
- Help facilitate daily/weekly/monthly updates and required maintenance of equipment and software.
- Complete tasks on morning/evening loops and inventory logs including, but not limited to, replenishing supplies, maintaining classroom cleanliness, equipment removal/maintenance, and powering up/down classroom and office equipment.
- Become familiar with both PC and Mac display and audio properties settings, and interface with projector/monitor displays, and audio systems.



*S. B. G. Prasad*  
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- Become familiar with the overall Technical Solutions (IT) department mission, services, staff and functions.
- Cross-train with computer lab student staff and be willing to assist as needed with general printing, scanning, copying, wi-fi and computing questions.
- Complete comprehensive training of necessary skills associated with the above duties.
- Oversee operation & quality of class room A.V Aids
- To ensure equipment is in good condition
- Utilize proper safety practices and procedures in linear with A V equipment
- Laying electrical & sound cables
- Monitor sound fields to ensure quality
- Send equipments for repairs if needed
- Perform duties on location
- Maintain inventory of equipment
- Attend any required staff meetings or training sessions etc



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## Job Description of Computer Operator

- Monitors and support computer services.
- Enter the online attendance of students,
- Prepare letters or documents, monthly time tables, ward rotations & question papers of the students.
- The employee will start under supervision initially to operate systems and related equipment in accordance with established procedures.
- Maintains neat, orderly equipment area.
- Provide data as required.
- Enter the online marks.
- Once in a month send the students progress report to the parents



*B. Anny*  
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## Job Description of Office Boy/Girl

- To keep the office room and principal room, computers, tables, equipment clean and neatly.
- To bring files, answering telephone calls, dealing with queries or requests from the visitors and employees.
- Updating the routine and Cooperating with office staff to maintain proper interaction and a friendly environment within the office properly.



*B. Anny*  
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## Job Description of Librarian

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
- Checks in deliveries of interlibrary loan materials.
- Does typing and filing. Processes, withdraws, repairs, or reconditions library materials.
- Shelves library materials and reads shelves.
- Sorts and routes mail. Assists with library programs and displays.
- Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching.
- Assists patrons with mechanical operations of library equipment.
- Answers directional questions and refers patrons to appropriate personnel and preparing Budget for Books and Journals and annual memberships and keep the library neat and clean manner.
- Performs other related work as required.
- The work related to handling the library books, issue and collect the books from students and maintained the records



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## Job Description of Library Assistant

- Day to day operation of the library including but not limited to Inter Library loans, over dues, references, library programmes and circulation.
- Provide circulation services to patrons shelving materials correctly; checking materials out to patrons and ensuring that they are returned and discharged from the patron's card;
- Registering new patrons and keeping patron files up to date;
- Assisting in shelf reading the collection to ensure materials are able to be retrieved quickly processing and repairing materials as needed;
- assisting in the weeding of outdated and damaged material from the collection.
- Maintaining bulletin board in foyer; assisting in requisition of supplies and stationery as required;
- Provide clerical services by processing overdue and lost item notices;
- Providing reference services to the students and keep attendance;
- Library work
- Preparation of education aids for teacher
- Relieves librarian during leave
- Hard ware & network liaison with knowledge centre.
- Providing instruction to patrons in the use of the various reference materials available in the library and on-line and report to librarian et



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## Job Description of Xerox Operator

- Quick at separating original and xerox papers, Print, Bind and Scanning, troubleshooting minor issues in xerox machine, and ordering inventory stock as necessary.
- Capable of handling stressful situations and possess exceptional interpersonal skills.



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## Job Description of Store Incharge

- The work requires knowledge of methods and procedures related to the receipt, storage, and requisitions of supplies and materials, and supervisory techniques, personnel policies, and procedures.
- The employee plans and lays out his/her own work assignments and the work of other warehouse personnel, and reviews work performance and products to ensure conformance with established methods, practices, and procedures.
- Maintain the stock in online up to date issuing and consumptions as required. Responsible for the physical quantity of the goods received and dispatched by warehouse.
- Responsible to ensure and maintain the status identification and the traceability of stored goods as per Quality System procedures.
- Responsible to monitor the usable life of stock items and inform the management of near expiry goods.
- Responsible for all documentation of goods transactions under his custody as per Quality System procedures and to maintain up to the retention period.
- Responsible to carry out disposal of non-usable/expired goods as advised.
- The work related to requires handling the Store and Distribute required Items to working staff, maintained the records and report to the Principal.



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## Job Description of Store Keeper

- Responsible for the upkeep of Store/Warehouse,
- Responsible for - Goods under his custody.
- Handling and Storage Equipment in Store/Warehouse.
- Responsible to ensure specified storage conditions and cleanliness, designated storage areas for conforming and non-conforming goods and safe, storage and preservation of all the materials under his custody as per Quality System procedures.
- Competent in Book Keeping Inventory Management Fork lift operation
- Report writing and communication Data entry, analysis and management.
- People management Time Management and Report to Store Incharge.



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