



# SREE NARAYANA NURSING COLLEGE

Stonehousepet (po), Chinthareddypalem, Nellore - 524002.

Ph No: 0861-2318300 | Fax: 0861-2318300.

e-mail: sreenarayana.nursing12@gmail.com | principal.snncc@narayanannursingcollege.com

Website: <https://sreenarayanannursingcollege.com>

Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006

A.P. Nurses & Midwives Council Letter No. APNMC/CON/5212/2006, dated: 4/11/2006


Affiliated to Dr. N.T.R. University of Health Sciences, A.P. Vijayawada.




## LIST OF COMMITTEES

S.NO	NAME OF THE COMMITTEES
1	CURRICULUM COMMITTEE
2	ADMISSION COMMITTEE
3	DISCIPLINARY COMMITTEE
4	ANTI RAGGING COMMITTEE
5	GRIEVANCE REDRESSAL COMMITTEE
6	INTERNAL COMPLAINTS COMMITTEE
7	ALUMNI COMMITTEE
8	RESEARCH ADVISORY COMMITTEE
9	INSTITUTIONAL ETHICS COMMITTEE
10	PROCUREMENT COMMITTEE
11	MAINTAINANCE COMMITTEE
12	STUDENT WELFARE COMMITTEE
13	STAFF WELFARE COMMITTEE
14	AFFILIATION COMMITTEE
15	FEED BACK COMMITTEE
16	LIBRARY COMMITTEE
17	INSTITUTIONAL INNOVATION COUNCIL
18	EXTENSION AND OUT REACH ACTIVITIES COMMITTEE
19	RESOURCE MOBILIZATION COMMITTEE
20	CODE OF CONDUCT COMMITTEE
21	GUIDANCE AND COUNSELING COMMITTEE / MENTOR MENTEE COMMITTEE
22	WASTE MANAGEMENT COMMITTEE
23	PARENT TEACHERS ASSOCIATION
24	OBC CELL, SC/ST CELL
25	NSS
26	STUDENT COUNCIL SNA
27	WOMEN EMPOWERMENT CELL
28	SPORTS/CULTURAL COMMITTEE

B. Kalpave  
IQAC COORDINATOR

  
Principal  
SREE NARAYANA NURSING COLLEGE  
Chinthareddypalem,  
NELLORE-524 002

  
PRINCIPAL  
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## CURRICULUM COMMITTEE

The curriculum committee shall serve as an institutional body responsible to oversee the overall design, management, integration, evaluation and enhancement of a coherent and coordinated curriculum responsive to the evolving needs of the community, thus ensuring that the students learn the requisite knowledge, skills, attitudes and behaviors to progress to a professional nurse.

### Composition of Curriculum Committee

Chairperson	:	Dr Irala Venkata Mamatha
Co-Chairperson	:	Prof. Kalpana Boddu
Course Co-ordinator	:	Mrs. Jupudi Anusha
Research Co-ordinator	:	Mrs. Dindu Sai Dharanija
HODs	:	Mrs. Shabana. SK
	:	Mrs. A. Shabnam
	:	Mrs. Vinodini Chukka
Alumini	:	Ms Ester Joel

**Frequency** -Quarterly / as need arises

**Day of Meeting** -First Wednesday of every month

Principal  
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## Functions

- Oversee the creation, application, and revision of the curriculum and offer suggestions for instructional materials and other resources.
- Conduct systematic reviews of programs and courses on a regular basis to make sure they are maintained up to date, applicable, and in line with the master plan.
- Examine course feedback and outcome analyses to provide suggestions for curriculum change that will raise student performance and academic standards.
- Verify that the institutional curriculum complies with all rules, regulations, and standards set out by the university and the Central Council.
- Promote students' ongoing development by increasing the number of courses and programs the college offers.
- Offer recommendations for regional best practices in instruction, assessment, and learning to the faculty.
- Create, suggest, and coordinate knowledge and skill-based continuing education programs.

*B. Kelpare*  
IQAC COORDINATOR

*[Signature]*  
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## **ADMISSION COMMITTEE**

An admissions committee typically has several key functions in the process of evaluating candidates for admission to a program or institution.

### **Composition of Admission Committee**

- Chairperson : Dr Irala Venkata Mamatha
- Co-Chairperson : Prof. Kalpana Boddu
- Course Co-ordinator : Mrs. Jupudi Anusha
- Research Co-ordinator : Mrs. Dindu Sai Dharanija
- HODs : Mrs. Shabana. SK
- : Mrs. A. Shabnam
- : Mrs. Vinodini Chukka

**Frequency** –Yearly Twice / as need arises

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## Functions

1. **Application Review:** Members review submitted applications, including transcripts, test scores, essays, and recommendation letters, to assess candidates' qualifications.
2. **Evaluation Criteria:** The committee establishes and applies criteria for evaluating candidates, which may include academic performance, extracurricular activities, leadership experience, and personal qualities.
3. **Interviews:** In some cases, the committee may conduct interviews with applicants to gain deeper insights into their motivations, experiences, and fit for the program.
4. **Decision Making:** After thorough evaluation, the committee makes decisions on which candidates to admit, waitlist, or deny based on a holistic assessment of their applications.
5. **Communication:** The committee communicates decisions to applicants and may provide feedback or reasons for admission decisions, especially for waitlisted or denied applicants.
6. **Policy Development:** Members may also contribute to the development and refinement of admissions policies and practices to ensure fairness and alignment with institutional goals.
7. **Diversity and Inclusion:** The committee often works to promote diversity within the incoming class, considering factors such as socioeconomic background, geographic representation, and unique life experiences.
8. **Collaboration:** Admissions committees often collaborate with other departments, such as financial aid and academic advising, to ensure a cohesive approach to student recruitment and support

B. Kelpae  
IQAC Coordinator

  
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## DISCIPLINARY COMMITTEE

To hear, counsel and recommend disciplinary action related to complaints regarding indiscipline.

### Composition of Disciplinary Committee

Chair Person : Dr Irala Venkata Mamatha

Academic Co-ordinator: Mrs. Jupudi Anusha

Convenor : Mrs. Dindu Sai Dharanija

Members : Ms. Kanimela Deepa

: Mrs. Thenmozhi E

: Mrs. Bodduru Pallavi

Student : Ms. Elishba Eldhose

- Frequency **Monthly**
- Day of Meeting **Third Wednesday**

### Functions

- Identifying and investigating student behavioral issues.
- Holding meetings with disobedient students and making choices on instances of insubordination.
- Encouraging overall campus discipline, including the residence halls.
- Addressing misbehavior by students with appropriate action.

*B. Kalpana*  
IQAC Coordinator

*[Signature]*  
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## **ANTI RAGGING COMMITTEE**

An Anti-Ragging Committee established in educational Sree Narayana Nursing College to prevent and address incidents of ragging—harassment or bullying of new students by seniors. The committee usually comprises faculty members, student representatives, and administrative staff. Its responsibilities include:

### **Composition of Anti ragging Committee**

#### **Anti ragging cell ( members and mobile Number)**

1. Dr Irala Venkata Mamatha - 7780128520
2. Mrs. V Rupa Saritha Reddy - 7893314542
3. Mrs. Kalpana Boddu - 9618643700

#### **Anti ragging committee( members and mobile Number)**

1. Mrs. V Rupa Saritha Reddy - 7893314542
2. Mrs. G Usha – 9550270448
3. Mrs. B. Bhargavi - 9491913420
4. Mrs. D. Sai Dharanija - 9063540132
5. Ms. K. Deepa - 9866418369

#### **Anti ragging Squad( members and mobile Number)**

1. Dr Irala Venkata Mamatha - 7780128520
2. Mrs. V Rupa Saritha Reddy - 7893314542
3. Mrs. Kalpana Boddu - 9618643700
4. Mrs. G Usha – 9550270448
5. Mrs. D. Sai Dharanija - 9063540132
6. Mrs. K. Saraswathi - 9346402498

**Frequency - / as need arises**

Principal

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**Day of Meeting** -First Friday of every month

## Functions

1. **Policy Development:** Formulating clear anti-ragging policies and guidelines.
2. **Awareness Programs:** Conducting workshops and seminars to educate students about the negative impacts of ragging.
3. **Complaint Mechanism:** Setting up channels for students to report incidents confidentially.
4. **Investigation:** Investigating complaints promptly and fairly.
5. **Disciplinary Action:** Recommending disciplinary measures against those found guilty of ragging.
6. **Support Systems:** Providing support to victims, including counseling and legal assistance.

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IQAC Coordinator

  
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## GRIEVANCE REDRESSAL COMMITTEE

The Grievance Redressal Committee at Sree Narayana Nursing College is established to address and resolve complaints and concerns raised by students, faculty, and staff. Here's an overview of its functions and objectives:

### Objectives:

1. **Address Complaints:** Provide a platform for students and staff to voice grievances regarding academic or administrative issues.
2. **Ensure Fairness:** Promote fairness and transparency in the resolution process.
3. **Supportive Environment:** Foster a positive and supportive academic environment.

### Composition of Grievance Redressal Committee

1. Mrs. V Rupa Saritha Reddy - 7893314542
2. Mrs. Kalpana Boddu - 9618643700
3. Mrs. Vinodhini CH - 7036466739
4. Mrs. Anusha J - 9652933068
5. Mrs. D. Sai Dharanija - 9063540132
6. Ms. K. Deepa - 9866418369

**Frequency** - as need arises

**Day of Meeting** –Second Friday of every month

  
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## Functions:

1. **Complaint Handling:** Receive and investigate grievances related to academic and non-academic matters.
2. **Mediation:** Facilitate discussions between parties to resolve conflicts amicably.
3. **Recommendations:** Suggest measures for improvement based on the issues raised.
4. **Awareness:** Conduct awareness programs about rights and responsibilities within the institution

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IQAC Coordinator

  
Principal  
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## INTERNAL COMPLAINTS COMMITTEE

Internal Complaints Committee / POSHC ( Prevention of Sexual Harassment Committee ) assures all the students, teaching and non-teaching staffs are treated with dignity, respect and the complaints should be maintained confidentiality.

Chairperson	: Dr. Irala Venkata Mamatha
Convenor	: Mrs. Dindusaidharanija
Secretary	: Mrs. Vinodhini CH
Members	: Mrs. Jupudi Anusha
	: Mrs. Bodduri Pallavi
	: Mrs. Guduru Usha

Frequency-Every three months / **As need arises in a year**

### Functions

- To committee aims to evolve a safe environment that is free of sexual harassment and other acts of gender based violence in the institution.
- The committee shall also ensure to promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

### Procedure to be followed by the committee (SOP)

1. Internal Complaints Committee / POSHC addresses complaints of the student/employee of Sree Narayana Nursing College and the incident should happen inside the college campus
2. The Committee shall meet once in a year and when any complaint is received by it.

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3. A complaint may be received by the chairperson.
4. The Committee may direct the aggrieved person to prepare and submit a detailed statement of incident, if the written complaint lacks exactness and required particulars, within a period of two days from such direction or such other time period that the Committee may decide.
5. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as an original/true copy.
6. The Committee shall direct the accused student/employee to prepare and submit a written response to the complaint/allegations within a period of four days from such direction or such other time period as the Committee may decide.
7. The complaint should be taken over by the chair person, further procedure of conciliation and enquiry should begin within a time period of 4 days.
8. Committee shall allow both parties reasonable opportunity of presenting their case.
9. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
10. The Committee shall make all endeavour to complete its proceedings within a period of fifteen days from the date of receipt of the complaint.
11. If further police investigation required, the matter will be referred accordingly.
12. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of

  
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- a. Warning
  - b. Written apology
  - c. Bond of good behavior
  - d. Adverse remarks in the confidential report
  - e. Debarring from supervisory duties
  - f. Denial of membership of statutory bodies. Denial of re employment/readmission
  - h. Stopping of increments/promotion/denying admission ticket
  - i Reverting, demotion.
  - J. Suspension/Dismissal
  - k. Any other relevant mechanism
13. The committee shall make arrangements for appropriate psychological, emotional and physical support (in the form of counseling, security, and other assistance) to the victim if so desires.
14. The committee shall seek medical, police and legal intervention with the consent of the complainant.

*B. Kalpene*  
IQAC COORDINATOR

  
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## ALUMNI COMMITTEE

Alumni committee is constituted to organize and conduct alumni related activities with the following members.

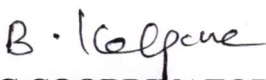
### Composition of Alumni Committee

Patron	: Dr IRALA VENKATA MAMATHA
President	: Mrs.SHABANA. SK
Vice President	: Mrs.KANIMELA DEEPA
Alumini	: Mrs.GOLLA SUSHMA
Students	: Ms. MAJITHA SHAJI


- Frequency- **Quarterly**
- Date of Meeting- **First Wednesday, Once in three months**

### Functions

- To maintain enlightened, active and positive participation of alumni with the Alma-mater.
- Alumni Committee organizes alumni meet to facilitate the reunion of the alumni.
- To prepare and release the alumni news letter bi annually.
- To maintain and update student career progression register of the college.

  
IQAC COORDINATOR

  
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## RESEARCH ADVISORY COMMITTEE

### Composition of Research Advisory Committee

Chair Person : Dr. Irala Venkata Mamatha  
Convenor : Mrs. Dindu Sai Dharanija  
Member : Dr. Siva Kumar Nuvvula  
: Mrs. V Roopa Saritha Reddy  
: Mrs. Kalpana Boddu  
: Mrs. Guduru Usha  
Invited Member : Research Director


- Frequency- As need arises

### Functions

- The Research Ethics Committee is charged with the responsibility of reviewing, prior to its initiation, all research (whether funded or not) involving human participants to be conducted by UG Students and faculty of Sree Narayana Nursing College.
- The Research Ethics Committee is concerned with protecting the welfare, rights, and privacy of human subjects.
- The Research Ethics Committee has the authority to approve, disapprove, monitor, and require modifications in all research activities that fall within its jurisdiction as specified by institutional policy.
- All research proposals should be approved by the Research Ethics Committee before submission to IEC.

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## INSTITUTIONAL ETHICS COMMITTEE

The Institutional Ethics Committee (IEC) at Sree Narayana Nursing College is likely responsible for overseeing ethical standards in research and academic practices, particularly involving human subjects.

### Objectives:

1. **Promote Ethical Research:** Ensure that all research conducted within the institution adheres to ethical guidelines and standards.
2. **Protect Participants:** Safeguard the rights and welfare of research participants, ensuring informed consent and confidentiality.
3. **Guidance and Oversight:** Provide guidance on ethical issues related to research and academic activities.

### Composition of Research Advisory Committee

Chair Person	: Dr. Irala Venkata Mamatha
Convenor	: Mrs. Dindu Sai Dharanija
Member	Dr. Siva Kumar Nuvvula
	: Mrs. V Roopa Saritha Reddy
	: Mrs. Kalpana Boddu
	: Mrs. K. Sindhu Priya
	: Mrs. Guduru Usha
Invited Member	: Research Director

- Frequency- **As need arises**

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Ph No: 0861-2318300 | Fax: 0861-2318300.

e-mail: sreenarayana.nursing12@gmail.com | principal.snncc@narayanannursingcollege.com

Website: <https://sreenarayanannursingcollege.com>

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## Functions:

1. **Review Research Proposals:** Evaluate research proposals to ensure compliance with ethical standards.
2. **Training and Awareness:** Conduct training sessions and workshops on ethical practices for faculty and students.
3. **Monitoring:** Monitor ongoing research to ensure ethical practices are maintained throughout the study.
4. **Policy Development:** Develop and revise institutional policies related to ethics in research and academic practices.

B. Kalpana  
IQAC COORDINATOR

  
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## INSTITUTIONAL ETHICS COMMITTEE

### Composition of Institutional Ethics Committee

Institutional committees play a crucial role in the governance and operation of organizations, especially in academic, research, and healthcare settings

Chair Person : Dr. Irala Venkata Mamatha

Convenor : Mrs. Dindu Sai Dharanija

Member : Dr. Siva Kumar Nuvvula

: Mrs. V Roopa Saritha Reddy

: Mrs. Kalpana Boddu

: Mrs. Guduru Usha

Invited Member : Research Director

- Frequency- As need arises

### Functions

1. **Policy Development:** Formulating and reviewing institutional policies, ensuring they align with regulations and best practices.
2. **Oversight and Governance:** Monitoring the implementation of policies and programs, ensuring accountability and ethical standards.
3. **Advisory Role:** Providing expert advice and recommendations to the institution's leadership on specific issues or initiatives.
4. **Strategic Planning:** Contributing to long-term planning by assessing institutional goals and aligning resources accordingly.
5. **Conflict Resolution:** Addressing disputes or grievances within the institution, fostering a fair and equitable environment.
6. **Compliance Monitoring:** Ensuring adherence to legal, ethical, and regulatory standards, particularly in research and clinical settings.

  
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7. **Resource Allocation:** Evaluating and prioritizing resource distribution for various programs or initiatives.
8. **Stakeholder Engagement:** Facilitating communication and collaboration among different groups within the institution, such as faculty, staff, and students.
9. **Assessment and Evaluation:** Conducting reviews and assessments of programs or initiatives to measure effectiveness and inform future decisions.
10. **Training and Education:** Promoting awareness and understanding of institutional policies and ethical standards among staff and stakeholders.

B. Kelpue  
IQAC COORDINATOR

  
PRINCIPAL  
SREE NARAYANA NURSING COLLEGE  
Chinthareddypalem,  
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Chinthareddypalem,  
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## PROCUREMENT COMMITTEE

### Composition of Procurement committee

Procurement committees are specialized groups within organizations tasked with overseeing the procurement process

Chair Person : Dr. Irala Venkata Mamatha

Convenor : Mrs. V Roopa Saritha Reddy

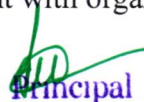
Member

: Mr.Srinivasulu A

: Ms.Policharla Sudhamani

### Functions

1. **Policy Development:** Establishing and reviewing procurement policies and procedures to ensure compliance with legal and regulatory requirements.
2. **Vendor Selection:** Evaluating and selecting suppliers or vendors based on criteria such as quality, cost, reliability, and alignment with organizational values.
3. **Budget Oversight:** Monitoring and approving budget allocations for procurement activities, ensuring that spending aligns with financial strategies.
4. **Contract Management:** Overseeing the negotiation and management of contracts, ensuring terms are favorable and compliance is maintained.
5. **Risk Assessment:** Identifying potential risks in the procurement process and developing strategies to mitigate them.
6. **Quality Assurance:** Ensuring that the goods and services procured meet the required quality standards and specifications.
7. **Performance Evaluation:** Assessing vendor performance and the effectiveness of procurement strategies, making adjustments as necessary.
8. **Stakeholder Engagement:** Collaborating with various departments to understand their procurement needs and ensuring alignment with organizational objectives.

  
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9. **Training and Development:** Providing guidance and training for staff involved in procurement to promote best practices and compliance.
10. **Reporting and Accountability:** Generating reports on procurement activities and expenditures, ensuring transparency and accountability to stakeholders.

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## MAINTENANCE COMMITTEE

The objectives of Maintenance, Housekeeping and Write-off committee is to guide and instruct the members to provide well maintained clean and safe educational environment for effective resource utilization under the Principal and Administration.

### Composition of Maintenance housekeeping and write off committee

Chairperson : Dr. Irala Venkata  
Mamatha  
Members : Prof. Kalpana Boddu  
: Mrs. Guduru Usha  
: Mr.K Gunavathi  
: Mrs.Sumathi E  
: Mrs.Mounika  
: Mr.Patrapuram Jaggaiah

- Frequency- **Twice in a year**
- Date of Meeting- **Third Friday once in 6 months**

### Functions of the committee

- To ensure proper maintenance of physical property and facilities in the campus.
- Ordinary preventive maintenance.
- Long range plans for repairs/replacement of equipment.
- Regular review of the conditions of infrastructure and other facilities.

*B. Kalpane*  
IQAC COORDINATOR

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*[Signature]*  
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SREE NARAYANA NURSING COLLEGE  
Chinthareddypalem,  
NELLORE-524 002



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## STUDENT WELFARE COMMITTEE

### Purpose:

To promote and enhance student welfare by addressing student needs, organizing support services, and implementing initiatives that contribute to the overall well-being and development of students.

### Composition of Student Welfare Committee

Chairperson : Dr. Irala Venkata Mamatha

Members : Prof. Kalpana Boddu

: Mrs. Guduru Usha

: Ms. G Sobha Krishna

: Mrs. Dr. Surada Maheswari

Secretary : Ms. Dasari Usha

Student Members : Ms. Mekha M

- Frequency- **Monthly**
- Date of Meeting- **Second Wednesday, every month**

### Functions

#### Student Support Services

- **Counseling:** Provide mental health and emotional support through individual and group counseling sessions.
- **Advisory Services:** Offer academic and career advice to help students navigate their educational and professional paths.
- **Grievance Redressal:** Address and resolve student complaints and concerns related to academic, administrative, and personal issues.

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## □ Health and Wellness

- **Health Programs:** Organize health and wellness programs, including fitness workshops, health screenings, and nutrition counseling.
- **Emergency Support:** Coordinate with medical services to provide immediate support for health emergencies and facilitate access to healthcare resources.
- **Stress Management:** Implement stress relief and mental health awareness programs to help students manage academic and personal pressures.

## □ Academic Support

- **Tutoring and Mentoring:** Facilitate academic tutoring and mentoring programs to support students in their studies and improve their academic performance.
- **Workshops and Seminars:** Organize workshops and seminars on study skills, time management, and other academic-related topics.

## □ Extracurricular Activities

- **Event Planning:** Plan and coordinate cultural, recreational, and social events to promote student engagement and community building.
- **Clubs and Organizations:** Support and oversee student clubs and organizations, ensuring they have the resources and guidance needed to thrive.

## □ Student Engagement

- **Feedback Mechanism:** Develop and implement mechanisms for gathering student feedback on various aspects of campus life and welfare services.
- **Representation:** Act as a liaison between students and the administration, ensuring that student voices are heard and considered in decision-making processes.

## □ Safety and Security

- **Campus Safety:** Work with campus security to ensure a safe and secure environment for all students.

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- **Awareness Programs:** Conduct programs on safety awareness, including personal safety, substance abuse prevention, and emergency preparedness.

## □ Resource Allocation

- **Financial Assistance:** Oversee the distribution of financial aid, scholarships, and emergency funds to support students in need.
- **Resource Management:** Ensure that welfare resources and facilities are well-maintained and accessible to students.

## □ Policy Development

- **Welfare Policies:** Develop and review policies related to student welfare, ensuring they align with institutional goals and student needs.
- **Program Evaluation:** Regularly assess the effectiveness of welfare programs and initiatives, making recommendations for improvements.

## □ Community Outreach


- **Partnerships:** Collaborate with external organizations and community groups to provide additional support and resources for students.
- **Volunteer Opportunities:** Facilitate opportunities for students to engage in community service and volunteer activities.

## □ Communication and Awareness

- **Information Dissemination:** Keep students informed about available welfare services, programs, and resources through various communication channels.
- **Awareness Campaigns:** Run campaigns to raise awareness about important welfare issues and initiatives.

B. Kalpana  
IQAC COORDINATOR

  
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PRINCIPAL  
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NELLORE-524 002



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## STAFF WELFARE COMMITTEE

### Purpose:

Staff Welfare Committees are essential for promoting a positive work environment and ensuring the well-being of employees within an organization.

### Composition of Staff Welfare Committee

Chairperson : Dr. Irala Venkata Mamatha

Members : Prof. Kalpana Boddu

: Mrs. Guduru Usha

: Ms. G Sobha Krishna

: Mrs. Dr. Surada Maheswari

Frequency- **Three Months Once**

### Functions:

1. **Policy Development:** Creating and reviewing policies related to employee welfare, benefits, and workplace conditions.
2. **Employee Support:** Providing resources and support for staff in areas such as mental health, work-life balance, and stress management.
3. **Feedback Mechanism:** Establishing channels for employees to voice concerns, suggestions, and feedback regarding workplace conditions and practices.
4. **Health and Safety Initiatives:** Promoting health and safety programs, including regular assessments and training to maintain a safe working environment.
5. **Social and Recreational Activities:** Organizing events and activities that foster team building, social interaction, and overall employee engagement.
6. **Recognition Programs:** Developing initiatives to recognize and reward employee contributions, enhancing morale and motivation.
7. **Diversity and Inclusion:** Promoting initiatives that support diversity, equity, and inclusion within the workplace.

  
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Stonehousepet (po), Chinthareddypalem, Nellore - 524002.

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8. **Training and Development:** Facilitating workshops and training sessions focused on personal and professional development.
9. **Crisis Management:** Addressing issues such as workplace conflicts, harassment, or any other crises that may impact staff well-being.
10. **Communication:** Serving as a liaison between employees and management, ensuring that staff concerns are communicated effectively to decision-makers.

B. Kelpine  
IQAC COORDINATOR

  
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## AFFILIATION COMMITTEE

Affiliation Committees are typically responsible for overseeing relationships between institutions and Dr.NTR University of Health Sciences, Andhra Pradesh Nursing Council Indian Nursing Council.


### Composition of Affiliation Committee

Chairperson	:	Dr Irala Venkata Mamatha
Co-Chairperson	:	Prof. Kalpana Boddu
HODs	:	Mrs. Shabana. SK
	:	Mrs. A.Shabnam
	:	Mrs. Vinodini Chukka
Members	:	Ms.T Amani
	:	Mr.Srinivasulu K

**Frequency** –Yearly Twice / as need arises

### Functions

- 1. Evaluation of Affiliations:** Assessing potential affiliations with other institutions or organizations to determine alignment with the institution's mission and goals.
- 2. Approval of Partnerships:** Reviewing and approving formal agreements or contracts for affiliations, ensuring that they meet institutional standards and criteria.
- 3. Monitoring Compliance:** Ensuring that affiliated entities adhere to institutional policies, regulations, and accreditation standards.
- 4. Quality Assurance:** Evaluating the quality and effectiveness of programs or initiatives offered through affiliations, making recommendations for improvement.

  
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5. **Stakeholder Engagement:** Facilitating communication between the institution and its affiliates, ensuring that all parties are informed and engaged.
6. **Resource Allocation:** Assessing the resources required for managing affiliations and making recommendations for budget allocations.
7. **Conflict Resolution:** Addressing any disputes or conflicts that may arise between the institution and its affiliates, working towards amicable solutions.
8. **Periodic Review:** Conducting regular reviews of existing affiliations to evaluate their relevance, effectiveness, and impact on the institution.
9. **Reporting:** Preparing reports on the status and outcomes of affiliations for institutional leadership, providing insights and recommendations.
10. **Training and Development:** Providing guidance and support for staff involved in managing affiliations, ensuring they are equipped to handle related responsibilities.

B. Kalpae  
IQAC COORDINATOR

  
PRINCIPAL  
SREE NARAYANA NURSING COLLEGE  
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## FEEDBACK COMMITTEE

### Purpose:

Feedback Committees play a crucial role in gathering, evaluating, and acting on feedback from stakeholders within an organization.

### Composition of Feedback Committee

Chairperson : Dr. Irala Venkata Mamatha

Members : Mrs. Chukka Vinodhini

: Mrs. Kanimela Deepa

: Ms. G Sobha Krishna

: Mrs. Mocharla Bhavani

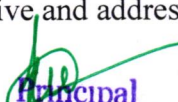
Student Members: Ms. Mekha M

Parent : Mr. Pynam Sunil kumar

- Frequency- Twice a Year

### Functions

1. **Feedback Collection:** Developing and implementing tools and processes (such as surveys, suggestion boxes, and focus groups) to gather input from employees, students, or other stakeholders.
2. **Analysis and Evaluation:** Systematically analyzing the feedback received to identify trends, areas for improvement, and common concerns.
3. **Reporting Findings:** Compiling reports summarizing feedback insights and presenting them to relevant stakeholders, including management and departments.
4. **Action Planning:** Collaborating with relevant parties to develop action plans based on feedback, prioritizing areas that require attention or improvement.
5. **Follow-Up:** Monitoring the implementation of action plans and initiatives resulting from feedback, ensuring that changes are effective and addressing concerns.

  
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6. **Stakeholder Communication:** Keeping stakeholders informed about how their feedback has been utilized and what actions have been taken in response.
7. **Continuous Improvement:** Promoting a culture of continuous improvement by encouraging ongoing feedback and adjustments based on evolving needs.
8. **Training and Support:** Providing training or resources to staff on effective feedback practices, fostering an environment where feedback is valued and encouraged.
9. **Conflict Resolution:** Addressing specific issues or disputes raised in feedback, working towards resolution and improved relations.
10. **Benchmarking:** Comparing feedback data against industry standards or best practices to identify areas for enhancement and innovation.

*B. Kelpene*  
IQAC COORDINATOR

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PRINCIPAL  
SREE NARAYANA NURSING COLLEGE  
Chinthareddypalem,  
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*[Signature]*  
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## LIBRARY COMMITTEE

Library Committee is constituted to recommend, purchase of books, journals, motivate use of library and evaluate with the following members.

### Composition of Library Committee

Chairperson : Dr. Irala Venkata Mamatha  
Members : Prof. Kalpana Boddu  
: Mrs. Guduru Usha  
: Ms. G Sobha Krishna  
: Ms. Keerthi

HOD /IE Librarian

- Frequency- **Quarterly**
- Date of Meeting- **Third Monday once in three months**

### Functions :

- To frame general rules and regulations for library management.
- To advise the Librarian regarding general library development.
- To prepare the annual budget estimates of the library for submission to the Executive Council.
- To encourage utilization of library by faculty and students.
- To formulate policies and procedures for efficient use of Library resources.
- To recommend to the authorities the fees and other charges for the use of the Library.

B. Kalpana  
IQAC COORDINATOR

Principal  
SREE NARAYANA NURSING COLLEGE  
Chinthareddypalem,  
NELLORE-524 002

Principal  
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Chinthareddypalem,  
NELLORE-524 002





# SREE NARAYANA NURSING COLLEGE

Stonehousepet (po), Chinthareddypalem, Nellore - 524002.

Ph No: 0861-2318300 | Fax: 0861-2318300.

e-mail: sreenarayana.nursing12@gmail.com | principal.snncc@narayanannursingcollege.com

Website: <https://sreenarayanannursingcollege.com>

Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006

A.P. Nurses & Midwives Council Letter No. APNMC/CON/5212/2006, dated: 4/11/2006

Affiliated to Dr. N.T.R. University of Health Sciences, A.P. Vijayawada.



## INSTITUTIONAL INNOVATION COUNCIL

### Composition of Institutional Innovation Council

The Institutions Innovation Council (IIC) Committee is typically established to foster a culture of innovation and entrepreneurship within educational institutions.

Chair Person : Dr. Irala Venkata Mamatha

Convenor : Mrs. Dindu Sai Dharanija

Member

: Mrs. V Roopa Saritha Reddy

: Mrs. Kalpana Boddu

### Functions :

1. **Promotion of Innovation:** Encouraging innovative ideas and practices among students, faculty, and staff to foster a creative environment.
2. **Entrepreneurial Support:** Providing resources and support for aspiring entrepreneurs, including mentorship, workshops, and networking opportunities.
3. **Awareness Programs:** Organizing seminars, workshops, and events to raise awareness about innovation, intellectual property rights, and entrepreneurship.
4. **Collaboration with Industry:** Facilitating partnerships with industries and organizations to promote collaborative projects, internships, and real-world problem-solving.
5. **Idea Incubation:** Supporting the incubation of new ideas and projects by providing access to funding, resources, and infrastructure.
6. **Research and Development:** Encouraging research initiatives that lead to innovative solutions and products, promoting collaboration among various disciplines.
7. **Monitoring and Evaluation:** Assessing the effectiveness of innovation initiatives and programs, making recommendations for improvements.
8. **Policy Development:** Contributing to the development of institutional policies that support innovation and entrepreneurship.
9. **Networking Opportunities:** Creating platforms for students and faculty to connect with industry leaders, entrepreneurs, and other innovators.

  
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10. **Recognition and Awards:** Implementing programs to recognize and reward innovative projects and entrepreneurial efforts within the institution.

B. Kalpana  
IQAC COORDINATOR

  
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Chinthareddypalem,  
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## EXTENSION AND OUT REACH ACTIVITIES COMMITTEE

The Extension and Outreach Activities Committee is typically responsible for connecting institutions, such as universities or community organizations, with the broader community.

### Composition of Extension And Out Reach Activities Committee

Chair Person	: Dr Irala Venkata Mamatha
Academic Co-ordinator	: Mrs. Jupudi Anusha
Convenor	: Mrs. Dindu Sai Dharanija
Members	: Ms. Kanimela Deepa
	: Mrs. Thenmozhi E
	: Mrs. Bodduru Pallavi
Student	: Ms. Elishba Eldhose

- Frequency **Monthly**
- Date of Meeting **Third Wednesday**

### Functions

1. **Community Engagement:** Developing programs and initiatives that foster engagement between the institution and local communities, promoting mutual benefit.
2. **Needs Assessment:** Conducting assessments to identify community needs and priorities, ensuring that outreach efforts are relevant and impactful.
3. **Program Development:** Designing and implementing outreach programs, workshops, and events that address identified community needs.
4. **Partnership Building:** Establishing collaborations with local organizations, government agencies, and other stakeholders to enhance outreach efforts.
5. **Resource Mobilization:** Identifying and securing funding or resources to support outreach activities and initiatives.
6. **Awareness Campaigns:** Promoting awareness of the institution's resources, programs, and services available to the community.

  
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7. **Volunteer Coordination:** Organizing volunteer opportunities for students and staff to participate in outreach activities, fostering a spirit of service.
8. **Evaluation and Reporting:** Assessing the effectiveness and impact of outreach programs and initiatives, providing feedback for continuous improvement.
9. **Training and Workshops:** Offering training and skill development workshops for community members, enhancing their capacities and capabilities.
10. **Feedback Mechanism:** Creating channels for community members to provide feedback on outreach activities, ensuring that programs remain responsive to their needs.

B. Kelpare

**IQAC COORDINATOR**

  
**Principal**

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## RESOURCE MOBILIZATION COMMITTEE

The Resource Mobilization Committee is responsible for identifying and securing resources to support an organization's goals and initiatives.

### Composition Of Resource Mobilization Committee

Chairperson : Dr. Irala Venkata Mamatha

Members : Mr. R. Sambasiva Rao, OSD, Narayana Medical Institutions,

: Mr. Rama Rao D V, COO, Narayana Medical Institutions

: Mr. Suresh Kumar. G, CFO, Narayana Medical Institutions

: Mrs. Lalitha P, Auditor, Narayana Medical Institutions

- Frequency- **Yearly Once**

### Functions :

1. **Needs Assessment:** Analyzing the organization's needs to determine what resources (financial, human, material) are required for various projects and programs.
2. **Funding Strategy Development:** Creating comprehensive strategies for fundraising and resource mobilization, including grants, sponsorships, and donations.
3. **Grant Writing:** Identifying potential grant opportunities and overseeing the preparation and submission of grant proposals.
4. **Partnership Development:** Building relationships with businesses, philanthropic organizations, and government agencies to secure resources and support.
5. **Networking:** Engaging with stakeholders and attending relevant events to promote the organization's mission and attract potential donors or partners.
6. **Awareness Campaigns:** Raising awareness about the organization's goals and initiatives to garner community support and resources.
7. **Monitoring and Evaluation:** Assessing the effectiveness of resource mobilization efforts and providing feedback for continuous improvement.

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8. **Reporting:** Keeping stakeholders informed about resource mobilization efforts, successes, and challenges through regular reports.
9. **Capacity Building:** Training staff and volunteers in fundraising techniques and strategies to enhance the organization's overall resource mobilization capacity.
10. **Sustainability Planning:** Developing plans to ensure the long-term sustainability of funding and resources for ongoing projects and programs.

B. Kelpure  
IQAC COORDINATOR

  
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## CODE OF CONDUCT COMMITTEE

The Code of Conduct Committee is responsible for promoting ethical behavior and maintaining standards of integrity within an organization.

Chairperson : Dr. Irala Venkata Mamatha

Members : Mr. R. Sambasiva Rao, OSD, Narayana Medical Institutions,

: Mrs.V Roopa Saritha Reddy

: Mrs Kalpana Boddu

- Frequency- **Yearly Once**

### Functions :

1. **Development of Policies:** Creating, reviewing, and updating the organization's code of conduct and related policies to ensure clarity and relevance.
2. **Awareness and Training:** Conducting training sessions and workshops to educate staff and stakeholders about the code of conduct, ethical standards, and expectations.
3. **Monitoring Compliance:** Overseeing adherence to the code of conduct, identifying any breaches, and ensuring compliance across the organization.
4. **Reporting Mechanisms:** Establishing and maintaining channels for reporting violations or unethical behavior confidentially and safely.
5. **Investigating Violations:** Conducting investigations into reported breaches of the code of conduct, ensuring due process and fairness.
6. **Enforcement:** Recommending appropriate disciplinary actions or corrective measures in cases of violations, in line with organizational policies.
7. **Feedback and Improvement:** Gathering feedback on the code of conduct and its implementation, using this input to make continuous improvements.
8. **Promoting a Culture of Ethics:** Fostering an organizational culture that values integrity, accountability, and ethical behavior at all levels.
9. **Reporting and Accountability:** Preparing reports on compliance issues, investigations, and outcomes to inform leadership and stakeholders.

  
Principal

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10. **Advisory Role:** Providing guidance to staff and management on ethical dilemmas and issues related to the code of conduct.

*B. Kalpina*

**IQAC COORDINATOR**

*[Signature]*

**PRINCIPAL**

**SREE NARAYANA NURSING COLLEGE**  
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*[Signature]*

**Principal**  
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## GUIDANCE AND COUNSELING / MENTOR MENTEE COMMITTEE

Guidance and Counseling / Mentor Mentee is constituted to provide to timely support and guidance to students with the following members.

### Composition of Guidance and Counseling / Mentor Mentee

Chairperson : Dr. Irala Venkata Mamatha

Co-ordinator : Shabana Begum

Member : Ms. Kalpana Boddu

: All Mentors

Student Member : Ms. Devika V S

- Frequency- **Monthly**
- Date of Meeting- **Third Monday, every month**

### Functions

- Students Support And Guidance Program is a program which is conceived with the objective of keeping Academic success as paramount.
- To conduct students support program by assigning 10 to 15 students to each teacher as mentor.
- To identify and solve academic and non academic issues faced by students.
- To provide psychological and spiritual support to students.
- To provide academic guidance to students.

B. Kalpane  
IQAC COORDINATOR

  
Principal  
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## WASTE MANAGEMENT COMMITTEE

The Waste Management Committee is responsible for overseeing and implementing effective waste management practices within an organization or community.

### Composition of Waste Management Committee

Chair Person: Dr Irala Venkata Mamatha

Membres : Mrs.K Gunavathi  
: Mrs.Sumathi  
: Mrs.Prangamma  
: Mrs.K Maheswari

- Frequency **Monthly**
- Date of Meeting **Third Wednesday**

### Functions :

1. **Policy Development:** Creating and reviewing waste management policies that align with environmental regulations and organizational goals.
2. **Waste Audits:** Conducting assessments to identify types and volumes of waste generated, helping to inform strategies for reduction and management.
3. **Waste Reduction Strategies:** Developing and promoting initiatives aimed at minimizing waste generation, such as recycling programs and sustainable practices.
4. **Education and Awareness:** Organizing training sessions and awareness campaigns to educate stakeholders about waste management practices and the importance of sustainability.
5. **Collection and Disposal Coordination:** Overseeing waste collection processes and ensuring proper disposal methods are followed, including recycling and hazardous waste management.
6. **Monitoring Compliance:** Ensuring adherence to waste management policies and regulations, and assessing the effectiveness of waste management practices.
7. **Collaboration with Stakeholders:** Working with local authorities, businesses, and community organizations to enhance waste management efforts and share best practices.
8. **Data Collection and Reporting:** Gathering data on waste generation, recycling rates, and disposal methods, and preparing reports to inform decision-making.

  
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9. **Sustainability Initiatives:** Promoting sustainable practices within the organization, such as composting, reduction of single-use plastics, and eco-friendly alternatives.
10. **Feedback Mechanism:** Establishing channels for stakeholders to provide feedback on waste management practices and suggesting improvements.

B. Kalpane

IQAC COORDINATOR

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## PARENT TEACHERS ASSOCIATION

The Parent Teachers Association (PTA) at Sree Narayana Nursing College serves as a crucial link between parents and the institution, facilitating communication and collaboration.

### Objectives:

1. **Strengthen Relationships:** Foster a strong partnership between parents and the college to support student development.
2. **Enhance Communication:** Provide a platform for open communication regarding academic and social issues affecting students.
3. **Support Student Welfare:** Address concerns and promote initiatives that enhance student well-being and academic success.

### Composition of alumni committee

Patron	: Dr Irala Venkata Mamatha
President	: Mrs.Shabana. Sk
Vice President	: Mrs.Kanimela Deepa
Alumini	: Mrs.Golla Sushma
Students	: Ms. Majitha Shaji Parent : P Sunil

- Frequency- **Quarterly**
- Date of Meeting- **First Thursday, Once in three months**

### Functions:

1. **Meetings and Discussions:** Organize regular meetings to discuss students' progress and address any concerns.
2. **Feedback Mechanism:** Serve as a channel for parents to provide feedback and suggestions to the college administration.
3. **Organize Events:** Plan events such as orientation programs, workshops, and seminars to engage parents and promote community involvement.

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4. **Fundraising:** Support initiatives that require financial backing to enhance educational resources and facilities.

*B. Kelpare*

**IQAC COORDINATOR**

*[Signature]*

**PRINCIPAL**  
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*[Signature]*

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## OBC cell, SC ST Cell

A Minority and OBC cell of the college is established in the college with the chairmanship of principal .The cell has the purpose of empowering the minority /OBC communities in the college.. The cell aims to provide an overall support to the students belonging to minority and backward communities in the fields of academic, social, psychological and financial domains.

### OBJECTIVES

1. To promote the welfare of minority and OBC Communities.
2. To facilitate financial support to students from minority communities from governmental agencies and other sources.
3. To encourage and support the students in academic earning
4. To provide proper career guidance and assistance to the students .

### MEMBERS

Principal): Dr. Irala Venkata Mamatha

Vice Principal: Mrs. V Rupa saritha Reddy

Convener: Ms. Kalpana Boddu

Administrative Officer (Member)- Ms. T. Amani

#### Staff Representative

MrsCH Sravanthi

#### Student Representatives

Ms. V. Sathwika

B. Kelpu

IQAC COORDINATOR

Principal

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## NSS

### Composition of NSS

Chairperson : Dr. Irala Venkata Mamatha

Programme Officer & : Mrs. Jupudi Anusha

Sree Narayayana Nursing College initiated the venture under Dr NTR University of Health Sciences B.Sc. Nursing Students of 2006 batch were the volunteers for NSS. We have started the NSS activities from December 2006 onwards. With help of NSS officer, supporting faculties and volunteers lot of activities are being running under this scheme. Various activities includes observation of health days, nutrition week, immunization week, field visits, social service activities.

B. Colpene

IQAC COORDINATOR

  
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## STUDENT COUNCIL-SNA

Student Council / SNA is constituted to initiate student Government, leadership and promote cultural educational activities with the following members.

### Composition of Student Council / SNA

Chairperson : Dr. Irala Venkata Mamatha  
Programme Chairperson : Mrs. Dindu Sai Dharanija

SNA President: Ms. Angel  
SNA Vice President:  
Ms.Sushma

- Frequency- **Monthly**
- Date of Meeting- **Third Monday, every month**

### Functions :

- To promote awareness and involvement in nursing and baccalaureate nursing education.
- To support the education of the student nurse as a professional.
- To provide education concerning contemporary health problems on campus and in the community.
- To act as a liaison between nursing faculty and nursing students.
- To play an active role within the student government.

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## WOMEN EMPOWERMENT CELL

**Women Empowerment Cell at Sree Narayana Nursing College** is dedicated to empowering women socially, economically, politically, and legally, with a special emphasis on promoting decision-making capabilities. The Cell organizes various activities and guest lectures to enhance academic performance, leadership development, and cultural enrichment in the lives of young women in nursing.

### Vision:

To empower and enlighten young women in nursing, guiding them to grow into successful and compassionate professionals within society.

### Mission:


- **Awareness:** Create awareness among nursing students about their social, legal, and constitutional rights to prevent gender-based exploitation.
- **Expression:** Provide platforms for students to express their ideas through activities such as skits, slogan writing, and debates.
- **Elimination of Bias:** Eradicate gender discrimination and promote equality in both personal and professional lives.
- **Environmental Responsibility:** Encourage positive actions toward environmental protection and sustainability.
- **Self-Esteem & Confidence:** Instill ethical values, self-confidence, and leadership qualities to empower women in making informed decisions.

### Motto:

"Voice for Women Empowerment."

### Objectives:

- To organize events and activities that empower women and help them realize their full potential as healthcare professionals.
- Conduct workshops on self-defense, health benefits, and skill development specific to the healthcare sector.
- Empower women through education, awareness, literacy, and professional training.
- Guide women to make life-determining decisions in both personal and societal contexts.
- Raise awareness about gender discrimination, focusing on challenges specific to nursing and healthcare.

  
Principal  
SREE NARAYANA NURSING COLLEGE  
Chinthareddypalem,  
NELLORE-524 002



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Stonehousepet (po), Chinthareddypalem, Nellore - 524002.

Ph No: 0861-2318300 | Fax: 0861-2318300.

e-mail: sreenarayana.nursing12@gmail.com | principal.snc@narayanannursingcollege.com

Website: <https://sreenarayanannursingcollege.com>

Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006

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- Build self-confidence in women to face challenges in the workplace and beyond.
- Educate students about women welfare laws, particularly in the healthcare industry.
- Promote a multidisciplinary approach for the overall personality and professional development of women.

## Activities:

- Foster a culture of respect and gender equality within the healthcare environment.
- Organize gender sensitization programs specific to the nursing profession.
- Arrange seminars on the economic, social, political, and legal rights of women, with a focus on healthcare.
- Conduct workshops and seminars to impart knowledge and train women on professional opportunities in nursing and healthcare.
- Promote health awareness, self-defense training, and sports activities.
- Organize competitions that encourage artistic and creative expression.
- Emphasize the importance of spirituality, health, hygiene, and safety in daily life and professional practice.
- Celebrate Women's Day to recognize the achievements and contributions of women in healthcare.

## WOMEN EMPOWERMENT CELL COMMITTEE MEMEBERS

S.NO	NAME	DESIGNATION	CONTACT NUMBER
1	Dr. I.V. Mamatha	Principal	9866726441
2	V. Rupa Saritha Reddy	Vice- Principal	7893314542
3	Kalpana Boddu	Professor	9618643700
4	Dr. S. Lavanya	Gynecologist	9443618922
5	Jorepalli. Ribka Priyaranajani	Assistant professor	9491797529
6	Vidavaluri. Srujana	Tutor	9160359229
7	Ms. Angel	SNA President	8547153738
8	Ms. Sushma	SNA Vice President	9705110458

B. Kalpana  
IQAC COORDINATOR

Principal  
SREE NARAYANA NURSING COLLEGE  
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## SPORTS/CULTURAL COMMITTEE

The Sports and Cultural Committee at Sree Narayana Nursing College typically plays a vital role in promoting extracurricular activities and enhancing the overall student experience.

### Objectives:

1. **Promote Physical Fitness:** Encourage participation in sports to foster physical health and well-being.
2. **Cultural Development:** Organize events that celebrate cultural diversity and promote artistic talents.
3. **Team Spirit:** Foster teamwork and collaboration among students through various activities.
4. **Composition of Sports and cultural Committee**

Chairperson : Dr Irala Venkata Mamatha

Co-Chairperson : Mrs. Dindu Sai Dharanija

Ms. Gemila Devamma

Student representatives : Ms. M Indhu priya

Ms. Pallavi Grace

### Functions:

1. **Event Organization:** Plan and conduct sports competitions, cultural festivals, and other events.
2. **Talent Development:** Identify and nurture students' talents in sports and the arts.
3. **Inter-College Competitions:** Facilitate participation in inter-college sports and cultural events.

  
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4. **Workshops and Training:** Arrange workshops to enhance skills in various sports and cultural activities.

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## EXAMINATION CELL

The Examination Cell at Sree Narayana Nursing College typically manages all aspects related to examinations, including scheduling, conducting internal assessments, and handling results. They ensure that the examination process runs smoothly and adheres to academic standards.

### Composition of Examination cell

Chairperson	:	Dr Irala Venkata Mamatha
Co-Chairperson	:	Prof. Kalpana Boddu
HODs	:	Mrs. Shabana. S
	:	Mrs. A.Shabnam
		Mrs. Vinodini Chukka
		Administrative staff: T Aman
Student Representative :		Ms. Majitha Shaji
		Ms. Indhu Priya

**Frequency** -Quarterly / as need arises

**Day of Meeting** -First Wednesday of every month

### Functions

- Exam Scheduling:** Planning and coordinating the timetable for all examinations, ensuring no conflicts.
- Question Paper Preparation:** Assisting in the development and review of question papers to maintain academic standards.

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- Conducting Examinations:** Overseeing the administration of exams to ensure they are conducted fairly and securely.
- Evaluation and Grading:** Coordinating the evaluation process, including marking and grading of answer scripts.
- Result Compilation:** Preparing and publishing results, ensuring accuracy and transparency.
- Handling Queries:** Addressing student queries and grievances related to examinations and results.
- Maintaining Records:** Keeping detailed records of examination processes, results, and student performance.
- Policy Implementation:** Implementing academic policies related to assessments and examinations.
- Training and Support:** Providing training for faculty and staff involved in the examination process.
- Compliance:** Ensuring compliance with institutional and regulatory requirements related to examinations.

B. Kalpae  
IQAC COORDINATOR

  
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## EXAMINATION GRIEVANCE CELL

The Examination Grievance Cell in Sree Narayana Nursing College addresses concerns and complaints related to examinations.

### Composition of Examination cell

Chairperson : Dr Irala Venkata Mamatha

Co-Chairperson : Prof. Kalpana Boddu

HODs : Mrs. Shabana. S

: Mrs. A. Shabnam

Mrs. Vinodini Chukka

Student Representative : Ms. Majitha Shaji

Ms. Indhu Priya

**Frequency** -Quarterly / as need arises

**Day of Meeting** -First Wednesday of every month

**Functions :**

### Functions of the Examination Grievance Cell:

1. **Complaint Resolution:** Provides a platform for students to raise grievances regarding exam processes, evaluation, or results.
2. **Investigation:** Investigates complaints thoroughly and fairly, ensuring transparency in the process.
3. **Communication:** Acts as a liaison between students and the administration, conveying concerns and facilitating responses.

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4. **Policy Implementation:** Ensures adherence to institutional policies related to examinations and assessments.
5. **Support and Guidance:** Offers guidance to students on how to properly file grievances and what documentation is needed.
6. **Feedback Collection:** Gathers feedback from students to improve examination processes and address systemic issues.
7. **Documentation:** Maintains records of grievances, actions taken, and outcomes to help identify trends and areas for improvement.
8. **Awareness Programs:** Conducts workshops or sessions to inform students about their rights and the grievance process.

## Importance:

- **Fairness:** Ensures that all students have a fair opportunity to address their concerns.
- **Integrity:** Enhances the credibility of the examination system by providing a mechanism for accountability.
- **Improvement:** Helps identify and rectify issues within the examination process, leading to continuous improvement.

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