

6.2.2 Implementation of e-governance in areas of operation

POLICY DOCUMENTS

STUDENT'S POLICIES

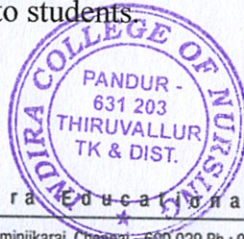
In Indira college of nursing Policies are essential guidelines and rules that govern the conduct, responsibilities, and expectations of students, faculty, and staff. These policies are designed to create a structured and conducive learning environment, ensure safety, and maintain professional standards. While specific policies may vary among institutions, we follow some common policies

ACADEMIC POLICIES:

- **Grading system:** Describes how student performance is assessed and graded.
- **Attendance:** Outlines expectations regarding attendance, tardiness, and consequences for non-compliance.
- **Academic integrity:** Defines expectations for ethical behavior, plagiarism, and consequences for academic dishonesty.
- **Progression and graduation requirements:** Outlines the criteria for advancing through the program and graduating.

CLINICAL POLICIES:

- **Clinical placement:** Describes procedures for assigning students to clinical sites and expectations for behavior during clinical rotations.
- **Dress code: Specifies the required uniform and appearance standards for clinical settings.**
- **Clinical supervision:** Outlines the responsibilities of clinical instructors and the level of supervision provided to students.



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PROFESSIONAL CONDUCT:

- **Code of conduct:** Defines expectations for professional behavior, respecting peers, faculty, and patients.
- **Ethical standards:** Emphasizes adherence to ethical principles in patient care, research, and interactions with colleagues.

HEALTH AND SAFETY:

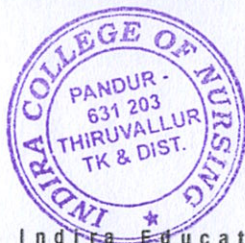
- **Infection control:** Describes protocols for preventing and managing infections in clinical and classroom settings.
- **Immunization requirements:** Outlines mandatory vaccinations and health screenings for students.
- **Safety protocols:** Provides guidelines for handling medical equipment, administering medications, and responding to emergencies.


TECHNOLOGY AND COMMUNICATION:

- **Email and communication:** Establishes expectations for professional communication between students, faculty, and staff.
- **Use of technology in education:** Outlines policies regarding the use of electronic devices, online resources, and educational technology.

ADMISSION AND ENROLLMENT:

- **Admission criteria:** Specifies the requirements for entry into the nursing program.
- **Transfer and withdrawal policies:** Describes the process for transferring into or out of the program.




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FACULTY AND STAFF POLICIES

- **Faculty qualifications:** Outlines the qualifications and expectations for faculty members.
- **Grievance procedures:** Describes the process for addressing concerns or disputes between students, faculty, and staff.

FACILITY AND RESOURCE USAGE

- **Library and resource center:** Describes policies for accessing and using library resources.
- **Laboratory usage:** Outlines guidelines for the use of simulation labs and other learning facilities.

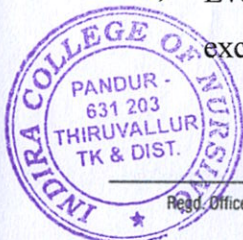
It's important for students to familiarize themselves with these policies and adhere to them throughout their time in the nursing program. Additionally, nursing colleges often update their policies to reflect changes in healthcare practices, educational standards, and institutional requirements.


LEAVE POLICY

Scope: All regular employees including Trainees with effect from march 01,2023 .

Leave provision/ Facility:

- All employees are eligible for casual leave (CL)-12 days
- Apart from Earned leave (EL), employees will also provide CL for urgent and unforeseen circumstances.
- Every employee on completion of 1year of service is eligible for earned leave. It is not exceeding 12 days per calendar year.




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- Every employee will be provided leave on sick grounds not exceeding 6 days sick leave in a calendar year.

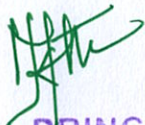
Permission Policy:

- To enable all the staff to understand and follow the laid down procedure on obtaining permission to leave the place of duty on personal work.
- Every employee is allowed a 10 minutes grace time as per his shift for late coming in a day.

Bio metric:

Biometric is mandatory for attendance maintenance and payroll process. If anyone is falling to punch in the bio metric they should produce the proper supporting documents.




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