



NARAYANA COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

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

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website: <https://www.narayanannursingcollege.com>



ROLES AND RESPONSIBILITIES OF TECHING (ACADEMIC) FACULTY

Principal

1. Development, planning, implementation & evaluation of Nursing Program i.e., 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.
16. Procures & maintains physical facilities which are of a standard.
17. Interprets Nursing education to other related disciplines & to the public.
18. Provides for continuous follow-up & revision of education program.
19. Prepare periodic report which reviews the progress & problems of the entire program & presents plan for its continuous development.
20. Act as a chairperson for various committees.
21. Prepare, secure, approve & administrates the budget.
22. Develop college budget based on documented program needs, estimated enrolment of personnel & other final needs & keeps the program within the budget time.
23. Participate in University, professional & community service activities.
24. Conducting & participating in departmental meetings & attending various meetings in the University, INC & SNC.

Dr. B. Chinn
Principal
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25. Initiates & participates in research studies for the improvement of educational programmes.
26. Recognizes the needs for continuing education for self & staff and provides stimulation of opportunities for such development.
27. Development of student code of conduct & college hand books to ensure discipline.
28. Conduct regular conferences with parents & students about college issues.
29. To act as mentor to subordinate.
30. Perform other duties as assigned by higher authority.

Vice- Principal

1. Assists Principal in planning, implementation, monitoring & evaluation of the educational programs of the college.
2. Participates in the conduct of continuing education programme & programme for visitors.
3. Assists Principal in identifying needs for professional development of faculty & facilitates staff development programme.
4. Identify the present needs related to educational programme.
5. Select & organizes learning experiences.
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
11. Supervise the clinical area
12. Plan the course content.
13. Supervises clinical experience of all educational programmers in coordination with coordinators.
14. Review student progress reports & activities & offers academic guidance.
15. Guides & monitors students cumulative record for all educational programs, maintained by respective programme coordinators.
16. Guides faculty in day-to-day academic activities of all educational programs.
17. Participates in conduct of orientation programme for new faculty members.
18. Write staff performance report & reviews evaluation report of assigned staff.
19. Assists Principal in administration & supervision of college activity.
20. Monitors all leave privileges of teaching & non-teaching staff in coordination with Principal.
21. Assists Principal in reviewing recruitment & promotion policies of teaching & non-teaching staff.

Dr. B. B. B. B.
Principal

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22. Assists Principal in maintaining discipline & law & order in the college.
23. Supervises overall functioning of college of nursing.
24. Inform students of changes in college policies, procedures & standards if any.
25. Share responsibility with Principal in identifying conflicts among staff members & initiates solution, consult & inform when necessary.
26. Facilitates guidance & counseling 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. To act as mentor to colleagues.
30. Perform other duties as assigned by the Principal.

Professor

1. Participate 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 counselor for staff & students services students conducting research.
16. Participates and promote students welfare activities.
17. Guide the students in conducting seminars, discussions & presentations etc.
18. Assists in teaching & supervision in clinical Nursing courses for undergraduate students.
19. Co-ordinates with the external Lecturer for various courses as assigned.
20. Assist in initiating & participating in research studies for the improvement of educational programme.
21. To act as mentor to colleagues.
22. Any other responsibility assigned by the Principal and Vice Principal.

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Associate Professor

1. Works under the departmental heads and assists him/her in the guidance of the students.
2. Developing, coordinating and teaching content in an undergraduate Bachelor of Science (B.Sc Nursing) program.
3. 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.
4. Identifies the needs of the learners in terms of the programme by utilizing the records of the previous experience, personal interviews, tests and observation.
5. Assists the learners in the identification of their needs.
6. Participate in the formulation and implementation of the philosophies and objectives of the posting.
7. Selects and organizes the learning experiences.
8. Participates in the evaluation of the curriculum.
9. Plans along with the educational unit with nursing services an allied group.
10. Ascertains, selects and organizes facilities, equipment and materials necessary for learning
11. Assists the learners in the problem-solving process.
12. Measures and describes the quality of performance objectively.
13. Maintains and uses adequate and accurate records.
14. Prepares clear and concise reports.
15. Shares information with the learners need and achievements with others concerned.
16. Measures effectiveness of instruction by use of appropriate devices.
17. Increases knowledge and skill in his/her own curriculum.
18. Gives guidance within own field of competence.
19. Help the learner to grow in self-understanding
20. Assists in initiating and participating in studies for the improvement of the educational programmes
21. Identifies the problems in which research is potentially indicated.

Dy. B. S. S. S.
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22. Makes data available regarding the learners, the methods of teaching and evaluation.
23. Continues to develop competence in the problem-solving process.
24. Conducts clinical research and present scholarly work at Nursing conferences.
25. Utilizes findings of research.

Assistant Professor

1. Develops 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 some activities and programs that help in career-enhancement.
6. Manage and support all the teaching assistants.
7. Take part in all activities of the department and college.
8. Support and serve up for various functional activities conducted by departmental 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 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. Design curriculum in collaboration with department chair for both Nursing Associate degree and Baccalaureate degree programs.
16. Contribute to recruitment and retention of Nursing students.
17. Participate in activities related to Nursing accreditation process.
18. Develop and maintain relations with health care agencies.
19. Implement college's philosophy, curriculum, program outcomes and course objectives through classroom and clinical teaching.
20. Develop teaching innovations in annual preparation and revision of all assigned courses.

D. B. Anuj
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21. Plan clinical experiences and provide supervision and evaluation of Nursing students delivering Nursing care to group of individuals.
22. Supervise and evaluate clinical preceptors utilized in student clinical experiences.
23. Evaluate and record student's feedback level of performance based on course objectives.

Tutor

1. Participates in determination of educational purposes & policies in consultation with the Professor, Vice Principal/Principal.
2. Contributes to the development & implementation of the philosophy & 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 & observations.
4. Planning of clinical teaching programme with the cooperation & 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 learner with special problems to seek & use additional help as indicated.
8. Uses incidental & planned opportunities for teaching.
9. Encourages continuous growth & development towards maturity.
10. Promotes continuous growth & development towards maturity.
11. Conduct of periodical & terminal tests.
12. Assure that the assignments of students are fulfilled.
13. Organize seminars, panel discussions, debates etc.
14. Maintains and uses adequate and accurate records.
15. Prepare and channelize clear and concise reports.
16. Participate in the formulation and maintenance of comprehensive record systems.
17. Assist in preparing annual reports of College of Nursing.
18. Visits hospital wards & departments & other clinical field regularly.
19. Arrange initial & periodical health examinations & maintenance of health records.
20. Make periodic visit to student's room to make sure that the practice personal hygiene.
21. Organize social & recreation programme for the students.
22. Initiates and participates in research studies for improvement of educational programme.
23. Maintain inventory of classroom's supplies & equipments.
24. Any other duty that may be assigned to her/him from time to time relating to nursing education.

Dr. B. D. D. D.
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ROLES AND RESPONSIBILITIES OF NON-TECHING FACULTY

Admission Department

- Design and implement campaigns to attract potential students.
- Plan and manage informational meetings, open houses, and campus tours.
- Assess submitted applications, including exam scores, transcripts, and personal statements.
- Support admissions committees in evaluating applications and making decisions.
- Keep in touch with prospective students and their families throughout the admissions process.
- Provide information regarding deadlines, procedures, and admission requirements.
- Maintain detailed records of all applications, decisions, and enrollment data.
- Examine data to identify patterns that inform future admissions strategies.
- Confirm adherence to admissions policies and relevant state/federal regulations.
- Periodically review and update admissions policies as necessary.
- Assist academic departments in understanding their enrollment criteria and requirements.
- Work with the financial aid office to ensure students are aware of their financial assistance options.
- Help plan orientation activities to facilitate a smooth transition for incoming students.
- Offer details about housing, extracurricular activities, and academic support services.

Administrative Officer

- Ensure compliance with company policies and their effective execution.
- Manage departmental budgets and make financial decisions within established limits.
- Oversee the hiring, training, and performance evaluations of administrative staff.
- Delegate responsibilities and tasks to team members to maintain an efficient workflow.

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- Act as a communication point between departments, management, and external stakeholders.
 - Ensure that important updates and information are effectively communicated across the organization.
 - Assist in the development and execution of operational and strategic plans.
 - Track the advancement of organizational programs and initiatives, providing management with regular updates.
 - Ensure adherence to relevant laws, regulations, and internal policies.
 - Identify potential risks in administrative processes and recommend mitigation strategies.
 - Oversee the usage and maintenance of equipment and facilities.

Examination Cell

- Organizing the academic calendar, setting exam dates, and ensuring that all exams are scheduled efficiently to avoid conflicts.
- Collaborating with faculty to develop, review, and finalize question papers that align with the curriculum and assessment standards.
- Overseeing the logistics of exam day, including setting up exam venues, managing invigilators, and ensuring adherence to examination protocols.
- Ensuring the security and confidentiality of exam materials, including question papers and student records.
- Coordinating the grading process, ensuring fair and unbiased evaluation, and compiling results in a timely manner.
- Providing information to students about exam schedules, formats, and any changes or updates.
- Addressing any concerns or disputes related to exams, such as grading disputes or requests for re-evaluation.
- Ensuring that all examination processes comply with institutional policies and accreditation standards.
- Maintaining records of student performance, exam results, and statistical analysis for academic planning and improvement.

Dr. B. Anuraj
Principal

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- Gathering feedback from students and faculty on the examination process and implementing improvements as needed.
 - Creating and updating examination policies and procedures to reflect best practices and regulatory requirements.
 - Providing training for faculty and staff on examination procedures, assessment methods, and academic integrity.
 - Implementing measures to prevent academic dishonesty, such as plagiarism detection tools and strict monitoring during exams.
 - Working with academic departments to align assessments with curriculum goals and ensure a cohesive educational experience.
 - Analyzing exam results and student performance data to identify trends, strengths, and areas for improvement in both teaching and assessment methods.
 - Organizing supplementary exams or remedial classes for students who may need additional support to pass.
 - Preparing detailed reports on examination outcomes, including pass rates and overall performance, for administrative review and accreditation purposes.
 - Developing contingency plans for unexpected situations, such as natural disasters or technical failures, that may disrupt exam schedules.
 - Communicating with external stakeholders, such as accreditation bodies and regulatory agencies, to ensure compliance with their requirements.
 - Providing guidance and support to students regarding exam strategies, stress management, and study techniques.
 - Organizing review sessions after exams to discuss results, clarify doubts, and provide constructive feedback to students.
 - Engaging in research related to assessment methods and student learning outcomes to continuously enhance the evaluation process.
 - Coordinating workshops or seminars on effective assessment practices and educational innovations for faculty and students.

Dr. Bethany
Principal

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Librarian

- Ensures users can find and utilize the information they need by providing access to resources like online databases, e-books, and reference materials.
- Offers assistance through literacy training, research help, and reference services to help users effectively access information.
- Involves planning workshops, conferences, and events that promote literacy, community service, and lifelong learning.
- Involves archiving valuable local history and cultural resources while safeguarding materials for future generations.
- Provides instruction on using computers, the internet, and other technological tools.
- Creates welcoming environments that encourage research, collaboration, and public events.
- Promotes library services and resources by engaging with community organizations, schools, and other groups.

Hostel Warden

- Keep accurate records of movements in and out of the hostel.
- Maintain an updated list of intercom numbers for higher officials and various departments within the organization.
- Inform higher officials of any incidents or issues occurring within the hostel premises as they arise.
- Foster strong working relationships with security personnel, mess staff, transport services, maintenance, local police, and course coordinators.
- Oversee and monitor the effectiveness of security systems deployed in the hostel.
- Maintain a record of all visitors, including parents, laundry personnel, newspaper agents, and multitasking staff who frequently visit the hostel.
- Supervise students to ensure a safe and conducive living environment.
- Hold the authority to take appropriate disciplinary actions when necessary.
- Monitor the operations of the mess and student stores to ensure proper functioning.
- Have the authority to check rooms and visit students at any time.
- Ensure the hostel environment is free from ragging.

Dr. Raju
Principal

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- Oversee the upkeep and maintenance of hostel facilities.
- Maintain accurate records related to all hostel activities and operations.

Purchase Department

- Maintain and optimize material resources in line with supply and demand.
- Ensure that quality standards are consistently met.
- Check and assess supplier ratings to ensure reliability.
- Evaluate equipment and skills necessary for item identification.
- Keep an updated inventory of Goods Receipt Notes (GRN).
- Adhere to purchase policies and maintain accurate stock registers.
- Conduct and maintain annual audit reports.
- Keep an updated list of approved suppliers.
- Maintain records of various approvals and negotiations.
- Survey and forecast expected needs on a quarterly, half-yearly, and yearly basis.

Transport Department

- Manage the procurement and maintenance of purchase invoices for vehicle acquisitions.
- Ensure vehicles are maintained with valid fitness certificates and SNNC.
- Oversee the periodic renewal of vehicle insurance.
- Conduct regular inspections of vehicles, including checking the brake system, fuel levels, tire pressure, lubrication, spare part replacements, proper seating adjustments, and rectifying physical damage.
- Maintain the duty roster for drivers.
- Vigilantly monitor the vehicle entry logs and in/out registers.
- Prepare periodic tenders for condemned vehicle parts.
- Create a list of beneficiaries using transport services and appropriately levy fees.
- Ensure seating arrangements are available for all individuals using the transport service.
- Analyze expenditures and other financial information related to transport operations.

D. B. Anny
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- Implement scheduling and policy changes as necessary
- Regularly inspect vehicles for maintenance needs.
- Oversee worker classifications and prepare billing accordingly.
- Manage and develop a team of drivers and transport assistants.
- Minimize risks associated with vehicle overloading.
- Ensure ongoing maintenance of vehicles.

Maintenance Department

- Acquire and maintain ISO-standard materials required for timely replacements.
- Apply Vital, Essential, Desirable (VED) analysis for procurement and prioritize work processes.
- Prepare and submit tenders for approval for the purchase of new materials and replacements while maintaining quality standards.
- Oversee maintenance work in relation to assigned work orders.
- Prepare standard operating procedures (SOPs) for time-sensitive tasks.
- Manage the maintenance and renovation of physical structures, water systems, and sanitation facilities.
- Recruit housekeeping staff, casual workers, and other maintenance personnel on a contractual or permanent basis.
- Maintain and streamline existing and future development projects.
- Ensure cost-effectiveness in material management.
- Oversee timely execution of maintenance activities

IT Department

- Provide helpdesk services for addressing hardware and software issues.
- Oversee the IT infrastructure to ensure reliability and security.
- Manage operating systems, databases, and applications effectively.
- Safeguard data and systems against cyber threats.
- Create custom software solutions tailored to organizational needs.
- Ensure proper data storage, backup, and integrity.
- Maintain and monitor network systems for optimal performance.

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- Align technology initiatives with the organization's goals.
- Train employees on new technologies and systems.
- Manage relationships with IT vendors and service providers.
- Ensure adherence to regulations and organizational policies.

Cashier

- Efficiently handle cash and card transactions.
- Assist customers and address any transaction-related issues.
- Manage and balance cash registers accurately.
- Issue receipts and maintain comprehensive transaction records.
- Provide information and recommendations about products.
- Process returns in accordance with company policy.
- Record sales and prepare reports for management.
- Monitor stock levels during the checkout process.
- Prevent theft and fraud during transactions.
- Work with staff to ensure smooth and efficient operations

System Administrator

- Set up and configure IT systems effectively.
- Enhance system performance through regular monitoring and tuning.
- Administer user accounts and manage permissions.
- Implement strategies for data protection and recovery.
- Enforce security policies and measures to safeguard systems.
- Ensure systems are consistently updated with the latest software and patches.
- Efficiently resolve technical issues as they arise.
- Maintain accurate and comprehensive system documentation.
- Oversee network security and ensure reliable connectivity.
- Anticipate and prepare for future system requirements.
- Collaborate with various IT staff to ensure seamless operations.

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Accountant

- Prepare financial statements and ensure compliance with regulations.
- Maintain accurate and detailed financial records.
- Prepare and file tax returns, ensuring adherence to applicable laws.
- Assist in financial planning and monitoring budget performance.
- Conduct internal audits and work collaboratively with external auditors.
- Analyze operational costs and recommend potential savings.
- Provide strategic financial guidance to the organization.
- Stay informed about current financial regulations and requirements.
- Identify financial risks and propose effective solutions.
- Maintain relationships with clients (for public accountants).
- Effectively use accounting software and tools.
- Mentor junior staff and pursue opportunities for professional growth.

Dr. B. Anuj
Principal

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