



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.



ROLES AND RESPONSIBILITIES OF VARIOUS CATEGORIES

PRINCIPAL

- The Ph.D., P.B.B.Sc., B.Sc., and Nursing programs are designed, organized, carried out, and assessed. Formulate the goals and philosophy of the educational program.
- Looks into, evaluates, and obtains resources to find out what the educational program's current needs are.
- Select & schedule learning opportunities.
- To ensure that the mission of the College of Nursing is fulfilled, supervise the planning process and carry out staff-led activities.
- Evaluates the amount, diversity, and responsibility of each member of the teaching and non-teaching staff.
- Specifies lines of authority, responsibilities in relationships, and routes of communication by creating job descriptions and using organization charts and other tools.
- Delegates should be given authority commensurate with their degree of accountability.
- Provides a framework for staff meetings and other crucial administrative tasks.
- Recommends hiring and promoting employees based on their qualifications and experience, the requirements of the position, and the makeup of the entire team.
- Supports and fosters growth in areas related to staff and student welfare.
- Bases administrative decisions consistently on established policies.
- Promotes involvement in professional, institutional, and community activities by giving time and opportunities for support.

Principal

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-
- Gives employees the ability to create engaging training programs inside curriculum frameworks.
 - Encourages staff involvement in research.
 - Obtains and maintains standard-setting physical facilities.
 - Explains nursing education to the general public and other relevant fields.
 - Offers ongoing monitoring and program adjustment services.
 - Write a report on a regular basis outlining the program's issues, progress, and future directions.
 - Accountability in the partnership and communication channels by as the chair of a number of committees.
 - Assemble, safeguard, authorize, and manage the budget.
 - Take up the role of chair for different committees.
 - The budget is prepared, secured, approved, and administered.
 - Create a college budget that takes into account the program's recorded needs, projected staff enrollment, and other requirements; this ensures that the program stays under budget.
 - Take part in community, professional, and academic service projects.
 - Leading department meetings, taking part in them, and going to other university and SNNC meetings.
 - Starts and takes part in research projects to enhance educational initiatives.
 - Acknowledges that staff members and oneself require ongoing education, and encourages opportunities for this kind of growth.
 - Creating handbooks for the college and a code of conduct for students to ensure discipline.
 - Hold frequent discussions regarding college-related matters with parents and students.
 - To serve as a mentor to those under you.
 - Complete additional tasks as directed by superiors.


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VICE- PRINCIPAL

- Assists the college's principal in developing, implementing, supervising, and evaluating its instructional programs.
- Participates in the administration of the continuing education and guest programs. Supports staff development initiatives and assists the principal in determining the areas in which faculty members need to further their careers.
- Ascertain the present demands of the educational program. Selects and sets up learning activities. Takes part in administering entrance tests for universities.
- Take part in a range of committees and, in the principal's absence, chair the relevant committee meetings.
- Together with other teaching staff members, develop the master plan; assist with student welfare initiatives; participate in internal or external exams for your college or another when invited by the university; oversee the clinical area; and develop the course curriculum.
- Supervises clinical experience of all educational programs in cooperation with coordinators. Examine student progress reports, activities, and provide academic support.
- Oversees and directs students' cumulative records for all educational programs, which are kept up to date by the corresponding program coordinators.
- Provides guidance to teachers in all educational programs' daily academic activities.

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-
- Takes part in running the new faculty member orientation program.
 - Compose a report on staff performance and examine the allocated staff's evaluation report.
 - Supports the principal in overseeing and managing college activities.
 - In accordance with the principal, monitors all teaching and non-teaching staff members' leave privileges.
 - Supports the principal in examining the hiring and advancement procedures for both teaching and non-teaching personnel.
 - Supports the college's principal in upholding law and order and discipline.
 - Oversees the nursing college's general operation.
 - Notify students of any modifications to the college's policies, practices, or standards.
 - Assume joint accountability with the principal for recognizing staff conflicts and bringing about a resolution, consulting and informing as needed.
 - Enables staff and students to receive advice and counseling services as needed.
 - Review student performance records and update parents on the status of their children.
 - Encourages ongoing development and progress toward adulthood.
 - Serving as a mentor to associates.
 - Carry out additional tasks that the principal assigns you.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

- Assurance of quality Create and put into practice quality assurance plans to raise academic standards.
- Observation and appraisal Periodically evaluate faculty performance, institutional resources, and program quality.
- Gathering and analyzing data collect and evaluate information about student outcomes and institutional performance.
- Stakeholder feedback helps procedures for quality improvement by facilitating input from educators, students, and other stakeholders.
- Policy formulation aids in the creation of regulations pertaining to quality control and improvement.
- Instruction and training Conduct training sessions and workshops for professors and staff to promote best practices in teaching and learning.
- Documentation is prepared and the institution is supported throughout the accreditation processes by accreditation support.
- Fostering innovation and research encourages creative thinking and research projects within the organization.
- Record-keeping and reporting: these processes keep track of quality control operations and generate periodic reports for stakeholders.
- Cooperation promotes partnerships for the exchange of resources and best practices with other institutions and groups.

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PROFESSOR

- Delivery of courses deliver interesting seminars, workshops, and lectures in their field of expertise.
- Curriculum designers create and maintain thorough course materials, such as syllabuses, homework assignments, and tests.
- Assessments are made and given out to gauge students' performance and comprehension.
- Conduct research Perform original research that expands knowledge and advances their subject of study.
- Publication: Present research at conferences and publish findings in respected scholarly journals.
- Grant writing: To support initiatives, apply for research funding from grants and other sources.
- Academic advisors provide counsel to students regarding course selections, career options, and academic issues.
- Supervision: Assist graduate and undergraduate students with their theses and research projects.
- In order to improve learning through practical experiences, service learning involves students in community service projects.
- Outreach encourages collaborations that benefit both the university and the nearby business community or community.
- Ongoing learning via workshops, seminars, and other training stay abreast of advancements in their profession.
- Networking allows one to establish relationships with researchers, educators, and other professionals in the field.
- Serving on departmental, college, or university committees allows one to participate in governance and policy-making processes.
- Policy formulation aids in establishing departmental and academic policies.
- Collaborate to advance interdisciplinary research and learning by working with peers from different fields.

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- Using a team teaching approach gives students access to a variety of viewpoints.
- An inclusive classroom atmosphere is created through inclusive teaching. Back grounds and perspectives.
- Support for under represented groups implement practices that support students from diverse and marginalized communities.
- Uphold standards promote and enforce academic honesty and integrity among students and faculty.
- Address misconduct handle issues of plagiarism and academic dishonesty according to university policies.
- Solicit feedback seek input from students and peers to enhance teaching effectiveness and course design.
- Professional growth reflect on personal teaching practices and strive for continuous improvement.

ASSOCIATE PROFESSOR

- He or she supports the department chair in student advising while working under them.
- Proficient guidance.
- Oral communication and public speaking abilities are necessary for them to share their knowledge with graduate faculty and students in person.
- Creating, organizing, and instructing material for a bachelor of science program for undergrads
- Nursing programs: B.Sc. and P.B.BSc.
- In the graduate program, this entails supervising and mentoring clinical students, offering classroom and online training, and offering advice to them. uses exam results, observation, in-person interviews, records of prior experience, and assessments to determine the program's needs for the students.
- Assists students in identifying their needs; Participates in the formulation and implementation of the posting's guiding concepts and objectives;• Selects and sets up the learning opportunities. Participates in the process of reviewing curricula.

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-
- **Makes arrangements with a related group and the educational unit for nursing services.**
 - **Determines, picks, and arranges the resources, tools, and spaces required for education**
 - **Measures and characterizes performance quality in an unbiased manner.**
 - **Retains and employs sufficient and precise documentation.**
 - **Clearly and succinctly drafts reports.**
 - **Communicates the needs and accomplishments of the learners to relevant parties.**
 - **Utilizing the proper tools, assesses how effective the lesson is.**
 - **Expands his/her own curriculum's knowledge and expertise.**
 - **Provides direction within one's own area of expertise.**
 - **Uses teaching methods and technology relevant to objectives and subject**
 - **Supports the learner's development of self-awareness by helping to start and participate in research projects aimed at enhancing teaching and learning**
 - **Determines which issues might benefit from further research.**
 - **Provides statistics on the students, teaching strategies, and assessment techniques.**
 - **Maintains proficiency in the process of solving problems.**
 - **Carry out clinical research and deliver academic papers at conferences for nurses.**
 - **Applies research findings.**

ASSISTANT PROFESSOR

- **Create and implement creative teaching strategies.**
- **Establish expert logistics that enable students to improvise their performances.**
- **Oversee, advise, and assist research scholars in their projects.**
- **Evaluate, monitor, and guide pupils' academic development.**
- **Develop, invent, and put into action various programs and activities that support career advancement.**
- **Oversee and help each and every teaching assistant.**
- **Participate in all departmental and college-wide events.**
- **Provide assistance and support for a range of useful tasks carried out by departmental committees.**


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-
- Examine, judge, and appraise the students' progress and activities.
 - Offer assistance, backing, and support to the superior instructors in their daily duties and responsibilities.
 - Publish their study papers or discoveries in academic books or journals.
 - Prepare exercises, tutorials, and lab experiments for the students; grade papers and assessments.
 - In their area of expertise, instruct both graduate and undergraduate students.
 - Teach associate's and bachelor's degree program nursing courses in the classroom and oversee clinical practice.
 - Create the curriculum for the associate's and bachelor's degree programs in nursing in coordination with the department chair.
 - Assist in attracting and keeping nursing students.
 - Take part in activities pertaining to the process of nursing accreditation.
 - Establish and preserve ties with medical organizations. Use classroom and clinical teaching to put the college's philosophy, curriculum, program results, and course objectives into practice
 - Create innovative teaching strategies for the yearly planning and rewriting of all assigned courses.
 - Arrange clinical experiences, oversee and assess nursing students while they offer care to a group of people.
 - Oversee and assess clinical preceptors who assist students during their clinical rotations.
 - Assess and document the performance level of the students in accordance with the course goals.

TUTOR

- In conversation with the professor, vice principal, and principal, takes part in determining the goals and objectives of instruction.
- Assists in the formulation and execution of the program's overall goals and philosophy.
- Uses test results, observations, interviews with individuals, records of prior experience, and assessments to determine the learners' needs in relation to the program's objectives.
- Developing clinical teaching initiatives with the assistance and participation of clinical personnel.

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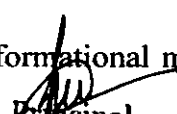
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- All nursing disciplines are taught utilizing a variety of teaching techniques with support from other teaching staff members.
- Offering advice to students on how to study and make use of the library and reference materials.
- Assists the student experiencing unique difficulties in locating and utilizing extra support as needed.
- Makes use of both scheduled and unforeseen teaching opportunities.
- Promotes ongoing development and progress toward adulthood.
- Encourages ongoing development and progress toward adulthood.
- Conducting final and periodic testing.
- Verify that students complete their tasks.
- Arrange debates, panel discussions, seminars, and so forth.
- Retains and employs sufficient and precise documentation.
- Write reports that are succinct and easy to understand.
- Take part in creating and maintaining extensive record-keeping systems.
- Help with the annual reports that the nursing college prepares.
- Regularly visits hospital departments, wards, and other clinical fields.
- Set up first and recurring physicals and keep track of medical information.
- Check in on students' rooms on a regular basis to ensure that they are practicing good personal hygiene.
- Plan extracurricular and social activities for the pupils.
- Starts and contributes to research projects aimed at enhancing educational initiatives.
- Keep an inventory of the materials and tools in the classroom.
- Any additional obligation that might

ADMISSION DEPARTMENT

- Create and implement methods to draw in potential students by designing recruitment campaigns.
- Conduct informational meetings. Arrange and oversee informational meetings, open houses, and tours of the university.


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- Examine applications: Examine applications that have been submitted, together with exam results, transcripts, and personal statements.
- Plan admissions decisions. assist admissions committees in their decision-making process about applications.
- Throughout the admissions process, stay in touch with potential students and their families through communication.
- Provide information in response to queries about deadlines, procedures, and admissions requirements.
- Preserve accurate records of all applications, judgments, and enrollment data.
- Examine data to find patterns and guide upcoming admissions tactics.
- Verify that admissions policies and state/federal regulations are followed fairly.
- Review and adjust admissions policies on a regular basis as necessary.
- Work with departments: Assist academic departments in understanding their requirements and standards for enrollment.
- Work with the financial aid office to make sure students are aware of their possibilities for financial assistance.
- Assist newly enrolled students help plan orientation activities to ease the transition of incoming students to the university.
- Provide resources: Provide details about housing, extracurricular activities, and academic support.

ADMINISTRATIVE OFFICER

- Depending on the organization and its structure, an administrative officer's authority might vary, but it typically covers the following important areas.
- Implementing Decision-Making Policies Make certain that the policies of the company are adhered to and efficiently executed.
- Budget Management Manage departmental spending plans and make financial choices within predetermined parameters.

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- **Staff Management:** Oversee the hiring, training, and performance reviews of administrative employees.
 - **Task Delegation:** Assign team members duties and tasks to maintain an effective workflow.
 - **Serve as a point of communication** for departments, management, and outside stakeholders in the role of liaison.
 - **Sharing of Information** Make sure that crucial updates and information are conveyed to everyone in the company.
 - **Encourage Planning** Projects aid in the creation and execution of operational and strategic plans.
 - **Track Progress:** Keep tabs on the advancement of organizational programs and initiatives, submitting management with updates.
 - **Adherence to Regulations** Make sure that all applicable laws, rules, and internal policies are followed.
 - **Risk Assessment:** Identify possible hazards in administrative procedures and suggest countermeasures.
 - **Facility Oversight** Control how equipment and facilities are used and maintained.

EXAMINATION AND EXAMINATION GRIEVANCE CELL

- The examination coordinator supervises and plans the examination's operations, including the examination grievance redressed procedure.
- The report committee and college administration are having a discussion.
- Creates the exam schedule after consulting with the class coordinators and notifying all relevant parties


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LIBRARIAN

Acquisition and upkeep of a wide variety of items (books, journals, and digital resources) that satisfy users' needs and interests constitute collection growth.

- Information access guarantees that users can locate and utilize the information they require by giving them access to information resources, such as online databases, e-books, and reference materials.
- User support providing aid in the form of literacy training, research assistance, and reference services to enable users to efficiently access information.
- Through the planning of workshops, conferences, and other events that promote literacy, community service, and lifelong learning, the community is engaged.
- Preservation includes keeping valuable local history or cultural resources archived as well as safeguarding and preserving materials for future generations.
- Technology services that offer instruction on how to use computers, the internet, and other technological tools.
- Learning spaces that foster a friendly atmosphere for research, teamwork, and public events.
- Outreach: Promote library services and resources by interacting with community organizations, schools, and other groups.

ASSISTANT LIBRARIAN

- Circulation Support: Helping with fine management, keeping track of circulation, and assisting with the checkout and return of library materials.
- Help for Users assisting customers with material location, responding to inquiries about references, and offering advice on library resources and services.
- Collection Upkeep helping to sort through and catalog the library's collection, getting rid of old or broken materials.
- Programming Support Helping to organize and carry out events, activities, and programs for libraries catering to different age groups

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- Assistance with Technology assisting users with accessing digital materials, printing, and computers, as well as solving simple technical problems.
 - Research Support Helping with requests for research and offering assistance to users carrying out their own or their academic study.
 - Job-related Tasks managing administrative tasks like data input, record-keeping, and inventory assistance.
 - Involvement of the Community promoting to the community the services and programs offered by the library, and even taking part in outreach initiatives.
 - Advancement of Profession keeping abreast of best practices, technological advancements, and trends in libraries to better assist users.

HOSTELWARDEN

- Maintaining of movement registers
- Maintaining of all intercom numbers of higher officials & various departments within the organization.
- Reporting of adverse event Sharpening in the hostel premises to the higher officials from time to time.
- Maintaining interpersonal relationship with the security in charge/mess in charge/transport/maintenance/local police station/principal/co-coordinator of Ali courses.
- Maintaining and monitoring the functioning of security unit systems deployed in the hostel premises.
- Maintenance of visitors record parents, laundry person ,news paper agent, multitasking staff who frequently visit the hostel.
- Supervision of students
- Authority to take suitable disciplinary Section
- Monitor the working of mess, students stores


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- Authority to check the room and visit the students at anytime
 - Maintenance of hostel facilities
 - Records maintenance.

PURCHASE DEPARTMENT

- Maintaining and streamlining material resources with supply and demand
- Maintaining quality standards
- Checking for the supplier ratings
- Assessing equipment & skill in item identification
- Maintaining updated stock of GRN
- Adherence to purchase policy & maintaining stock registers
- Conducting & maintaining yearly audit report
- Maintenance of approved supplier list
- Maintaining proof of various approvals & Negotiation

TRANSPORT DEPARTMENT

- Procurement & maintenance of purchase invoice towards vehicle purchase.
- Monitoring & maintenance of vehicle with appropriate fitness certificate, SNNC
- Periodic renewal of vehicle insurance etc.
- Periodic inspection of vehicles -break system, petrol filling, air filling, application of lubricants, change of spares , appropriates eating an-asgishment & rectifying the physical damage periodically

[Signature]
Principal

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- Maintenance of duty roaster for drivers.
- Vigilant monitoring of records in & out register so vehicle entry
- Preparing the periodic ender for condemned spares of vehicles.
- Preparing the list of beneficiaries utilizing the transport facility and levying offess appropriately
- Ensuring seating facility for all individuals utilizing the transport.
- Analysis expend it rues and other financial information
- Implement schedule and policy changes
- Inspect the vehicle
- Supervisor the worker tariff classification and preparing billing
- Manage and develop a team of drives and transport assistant routinely
- Reduce the risk vehicle over loading
- Vehicle maintenance.

MAINTENANCE DEPARTMENT

- Procurement & maintenance of is standard in purchase of materials needed for timely replacement
- Application of ved(vital,essential,desirable) analysis in procurement and in process of work under priority based.
- Preparation & placing for approval of tender for purchase of new materials & replacement of materials in par with maintenance of quality
- Monitoring of maintenance work in relation with work order allotted
- Maintenanceandrejeneuvationofphysicalstructures,waterworks,and sanitation


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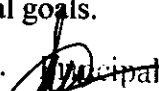
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- Hiring of house keeping employees, classy workers, and other maintenance workers in contractual or regular basis.
 - Maintaining and streamlining of existing & future development projects.
 - Maintaining cost effectiveness in material management
 - Timely management

NATIONAL SERVICE SCHEME (NSS)

- Community Service: Engage in projects addressing health, education, environment, and sanitation.
- Social Awareness: Promote civic responsibility and active citizenship.
- Personality Development: Enhance leadership, teamwork, and organizational skills.
- Promoting National Integration: Foster unity among diverse communities.
- Skill Development: Provide practical skills through hands-on projects.
- Health and Hygiene Promotion: Conduct health camps and awareness drives.
- Environmental Conservation: Implement activities for sustainability, like tree planting.
- Empowerment of Marginalized Communities: Target initiatives to uplift marginalized groups.

IT DEPARTMENT

- Technical Support Provide helpdesk services for hardware and software issues.
- Infrastructure Management Oversee IT infrastructure for reliability and security.
- System Administration Manage operating systems, databases, and applications.
- Cyber security Protect data and systems from cyber threats.
- Software Development Develop custom software solutions for organizational needs.
- Data Management Ensure proper data storage, backup, and integrity.
- Network Management Maintain and monitor network systems.
- IT Strategy and Planning Align tech initiatives with organizational goals.
- Training and Development Train employees on new technologies.


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ALUMNI

- Net working Create professional networks for current students and alumni.
- Mentorship Guide students with career advice.
- Fundraising Support financial contributions to the institution.
- Advocacy Promote the institution in the community.
- Career Development Provide job leads and internships.
- Event Participation Engage in school events and reunions.
- Continuous Learning Participate in ongoing educational opportunities.
- Community Service Engage in volunteer activities.
- Feedback and Improvement offer insights for institutional improvement.
- Diversity of Perspectives Contribute varied viewpoints and experiences.

ACCOUNTANT

- Financial Reporting Prepare financial statements and ensure compliance.
- Bookkeeping Maintain accurate financial records.
- Tax Compliance Prepare and file tax returns, ensuring compliance with laws.
- Budgeting and Forecasting Assist in financial planning and monitoring.
- Auditing Conduct internal audits and collaborate with external auditors.
- Cost Analysis Analyze operational costs and recommend savings.
- Financial Advisory Provide strategic financial advice.
- Regulatory Compliance Stay updated on financial regulations.
- Risk Management Identify financial risks and propose solutions.
- Client Management Maintain relationships with clients (for public accountants).
- Technology Utilization Use accounting software effectively.
- Training and Development Mentor junior staff and pursue professional growth.

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- Vendor Management Manage relationships with IT vendors and service providers.
 - Compliance and Governance Ensure compliance with regulations and policies.

CASHIER

- Transaction Processing Handle cash and card transactions efficiently.
- Customer Service Assist customers and resolve transaction issues.
- Cash Handling Manage and balance cash registers.
- Receipt Issuance Issue receipts and maintain transaction records.
- Product Knowledge Provide information and recommendations on products.
- Refunds and Exchanges Process returns according to company policy.
- Sales Reporting Record sales and prepare management reports.
- Inventory Support Monitor stock levels during checkout.
- Security Awareness Prevent theft and fraud during transactions.
- Collaborating with Team Work with staff for efficient operations.

SYSTEM ADMINISTRATOR

- System Installation and Configuration: Set up and configure IT systems.
- Monitoring and Performance Tuning: Optimize system performance.
- User Management: Manage user accounts and permissions.
- Backup and Recovery: Implement data protection strategies.
- Security Management: Enforce security policies and measures.
- Software Updates and Patching: Keep systems updated.
- Troubleshooting and Support: Resolve technical issues.
- Documentation: Maintain system documentation.
- Network Management Oversee network security and connectivity.
- Capacity Planning Plan for future system needs.
- Collaboration with Other IT Teams Work with various IT staff for cohesive operations.


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