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

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Objectives

- To implement the e-governance in functioning of the College
- To achieve efficiency and to promote transparency and Accountability
- To create a paperless administration of the college
- To facilitate online inter & intra departmental communication.
- To provide easy access to College information
- To create a brand image to the college visible globally
- To make campus Wi-Fi enabled.

Policy:

1. The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

2. The policy is designed and framed to make each and every function transparent and accountable.

Award: (Higher Education Review Top 10 Nursing College - 2020)
IAO International Accrediation Organization (2020 - 2025)

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3. The College decides to make the following policies and procedure.

Website:

The website of the college is in-house developed and maintained by the Website Committee lead by the head of Computer Science Department. Presently the website has information regarding academics, administration, infrastructure, research, and reports of various curricular and extra-curricular activities organized by the college. The information on the website is updated based on the feedback from various departments, offices and program organizers. The areas taken up for next update are leave sanctioning and recording for employees and students, interdepartmental interactions, online grievances registration and redressal mechanism, feedback collection etc.

Learning Management System:

The College has in-house developed learning management system. It is accessible to students of the college with login ID and password. Each teacher manages the learning resources on the LMS subject wise. Teachers can share study notes, presentation, and video lecture etc with the students. Prospective and future plan is to include assignments and class test evaluation in the LMS.

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Student Admission:

The College has successfully integrated the in-house developed admission portal with the college website. The future admission process include that the portal provides the facility for online access to information and admission to students. The admission includes form filling, verification and approval on the portal. After the approval the student get the fee payment link for online fee payment. Admission to Add-on courses and Certificate courses are also to made available through the admission portal.

Accounts:

For ease of maintaining day register, class register, students fee record, the college has in-house developed software. Future plan of the college to provide payment gateway through Banks. The students will have different payment option such as: debit/credit card, net-banking, UPI etc. The new accounting methods and compliances will made the fee collection up to date.

Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

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Administration:

Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, weekly Reports should be generated to automatically calculate the Internal Assessment marks for attendance. Administrative Office should use Advanced Excel and File Management System Tools to maintain an effective database.

Examination:

The College has adopted an online system where students can view their assessment marks at the end of each year and can report discrepancies, if any. The Examination process is regulated by the Dr. NTR University of Health Sciences, AP and thus e-governance policy of the University to be adopted in this regard.

Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

E-Waste Management:

The organization ensures that its usage of technology and generation of e-waste does not impact the environment.

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Information Communication Technology:

Hardware Infrastructure:

- The College ensures that it has an adequate number of desktops and laptops for students and staff.

- Computers and printers are made available in the administrative block.

- Projectors and other multimedia devices are provided in the auditorium, classrooms, seminar rooms and laboratories.

- The infrastructure has been complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure:

- The College maintains adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus are purchased and updated regularly.

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