

1.2.1. (B)

Staff meetings

Date - 18 Jan 24

Venue - Conference Hall

Chairperson - Dr. Archana Chauhan

Agenda of the Meeting - To discuss regarding Republic Day celebration.

Proceeding of meeting - The meeting was started at sharp 2pm in the Conference hall.

Meeting Discussion Points.

Principal Ma'am discussed about decorate the campus with flowers and Nation flags.

Principal Ma'am also discussed regarding the flag hoisting ceremony.

We discussed about all teachers should wear tricolor staff.

We discussed about all teachers, female staff wear a white saree and (gents) wear white kurta. And all students according to

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the cultural.

we discussed about the poster competition on theme submission one day before 26th January so that the result were declare in day of function.

we discussed for essay competition on them

we also discussed for group song to song by the student that is

Adjournment of meeting The meeting was adjourn at sharp 2.30 pm. with the closing speech of Ms.

Staff meeting member.

Dr. Archana Chouhan

Ms. Neha Kumari

Ms. Anubhika

Ms. Anchal Singh

Ms. Dipti Yadav

Ms. Dhritani Singh

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Staff Meeting

Date :-> 7/2/2024

Venu :-> Conference Hall.

Chairperson :-> Dr. Archana Chouhan

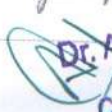
Agenda of the meeting :-> To discuss regarding
Clinical Criteria and its
requirement of student during clinical posting

Proceeding of meeting :-> The meeting was held
at sharp 2pm in the
conference hall

Meeting Discussion Points.

- Principal Ma'am discussed regarding the criteria and requirement of the student that is log book, orientation reports and procedure.

Principal Ma'am discussed regarding the student who are posted in community they should carry a new bag with few articles and perform procedures in the community areas like bag technique, hand wash, RBS, and health education should be provided to the people.


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Principal Mam also discussed regarding how to maintain the daily diary of the student.

Principal Mam discussed to review all the procedure to the teacher and after that they can teach student according to the Checklist provide them.

All procedure objective and list was clear to all the student

After demonstration the teacher should take re demonstration from the student after another day.

Student should have on tips of all demonstration.

At the end Principal mam told all faculty to take atleast 2 round of the student. And to collect all the details.

Adjournment of meeting at the meeting was adjourn at 4pm. with the closing speech of Principal Ma'am.

Staff Meeting members

Dr. Archana Chouhan

Mr. Abhishek Dhamriya

Mr. Nitin Soni

Mrs. Manisha

Ms. Babita

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Staff Meeting

Date :- 8 Feb 2024

Venue :- Conference Hall

Chairperson :- Dr. Archana Chauhan

Agenda of the meeting :- To discuss regarding section class work, responsibility.

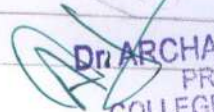
Proceeding of Meeting :- The meeting was held at sharp at 2 pm in the conference hall.

Meeting Discussion Points.

Principal Ma'am discussed regarding class co-ordinator to complete all the document file complete.

Principal Ma'am discussed regarding section syllabus should be timely complete.

Principal Ma'am ask to make duty roster of the staff for their clinical posting.


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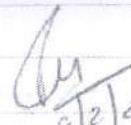
Principal Mam ask all teacher to completed and to maintain their class record register.

Principal Mam also divided the note and responsibility to all the class teacher.

Principal Mam all advice all section teacher to save data of all section.

Adjournment of meeting :- The meeting was adjourn at sharp 2.30 pm with the speech of Principal Ma'am.

Staff meeting member :-


8/2/24.

Dr. Archana Chouhan


Ms. Navita

Ms. Richi

Ms. Anushka

Ms. Jyoti

Ms. Babita


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Staff Meeting

Date - 7/3/24

Venue - Conference Hall.

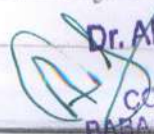
Chair persons - Dr Archana Chouhan

Agenda of the meeting is to discuss regarding training for Quality Improvement.

Proceeding of Meeting is The meeting was started at 12pm in the Conference.

Meeting Discussion Points:

- Principal mam discuss regarding teacher train for quality improvement.
- Discussion regarding days and timing of the workshop and conference days.
- Principal mam discuss regarding the distribution of topic and speaker of the teacher training for quality improvement.
- Principal mam also discuss to arrange the food for the participant those who are outsider.


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Principal mam also inform to make the certificate for all the participant who are going to attend the work shop.

Adjournment of meeting :- The meeting was adjourn at sharp 1:30pm with the speech of Principal mam


Staff meeting member.

Dr Archana Chouhan

Mr. Abhishek

Mr. Nitin soni

Mr. Hemendra Pal.



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Staff Meeting

Date $\frac{0}{0}$ 13/3/24

venue $\frac{0}{0}$ Conference Hall.

Chairperson $\frac{0}{0}$ Dr Archana Chauhan.

Agenda of the meeting $\frac{0}{0}$ To discuss regarding
Examination preparation of
Bsc ~~1st~~ 2nd and 3rd year.


Proceeding of meeting $\frac{0}{0}$ The meeting was
started at sharp 2 pm
with the welcome speech of Mr. Ankur Sharma

Meeting Discussion Point's $\frac{0}{0}$

Principal Mam discussed regarding the
upcoming examination of B.Sc 2nd, 3rd
and 1st sem.

Mam discussed regarding invigilation
duty and the invigilator's responsibility

Principal Mam also discussed regarding
to collect the question paper with
the answer key of internal examination


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Principal Mam also discussed to check and submission of question paper before exam.

Adjournment of the meeting:

The meeting was adjourned at sharp 3pm with the blessed speech of Principal Mam.

Staff Meeting Members

Dr. Archana Chouhan.


Mr. Ankur Sharma.

Ms. Babita Bisht

Mrs. Sanjana.

Mrs. Roopa.

Ms. Depti.


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STAFF MEETING

Date :- 2/14/24

Venue :- Conference Hall

Chairperson :- Dr Archana Chouhan

Agenda of the meeting :- to discuss
duty of the student ^{regarding} clinical


Proceeding of the meeting :- The meeting
was started at sharp
12pm.

Meeting Discussion points :-

Principal Mam discussed regarding
the clinical duties of the student
and the workload of the clinical
Instructor.

Mam discussed all the clinical
requirement and procedure according
the Checklist of the Student, should
be done only in clinical area.

Principal Mam instructed to maintain
the student daily diary.


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Mam also discussed the clinical requirements should be completed in the required time only.

Adjournment of meeting

The meeting was adjourned at sharp 12.50pm with the closing speech of principal mam.

Staff meeting members.

Dr. Archana Chauhan

Mrs. Manita Pehraya

Ms. Navita

Ms. Jyoti

Ms. Neha.

Ms. Aciti Shukla.

Ms. Manisha.

Handwritten signatures and initials:
A. Archana
Manita
Jyoti
Neha
Aciti
Manisha

Handwritten signature: Archana

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STAFF MEETING

Date :- 24/5/24

Venue :- Conference Hall

Chairperson :- Dr. Archana Chouhan.

Agenda of the meeting :- Discussion regarding nurses day celebration in

Proceeding of the meeting :-

The meeting was started at sharp 2pm in the Conference Hall.

Meeting discussion point :-

Principal Mam discussed regarding the nurses day celebration.

Principal Mam distributed the role & responsibility of each event committee members

Principal Mam discussed the food menu for the event.

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→ Aiel also discussed regarding the decoration and stage decoration.

→ Principal mam also discussed the cultural programmes.

→ Principal Mam discussed the Chief guest in the events and honour the Chief guest with the books and trophies.

Adjournment of the meeting

The meeting was adjourned at sharp
3:30 Pm.

Members of the meeting.

Dr. Archana Chouhan.

Ms. Nitin Soni

Ms. Hemendra Pal

Mrs. Manicha

Mrs. Manita Patharya


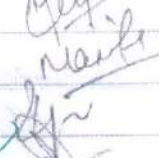

Mrs. Rashi

Ms. Neha.

Ms. Navita

Ms. Babita.

Mrs Manida Patharya




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STAFF MEETING

Date - 15/5/24

Venue - Conference Hall

Chairperson - Principal Mam.

Agenda of the meeting :- Discussion regarding the Bsc 4th year research work.

Proceeding of the meeting :- The meeting was started sharp at 11:30 pm.


Meeting discussion points :-

→ Principal Mam discussed regarding the Bsc 4th year research work.

→ Principal Mam discussed the criteria of the research.

→ Principal Mam also selected the co-guide for the student through chat methods.

→ Mam ask all teacher the research work student on given time


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only.

Principal man also discussed to state all presentation of the research work.

Adjournment of the meeting.

The meeting was ent sharp at 2:30 pm.

staff meeting members.

Dr. Archana Chouhan.

Mrs. Manicha.

Mrs. Manita Pacharya

Mrs. Nitin Soni

Mrs. Hemendra Pal

Ms. Navita

Ms. Nena

Ms. Babita

Mrs. Rajni

Mrs. Anwar Sharma.

Mrs. Ashut Dhamanga

(A)
Poo
Mani
Soni
Pal
Navita
Nena
Babita
Rajni
Anwar
Ashut

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STAFF MEETING.

Date - 16/5/24
Venue - Conference Hall
Time -

Chair-person :- Dr Archana Chouhan.

Agenda of the meeting :- Discussion regarding
yoga day.

Reintroducing time :- The meeting was started
sharp at 2pm.


Meeting discussion Points :-

-> Principal mam discussed regarding the
yoga day.

-> Discussion regarding the date and
timing of yoga day.

-> Date - 1 to 20 June.
time - 5.30 am to 7pm.

-> Principal also discussed
about code for all teachers.


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STAFF MEETING.

DATE :- 24/6/24

VENUE :- CONFERENCE
HALL

TIME :- 12pm

CHAIRPERSON - DR. ARCHANA CHOUHAN.

AGENDA :- To discuss regarding Lab updated list and cleanliness and handling of labs.

PROCEEDING OF THE MEETING :-

The meeting was started at 12 pm in the conference hall, which was proceeded by the welcome speech of Mrs. Manita Bibin (Nursing Tutor, OBG Dept.)

MEETING MINUTES :-

- The Laboratory Equipments and articles list to be updated according to INC, DCI and Thpaigo recommendation.
- All Lab - Incharges to update their lab stock register and also the new dummies / Kits / trainers to be included in the stock list (soft copies also)
- Soft copies of the Lab Inventory to


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be updated with Shivanshu Sir. (HR Dept)






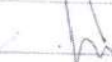
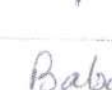
- Lab cleaning time to be fixed during lunch hours, under the supervision of lab in-charge.
- The responsibility of the Lab Key to be taken by the Lab in-charge and Co-In-charge. In absence of both Incharges, the key must be submitted to Principal Ma'am.
- Respective teacher taking lab class must take key from the in-charge in person and also hand it back to the in-charge itself.
- Not more than one group of students to be taken in Lab class.
- Utilization Register to be maintained strictly by teacher taking Lab class, (include name of students)
- Any damage made to be the lab instruments/ equipments, the responsible student group or teacher will have to replace. The lab in-charge if unaware of the damage, made then it will have to be replaced by the lab in-charge.

ADJOURNMENT OF MEETING :-

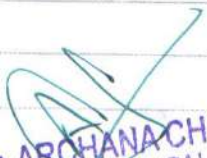
The meeting was adjourned with the closing speech of


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Uttar Pradesh

Staff Meeting Members :-

S.No.	Name	Sign :-
1.	Mrs. Ruchi	
2.	Miss. Jyoti	
3.	Miss. Neha	
4.	Mrs. Rajini	
5.	Mrs. Ankita	
6.	Mrs. Sanjana	
7.	Mrs. Saurabh.	

Principal Baba College
Dr. Archana Chouhan


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Staff Meeting

Date = 20/6/24

Time = 2pm

Venue = Conference Hall.

Chairperson - Dr. Archana Chauhan.

Agenda is discussed regarding QCI Inspection.

Proceeding of the meeting :-

The meeting was started sharp at 2pm in the Conference hall.

→ Revision of policies of all criteria.

→ Revision of teaching and non teaching performance appraisal performance.

→ Development of SOP for all committees.

→ Collection of feedback on Curriculum from Stakeholders.

→ Collection of feedback regarding, Clinical, Skill, and ^{Dr. Archana Chauhan} ^{Principal} ^{College of Nursing} ^{Baba Educational Society} ^{56, Matiyari Dewa Road} ^{Chinhati, Lucknow-226028} ^{Faculties}

→ Encourage the faculty and students for more research publication.

- Encourage the faculty and students for more research publication.
- Conduction of more extension activities, workshop Seminar, etc.
- Establish MOU with various clinical organization.
- Conduction of M. sc nursing and year research activity.
- Expand clinical exposure of student.
- Renew the MOU with mentor institutes.
- Make mandatory TNAI & NRI's registration for all faculty.

Adjournment of the meeting

The meeting was adjourned at sharp 2:45 pm with the closing speech of principal.


Staff Meeting Members

Dr. Archana Chouhan.

Mr. Nitin Soni.

Mr. Hemendra Pal

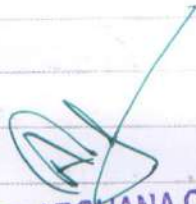
Mr. Abhishek.


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Mr. Anil
Mrs. Manika
Mrs. Manisha
Ms. Jyoti

Jyoti

Principal Baba collage of
Nursing.


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STAFF MEETING

TIME - 12 ~~pm~~ 1pm Venue - (Conference hall)
Date - 2/7/24

Chairperson :- Dr. Archana Chauhan.

Agenda of Meeting - Discussion regarding syllabus coverage plan and future plan of action to be taken for improvement in quality education.

Proceeding of Meeting - The meeting was sharply started at 12pm in Conference hall, which was proceed with the welcome speech of Principal Ma'am.

Meeting of Discussion - The meeting was called by principal Ma'am regarding syllabus coverage plan and future plan of action to be taken for improvement in quality education.

* Principal ma'am discussed regarding syllabus coverage plan with all the respective class Coordinator.

* Discussed regarding time-table preparation according to syllabus requirement.

* Discussed regarding unit wise revision and to be conducted 10 years question paper.


* Discussed regarding submission of clinical file and completion of viva-voce, it should be completed till 31st July.






* Signature of principal Ma'am has been completed for all the theory and clinical requirement till 1st week of October.

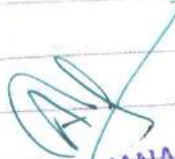
Discussion regarding OSPE & OSCE method to be used for the quality improvement of procedures in respective subject.

Adjournment of Meeting -

The meeting was adjournment at 11pm with a closing speech by Principal Ma'am.


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S.No 109	Name of faculty	Signature
	Dr Archana Chouhan (Principal of Baba collage-)	
	Mrs. Manika	
	Ms. Neha	
	Ms. Jyoti	
	Ms. Basita Bishr	
	Ms. Ruchi	


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STAFF MEETING.

Time - 2 Pm 3 Pm. Venue - Conference hall
Date - 12/7/24

Chairperson - Dr. Archana Chauhan.


Agenda of Meeting. Discussion regarding
conduction of main
Examination Successfully.

Proceeding of Meeting - The Meeting was sharply
started at 2 Pm in
the conference hall, which was proceed with
the welcome speech of Principal Ma'am.

Discussion of Meeting. 1) - Principal Ma'am
discussed regarding how we
all are as a faculty work for final
examination of BSc (N) 2nd Sem & 3rd Sem.

2) Ma'am discussed regarding the coord consultation
person of the Examination cell.

3) Ma'am also discussed regarding the sitting
arrangement like Auditorium is selected as
the examination hall.



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4) Principal Ma'am divided the duties of faculty members as invigilators as well as Ma'am selected the some of faculty members for other accountabilities.

5) Principal Ma'am given the rotation plan for duties of faculty members.

6) With the huge work of Examination, Ma'am also guide the faculty members regarding how they can manage the others batches for their classes.

Adjournment of Meeting - The meeting was adjournment at with a closing speech by principle Mam.


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S. No.

Name of faculty

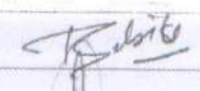
Signature.

Dr. Archana Chouhan



Ms. Ankur

Ms. Babita Bisht



Ms. Depta

Ms. Syahi



Ms. Sanjana

Ms. Rajni



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STAFF MEETING

Time : 2pm to 3pm
Date : 29 July 24

Venue : Conference Hall

Chairperson : Dr. Arohana Chouhan.

Agenda of the meeting : To discuss regarding roles and responsibility of each section under JIPPIGO inspection.

Proceeding of Meeting : The meeting was ~~sharply~~ start at 2pm in the Conference Hall.

Discussion of Meeting :

Principal Ma'am discussed to all Section incharge what has to be improved and to be added.

Principal Ma'am discussed ~~the~~ regarding the lesson plan of ANM, C.N.M and B.S.C Nursing's classes.

Principal Ma'am stated that the ~~PA~~ should must have specific and general objective.


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→ Principal Mam also discussed to teach the procedure student and staff wise.

→ Principal Mam divided the work and responsibility to each committee.

→ Principal Mam discussed and told all HOD to learn other teachers also.

Adjournment of meeting ∴ The meeting was adjournment at with closing speech by principal Mam.

Name of the faculty

Mr. Nitin Soni

Mr. Hemendra Pal


Mr. Abhishek Dhamaniya

Mr. Ambika

Ms. Babita Bist

Mrs. Manika

Mr. Anchal


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Principal of Baba College
Dr. Archana Chouhan

Staff Meeting

Time - 2 pm - 3 pm
Date - 2/8/24


Venue - Conference Room

Chairperson :- Dr. Archana Chouhan.

Agenda of the meeting :- To discuss
role and responsibility of class-co-ordinator.

Discussion of the meeting :-

- 1) Discussion regarding class co-ordinators responsibility.
- 2) Discussion regarding the leave for student
i.e. student can take 15 total leaves
in which 5 leave can consider as a
medical leave with medical certificate.
- 3) Discussion regarding unit distribution
and time management for the unit.
- 4) Discussion regarding ~~class~~ co-ordinator
file.


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5) Discussion regarding how to organized the file.

6) Time table Management by the co-ordinator if any teacher is absent.

Adjournment of meeting

The meeting was adjournment at 3pm with the closing speech by principal mam.

Name of the faculty.

Ms. Hemendra Pal

Ms. Neha

Ms. Jyoti

Ms. Babita

Ms. Rajni

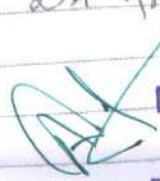
Ms. Souvabh.

Ms. Pooja

Ms. Sanjana

Ms. Shambhavi

Principal of Baba College
Dr. Archana Chouhan


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Staff Meeting

Time - 3pm to 3.30pm.

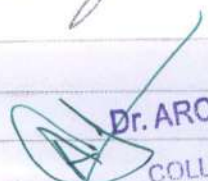
Date - 9/8/24

Chairperson - Dr Archana Chouhan.

- Agenda of the meeting - To discuss regarding the Independence Day celebration in the collage.

Discussion point of the Meeting

- Discussion regarding the campus decoration with flowers and ribbons.
- → Discussed regarding the dress code for all the staff members for female faculty tie colour same and for male faculty blue colour shirt.
- Discussed to arranged the activity competition i.e. like dance song and poster making competition.


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→ Principal Mam also discussed for the presentation of student for dance competition which is presented on Day: Bhawan Lucknow.

→ Principal Mam also discussed for the Rangoli competition which will be held in the collage only.

Adjournment of the meeting


The meeting was adjournment at sharp 3.30 pm with the closing speech of Principal Mam.


Name of the faculty

Ms. Neha

Ms. Aditi

Ms. Sandhya


Principal of Baba Collage
Dr. Archana Chouhan


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Staff Meeting

Time : 12pm

Date : 10/8/24


Venue : Conference Hall

Chairperson : Dr. Archana Chohan. Chauhan.

- Agenda of the meeting : Discussion regarding New academic duties, role and responsibility of all teachers

Discussion point of the meeting :

- Principal mam discussed regarding the teacher should provide the lesson plan to the student one day prior base.
- Principal mam discussed that teacher should not go out side the college campus during college hours. as per student also follow the same command.
- Principal mam discussed that teacher should be punctual for the college and also to take the class.
- Mam also discussed that teacher should not be absent with out informing to the principal mam.


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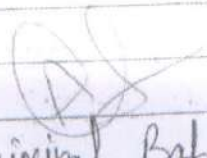
- Principal also discussed that all class
- Co-ordinator should check the student notes
 - Maintain all record registers: example leave and Health.
 - And also ask student about the course and unit completion.

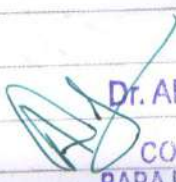
→ Principal Mam also discussed that if any teacher ~~and~~ wants to print something she/he should send the copy to Deepa Mam one day before.

→ Adjournment of the meeting:

The meeting is adjournment sharp at 1pm with the speech of principal Mam.

All faculty of Baba Nursing.


Principal Baba college
Dr. Archana Chouhan


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Staff Meeting:

Time - 11 am to 11:30 am

Venue - Conference Hall

Date - 10/9/24

Chairperson :- Dr. Archana Chouhan

Agenda of the meeting & Discussion regarding the whole session's time table and planning good learning.

Discussion point of the meeting :-

→ Principal Man discussed regarding the role and responsibility of class co-ordinator

→ Principal Man discussed with all class co-ordinator ^{that all} should teacher (co-ordinator) should give monthly report on last week of the month.

→ Principal Man also asked with all class co-ordinator to make one year time table with the unit plan distribution so that tentative plan could be made for the each batch.

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→ Principal Mam also discussed regarding the clinical post of the student where to be posted and all the clinical requirement of the clinical posting.


→ Principal Mam asked all teachers to complete the co-ordinator's file and maintain the good records of each student.

→ Principal Mam give all teachers innovative ideas to make teaching more interested to the student.

→ Principal Mam focused to full fill all the needs of the student to achieve their goals.

Adjournment of the meeting.

The Meeting is adjournment sharp at 11:30 am with the closing speech of Principal Mam.


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Name of the faculty:

Ms. Hemendra Pal.

Ms. Neha

Ms. Jyoti

Ms. Babita.


Ms. Gaurabh


Ms. Sanjana.

Ms. Pooja.

Ms. Shambhavi.

Ms. Rajni.


Principal of Baba collage
Dr. Archana Chouhan.


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Staff Meeting

Time - 2pm

Date - 15/9/24.

Venue - Conference Hall.

Chairperson :-

Agenda of the Meeting :- To discuss regarding the INC inspection.

Discussion point of the Meeting :-

-> The meeting was started sharp 2 pm at Conference hall

-> Principal Mam discussed regarding the lab updated list and cleanliness and handling of lab.

-> Principal Mam asked all incharge (Lab) to update the articles list according to INC, QCI and Shygo recommender.

• All lab - Incharges to update their lab stock register with their articles.

• soft copy of the lab inventory to be updated.



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Principal Mam ensured that all teachers have knowledge regarding their lab and use of mannequin in their lab.

Articles issued registers should be maintain properly.

Adjournment of the Meeting:

The meeting was adjourned at sharp 3pm with the closing speech of Principal Mam.

All Lab Incharges

Ms. Nena.

Ms. Syoti


Ms. Babita.

Ms. Saurabh.

Ms. Ruchi

Ms. Rajni

Principal of Baba College
Dr. Archana Chouhan.


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STAFF MEETING

Time :- 2pm
Date :- 1/10/24

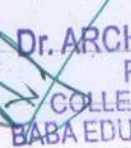
Venue :- Conference

Chairperson :- Dr Archana Chouhan.

Agenda of the meeting :- To discuss regarding the Examination preparation and Clinical duty of the students.

Discussion point of the Meeting :-

- * Principal Mam discussed regarding the up coming internal exam of all B-sc Nursing Students.
- * Principal Mam discussed regarding invigilation duty and the responsibility of invigilator's.
- * Mam discussed how to prepared the answer key of the Question paper. And the answer key should be in long form.
- * Mam discussed the distribution of the answer to check by the teachers equally.


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* Principal Mam also discussed regarding the clinical duty of the student along with criteria of the student and also work load of the clinical instructor.

* Principal Mam discussed that history taking procedure is compulsory and all pre-demo should be given in the clinical area only.

Adjournment of meeting :-

The meeting was adjourned sharp at 3pm with the closing speech of Principal Mam.

Staff Meeting Members :-

Ms :- Anjali

Ms :- Sanjana

Ms :- Pooja

Ms :- Rejni

Ms :- Babita

Dr. Archana Chouhan

Principal of Baba College

DR. ARCHANA CHOUHAN
PRINCIPAL

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Staff Meeting.

Time :- 2pm

Date :- 4/10/24

Venue :- Conference Room

Chairperson :- Dr. Archana Chouhan

Agenda of the meeting :- Discussion regarding the Navaratri celebration.

Discussion Point of the meeting :-

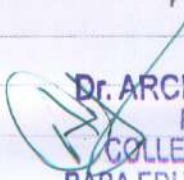
* Principal ^{Mam} discussed regarding the Puja shikharas at the collage campus.

* Principal ^{Mam} discussed regarding the dress code for the Navaratri celebration.

* Principal ^{Mam} also discussed regarding the special items prepared by students and faculty of the BABA collage.

* Principal ^{Mam} also discussed regarding collage decorations and lighting of the collage.

* Principal ^{Mam} was also discussed to start up of Pandal for Puja.


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* Principal mam also arranged choreographies for the practice of dance during the off session of the collage.

* Principal Mam also made rules and regulation for day scholars student those are going by home by them self.

* At the end principal Mam closed the meeting with the close speech.

Adjournment of meeting


The meeting was adjourned sharp at 3pm with the closing speech.

Staff members for meeting:

Ms. Neha.

Ms. Aditi.

Ms. Paurabh.


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Dr. Archana Chouhan

Principal of Babu collage.

COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY
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ToT Report on Teaching Learning Process

Day-1

Date: 14/03/2024

Duration: 10 AM TO 4 PM

College Name:- COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY LUCKNOW

No & name of the participants: 15

1. MRS. MANITA ACHARYA
2. MRS. MANISHA CHAUBEY
3. MS. BABITA BISHT
4. MRS. RAJNI NEGI
5. MR. SAURABH DHAR DUBEY
6. MS. GUNJAN BHARGAV
7. MR. AMBIKA
8. MS. GUDIYA
9. MS. DHWANI
10. MS. ANCHAL
11. MS. ANUSHIKA
12. MS. PRAGYA
13. MS. ADITI SHUKLA
14. MS. ANKITA PANDEY
15. MS. DIPTI


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No & name of the Facilitators: 04

1. DR. ARCHANA CHOUHAN
2. MR. HEMENDRA PAL SINGH
3. MR. NITIN SONI
4. MR. ABHISHEK DHAMANIYA

- **Self-assessment of the all participants – Ms. Ruchi Dwivedi**

Session 1: Topic: Overview of the training- Objectives/Expectations

Facilitated by:- Dr. Archana chouhan

Duration: 10 Min.

Description about session-

- Reviewed the agenda with participants.
- List participants expectations from the training.
- Described the goal and objectives of the training

Session2: Topic: Overview of Mission Niramaya

Facilitated by: Dr. Archana chouhan

Duration: 15 Min.

Description about session-

- Reviewed about the Mission Niramaya.
- Explained the Introduction of Mission Niramaya.
- Explained about the goal of Mission Niramaya.

Session3:

Topic: Plan for teaching- Competencies


,Objectives,teaching methodology, evaluation methods, review of teaching.

Facilitated by: Mr. Abhishek Dhamaniya

Duration: 60Min

Description about session-

- Discussed about the Ecosystem of Nursing Education.
- Divided participants into 3 groups and discussed the following topics.
- Classroom teaching
- skill enhancement
- clinical teaching
- Evaluation of student and teaching pedagogy
- Extra time needed for weaker students, Extralibray hours
- competency assessment


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● **Session 4: Topic: Preparing an institutional course plan**

Facilitated by:- Mr. Abhishek Dhamaniya

Duration: 45 Min.

Description about session-

- Divided participants into 3 groups and divided the 3 courses ANM, GNM and B.Sc per each group.
- Discussed about the Institutional course plan, unit plan and lesson plan.
- Discussed about the objectives, method of teaching, appropriate AV aids and assessment methods
- Discussed about the students knowledge assessment and how to select learning materials.
- Discussed with all the groups about better teaching process.


Session 5: Topic: Preparing the teaching environment

Facilitated by:- Mr. Hemendra Pal Singh

Duration: 45 Min.

Description about session-

- Divided participants into 3 groups.
- Discussed about the how to prepare the teaching Environment.
- Discussed about three Types of learning environments.
 - Classroom
 - Skill lab/ simulated area
 - Clinical practice area


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Session 6: Topic: AV aids preparation

Facilitated by:- Mr. Nitin Soni

Duration: 20 Min.

Description about session-

- Discussed about the importance of AV Aids.
- Discussed about the different types of AV Aids and ask they are using in their daily lectures of AV Aids methods.
- Discussed about in detail each types of AV Aids its preapare and use.
- Distributed of different type of AV Aids into 3 groups and tell them present the AV Aids method tomorrow session.


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Day-2

Date: 15/03/2024

Duration: 10 AM TO 4 PM

**College Name:- COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY
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No & name of the participants: 15

16. MRS. MANITA ACHARYA
17. MRS. MANISHA CHAUBEY
18. MS. BABITA BISHT
19. MRS. RAJNI NEGI
20. MR. SAURABH DHAR DUBEY
21. MS. GUNJAN BHARGAV
22. MR. AMBIKA
23. MS. GUDIYA
24. MS. DHWANI
25. MS. ANCHAL
26. MS. ANUSHIKA
27. MS. PRAGYA
28. MS. ADITI SHUKLA
29. MS. ANKITA PANDEY
30. MS. DIPTI

No & name of the Facilitators: 04

5. DR. ARCHANA CHOUHAN
6. MR. HEMENDRA PAL SINGH
7. MR. NITIN SONI
8. MR. ABHISHEK DHAMANIYA


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Session 1: Topic: Preparation and delivery of interactive presentations
Facilitated by:- Dr. Archana Chouhan

Duration: 45 Min.

Description about session-

- Discussed about the how to deliver of interactive presentation.
- Discussed about the facilitation process.
- Create a question-answering interaction between groups.

Session 2: Topic: Create and facilitate a roleplay

Facilitated by:- Mr. Abhishek Dhamaniya

Duration: 45 Min.

Description about session-

- One group participants present a Role play.
- Explained about the types and preparation and facilitation of Role play.
- Discussed about Role play interact with other participants.

Session 3: Topic: Presentation on case study

Facilitated by:- Mr. Hemendra Pal Singh

Duration: 45 Min.

Description about session-

- One group participants present a case study.
- Explained about the objectives and preparation and facilitation of case study.
- Discussed about case study interact with other participants.


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Session 4: Topic: Presentation on brainstorming and discussion session
Facilitated by:- Mr. Nitin Soni

Duration: 45 Min.

Description about session-

- One group participants present a brainstorming.
- Explained about the objectives and preparation and facilitation of brainstorming.
- Discussed about brainstorming interact with other participants.

Session 5: Topic: Clinical demonstration

Facilitated by:- Dr. Archana CHouhan

Duration: 30 Min.

Description about session-

- Clinical demonstrated procedure with skill checklist.
- Explained about the clinical demonstration and objectives.
- Explained about the how to used checklist and assessed the competency based learning.

Session 6: Topic: Preparation and use of knowledge assessments

Facilitated by:- Mr. Abhishek Dhamaniya

Duration: 20 Min.

Description about session-

- Discussed about students assessment knowledge.
- Discussed about the method of knowledge assessment.


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**COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY
LUCKNOW**

ToT Report on CLINICAL & COMMUNITY PROCESSES

Date: 16/03/2024

Duration: 10 AM TO 4 PM

**College Name:- COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY
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No & name of the participants: 15

1. MRS. MANITA ACHARYA
2. MRS. MANISHA CHAUBEY
3. MS. BABITA BISHT
4. MRS. RAJNI NEGI
5. MR. SAURABH DHAR DUBEY
6. MS. GUNJAN BHARGAV
7. MR. AMBIKA
8. MS. GUDIYA
9. MS. DHWANI
10. MS. ANCHAL
11. MS. ANUSHIKA
12. MS. PRAGYA
13. MS. ADITI SHUKLA
14. MS. ANKITA PANDEY
15. MS. DIPTI

No & name of the Facilitators: 04

1. DR. ARCHANA CHOUHAN
2. MR. HEMENDRA PAL SINGH
3. MR. NITIN SONI
4. MR. ABHISHEK DHAMANIYA

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Session 1 -

Topic - Pre-training Knowledge Assessment

Facilitated By - Dr. Archana Chouhan

Duration - 15 minutes

Description about Session 1 -

Firstly Pre-training Knowledge Assessment test was conducted at the starting of the first session by providing a structured knowledge questionnaire to the participants.

Session 2-

Topic - Welcome/Introduction and Agenda


Facilitated By - Dr. Archana Chouhan

Duration - 15 minutes

Description about Session 2 -

- Welcomed the learners,
- Introduced the learner through the following activity:
- Learners introduced themselves to the group
- Reviewed the agenda with learners.
- Listed learner's expectations from the training
- Set and agreed on some ground rules for the training
- Described the goal and objectives of the training

Session 3-



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Topic – List out the procedures to be done by the students & clinical rotation plan.

Facilitated By – Mr. Nitin Soni

Duration – 40 minutes

Description about Session 3 –

- Discuss and list out the procedures to be performed by students on patients under students
- Ask learners, importance of clinical objectives
- Discuss on preparation of CRP
- Show examples of clinical objectives and procedures list

Session 4-

Topic – Composition and Roles & responsibilities of the clinical coordination committee

Facilitated By – Mr. Hemendra Pal Singh

Duration – 40 minutes

Description about Session 4 –

- Discussed the composition and roles & responsibilities of CCC.
- Ask learners to share how frequently they will conduct meeting with clinical staff.
- Explained them at least minimum of three times CCM should be conducted (before, during and after clinical posting).

Session 5-

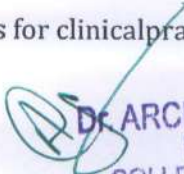
Topic – Understand the stakeholders related to clinical practices and their roles & responsibilities

Facilitated By – Mr. Abhishek Dhamaniya

Duration – 40 minutes

Description about Session 5 –

- Facilitator did the brainstorming of this session and co-facilitator will keep documenting them on a flipchart.
- Learners asked to share the stakeholders for clinical practice posting.


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- After that, learners were divided into 3 groups and assign 1 stakeholder (faculty, nursing staff at each level & student). And Ask them to prepare roles and responsibilities to provide clinical exposure to students.
- This was followed by a presentation from the 3 groups

Session 6-

Topic - Competency tracking of students and tools for evaluation

Facilitated By - Mr. Nitin Soni

Duration - 30 minutes

Description about Session 6 -

- Explained about where and how to track the competencies of students
- Discussed the tools required for the evaluation of skills of students

Session 7-

Topic - Summary and Feedback for clinical practice processes training

Facilitated By - Ms. Ruchi Dwivedi

Duration - 10 minutes

Description about Session 7 -

- Identified volunteer learners to summarize the clinical practice processes
- Asked the learner to give feedback on training and facilitator to improve them


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Session 8-

Topic - Competencies should be achieved by students

Facilitated By - Mr. Nitin Soni

Duration - 30 minutes

Description about Session 8 -

Discuss and list out the competencies to be achieved by students in the community health nursing through the brainstorming session. Where we got so many ideas from participants sides.

Session 9-

Topic - Areas of community posting

Facilitated By - Mr. Nitin Soni

Duration - 30 minutes

Description about Session 9 -

Discussed with the learners followed by interactive group discussion regarding required areas to be included in the community rotation plan to achieve the listed competencies.

Session 10-


Topic - Roles and responsibilities of faculty and students for Community Posting

Facilitated By - Mr. Abhishek Dhamaniya

Duration - 30 minutes

Description about Session 10-

- Divided learners into 2 groups and distribute the topics regarding roles and responsibilities of faculty and students respectively to provide community exposure to students.
- This is followed by a presentation from the 2 groups


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Session 11-

Topic – Summary and Feedback for community practice processes training

Facilitated By – Mr. Abhishek Dhamaniya

Duration – 10 minutes

Description about Session 11-

- Identified volunteer learners to summarize the clinical practice processes
- Request the learner to provide feedback on training and facilitators with the purpose of improvement.

Session 12-

Topic – Post-training knowledge assessment

Facilitated By – Ms. Ruchi Dwivedi

Duration – 15 minutes

Description about Session 11-

- Provided the learners with questionnaires for post-test knowledge assessment.
- Given proper instruction on what has to be filled in the response column which is in MCQ pattern.
- Asked them to give the most appropriate answer.

Feedback : It should be based on skilled training.


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