



E-GOVERNANCE POLICY

R. D. Memorial College of Nursing in order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in day to day functioning of the College.

The College has initiated e-governance in selected areas like student admission, examination, teaching and learning, academic communication etc. Presently the College has decided to enhance e-governance in other aspects of academic and administrative functions.

OBJECTIVES OF E-GOVERNANCE:

- Implementation of E-governance in various functioning of the institution
- Achieving efficiency through e-governance
- Promoting transparency and accountability in finance and leadership
- Achieving paperless office
- Facilitating online internal and external communication between various institutions
- Easy access to information-website, LMS, what's app etc.
- Making the institution visible globally

THE COLLEGE HAS E-GOVERNANCE IN THE FOLLOWING AREAS;

- **WEBSITE:** The College has created the website in which activities and information about all activities, important notices, etc. will be made easily available to the outsiders.
- **STUDENT ADMISSION:** The College is admitting students through online as well as mode. This will cover admissions to all courses conducted by the College.
- **EXAMINATION:** As per the directions of the affiliated University, it is mandatory to handle examination in online manner. Filling of examination application forms, obtaining hall tickets, receiving examination papers, uploading of marks, revaluation forms, photocopy



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E-Governance Architecture

E-governance is the use of modern information and communication technologies such as internet, local area network, wide area network, mobiles, etc., by the College to improve effectiveness, efficiency, and service delivery to the staff and students to promote transparency.

Implementing e-governance:

Implementing e-governance aims at achieving several objectives and goals that adhere to the following principles:


1. Improvement e-governance services to the students and staff
2. Empowerment of staff and students to access College related information and ability to interact with staffs
3. Transparency in achievement and accountability.
4. Improvement of internal relationship between the staff, students and stakeholders Goals

To enable students and staff to access the College related information. It enables students and staff to participate in the committee related decisions To provide reliable and efficient e-services to the students and parents

To guide and support users to access e-resources

To interact with students with regard to class, complaints, feedback etc

To provide class notes/ videos / IA test or exam time tables, question papers etc


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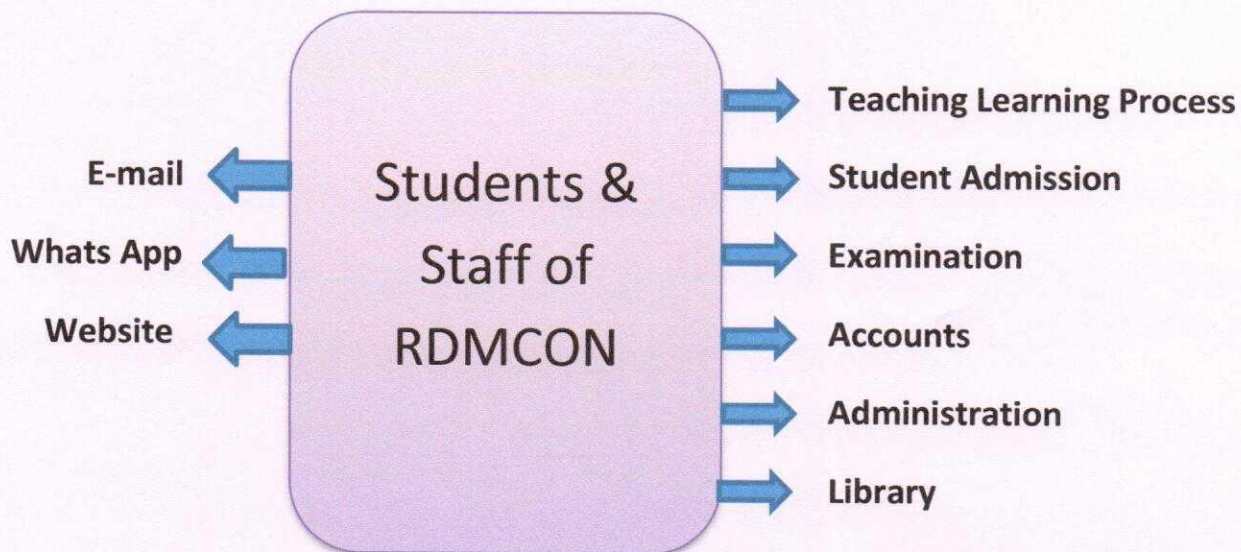


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E-GOVERNANCE ARCHITECTURE




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forms etc. everything has to be done in online mode. **Accounts:** For transparent and effective transaction of account, the College finance department adopted Tally software. All financial transactions between the College and students, staff and external are made through online.

- **ADMINISTRATION:** For effective internal communication between the staff and students what's app group is created and wherever required email is used.
- **LIBRARY:** The library has LMS software facility from which in and out management, books circulation, accession report, cataloguing, security, member ID etc. is maintained. and students and staffs are able to access journals and books from College digital library.
- **TEACHING AND LEARNING PROCESS:** For effective teaching and learning process, the College using learning management system (LMS) software and online classes including online evaluation and feedback system is carried out. College also conducting online parents and teachers meet, conferences, seminar, posture presentation, quiz etc.

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Strategic Planning And Deployment Document

(2016-2020)


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PREFACE

In order for a company to achieve its vision and mission, strategic planning is crucial. In this cutthroat environment, institutional goals must be achieved through a continual process called strategic planning. The Strategic Planning and Deployment Document (SPDD), which envisions the path the company should go in to attain its stated goals and objectives, is based on an examination of current barriers and potential possibilities in the future.

The institute's vision, mission, fundamental values, long- and short-term goals are all included in the first section of the document. Stakeholders (management, leadership, HODs, faculty, staff, industry, students, alumni, and parents) define and direct these through SWOC analysis. The institutional goals were established in all potential growth domains following an analysis of the internal and external environments through constant reflection and conversation with HODs and faculty members. To accomplish the institutional strategic goals, the strategies with action plans were chosen.

The strategy plan and deployment document were carefully crafted with the participation of all stakeholders, as this is essential for the success of any business. By setting quantifiable targets that are in line with the desired outcomes, efforts have been made to clearly specify the implementation methods and monitoring. This will turn out to be the driving force behind R. D. Memorial College of Nursing's success in becoming an institution of academic excellence and supplying the community with competent, young professionals in the fields of engineering and management.


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VISION

R. D. Memorial College of Nursing envisions preparing nursing professionals of world class standards who will constantly endeavor to provide quality and compassionate nursing care. Create positive work environments that foster and support professional growth and all round development of all students. Establishing the standards for excellent academic and professional nursing practice, nursing research and provide leadership in the advancement of the Profession.

MISION

- To make learning an exciting experience that inspires learners to reach their full potential as lifelong learners through use of advanced technology.
- To foster synergy and integration between research, education and practice by promoting interdisciplinary collaboration and partnership..
- To promote professionalism by quality and value driven education with a global outlook.
- To train young professionals for leadership to respond to the health care needs of the public.


OBJECTIVES

1. To promote the scientific base of nursing knowledge and skill through innovative teaching methodology.
2. To train competent nurse for preventive & curative health care to the patient atvarious health care settings.
3. To build all round development of the students in curricular, co-curricular and extracurricular activities.
4. To initiate, undertake and promote quality research in various health care settings.

QUALITY POLICY

With the Student First Policy, we at R.D. Memorial College of Nursing will work to be a top provider of nursing education for graduate and postgraduate nursing students by:

- ❖ Excellence in Nursing Education
- ❖ High Standards of Nursing care
- ❖ Inculcation of Leadership Qualities


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- ❖ Community Partnership for Health and Developmental Activities
- ❖ Promotion of Nursing Research

STRENGTH, WEAKNESS, OPPORTUNITY AND CHALLENGES (SWOC)

INSTITUTIONAL STRENGTH

- Academic brilliance is demonstrated through great infrastructure and a cutting-edge curriculum at R. D. Memorial College of Nursing, which has developed over time into a reputable institution offering superior education.
- Convenient access to the city via both public and private means.
- Active and dedicated faculty and staff
- The majority of the students are from the state of M.P. All social classes, including other underprivileged groups and backward classes (SC, ST), are represented in the institution.
- A significant number of value-added accredited programmes have occurred in corporate settings in addition to the Indian Nursing Council curriculum.
- Top corporate hospitals regularly hold recruitment campaigns to choose and accept students into their facilities.
- The institution awards scholarships to deserving students.
- The college's infrastructure is complete with seminar rooms, classrooms, labs, and an auditorium that are all well-equipped.
- Learning materials help effective teaching and learning processes.
- Installing a solar power plant and implementing a green campus strategy.
- Staff evaluation and reward systems are used.
- There is a hostel facility for both boys and females.
- A library and labs that are well-equipped.
- Academic programmes are scheduled in advance, and the RDMCON Alumni Association is active and committed.
- Effective Women's Empowerment and Grievance Redressal Cell a successful cell for career counselling and placement.



- Decentralized organisational culture
- Employee welfare programmes for both teaching and support workers.
- Student nurses association as a group to recognise and offer a stage for students to display their abilities.
- Effective extracurricular and extracurricular activity support

INSTITUTIONAL WEAKNESS


- Very Few number of research and interdisciplinary projects
- Many of our teachers are still pursuing Ph.D
- Pre fixed curriculum need to follow.

INSTITUTIONAL OPPORTUNITY

- Research and consultancy initiatives
- Cultivate Innovation and start up culture in institution
- Encouraging students for competitive examinations and higher studies
- To become one of the nursing institutes in M.P. State
- To attract students from all corners of Nation
- To enhance extension activities, outreach programmes as a measure of institutional socialresponsibility
- Optimal utilization of infrastructure and facilities available
- Enhancement of quality education through training and knowledge upgradation of faculty
- Scope to carry out more collaborative research with private, non-profit, and public sectors.
- To be a leader in interdisciplinary and integrated learning
- To equip students to face the challenges of life success full

INSTITUTIONAL CHALLENGE

- Being a self-financed institute upgrading the infrastructure with the growing need withoutgovernment funding support.
- Being an affiliated college we faced certain constrain like having administrative delay in the wayof examinations are conducted and results are announced.
- To attract high meritorious students


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- To cope up with rapidly emerging technologies
- High cost of delivering Education
- Motivating faculty to engage in research due to better service option.
- Overcoming the initial hurdles in acclimatizing students from diverse backgrounds

STRATEGIC GOALS

The passionate team of R.D.MEMORIAL COLLEGE OF NURSING after several discussion and planning and guided by the Mission and Vision of the Institutes Quality Policy, Core Values, Stake holder's expectations and SWOC analysis framed the Institutions strategic Goals.

INSTITUTION STRATEGIC GOALS:

1. Following effective teaching learning process
2. Developing and following leadership and participative management
3. Establishing a continuous Internal Quality Assurance System
4. Ensuring good governance
5. Ensuring student's development and participation
6. Ensuring staff development & welfare
7. Developing financial management
8. Development of entrepreneurship
9. Encouraging research and development work
10. Increasing Alumni Interaction and participation and Outreach activities
11. Engagement in Community Services and Activities
12. Developing physical infrastructure
13. Getting memberships of professional bodies, Local chapters, student's chapter etc.


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STRATEGIC PLANNING

1. GOOD GOVERNANCE


Governing Body	Merit based GB appointment Performance management of GB members through specific responsibilities Evaluation of institutions performance and bench marking Guiding and approving policy matters
Vision, Mission and Institution Goals	Vision, Mission development & their articulation Setting short term and long term goals Institutional Strategic development plan Institutional strategic goals setting
Transparency & Leadership	Transparency in Leadership & appointment of Key Designations Service conduct rules and polices formulation, approval & implementation Grievance Redressal mechanism Leadership Development through decentralization
Internal Quality Assurance Cell & Accreditation	Setting up of IQAC with internal & external members to audit processes
Students Participation	Students suggestions in various academic and student affairs

2. LEADERSHIP DEVELOPMENT

Developing Ownership	Motivating through interactions
Assessment & Identification	Expert committee to assess all existing leaders potential Find gaps and structure changing Identify Designations for external
Decentralization	Decentralize the academic, administration and student Related Prescribe duties , responsibilities and accountability

3. FINANCIAL MANAGEMENT

Budgeting	Department wise Budget planning of all heads of accounts Forecast & estimation of revenue Forecast & estimation of expenditure Budget formulation & approval through Managing Committee
Financial Governance (HODs)	Expenditure management Yearly Audit (internal /External) checks- balances Support through research, consultancy and trainin


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Outflow Management & Growth plans	Monitoring expenses as per budget planning Predicting internal revenue generation Growth- Expansion plans
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4. PHYSICAL INFRASTRUCTURE


Green Campus	Plantation and solar system Energy harvesting & management Hygiene, solid waste management (zero plastic usage) Reuse of waste
Academic infrastructure	Aesthetic Class rooms, Tutorials, Seminar halls State of the art Laboratory & equipment
Library	Library infrastructure up gradation Functional Furniture and fittings for e-learning Digital library
Residential Township	Staff quarters . Safety, Security management Water facility and yoga centre
Sports, Hostel & Canteen	Developing sports (indoor/outdoor) facilities Hobby clubs Appointment Sports coach as per Games.

5. TEACHING – LEARNING INFRASTRUCTURE

Smart Class rooms	Classrooms equipped with Projector facility Multimedia and support equipment E-Learning facilities
Laboratory- R&D Equipment	Development in infrastructural facilities in R&D Laboratory and its maintenance
ICT	Learning software for various subjects Hardware (Servers, Computers...etc.)Pedagogy tools
Books & E-Learning	Books, Journals, Periodicals, Magazines Departmental library books

6. LIBRARY & INFORMATION CENTRE

Infrastructure Enhancement	Budget allocation Infrastructure (Buildings & Furniture)
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Removal of obsolescence in Books & Resources	Books, journals procurement, storage and retrieval
Digital & E-Library	Digitization of Library resources

7. ATTRACTION, DEVELOPMENT, RETENTION

Talent Hiring & Retention policy	Merit based hiring policy formulation & implementation Career advancement Schemes Critical talent identification & retention measures
UGC recommended Scales, Rewards & Recognitions	UGC recommended scales implementation Additional cadres to be created for deserving staff Rewards – recognitions & incentives Welfare policy formulation & implementation
Conducive working environment	Best work facilities and infrastructure Role & responsibilities clarity and empowerment
Career growth & Development	Sponsorship/ Deputation, sabbaticals for higher education & More Exchange programmes Sponsorship to participate in national /international conferences Deputation to premier national /international Universities.

8. TEACHING, LEARNING AND EVALUATION

Bench mark with Premier institutes	Constitute academic teams and visit premier institutions Customize & Implement best practices
Curriculum Design & Lesson plan	Design curriculum as per all graduate attributes and expectations of stake holders Develop lesson plan as per weekly schedule. Develop e-learning content Benchmark with community requirements
TNA and upgrading faculty & staff competence	Conduct training need analysis every two years Conduct / depute faculty and staff for competence development Support paper publications and presentations Provide opportunities for networking


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Knowledge Delivery & Outcome based education	Define outcomes of each teaching learning initiative Continuous Assessment and evaluation to measure outcomes Establish Research Culture Access to online learning Mentor on academic, career & higher educational opportunities
Evaluation & Assessment	Create proper feedback system Continuous progress assessment Question bank development & Term end examinations

9. QUALITY ASSURANCE SYSTEMS

R&D Infrastructure & Teams	Enhancing R&D laboratories in all departments Dedicated R&D facilitation & documentation centre Competent technical staff for R&D labs Start new Journals with indexing.
Establishing Centers of competence	Fund raising through Project proposals Apply for Government/ other funding Establishing centers of excellences
MOU with premier institutes/ R&D labs	MoUs with higher learning institutions in India & abroad. Multi & inter disciplinary research and product development

10. RESEARCH, DEVELOPMENT & INNOVATION

Establishing Quality Systems	Setting up bench marks & system flow Quality Policy steering committee Publishing Quality system design & culture Educating & Training of all employees
Internal Quality Assurance & Assessment cell	Setting up of IQAC team Periodic checks and guidance


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Accreditation & Certifications	Audit and certifications
Audit Internal Controls	Establish audit process & audit teams Train internal auditor teams Audit and remedial measures
Continual improvement, Rewards & Recognitions	Setting up of Quality assurance cell Identifying achievements & best practices Quality circle competitions & rewards Annual competitions


11. PLACEMENT, INTERNSHIPS & CAREER

Placement & Career guidance	Dedicated team Video recording of mock up interviews of students and feedback
Department	
Training & Development	Awareness programmes Value added programmes Competency enhancement center
Internships, Placement process & Success stories	Internships planning and execution Placement process coordination Success stories celebration

12. EXTRA-CURRICULAR AND CO-CURRICULAR

State of the art infrastructure	Budget allocation Establish state of the art infrastructure (indoor/outdoor) Formation of hobby clubs
Coaching, training & competitions	Dedicated coaches /trainers recruitment Regular training /coaching classes Participation in tournaments/competitions Hosting competitions/ tournaments
Credit transfer, Rewards & Recognition	Admission priority for state/national achievers Reward & Recognise achievers

13. ALUMNI ENGAGEMENT AND INTERACTION


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Alumni Association	Strengthen Alumni association and engagement Establish alumni association office on campus, engage students Data base updating and interactive alumni website
Relationships & Leveraging	Regular interactions /invitations Recognize successful alumni Leverage for guest lecturers/internships/placements Academic advisors/ Board of governors
Endowments	Explore Contributions / endowment partnering Brand ambassadors Sponsorships/scholarships


14. COMMUNITY SERVICE AND EXTENSION

	Budget from institution resources Budget from Faculty/students/Govt./other donors
	Identify nearby villages for adoption Study rural projects and challenges Explore & provide support to the execution of projects
	Identify the job oriented courses as per local needs Provide vocational training at the institute Educational tuitions/ support to village students
	Conducting health awareness camps Providing free medicines to the needy Psychological and psychiatric support

15. GLOBAL INITIATIVES

New Campuses / Programs	Explore establishing new campuses in developing countries Exchange programmes with leading universities of developed countries
Foreign Students	Exchange programmes with foreign students
MOUs with Foreign Governments/ Institutions	Identify foreign higher level learning institutions MOUs with potential partner institutions MOUs with governments for education & projects

16. CLINICAL SERVICES


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For Local community	Best health services providing by health checkups, medical camps, awareness programmes rallies, exhibition, role play etc.
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MONITORING OF STRATEGIC PLAN

The implementation of strategic plan will be monitored time to time by Institutional Advisory Committee through periodic review. The heads will prepare the detailed progress report and present it in the review meetings. The benchmarking of quality standards and its monitoring, evaluation of attainment will be carried out by the IQAC independently. The IQAC will report the findings to the Academic Council and GB. With thorough analysis of outcomes and based on IQAC report, the above will recommend the corrective actions, need of further processes and deployment of resources. All these reports will be forwarded for further discussions and implementation by Management.

Conclusion

The strategic planning and deployment document (SPDD) is an effort for paving a pathway towards accomplishment of goals R. D. Memorial college of Nursing dreams to achieve. Just formulating the strategic plan doesn't delivered by the process, but it provides a guiding framework which is a collective effort delivered by the process of participative brainstorming of stakeholders. The proper implementation of strategic through teamwork with good sprit leads to success and sustainability over a longer time through a dynamic process. It needs continuous evolution to incorporate the lessons learnt during the implementation and emphasizes the role of IQAC in ensuring the quality of accomplishment.

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Approved By	Mr. Hemant Singh Chauhan Chairman


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