



### 6.1.2 Effective leadership is reflected in various Institutional practices such as decentralization and participative management.

The Administration of the College can be broadly divided into two main parts, ie, General Administration and Academics.

The Principal is the overall head of the institution and all major decisions are made by her in consultation with the staffs and faculty.

#### General Administration

- The Principal is the administrative head of the college and is directly responsible to the Dr.NTR University of health sciences for implementation of curriculum and other activities.
- The general administration of the college is manned by the Head Assistant who handles organizational and clerical support tasks of the college.
- The ministerial staffs comprising of the UDC, LDC, Drivers and Group-D staffs function under the guidance of the Head Assistant in consultation with the Principal.
- Monthly 2-CL's considered for all teaching and Non-teaching Faculty
- AL-Annual Leave provision for 20 –days for Teaching Faculty and 10-days for Non-teaching Faculty
- Employees provision for yearly increments
- Employees Medical Benefits followed by our parent R.V.S Hospital
- Considering on-duty (OD) and sending teaching faculty to attend Dr.NTRUHS appointments as External examiners to other state institutions
- Institution is considering on-duty (OD) Teaching Faculty to attend Annual Digital Valuation based on appointments issued by the Dr.NTR University Health Sciences
- Permitting the Teaching Faculty and Students to attend State, National , International Level Seminars/Conferences/ Workshops, conducted by the other organizations.

- Huge participation of Faculty and Nursing Students towards SNA Activities .  
Academics Administration
- The academic activities are executed by the teaching faculty which comprises by nursing teaching faculties.
- The teaching faculties also identify the needs of the learners and devices teaching methods which are appropriate to the objectives of the lesson.
- They also assist in initiating and participating in research studies for the improvement of educational programs.
- They are also responsible for periodical health examinations and maintenance of health records. They also act as counselors and mentors.
- Every Class Coordinator prepares the Master Plan, Clinical rotation, Time tables and class routines in coordination with the Curriculum Committee.
- Provision of Internal Assessment followed by conducting 6-Unit Test, 3-Term Examinations, and 1-Model Examination on/before there University Examination
- Extra efforts are taken towards the Slow Learners to active participation and prepare them for university Examination
- 3 months Once Progress Report will be prepared by the Class-Coordinators and conducting Teacher-Parent Meeting
- During Pandemic Classes were commenced through Online Management system by following Google-meet, Zoom, WebEx, Microsoft Teams, Class board etc.
- Innovative and Simulation based practices were followed in the Lab Demonstrations.
- Strictly following internship duties for the Internees
- Campus Medicine Management Attendance System Followed by Comprehensive Student Bio-metric Attendance system uploaded to the NTRUHS Website
- Campus Drive are organized by our institution irrelevant of Multi specialty Hospitals, Super Specialty Hospitals, Home Care etc.
- Encouraging the students extend their services towards RRB, army nursing, Navy, Air force and aboard.

**Library** - There is 1 librarian who is responsible for formulating and administering policies, rules and regulations for the purpose of securing the most complete use of the Library. The Librarian

is also responsible for selection, acquisition, classification, cataloguing and maintenance of the library documents. All matters related to the library are resolved by the Library committee chaired by the Principal.

**Hostel** - There are 4 residential wardens who are in charge of the formulating and implementing policies and rules and regulations of the hostel. The Group D staffs assigned in the hostel are responsible for housekeeping and cooking and security and are supervised by the wardens.

The Organogram of the Institution clearly indicates the organizational structure of the Institution for the smooth functioning of the Institution; the authorities have clearly specified the role and responsibility of various bodies. The Institution has a set of well-defined rules and procedures which form the central framework in the organization of the Institution.

#### **Administrative Setup:**

Srinivasa Educational Academy is the highest authority in governing the organization. The Management has further decentralized the administration through, Principal, Vice-principal, Head of the Departments and by the constitution of various committees who are the key organizing bodies. The principal holds all the powers with regard to academic and administrative matters. The Principal decentralizes the working pattern of the college to various committees which helps the staff members and students to participate in various programmes conducted by the institute. The institution has various committees to maintain the quality of nursing education, practice, research and administration.

#### **Decentralization in Academics:**

Decisions in Academic matters are decentralized to the maximum extent. Allotment of course work, monitoring of syllabus, planning and organizing seminars, guest lectures, workshops, Industrial Tours, orientation programmes, add on courses, value-added courses, project works are done under the guidance of HOD. The teaching faculty members are given adequate representation in various committees to augment the quality of education.

The college functions are well supported by the following committees:-

- Academic committee.
- Anti-ragging committee.
- Co-curricular committee.
- Cultural committee.
- Advisory committee.

- Disciplinary committee.
- Hostel committee.
- Library committee..
- Sports committee.
- Student grievance/redressal committee.

Each committee is vested with responsibilities that promote participative management which is constituted with faculty members, other respective department staff members and students. This institute is attached to the parent hospital RVS Institute of Medical Sciences" where the working pattern is decentralized to various committees to maintain the quality patient care. The nursing service is organized through nursing superintendents, supervisors, ward in charges and staff nurses. The head of the department of this institution and teaching faculty members are given academic autonomy to carry out their curricular, co-curricular and extracurricular activities. The hostel wardens take care of the safety of the students through constant supervision. The hostel warden takes care of the discipline, cleanliness of the mess and hostel premises. The Principal and hostel coordinators conduct frequent rounds with wardens in the hostels.

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PRINCIPAL