



STANDARD OPERATING PROCEDURE



Standard
in Process



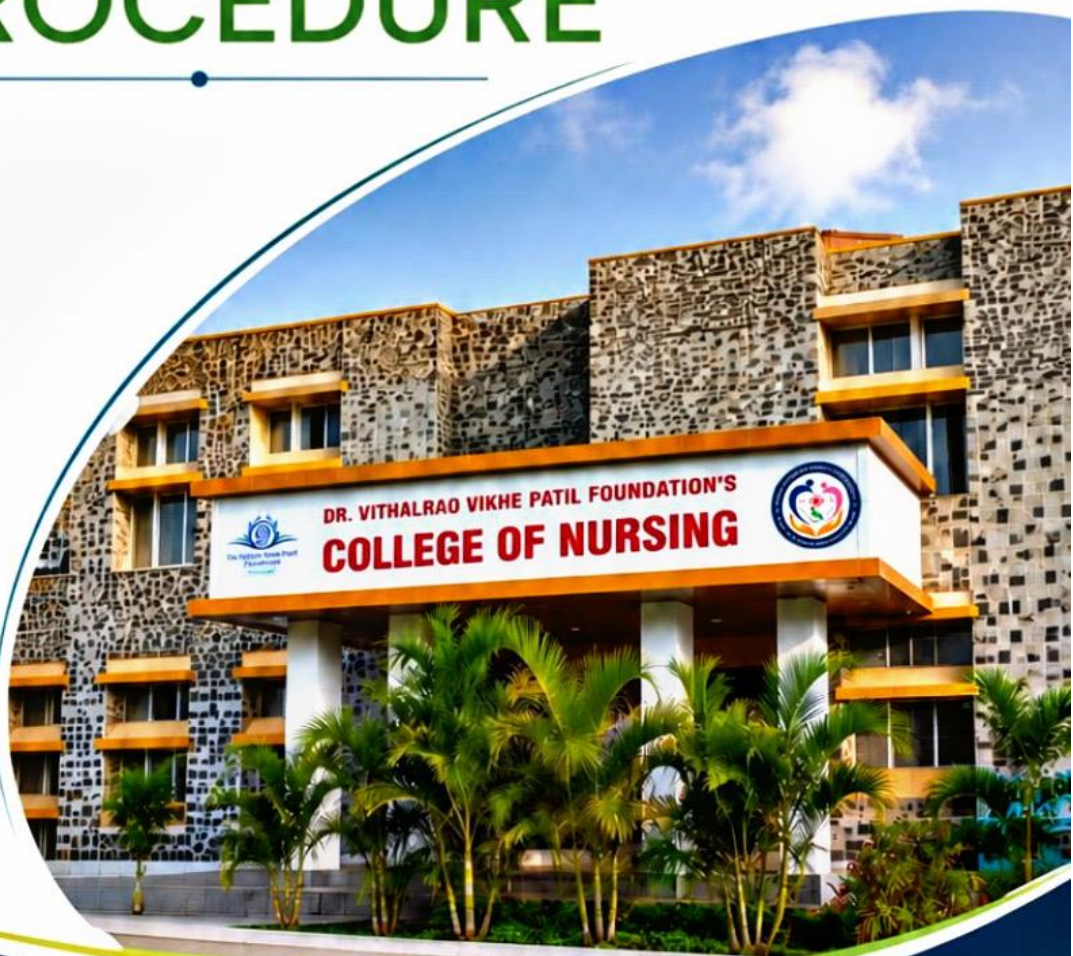
Excellence
in Care



Integrity
in Practice



Commitment
to Quality



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1] INTRODUCTION

Medical Surgical is a nursing speciality area to prepare with the highest level of competency to care for adults and children with medical and surgical conditions. It plays a fundamental role in patient care and is often referred to as the "backbone" of healthcare services. The faculty in the department trains the students to acquire knowledge related to wellness, health promotion, illness, nursing management of patient with various medical surgical disease condition, palliative and hospice care. The students are prepared to provide quality nursing care incorporating the principles of safety, communication, teamwork and collaboration and evidence-based practice to patients across life span with a positive attitude. There are several student-centric areas which include clinical practice, simulation corner, case-based learning, interdisciplinary education, Evidence based practice and self-directed learning etc. and approaches that are important for the effective development of nursing students knowledge and skills. It is one of the largest and most diverse nursing specialties, and medical-surgical nurses work in various healthcare settings, including hospitals, clinics, long-term care facilities, and home care.

2] VISION AND MISSION OF THE DEPARTMENT

2.1 Vision

To achieve excellence with scientific knowledge, clinical skills, technical expertise, and innovative practices in Medical and Surgical Nursing.

2.2 Mission

1. Our department is committed to elevating the teaching and learning of Medical-Surgical Nursing with a globally benchmarked curriculum, while also equipping students to provide skilled, comprehensive patient care.

2. We empower our students to utilize evidence-based practices, engage in interdisciplinary collaboration, and develop strong leadership and administrative skills, preparing them to excel in the field of healthcare

3] DEPARTMENT OBJECTIVES

The Medical Surgical Nursing Department at Dr. Vitthalrao Vikhe Patil Foundation's, College of Nursing is dedicated to providing a comprehensive education, fostering clinical competence, encouraging research and innovation, promoting community engagement, and developing leadership skills in our students, with the ultimate goal of preparing them to excel in the field of medical-surgical nursing and enhance patient care.

4] SCOPE OF THE DEPARTMENT

The Department of Medical Surgical Nursing is committed to providing quality nursing education, effective clinical training, research opportunities, and professional development to prepare students as competent, confident, and compassionate nursing professionals.

4.1 Undergraduate Nursing Education

- The department provides theory and practical education as per the prescribed curriculum and guidelines.
- Students are guided through demonstrations, skill practice, and supervised clinical experiences.
- Learning is focused on developing clinical judgment, critical thinking, professional values, and evidence-based nursing practice.

4.2 Postgraduate Nursing Education

- The department provides advanced knowledge and clinical exposure in Medical Surgical Nursing.
- Postgraduate students are guided in research activities, advanced clinical practices, and specialized nursing care.
- Leadership skills, clinical expertise, and professional development are encouraged among postgraduate students.

4.3 Clinical Teaching and Supervision

- Clinical postings are planned to provide students with meaningful patient care experiences.
- Faculty members provide bedside teaching, demonstrations, and guidance during clinical practice.

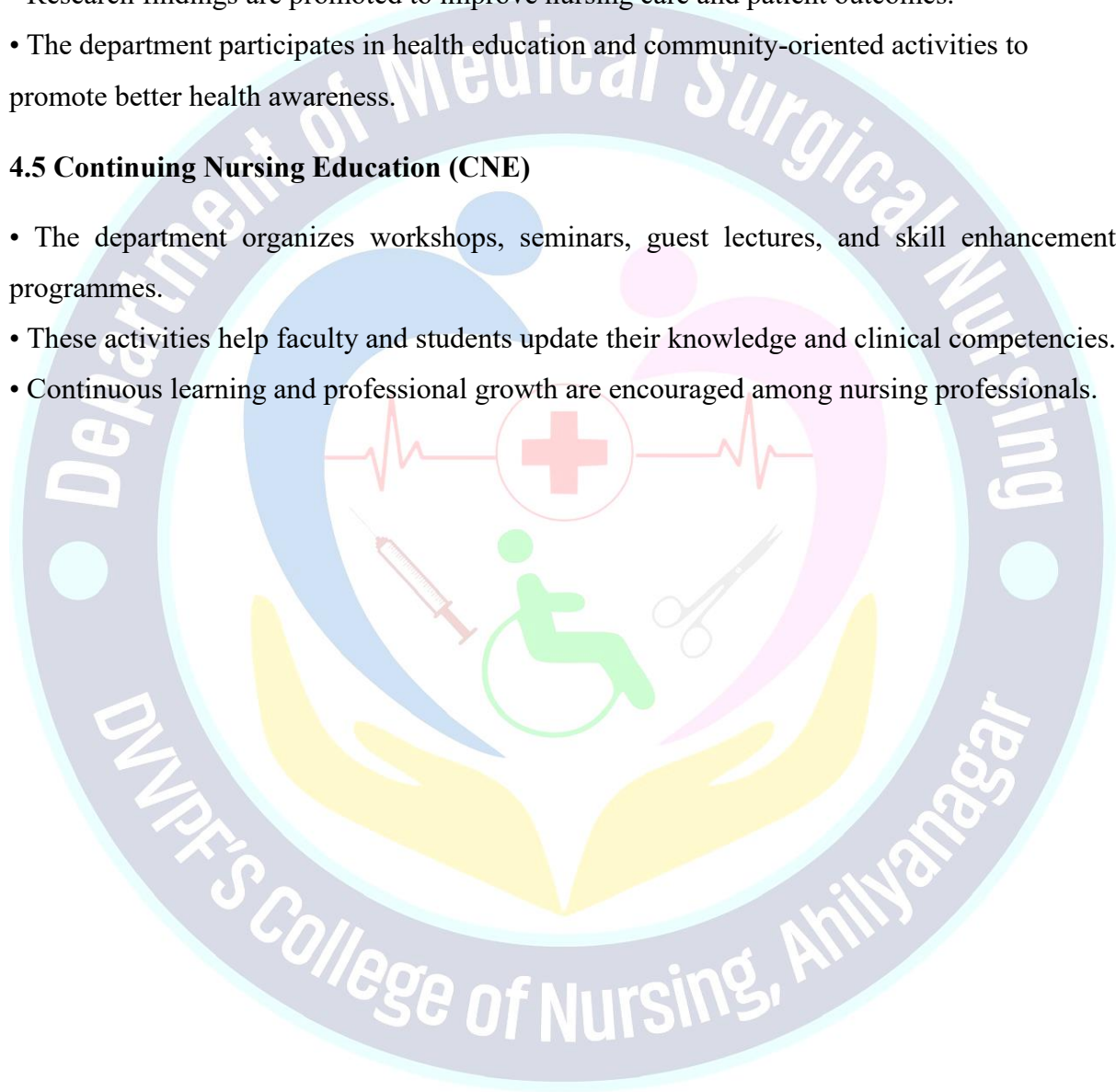
- Students are supervised and evaluated to develop safe, effective, and professional nursing skills.

4.4 Research and Community Services

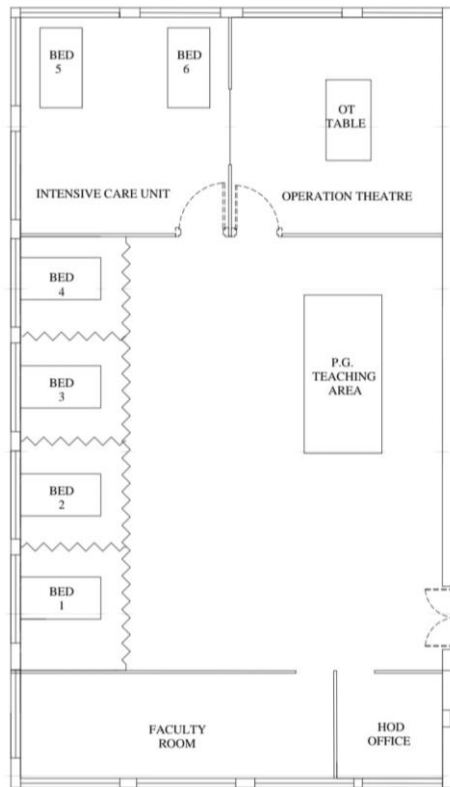
- The department encourages faculty and students to participate in research activities and evidence-based nursing practices.
- Research findings are promoted to improve nursing care and patient outcomes.
- The department participates in health education and community-oriented activities to promote better health awareness.

4.5 Continuing Nursing Education (CNE)

- The department organizes workshops, seminars, guest lectures, and skill enhancement programmes.
- These activities help faculty and students update their knowledge and clinical competencies.
- Continuous learning and professional growth are encouraged among nursing professionals.



5] DEPARTMENTAL PLAN



**DEPARTMENT OF MEDICAL SURGICAL
NURSING FOUNDATION LAB & ADVANCE
NURSING LAB
AREA - 1944 SQ.FT.**

Department of Medical Surgical Nursing Foundation Lab & Advance Nursing Lab with a total area of **1944 sq. ft.** The laboratory is designed to provide a simulated hospital environment for nursing education, skill training, clinical practice, and postgraduate teaching activities.

Major areas included in the floor plan are:

1. Intensive Care Unit (ICU) Area

- A separate ICU simulation area is provided with **6 patient beds (Bed No. 1 to Bed No. 6).**
- The area is designed for teaching and demonstration of critical care procedures, patient monitoring, emergency care, and advanced nursing skills.

2. Operation Theatre (OT) Area

- A dedicated **Operation Theatre simulation room** is available with an OT table.
- It supports teaching of surgical nursing procedures, aseptic techniques, pre-operative and post-operative care.

3. **Post Graduate (P.G.) Teaching Area**

- A designated PG teaching space is provided for postgraduate nursing education, seminars, discussions, presentations, and academic activities.

4. **HOD Office**

- A separate Head of Department (HOD) office is provided for administrative work, faculty supervision, academic management, and departmental activities.

5. **Faculty Room**

- A separate faculty room is available for teaching staff.
- It facilitates faculty work, academic planning, documentation, and coordination activities.

6] STAFFING PATTERN

PRINCIPAL



PROFESSOR & HEAD OF DEPARTMENT (HOD)



ASSOCIATE PROFESSOR



ASSISTANT PROFESSOR



TUTOR / CLINICAL INSTRUCTOR

7] ROLES AND RESPONSIBILITIES OF FACULTY

7.1 PRINCIPAL

Academic Responsibilities

- Provide overall leadership and guidance for the effective functioning of the Medical Surgical Nursing Department.
- Ensure curriculum implementation as per university and regulatory guidelines.
- Review and approve academic plans, teaching schedules, and clinical posting plans.
- Monitor the quality of theory teaching, clinical training, and skill-based learning.
- Encourage innovative teaching methods and academic excellence.

Clinical & Laboratory Responsibilities

- Ensure proper availability and utilization of Medical Surgical Nursing laboratories and clinical learning resources.
- Support adequate clinical exposure and learning opportunities for students.
- Coordinate with hospital authorities for smooth clinical training and supervision.
- Ensure quality standards in clinical education and patient care practices.

Administrative Responsibilities

- Support departmental planning, faculty requirements, and resource management.
- Review departmental records, reports, and documentation.
- Ensure compliance with statutory requirements, inspections, and accreditation standards.
- Conduct regular reviews to monitor departmental progress.

Research & Professional Development Responsibilities

- Encourage research activities, evidence-based practice, and publications.
- Promote faculty development programmes and Continuing Nursing Education (CNE).
- Support professional growth and leadership development among faculty members.

Quality Assurance Responsibilities

- Promote continuous improvement in Medical Surgical Nursing education and clinical practices.
- Ensure ethical, safe, and patient-centered nursing care among students.

7.2 PROFESSOR & HEAD OF DEPARTMENT (HOD)

Academic Responsibilities

- Plan, coordinate, and monitor departmental academic activities.
- Prepare teaching plans, course plans, and clinical schedules.
- Distribute workload among faculty members and monitor completion.
- Supervise theory, clinical, and laboratory teaching activities.
- Ensure effective implementation of curriculum guidelines.
- Conduct departmental meetings and maintain records.

Clinical & Laboratory Responsibilities

- Supervise Medical Surgical Nursing Foundation Lab and Advanced Nursing Lab activities.
- Ensure proper utilization, maintenance, and availability of laboratory resources.
- Monitor student clinical competency and skill development.
- Coordinate with clinical areas for effective student postings.

Administrative Responsibilities

- Maintain departmental records, reports, attendance, and official documentation.
- Prepare departmental requirements, budget needs, and inventory records.
- Ensure readiness for inspections and accreditation processes.
- Guide and support faculty members in their responsibilities.

Research Responsibilities

- Encourage faculty and students to participate in research activities.
- Promote publications, presentations, and evidence-based nursing practices.

7.3 ASSOCIATE PROFESSOR

Academic Responsibilities

- Assist the HOD in planning and implementing academic activities.
- Conduct theory classes, clinical teaching, and skill-based learning sessions.
- Participate in preparation of academic plans and clinical schedules.
- Guide students to develop knowledge, clinical skills, and professional competencies.
- Evaluate student academic and clinical performance.

Clinical & Laboratory Responsibilities

- Supervise students during clinical learning experiences.
- Assist in maintaining Medical Surgical Nursing laboratories.
- Demonstrate nursing procedures and promote safe clinical practices.
- Provide feedback to improve student clinical performance.

Administrative Responsibilities

- Assist in maintaining departmental records and documentation.
- Participate in departmental meetings and activities.
- Maintain student attendance, clinical records, and evaluation reports.
- Support inspection and accreditation-related activities.

Research Responsibilities

- Encourage research involvement among students and faculty.
- Participate in research projects, publications, and presentations.
- Promote evidence-based nursing practices.

7.4 ASSISTANT PROFESSOR

Teaching Responsibilities

- Conduct theory classes and clinical teaching as assigned.
- Prepare lesson plans, teaching materials, and evaluation tools.
- Demonstrate nursing procedures and guide students during practice sessions.
- Use suitable teaching methods to enhance student learning.

Clinical Responsibilities

- Supervise students during clinical postings.
- Assess clinical skills and provide constructive feedback.
- Encourage safe, ethical, and professional nursing practices.

Academic Responsibilities

- Maintain student attendance, academic records, and clinical documentation.
- Participate in examinations, evaluation, and departmental activities.
- Support academic planning and student learning activities.

Professional Responsibilities

- Participate in research, CNE programmes, and professional development activities.
- Update knowledge and skills for effective teaching and clinical practice.

7.5 TUTOR / CLINICAL INSTRUCTOR

Clinical Teaching Responsibilities

- Provide direct guidance and supervision to students during clinical practice.
- Demonstrate nursing procedures and support skill development.
- Assist students in patient assessment, nursing care planning, and implementation.
- Ensure infection control practices and patient safety measures.

Laboratory Responsibilities

- Assist in preparation and maintenance of skill laboratory activities.
- Arrange required equipment and supplies for demonstrations.
- Maintain procedure records and inventory updates.

Student Support Responsibilities

- Monitor student attendance and clinical performance.
- Provide guidance, feedback, and encouragement to students.
- Promote professional behavior and ethical nursing practices.

Administrative Responsibilities

- Maintain clinical records, reports, and related documentation.
- Assist senior faculty members in departmental activities.

8] FACULTY WORKLOAD DISTRIBUTION

Purpose

To ensure proper and balanced distribution of faculty responsibilities for effective teaching, clinical training, student support, research activities, and smooth functioning of the department.

8.1 Theory Teaching Schedule

- Faculty workload shall be planned according to subject requirements, faculty qualification, experience, and institutional guidelines.
- Faculty members shall conduct theory classes as per the academic calendar and prepared teaching plans.
- Lesson plans, teaching aids, assignments, and student evaluation activities shall be included as part of the teaching process.
- Teaching progress shall be monitored regularly.

8.2 Clinical Supervision

- Faculty members shall be assigned clinical areas based on student strength, clinical requirements, and learning objectives.
- Faculty shall guide and supervise students during clinical postings to ensure safe and effective nursing practice.
- Student clinical performance, skill development, and patient care activities shall be assessed and documented.

8.3 Laboratory Demonstration

- Faculty shall conduct nursing procedure demonstrations and supervise return demonstrations by students.
- Laboratory schedules shall be prepared to provide adequate opportunities for skill practice.
- Proper utilization, maintenance, and availability of laboratory equipment shall be ensured.

8.4 Student Mentoring

- Faculty members shall be assigned as mentors to provide academic and clinical guidance to students.
- Mentors shall monitor student progress, identify learning difficulties, and provide necessary

support.

- Mentor–mentee meetings, records, and follow-up actions shall be maintained.

8.5 Research Activities

- Faculty members shall participate in research projects, publications, presentations, and evidence-based nursing activities.
- Faculty shall encourage students to develop research knowledge and skills.
- Research activities shall be planned, monitored, and documented by the department.

8.6 Administrative Responsibilities

- Faculty members shall participate in departmental meetings, committees, and assigned responsibilities.
- Faculty shall maintain academic records, attendance, clinical documents, and departmental files.
- Faculty shall contribute to inspections, accreditation activities, quality improvement initiatives, and departmental work.

8.7 Workload Monitoring and Review

- Workload shall be distributed fairly among faculty members considering designation, qualification, experience, and responsibilities.
- Workload distribution records shall be maintained and reviewed periodically by the HOD.
- Faculty members shall be provided adequate time for teaching preparation, research, and professional development.
- Workload shall be revised whenever there are changes in faculty strength, student intake, curriculum requirements, or departmental needs.

9] ACADEMIC PLANNING SOP

Purpose

To ensure proper planning, organization, and monitoring of academic activities for effective teaching and learning in Medical Surgical Nursing.

9.1 Preparation of Academic Calendar

- The department shall prepare an academic calendar in accordance with university guidelines and institutional schedules.
- Theory classes, clinical postings, laboratory sessions, examinations, and other academic activities shall be planned in advance.
- The academic calendar shall be shared with faculty and students and reviewed regularly for smooth implementation.

9.2 Course Planning

- Faculty members shall prepare course plans based on the prescribed curriculum and expected learning outcomes.
- Course plans shall include topic distribution, teaching strategies, clinical learning experiences, and assessment methods.
- HOD shall monitor the progress of course completion and academic activities.

9.3 Lesson Plan Preparation

- Faculty shall prepare lesson plans before conducting theory sessions to ensure organized and effective teaching.
- Lesson plans shall include learning objectives, content, teaching methods, teaching aids, and evaluation techniques.
- Teaching shall focus on clinical application, critical thinking, and evidence-based nursing practice.

9.4 Time Table Preparation

- Theory, clinical, and laboratory schedules shall be prepared considering student learning needs and faculty workload.
- The timetable shall ensure balanced academic and clinical exposure for students.

- Any changes in schedule shall be approved by the HOD and communicated to concerned faculty and students.

9.5 Teaching Methodologies

- Faculty shall use interactive and student-centered teaching approaches to improve learning outcomes.

- **Teaching methods may include:**

- Lecture and discussion
- Case-based learning
- Problem-solving activities
- Simulation and skill demonstrations
- Group discussions and presentations
- Clinical teaching and bedside learning
 - Use of technology, innovative methods, and teaching aids shall be encouraged.

9.6 Internal Assessment Planning

- Internal assessments shall be planned and conducted as per university and institutional guidelines.
- Assessment methods may include theory tests, assignments, presentations, clinical evaluations, and skill assessments.
- Student performance shall be recorded, reviewed, and feedback shall be provided to support improvement.

10] TEACHING–LEARNING PROCESS SOP

Purpose:

To provide a systematic teaching and learning process that helps students gain sound knowledge, develop clinical skills, improve decision-making abilities, and practice nursing care safely and professionally.

10.1 Planning of Teaching Activities

- Faculty members shall prepare teaching plans according to the approved curriculum, academic calendar, and departmental requirements.
- Teaching activities shall be planned for the departmental subjects including:

Course	Subject
1st Yr M.Sc	Medical Surgical Nursing Subspeciality-CVTS
1st Yr M.Sc	Advance Nursing Practice
	Medical Surgical Nursing – I
4th Sem B.Sc.Nsg	Adult Health Nursing-II
	Pharmacology-II
	Pathology-II & Genetics
3rd Sem B.Sc.Nsg	Adult Health Nursing-I
	Pharmacology-I
	Pathology-I
1st Sem B.Sc.Nsg	Applied Anatomy
	Applied Physiology
1ST Yr P.B.B.SC.Nsg	Medical Surgical Nursing
2nd Yr GNM	Medical Surgical Nursing-I
	Medical Surgical Nursing-II
1ST Yr GNM	Bioscience

- Before conducting classes, faculty shall identify learning objectives, topics, teaching methods, learning resources, and methods of evaluation.
- Theory classes, clinical postings, and laboratory sessions shall be planned in a coordinated manner to support effective learning.

10.2 Theory Teaching Process

- Faculty members shall conduct theory classes according to the approved timetable and lesson plans.
- Teaching shall focus on developing basic concepts, understanding disease conditions, applying nursing knowledge, and providing evidence-based patient care.
- Different teaching methods such as lectures, discussions, case studies, seminars, presentations, and interactive activities shall be used.
- Audio-visual aids and ICT-based resources shall be used whenever required to make learning more effective and interesting.

10.3 Clinical Teaching Process

- Students shall be provided with planned clinical experiences in Medical Surgical Nursing areas under the guidance and supervision of faculty members.
- Faculty shall assist students in developing skills related to patient assessment, nursing care planning, implementation, and evaluation.
- Knowledge gained from Adult Health Nursing, Nursing Foundation, Pharmacology, Pathology & Genetics, and Medical Surgical Nursing shall be applied during clinical practice.
- Faculty shall demonstrate procedures, observe student performance, and provide guidance for improvement.
- Clinical teaching shall promote patient safety, effective communication, ethical practice, and professional values.

10.4 Laboratory Teaching Process

- Faculty members shall conduct demonstrations of nursing procedures in the laboratory before students perform them in clinical areas.
- Students shall be encouraged to practice procedures through return demonstrations to develop confidence and competency.
- Skills related to patient care, medication administration, assessment techniques, and therapeutic procedures shall be practiced.
- Student performance shall be evaluated using standard competency checklists.

10.5 Student Participation and Learning Activities

- Students shall be encouraged to actively participate in classroom discussions, case presentations, seminars, assignments, clinical conferences, and group activities.
- Learning experiences shall help students integrate knowledge from basic sciences and nursing subjects.
- Students shall be motivated to develop independent learning habits, clinical reasoning, problem-solving abilities, and professional responsibility.

10.6 Assessment and Feedback

- Students' academic and clinical performance shall be assessed regularly through tests, assignments, presentations, practical examinations, OSCE/OSPE, and clinical evaluations.
- Faculty members shall provide timely feedback to help students identify strengths and areas requiring improvement.
- Additional support, guidance, and remedial teaching shall be provided whenever necessary.

10.7 Documentation and Monitoring

- Faculty members shall maintain proper records of lesson plans, attendance, clinical postings, laboratory activities, assessments, and student performance.
- The Head of Department shall regularly review teaching-learning activities to ensure quality education and effective implementation of departmental objectives.

11. CLINICAL TRAINING SOP

Purpose:

The purpose of clinical training is to provide students with meaningful hands-on learning experiences where they can apply classroom knowledge, improve nursing skills, build confidence, and learn to provide safe, compassionate, and professional care to patients. The clinical training process shall be planned and implemented as per the guidelines prescribed by Maharashtra University of Health Sciences (MUHS), Maharashtra State Board of Nursing and Paramedical Education (MSBNPE), and other applicable regulatory authorities.

11.1 Clinical Posting Planning

- Clinical postings shall be planned as per the curriculum, academic schedule, and learning needs of students in accordance with MUHS and MSBNPE guidelines.
- Students shall be divided into small groups to ensure better learning opportunities and adequate faculty supervision.
- Clinical rotation plans shall be prepared in advance and shared with students and faculty members.
- Students shall be given exposure to different medical and surgical areas such as Medicine, Surgery, ICU, Emergency, OT, OPD, and specialty units to gain wider clinical experience.

11.2 Student Clinical Orientation

- Before beginning clinical postings, students shall be oriented to the clinical area and hospital environment.
- Faculty members shall explain ward routines, hospital policies, infection control measures, patient safety practices, and professional responsibilities.
- Students shall be guided on how to communicate with patients, relatives, and healthcare team members.

11.3 Clinical Supervision and Guidance

- Faculty members shall accompany and guide students during clinical practice.
- Students shall be encouraged to apply their theoretical knowledge while caring for patients.
- Faculty members shall observe students' performance, support their learning, and provide timely guidance and feedback.

11.4 Procedure Demonstration and Skill Development

- Faculty members shall demonstrate nursing procedures before students perform them in the clinical area.
- Students shall practice procedures under supervision until they achieve the required competency.
- Regular practice and guidance shall be provided to improve students' clinical skills and confidence.

11.5 Patient Care Practice

- Students shall participate in patient care activities including assessment, planning, implementation, and evaluation of nursing care.
- Students shall follow ethical principles, infection prevention practices, and patient safety standards.
- Patient privacy, dignity, comfort, and confidentiality shall always be maintained.

11.6 Clinical Evaluation

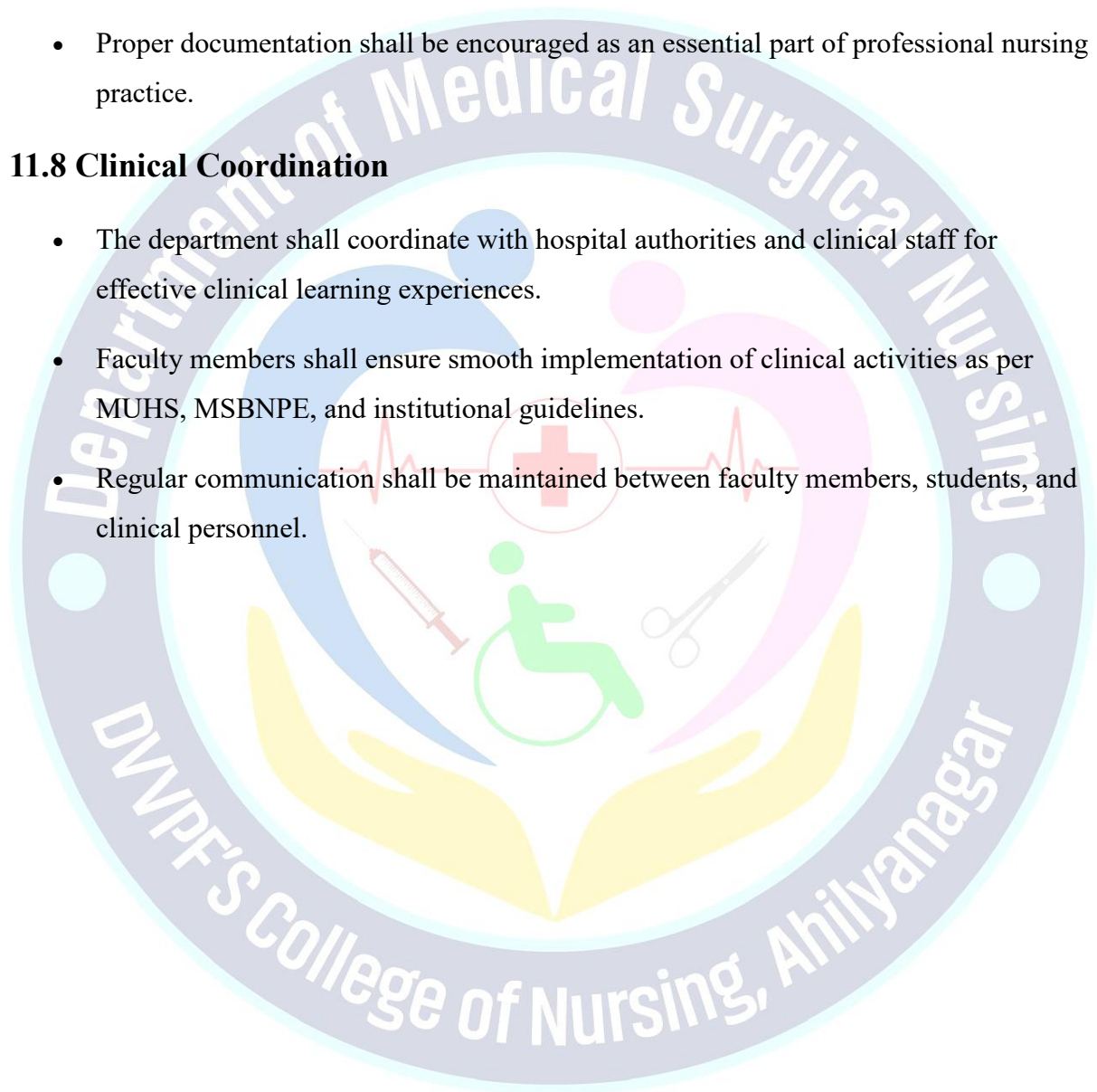
- Students shall be evaluated regularly during clinical postings as per institutional policies and MUHS/MSBNPE assessment guidelines.
- Evaluation shall focus on nursing skills, knowledge application, communication, professional behaviour, and patient care abilities.
- Faculty members shall provide constructive feedback to help students improve their clinical competencies.

11.7 Patient Care Documentation

- Students shall maintain clinical records such as nursing care plans, case studies, procedure records, and clinical assignments.
- Faculty members shall maintain attendance records, clinical evaluation reports, and student progress records.
- Proper documentation shall be encouraged as an essential part of professional nursing practice.

11.8 Clinical Coordination

- The department shall coordinate with hospital authorities and clinical staff for effective clinical learning experiences.
- Faculty members shall ensure smooth implementation of clinical activities as per MUHS, MSBNPE, and institutional guidelines.
- Regular communication shall be maintained between faculty members, students, and clinical personnel.



12] SKILL AND SIMULATION LABORATORY SOP

1. Introduction
2. Organization of skill lab
3. Physical Safety Guidelines of skill lab
4. Rules & Regulations of Skill Lab
 - a. Users of skills lab
 - b. Main consideration during a skills lab
 - c. Attendance & evaluation skills lab
 - d. Guidance for Assessment
5. Procedures of annual audit of articles
6. Procedures for condemnation/ repair of articles.
7. Responsibilities of Lab-Incharge
8. Responsibilities of demonstrator/clinical instructor
9. Responsibilities of Students
10. Lab Safety Policy
11. Process of handing and taking over of lab responsibilities
12. Functioning of skill lab
 - Lab hours allotted per class
 - Lab schedule
 - General rules for utilization of skill lab

12.1 Introduction

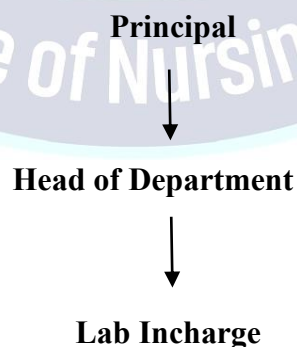
The term "skills labs," which is an acronym for "skills laboratories," describes practice rooms that are specially designed to serve as training centers and provide skill-based training for the practice of clinical skills before they are used in real-world scenarios. In order to ensure the quality of medical and paramedical training, skill labs are essential. Here, procedural skills are taught, performed, and assessed frequently until the bare minimum for patient care is met.

12.2 Objectives

1. The Nursing Skills Laboratory's goal is to give associate nursing students a realistic and high-quality clinical learning experience through a variety of clinical learning experiences, preparing them for licensure as associate nurses.
2. Develop the students' foundational abilities by giving them clear linkages between their theoretical and clinical learning through precise and skilful clinical experiences in the lab.
3. Help the associate nurse students provide nursing care in line with the standards and values.
4. Encourage the students to use the nursing method to carry out nursing operations.

12.3 Organization of skill lab:

All skill labs are well furnished and well-ventilated with all the necessary equipment's like patient beds, mattresses, bed sheets, bedside locker, linens and blankets, napkins and towels, bed cradle, wheel chair, stretcher, O2 cylinder, Suction apparatus, different sizes procedure trays, and other instruments. And all the equipment's are as per INC recognize and enough for each nursing courses. The overall organization of skill lab is as follows.



12.4 Physical Safety Guidelines

1. During practice and return demonstration, students should use appropriate body mechanics, particularly while lifting, transferring, and moving objects.
2. Only well-maintained beds, wheelchairs, stretchers, and other equipment can be utilized for practicing body mechanics. Any equipment problem should be reported using the incident/injury form to the laboratory technician as away.
3. During rehearsal and return demonstration, all equipment (beds, stretchers, and wheelchairs) should have their wheels secured.

12.5 Rules and regulation for skills lab

a. Users of skills lab-

The following can use the skills lab:

- Individual students,
- The individual teacher for getting ready for the practice session.
- A teacher-accompanied group of students.
- A student group for peer tutoring.
- A team of educators dedicated to ongoing professional growth.
- Individuals outside the organization upon request.

b. Main consideration during a skills lab-

1. All manikins and models must be treated with the same respect as actual clients in accordance with humanistic education. When not in use, models and manikins should be covered and treated with gentle care. They should also be hung correctly.
2. All users of the skills lab are required to dress for the skills lab as though they are attending a real clinical environment. This includes wearing name badges, a uniform (or clinical coat), tied hair, and closed toe shoes.
3. All students brought to the lab for tutor-led sessions must be supervised by tutors. Prior to the commencement of the practical sessions, he or she must prepare and practice.
4. It is advised that all instruction take place in English, including the skills lab's procedural demonstrations.
5. Reservations are required for the practical rooms and equipment for anybody wishing to practice in the skills lab.

6. All protocols for checking out and returning equipment from the simulation lab must be followed.
7. Following each simulation teaching/learning session, students should sign their attendance record and logbook.
8. The process of replacing the material(s) or equipment(s) begins when the person in charge signs a form acknowledging responsibility for the incident and gives it to the skills lab technician within 24 hours on working days.
9. Cleaning Up the Area After Practice Sessions: It is the users' duty to make sure that the furniture, trolleys, and other items are put away and the lab is left in the same condition when they arrived.
10. Personal items such as coats, bags, and other items are not permitted in skill lab rooms.
11. It is not permitted to bring food or beverages inside the skill labs.
12. Universal precautions are to be followed at all times as are all safety guidelines used in the clinical setting. Sharps and syringes are to be disposed in appropriate containers.
13. Incident report: In case of any incidence during session, the responsible person should report it in writing to the skills lab Technician within 24 hours of the incidence in working days.

c. Attendance & evaluation skills lab

1. In skill lab sessions, the signed attendance sheet serves as documentation.
2. The module leader notifies the students of the date of the OSCE, which is to be completed in the skills lab, and provides at least two weeks' notice of any changes.
3. Teachers should prepare and practice for the OSCE the day before.
4. Student must practice individually at least three times each procedure taught, before the OSCE.
5. The student who hasn't regularly attended the skills lab as indicated is not allowed to sit for OSCE.
6. The average pass mark of OSCE is 60% and the results should be communicated to the students within 48 hours of working days.
7. The evaluator should turn off his/her phone during OSCE, and follow each step of the procedure done by student.
8. The student who missed the OSCE without sound justification is get a zero mark. The justification has to be notified to the head of department at the latest within 48 hours after the OSCE.

10. No teacher shall accept a justification which is not countersigned by the head of the department.

d. Guidance for Assessment

The various assessment will be undertaken to assess students in skill laboratory:

OSCE:

The objective structured clinical examination (OSCE), is designed to assess the student ability to competently apply the professional nursing or midwifery skills and knowledge into real practice. It is set at the level expected of nurses and midwives as they enter the profession. This means that you must show that you are capable of applying knowledge to the care of patients. The examination is testing the student ability to apply knowledge to the care of patients rather than how well you can remember and recite facts. All of the scenarios and any questions relate to current best practice and you should answer them in relation to published evidence and not according to local arrangements.

Time for OSCE: The OSCE will be scheduled at the end of each unit theory, organized to assess the students' competencies using different stations according to the course units.

Equipment: All equipment needed to complete the station successfully, according to the station requirements.

12.6 Equipment and Inventory management policy

Identification and Procurement of Equipment

- The department shall identify equipment and material requirements based on student strength, curriculum needs, laboratory activities, and clinical skill training requirements.
- Faculty members shall provide suggestions regarding required equipment and resources for effective teaching and learning.

- The requirement list shall be prepared and submitted through the proper administrative channel with approval from the Head of Department and Principal.
- Procurement of equipment shall be carried out as per institutional purchase procedures.
- All purchases shall be processed through the authorized administrative system/central store.

Receiving and Verification of Equipment

- The faculty member/lab in-charge shall verify the received equipment before entering it into departmental records.
- Equipment shall be checked for:
 - Quantity
 - Quality
 - Specifications
 - Working condition
 - Completeness of accessories
- Only functional and approved equipment shall be added to the inventory.
- Any discrepancy or damage noticed during receiving shall be reported to the concerned authority.

Inventory Maintenance Policy

- The lab in-charge shall maintain an updated inventory register of all equipment and materials.
- The inventory register shall include:
 - Name of equipment
 - Quantity
 - Date of purchase
 - Purchase details
 - Location
 - Condition/status of equipment
- Inventory records shall be updated regularly whenever new items are received, transferred, repaired, or condemned.
- Annual review of required equipment shall be carried out by the responsible faculty member and submitted to the Principal/HOD.

Equipment Utilization Policy

- Equipment shall be used only for academic teaching, clinical demonstrations, and student skill practice.
- Students shall use laboratory equipment under faculty supervision.
- A laboratory utilization register shall be maintained.
- Details such as date, time, purpose of use, and name/signature of faculty member shall be recorded.
- Faculty members and students shall ensure that equipment is handled carefully and returned to its proper place after use.
- Any damage or malfunction shall be immediately reported to the lab in-charge.

Safety, Maintenance, and Storage

- Equipment shall be stored properly to prevent damage and ensure easy availability.
- Regular cleaning, checking, and preventive maintenance shall be carried out.
- Faculty members shall guide students regarding safe handling of equipment.
- Faulty equipment shall be separated and reported for repair or further action.
- Maintenance records shall be maintained for repaired and serviced equipment.

Equipment Lending Policy

- Equipment may be issued for academic purposes such as clinical practice, demonstrations, examinations, and other approved activities.
- Movement of equipment from one area to another shall be recorded in the loan register.
- The person receiving the equipment shall be responsible for its safe handling and timely return.
- Borrowed equipment shall be returned in proper working condition.
- Equipment unsuitable for academic use shall be removed from service as per institutional policy.

Procedure for Procurement of Articles

- Requirements of articles shall be identified based on faculty suggestions, student learning needs, and curriculum requirements.
- A demand note shall be prepared and submitted with approval of the Head of Department and Principal.
- The approved requirement shall be forwarded to the Central Store/Administration Department.
- Quotations shall be obtained as per institutional purchasing procedures.
- Final purchase approval shall be obtained from the competent authority.

- All purchased materials and equipment shall be received through the authorized store department and recorded properly.

Inventory Verification and Annual Audit

- Monthly inventory checking shall be conducted by the lab in-charge to confirm availability and condition of equipment.
- Six-monthly verification shall be done by the Head of Department.
- Annual stock verification shall be carried out by the Central Store Department/authorized committee.
- The audit report shall include:
 - Available equipment
 - Missing items
 - Damaged items
 - Repair requirements
 - Replacement needs
- Necessary action shall be taken based on audit findings.

Repair and Condemnation Procedure

- Damaged or non-functional equipment identified during routine checking shall be reported to the lab in-charge and HOD.
- The item shall be forwarded to the concerned department/store with proper documentation for inspection.
- If repair is possible, the equipment shall be sent for servicing/repair through the approved procedure.
- If the equipment is beyond repair, a report shall be prepared stating the condition and reason for condemnation.
- Approval for condemnation shall be obtained from the competent authority.
- Condemned items shall be removed from the inventory register after completion of the required procedure.

Records to be Maintained

The following records shall be maintained:

- Equipment Inventory Register
- Laboratory Utilization Register
- Purchase Records
- Demand Notes
- Equipment Loan Register

- Maintenance and Repair Records
- Warranty/Replacement Records
- Condemnation Records
- Monthly, Six-monthly, and Annual Stock Verification Reports

12.7 Responsibilities of Lab-Incharge

1. The Lab-Incharge coordinates and maintains all nursing skills labs and assists students and faculty as needed to improve student assessment skills and performance of clinical nursing skills.
2. Design, develop, implement and evaluate scenarios, simulated learning activities and educational materials for all nursing courses in collaboration with nursing faculty, students
3. Provide simulation training and practice for faculty at least once per term. Maintain written syllabi for all simulated learning activities. Assist faculty with skills and simulation activities and in establishing and revising the critical elements for performing clinical skills.
4. Ensure supervision of students in the lab, maintaining safe practices and abiding by all established policies and procedures for the lab.
5. Contribute to the evaluation of students during skills and simulation activities as well as on other occasions by request i.e. exit prescription skills performance practice and review.
6. Maintain contact with the national, regional and/or state Simulation website and programs to remain current in the application of simulated learning experiences including but not limited to continuing education attending conferences or seminars to stay current with technologies and education modalities.
7. Maintain appropriate inventory of supplies, linen and equipment for each lab and foster use of same in a fiscally responsible manner.
8. Monitor and perform routine minor maintenance and repair on all lab equipment, to ensure all equipment is maintained in good working order.
9. Work closely with nursing faculty to develop and implement simulations and other lab activities for associate degree, practical and BSN nursing students and to provide assistance and feedback to students during simulation debriefing

Responsibilities of demonstrator/clinical instructor

1. Orient the students in the lab.
2. Updating lab policies and procedures as needed.
3. Monitoring procedures performed by the students.
4. Supports students who require additional assistance with learning nursing foundation skills.
5. Ensure the maintenance of equipment by maintaining the lab inventory register.
6. Determining the inventory needs of the lab.
7. Preparing and ordering supplies as needed.
8. Recommending general cleaning in the lab.
9. Maintain lab lending & lab utilization registers.
10. Maintain lab with safety regulations.

Responsibilities of Student

1. Return the equipment used for lab practice.
2. When practicing with scenarios, approach situations as if they are actual patient interactions.
3. Maintain cleanliness of the area where they are practicing.
4. Display professional conduct.
5. Share the opportunity to practice.
6. Report damage or malfunction of the lab equipment.
7. Inform the instructor if handouts or supplies are running low.
8. Inform the concerned faculty of any particular learning needs.
9. No students are to be in the lab without the Lab faculty.
10. Doors must be locked when the lab is not in use.

12.8 Lab safety policy

1. All faculty, staff, and students must know and practice the safety guidelines while using the lab.
2. Failure to obey to guidelines can result in disciplinary action.
3. This manual will be available in the lab and students will be instructed to review the contents during the orientation time itself.
4. All labs are locked unless occupied by faculty or students during class or practice.

5. Students are expected to come to lab prepared by having read the scheduled lab objectives prior to the start of the lab period.
6. Students should be well-informed of the care, handling, and proper use of equipment prior to using it in the laboratory.
7. Students should report recent injuries, illnesses, or communicable diseases to the faculties as soon as possible so that necessary precautions may be taken.
8. Faculty and students are responsible for reporting any problems encountered with electrical equipment such as any frayed electrical cords, cracked plugs, missing outlet covers, etc.
9. In case of fire or fire emergency, students and faculty should become familiar with the location of the nearest fire extinguishers.
10. Each faculty member will be responsible for her own and as well as student's safety.

12.9 Process of handing and taking over of lab responsibilities

- Overall, In-charge is Principal, DVVPF's College of Nursing
- There are two assistant in-charges with same working capacity.
- Lab along with all the documents is handed over to the newly appointed in-charge by previous lab in-charge.
- Newly appointed lab Incharge is given official appointment letter by the college authority with the mention of substitute in case the Incharge is on leave.
- At the time of handing and taking over all the articles and equipment are checked by new and previous lab in-charge and it is made sure that all records and documents are complete.

12.10 Functioning of skill lab

Lab hrs allotted per class

S.N	Class	Allotted Hours
1]	1 st yr B.sc Nursing I-Semester	80 hours (2 Credits)
	II-Semester	120 hours (3 Credits)
	III-Semester	40 hrs
	IV-Semester	40 hrs
2]	1 st yr GNM	200 hours
3]	1 st yr P.B.B.SC	30 Hours

Lab schedule

- Students are posted in the skill labs in the group of 25 as per their time table and clinical rotation. All undergraduate and postgraduate students are exposed to basic and advanced procedures as per the curriculum.
- Students schedule for the lab utilization is prepared by the concerned department and subject teachers. And it is then handed over to lab in-charges to make the labs and articles available.



13] STUDENT SUPPORT AND MENTORING SOP

To provide continuous academic, clinical, and professional guidance to students and support their overall growth, competency, confidence, and success in Medical Surgical Nursing.

13.1 Student Mentoring System

- Faculty members shall be assigned as mentors to students as per departmental guidelines.
- Mentors shall provide guidance related to academic progress, clinical learning, professional behavior, and personal development.
- Each mentor shall conduct a mentor–mentee meeting once every month to discuss student progress, concerns, and areas requiring support.
- Mentors shall monitor student performance and provide appropriate guidance whenever required.
- Mentor–mentee records shall be maintained and reviewed periodically.

13.2 Academic Support

- Faculty members shall guide students in theory learning, assignments, presentations, examinations, and academic activities.
- Students requiring additional academic assistance shall be identified and provided remedial teaching and extra support.
- Students shall be encouraged to develop self-learning skills, critical thinking, and evidence-based nursing practice.

13.3 Clinical Support

- Faculty shall provide guidance and supervision during clinical postings and practical learning experiences.
- Students shall be supported in improving clinical skills, patient care practices, and professional competencies.
- Students facing difficulties in clinical areas shall receive counselling and corrective guidance.

13.4 Laboratory and Skill Enhancement Support

- Students shall be encouraged to utilize Medical Surgical Nursing laboratories for regular skill practice.

- Faculty members shall conduct demonstrations, return demonstrations, and competency-based training sessions.
- Additional practice sessions shall be arranged whenever required to improve students' confidence and clinical performance.

13.5 Counselling and Personal Support

- Mentors shall identify students requiring academic, emotional, or personal support.
- Students shall be guided regarding communication skills, professional conduct, career development, and nursing responsibilities.
- Referral to appropriate support services shall be provided whenever necessary.

13.6 Feedback and Follow-up

- Feedback shall be collected from students regarding academic learning, clinical experiences, and mentoring support.
- Mentor–mentee meetings shall be conducted regularly to review student progress and challenges.
- Necessary actions shall be planned to support continuous improvement of students.

13.7 Documentation

The following records shall be maintained:

- Mentor–Mentee Diary
 - Mentor–Mentee Record Sheet
 - Student Contact Details
 - Mentor–Mentee Attendance Record
 - Monthly Mentor–Mentee Meeting Records
 - Phone Call/Communication Record
 - Student Progress and Improvement Status Record
 - Follow-up and Action Taken Records
- All student-related information shall be maintained confidentially.

14.Assessment and Evaluation SOP

Purpose

To ensure a fair, systematic, and continuous assessment process that evaluates students' knowledge, clinical skills, competency, and professional development in Medical Surgical Nursing.

14.1 Planning of Assessment

- Assessment activities shall be planned according to curriculum requirements and academic schedules.
- Faculty members shall prepare assessment plans covering theory, practical, and clinical learning areas.
- Assessment methods, criteria, and expectations shall be communicated clearly to students.

14.2 Theory Assessment

- Students shall be assessed through periodic tests, assignments, seminars, presentations, and examinations.
- Assessment shall focus on understanding of concepts, clinical application, problem-solving ability, and critical thinking skills.
- Student performance records and assessment results shall be maintained.

14.3 Clinical Assessment

- Students shall be evaluated during clinical practice based on nursing skills, patient care abilities, communication, and professional behaviour.
- Clinical evaluation tools, competency checklists, and observation methods shall be used for assessment.
- Regular feedback shall be provided to help students improve their clinical performance.

14.4 Practical/Laboratory Assessment

- Students shall be assessed through skill demonstrations and return demonstrations in the laboratory.
- Evaluation shall include accuracy, safety measures, technique, and confidence in performing nursing procedures.
- Skill competency records shall be maintained for each student.

14.5 Internal Assessment

Internal assessment of students shall be conducted regularly as per the guidelines prescribed by MUHS and MSBNPE.

- Continuous evaluation records shall be maintained by faculty members.
- Students requiring improvement shall be provided additional guidance and academic support.

14.6 Feedback and Remedial Support

- Constructive feedback shall be provided to students after assessments to support improvement.
- Students with academic or clinical difficulties shall receive additional teaching, practice opportunities, and guidance.
- Student progress shall be monitored and documented.

14.7 Documentation

- Theory Assessment Records
- Internal Assessment Mark Sheets
- Assignment and Presentation Records
- Clinical Evaluation Forms
- Skill Competency Checklists
- Practical Examination Records
- Student Progress Reports
- All assessment records shall be maintained accurately, confidentially, and securely.

15] RESEARCH AND INNOVATION SOP

Purpose:

To promote research culture, evidence-based practice, and innovation among faculty and students of the Medical Surgical Nursing Department.

15.1. Research Planning and Coordination

- Department shall encourage faculty and students to undertake research activities as per academic requirements.
- Research activities shall be planned and monitored according to institutional and regulatory guidelines.
- Faculty shall guide students in selection of research topics, proposal preparation, and research methodology.

15.2. Student Research Activities

- **B.Sc. Nursing 7th Semester students** shall undertake research projects as per curriculum requirements and receive faculty guidance.
- **GNM Final Year students** shall complete research projects as part of their academic requirement.
- **P.B.B.Sc. Nursing 2nd Year students** shall conduct research studies with faculty supervision.
- **M.Sc. Nursing students (4 students)** shall undertake dissertation/research work under assigned guides.
- Students shall be guided in data collection, analysis, report writing, and research presentation.

15.3. Faculty Research Responsibilities

- Faculty members shall participate in research projects, publications, conferences, and presentations.
- Faculty shall promote evidence-based nursing practices in teaching and clinical areas.
- Encourage collaboration and innovation in nursing education and patient care.

15.4. Research Guidance & Monitoring

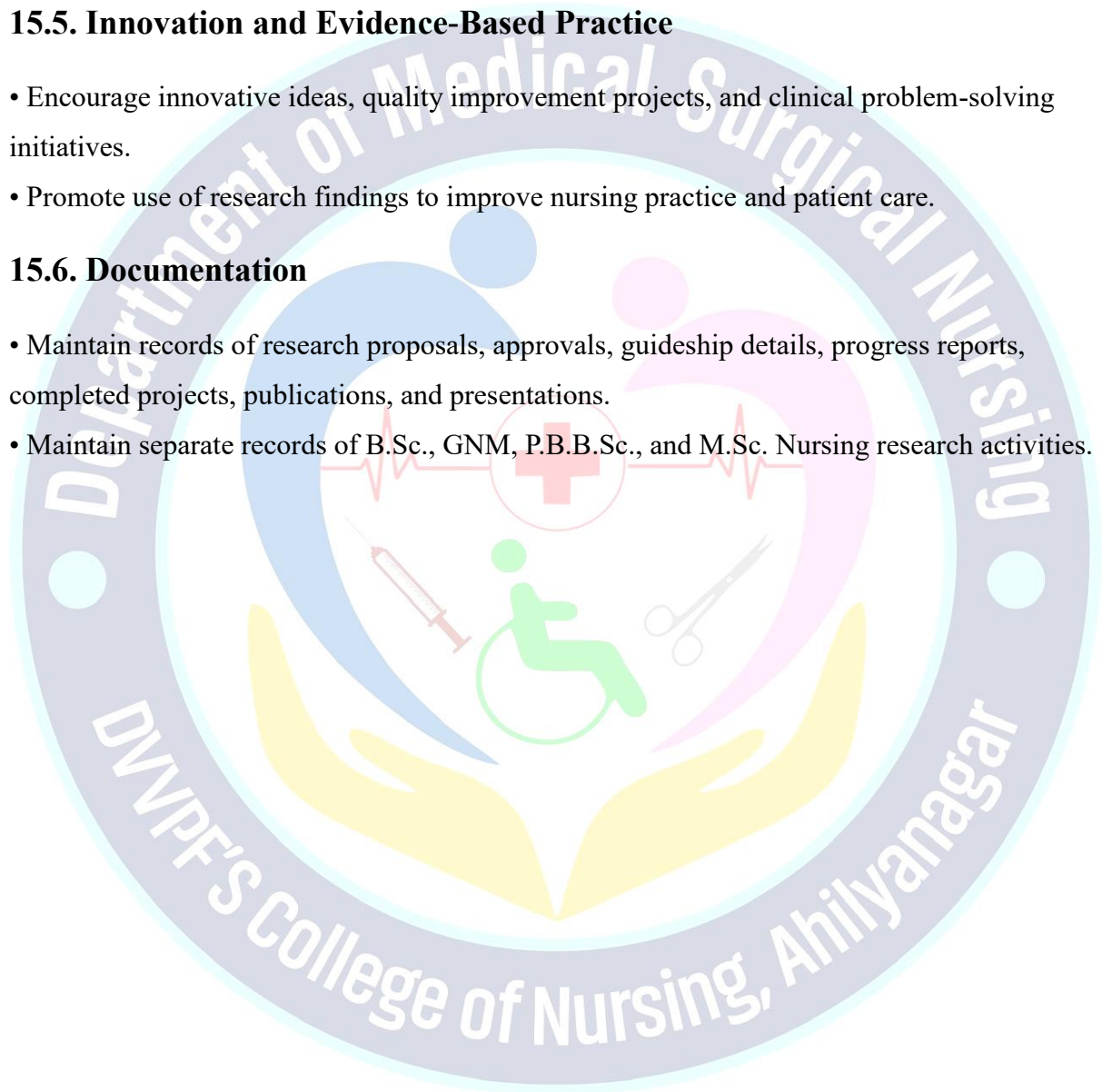
- Faculty guides shall conduct regular meetings with student researchers.
- Progress of research work shall be monitored and documented.
- Students shall be supported in ethical approval, data collection, and completion of research work.

15.5. Innovation and Evidence-Based Practice

- Encourage innovative ideas, quality improvement projects, and clinical problem-solving initiatives.
- Promote use of research findings to improve nursing practice and patient care.

15.6. Documentation

- Maintain records of research proposals, approvals, guideship details, progress reports, completed projects, publications, and presentations.
- Maintain separate records of B.Sc., GNM, P.B.B.Sc., and M.Sc. Nursing research activities.



16] CONTINUING NURSING EDUCATION (CNE) SOP

Purpose:

To promote continuous professional development, update knowledge, and enhance clinical skills of nursing students, faculty, and healthcare professionals.

16.1. Planning of CNE Activities

- Department shall prepare a schedule of CNE activities according to academic and professional requirements.
- Topics shall be selected based on current healthcare trends, clinical needs, and evidence-based practices.
- Resource persons and faculty members shall be identified for conducting sessions.

16.2. Conducting Workshops

- Department shall organize workshops to improve knowledge and practical skills.
- Workshops may include demonstrations, hands-on training, case discussions, and interactive sessions.
- Attendance and feedback of participants shall be documented.

16.3. Conducting Seminars

- Seminars shall be organized to enhance theoretical knowledge and professional awareness.
- Students and faculty shall be encouraged to participate and present relevant topics.
- Seminar proceedings and participation records shall be maintained.

16.4. Guest Lectures

- Experts from nursing, medical, and allied health fields shall be invited for guest lectures.
- Guest lectures shall focus on advanced nursing practices, patient care, and professional development.
- Feedback from participants shall be collected and reviewed.

16.5. Skill Enhancement Programmes

- Skill-based training sessions shall be conducted to improve clinical competencies.
- Activities may include simulation training, procedure demonstrations, and competency-

based practice.

- Students and faculty shall be encouraged to update their clinical skills regularly.

16.6. Documentation

- Maintain records of CNE calendar, notices, attendance sheets, feedback forms, photographs, certificates, and reports.
- Maintain documentation of workshops, seminars, guest lectures, and skill enhancement activities.



17] DEPARTMENTAL MEETINGS SOP

Purpose:

To ensure effective communication, coordination, monitoring, and decision-making for smooth functioning of the Medical Surgical Nursing Department.

17.1. Frequency of Meetings

- Departmental meetings shall be conducted **once every month during the 1st week**.
- Additional meetings may be conducted whenever required for academic, clinical, administrative, or departmental matters.
- All faculty members shall participate in departmental meetings.

17.2. Agenda Preparation

- HOD shall prepare the meeting agenda before the scheduled meeting.
- Agenda items may include:
 - Academic planning and progress
 - Theory and clinical teaching activities
 - Student performance and mentoring issues
 - Laboratory activities
 - Research and CNE activities
 - Departmental requirements and quality improvement activities

17.3. Minutes of Meeting (MOM)

- Minutes of each meeting shall be recorded and maintained.
- MOM shall include date, attendees, agenda discussed, decisions taken, and responsibilities assigned.
- Minutes shall be verified and approved by the HOD.

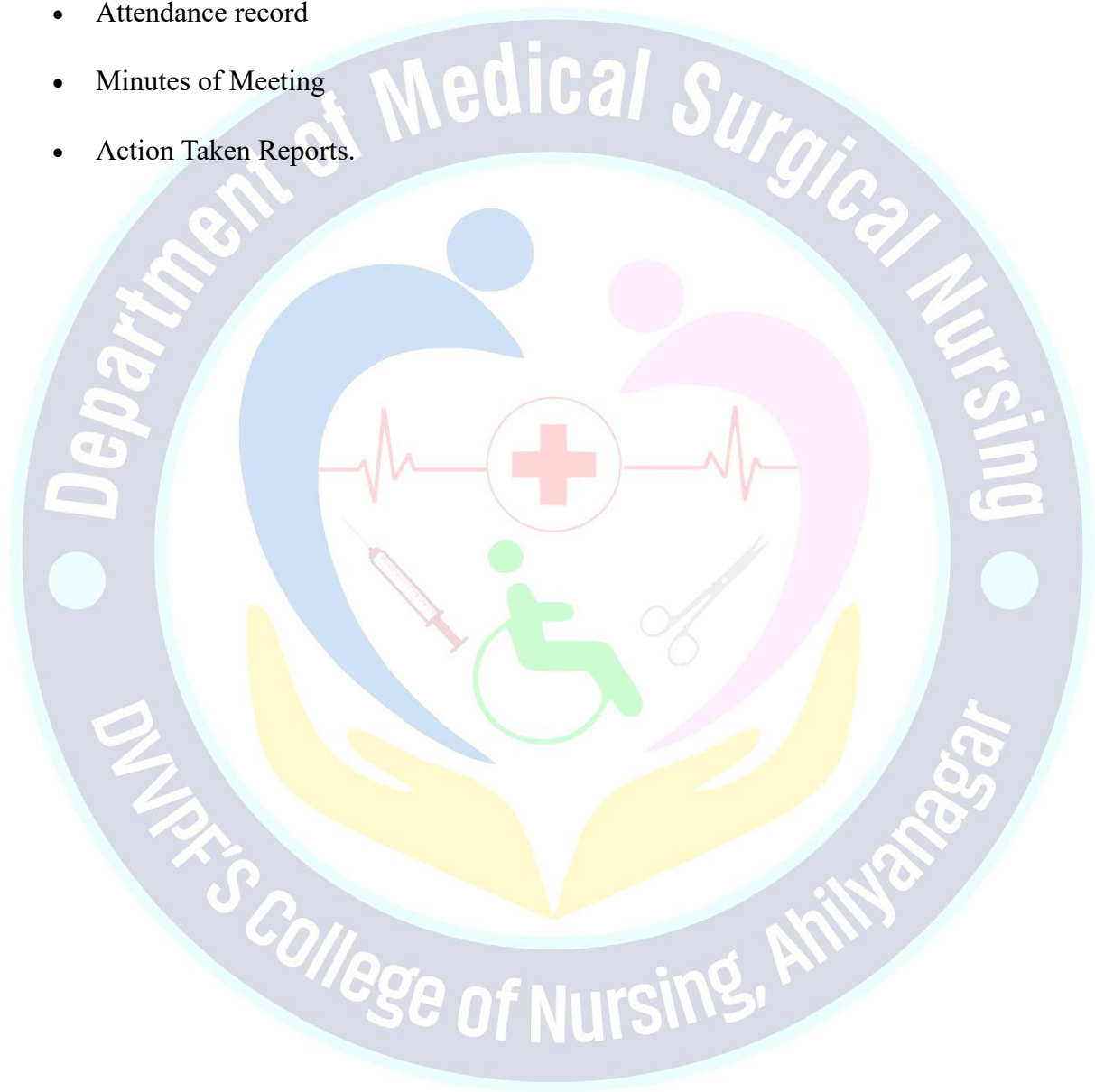
17.4. Action Taken Report (ATR)

- Action Taken Report shall be prepared based on decisions made during previous meetings.
- Progress of assigned responsibilities shall be reviewed in subsequent meetings.
- Pending issues shall be discussed and necessary actions shall be planned.

17.5 Documentation

• Maintain departmental meeting file containing:

- Meeting notices
- Agenda
- Attendance record
- Minutes of Meeting
- Action Taken Reports.



18] DEPARTMENTAL RECORD MAINTENANCE SOP

Purpose:

To ensure systematic maintenance, updating, and safe storage of departmental records for academic, clinical, administrative, research, and quality assurance activities.

18.1. Academic Records

- Maintain records related to teaching-learning activities, curriculum implementation, and student evaluation.

Records include:

- Attendance Records
- Lesson Plan Record File (All Courses)
- Unit Plan Record File (All Courses)
- Syllabus File (All Courses)
- Question Paper File (All Courses)
- Internal Assessment Record File (All Courses)
- Result Analysis File (All Courses)
- Student Feedback & Action Taken File
- E-content Record File
- PBL File.

18.2. Clinical & Skill Laboratory Records

- Maintain records related to clinical training and skill competency development.

Records include:

- Clinical Posting Record File
- Clinical Evaluation Record File
- Log Books
- OSCE File
- Skill Lab Utilization Register File

18.3. Student Records

- Maintain student-related academic and professional development records.

Records include:

- GNM Record File
- B.Sc. Nursing Record File
- PG Record File
- POCO File
- Student Feedback Records

18.4. Faculty & Administrative Records

- Maintain faculty, workload, departmental activities, and official documentation.

Records include:

- Staff Profile File
- Workload Distribution File
- Faculty Continuing Professional Development (CPD) Record File
- Departmental Meeting File
- Correspondence File
- Award & Appreciation File

18.5. Research & Innovation Records

- Maintain records related to research activities and academic contributions.

Records include:

- Paper Publication File
- Ethical Committee File
- Patent/Copyright File

18.6. Equipment & Inventory Records

- Maintain proper documentation of departmental resources and purchases.

Records include:

- Department Equipment File

- Purchase Order File
- Inventory Records

18.7. Extension & Quality Improvement Records

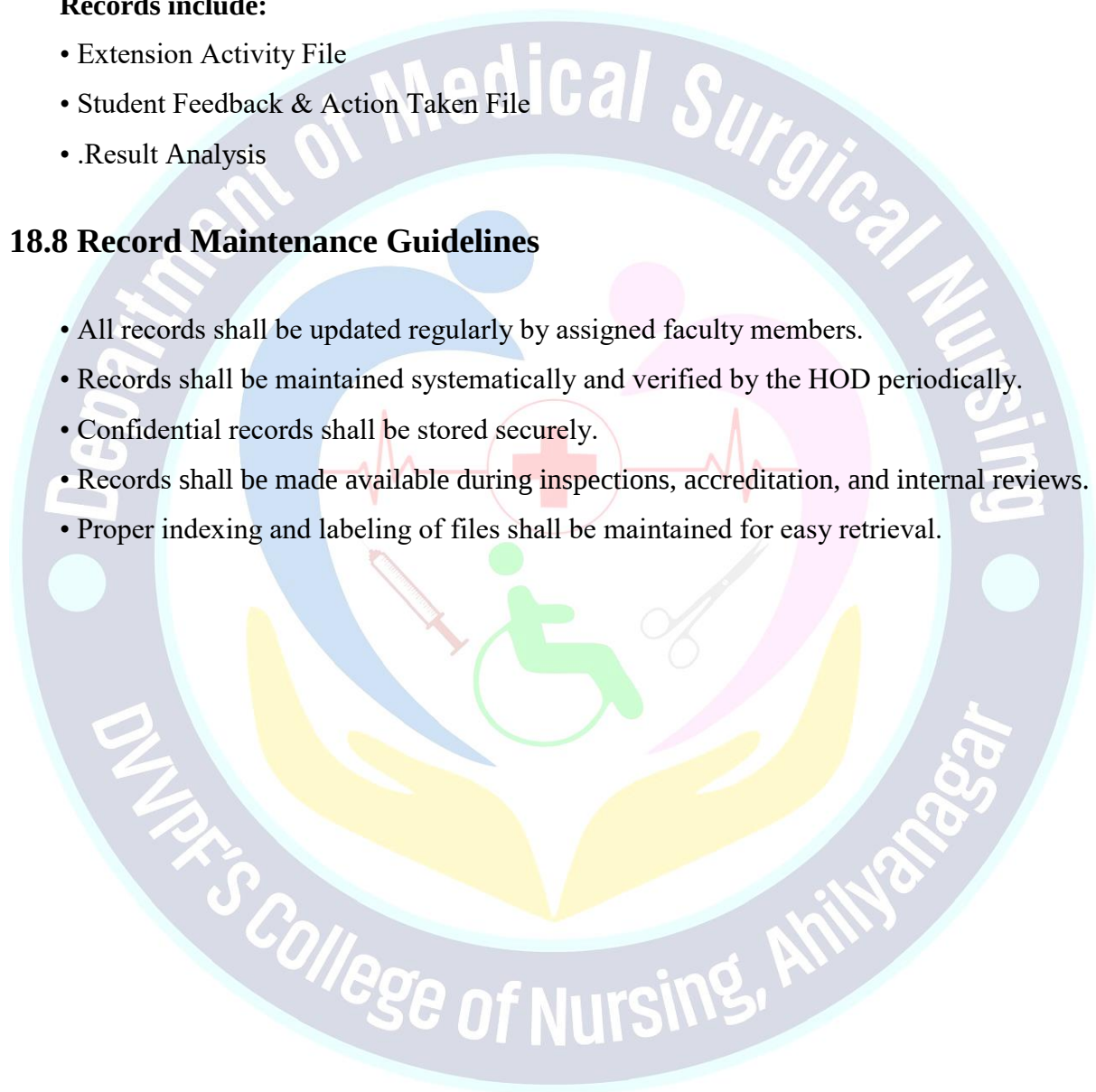
- Maintain records of departmental extension activities and quality initiatives.

Records include:

- Extension Activity File
- Student Feedback & Action Taken File
- .Result Analysis

18.8 Record Maintenance Guidelines

- All records shall be updated regularly by assigned faculty members.
- Records shall be maintained systematically and verified by the HOD periodically.
- Confidential records shall be stored securely.
- Records shall be made available during inspections, accreditation, and internal reviews.
- Proper indexing and labeling of files shall be maintained for easy retrieval.



19] QUALITY ASSURANCE SOP

Purpose

To ensure continuous improvement in the quality of teaching, clinical training, student support, faculty performance, and overall functioning of the Medical Surgical Nursing Department through regular monitoring and evaluation.

19.1. Student Feedback System

- The department shall collect feedback from students regarding theory teaching, clinical experiences, laboratory facilities, and overall learning environment.
- Feedback shall be collected periodically through structured feedback forms.
- Feedback shall be reviewed by the HOD and areas requiring improvement shall be identified.
- Necessary actions shall be planned and implemented for improving the quality of education and clinical learning.
- Student feedback and action taken reports shall be maintained.

19.2. Academic Audit

- Academic Audit shall be conducted twice a year (every six months) to monitor and improve teaching-learning and clinical training activities.
- The audit shall be conducted by the HOD of another department along with the Principal using a standard audit checklist.
- The audit includes review of academic records, lesson plans, syllabus implementation, attendance, assessments, student performance, clinical postings, skill competency, patient care practices, and departmental documentation.
- Audit findings and suggestions shall be documented, and an Action Taken Report (ATR) shall be prepared for improvement.

Documentation:

- Academic & Clinical Audit Checklist
- Audit Report
- Action Taken Report (ATR)
- Follow-up Records

19.3. Faculty Performance Appraisal

- Yearly performance appraisal shall be conducted for each faculty member to evaluate academic, clinical, research, and administrative contributions.
- Faculty members shall complete self-appraisal highlighting teaching activities, clinical supervision, research work, professional development, and departmental responsibilities.
- The HOD shall review and provide appraisal based on faculty performance, workload completion, documentation, student support, and overall contribution.
- The appraisal shall be reviewed and approved by the Principal.
- Final appraisal reports shall be forwarded to the HR Department for record and further process.

19.4. Continuous Improvement Plan

- The department shall prepare improvement plans based on student feedback, academic audits, clinical audits, and faculty appraisal outcomes.
- Improvement activities may include faculty development programmes, skill enhancement sessions, remedial teaching, updating teaching strategies, and strengthening clinical training.
- Progress of improvement activities shall be monitored regularly.

19.5 Documentation

The following records shall be maintained:

- Student Feedback Forms & Action Taken Report
- Academic Audit Checklist and Reports
- Action Taken Reports (ATR)
- Faculty Self-Appraisal Forms
- HOD Appraisal Reports
- Principal Appraisal Reports
- Performance Appraisal Reports forwarded to HR Department
- Quality Improvement Plan and Follow-up Records

20. DEPARTMENTAL ACTIVITIES SOP

Purpose:

To organize and conduct academic, clinical, research, and community-oriented activities that enhance students' knowledge, clinical competencies, professional skills, and quality patient care practices in Medical Surgical Nursing.

20.1 Health Awareness Programmes

- The department shall conduct health awareness programmes related to medical and surgical health problems.
- Activities shall focus on disease prevention, early detection, treatment adherence, lifestyle modification, and health promotion.
- Faculty members and students shall conduct health education sessions on topics such as:
 - Diabetes mellitus
 - Hypertension
 - Cardiovascular diseases
 - Cancer prevention
 - Infection prevention
 - Nutrition and healthy lifestyle
 - Post-operative care
- Health education materials and programme reports shall be maintained.

20.2 Clinical and Community-Based Activities

- The department shall organize clinical and community activities to provide students with practical exposure to patient care.
- Students shall participate in:
 - Health screening camps

- Patient education programmes
- Awareness activities
- Rehabilitation and follow-up care activities
- Faculty members shall guide students in applying Medical Surgical Nursing concepts in real-life situations.
- Proper coordination shall be maintained with hospitals and community healthcare settings.

20.3 Workshops and Skill Development Programmes

- The department shall conduct workshops to improve students' clinical skills and professional competency.
- Skill-based training programmes shall be organized on topics such as:
 - Basic and advanced nursing procedures
 - Emergency care and first aid
 - Critical care nursing skills
 - Infection control practices
 - Patient safety measures
- Demonstrations and hands-on practice sessions shall be conducted under faculty supervision.
- Attendance and feedback records shall be maintained.

20.4 Conferences, Seminars and Academic Activities

- Faculty members and students shall be encouraged to participate in conferences, seminars, and academic programmes related to Medical Surgical Nursing.
- The department shall promote:
 - Presentation of research work
 - Sharing of clinical experiences

- Evidence-based nursing practices
- Updates in medical and surgical care
- Participation in professional events shall be documented.

20.5 Professional Development Activities

- The department shall promote continuous learning and professional growth among faculty and students.
- Faculty members shall participate in:
 - Continuing Nursing Education (CNE) programmes
 - Faculty development programmes
 - Workshops and training sessions
- Students shall be encouraged to develop:
 - Clinical decision-making skills
 - Leadership abilities
 - Communication skills
 - Ethical nursing practices

20.6 Documentation and Records

The department shall maintain records of:

- Annual departmental activity plan
- Permission letters
- Attendance sheets
- Programme reports
- Feedback forms
- Certificates
- Photographs and supporting documents.

21] CODE OF CONDUCT SOP

Purpose:

To ensure that faculty members and students follow professional, ethical, and responsible behavior as per the institutional Code of Conduct guidelines and maintain a respectful academic and clinical environment.

21.1 Awareness and Implementation of Code of Conduct

- The department shall ensure that all faculty members and students are aware of the institutional Code of Conduct.
- The Code of Conduct booklet shall be provided/referred to all concerned members for guidance regarding professional responsibilities, discipline, and ethical practices.
- Orientation sessions shall be conducted to create awareness about institutional rules, professional values, and expected behavior.
- Faculty members and students shall follow the guidelines mentioned in the institutional Code of Conduct booklet.

21.2 Faculty Professional Conduct

- Faculty members shall maintain punctuality, professionalism, and accountability while performing academic, clinical, and administrative responsibilities.
- Faculty shall follow institutional policies, complete assigned duties responsibly, and maintain proper documentation.
- Faculty members shall encourage a positive learning environment by maintaining respectful communication with students, colleagues, patients, and healthcare professionals.
- Professional development, teamwork, ethical decision-making, and quality nursing practices shall be promoted.

21.3 Student Professional Conduct

- Students shall maintain discipline, regular attendance, punctuality, and professional behavior as per institutional guidelines.
- Students shall follow the prescribed dress code, clinical policies, and safety practices during clinical postings.
- Students shall demonstrate respectful behavior towards patients, faculty members, peers, and healthcare team members.

- Students shall use departmental and institutional resources responsibly and maintain professional standards in academic and clinical areas.

21.4 Ethical and Professional Practices

- Faculty members and students shall practice nursing with honesty, compassion, respect, and responsibility.
- Patient dignity, privacy, cultural values, and rights shall be respected during clinical practice and learning activities.
- Ethical principles shall be followed in teaching, clinical practice, research activities, and patient care.
- Safe, evidence-based, and patient-centered nursing care shall be encouraged.

21.5 Confidentiality and Privacy

- Confidential information related to patients, students, and institutional activities shall be protected.
- Patient records, clinical information, and photographs shall not be shared without proper authorization.
- Faculty members and students shall maintain confidentiality while handling clinical records and academic documents.
- Confidential documents shall be maintained securely and accessed only by authorized personnel.

21.6 Monitoring and Documentation

- The department shall maintain records related to Code of Conduct orientation, student/faculty undertakings, and awareness activities.
- Any disciplinary concerns shall be managed according to institutional policies and procedures.
- The Head of Department shall monitor compliance with the Code of Conduct and ensure effective implementation within the department.

22] REVIEW AND REVISION OF SOP

Purpose

To ensure that departmental SOPs remain updated, effective, and aligned with institutional policies, regulatory requirements, and quality improvement practices.

22.1. Periodic Review Schedule

- The SOP shall be reviewed once every three years or earlier if required due to changes in curriculum, institutional policies, regulatory guidelines, or departmental requirements.
- The review shall be carried out by the Departmental Head and concerned faculty members.
- Necessary suggestions and improvements shall be identified during the review process.

22.2. Amendment Procedure

- Changes required in the SOP shall be discussed at the departmental level.
- Proposed amendments shall be documented with reasons for modification.
- Revised content shall be prepared considering feedback, audit findings, and current requirements.
- Previous versions of SOP shall be maintained for record purposes.

22.3. Approval Process

- Revised SOP shall be reviewed by the Head of Department.
- After departmental approval, it shall be submitted to the Principal/Head of Institute for final approval.
- Approved SOP shall be implemented and communicated to all concerned faculty members.

Documentation Maintain:

- SOP Review Record
- Amendment Details
- Previous and Revised SOP Copies
- Approval Records



23] ANNEXURES

ANNEXURE-1. DEPARTMENTAL FACULTY LIST

Sr.No	Name of the Faculty	Designation
1	Prof. Mr.Temkar Amol Chandrabhan	Professor & HOD
2	Mr. Mhaske Nilesh Ramesh	Associate Professor
3	Ms. Shinde Varsha Changdev	Assistant Professor
4	Ms. More Pooja Navanath	Assistant Professor
5	Mr. Suryawanshi Pramod Ajinath	Assistant Professor
6	Ms. Kunjir Rushali Sudam	Tutor/ Clinical Instructor
7	Ms. Borde Sonubai Raosaheb	Tutor/ Clinical Instructor
8	Mr.Joshi Nitin Narayan	Tutor/ Clinical Instructor
9	Ms. Rajlaxmi Mangappallil R.	Tutor/ Clinical Instructor
10	Mr. Sinare Sagar Babasaheb	Tutor/ Clinical Instructor
11	Mr. Bhusal Rahul Chimaji	Tutor/ Clinical Instructor
12	Mr. Sabale Jayesh Dattatray	Tutor/ Clinical Instructor
13	Ms. Kharat Mayuri Balasaheb	Tutor/ Clinical Instructor
14	Ms. Thorat Pratiksha Prabhakar	Tutor/ Clinical Instructor
15	Ms. Shinare Hrituja Vilas	Tutor/ Clinical Instructor
16	Mr. Bagwan Jishan Aymed	Tutor/ Clinical Instructor
17	Mr. Padekar Sudarshan Subhash	Tutor/ Clinical Instructor
18	Ms.Darekar Radhika Bharat	Tutor/ Clinical Instructor
19	Ms.Cross Nancy Victor	Tutor/ Clinical Instructor

ANNEXURE-2 LESSON PLAN FORMAT

Name of College: _____

Name of Department: Medical Surgical Nursing

Academic Year: _____

Programme: B.Sc. Nursing / M.Sc. Nursing

Year & Semester: _____

Subject: Medical Surgical Nursing

Topic: _____

1. General Information

Sr. No.	Particulars	Details
1	Date	
2	Duration	
3	Time	
4	Class/Batch	
5	Number of Students	
6	Name of Faculty	
7	Method of Teaching	
8	Teaching Aids Used	

2. Previous Knowledge of Students

Students are expected to have basic knowledge regarding:

3. General Objective

At the end of the session, students will be able to understand and apply the knowledge related to

4. Specific Learning Objectives

At the end of the teaching session, students will be able to:

1. Define _____
2. Explain _____
3. Describe _____
4. Identify _____
5. Apply knowledge in clinical practice.

5. Content Outline

Sr. No.	Content	Time Allocation
1	Introduction	
2	Definition/Concept	
3	Causes/Risk factors	
4	Pathophysiology	
5	Clinical Manifestations	
6	Diagnostic Measures	
7	Management/Treatment	
8	Nursing Management	
9	Prevention/Health Education	
10	Summary & Conclusion	

6. Teaching–Learning Activity

Time	Teacher Activity	Student Activity	Teaching Method	Aids Used

7. Evaluation

- Question-answer session
- Discussion
- Quiz
- Feedback
- Return demonstration (if applicable)

8. Assignment / Follow-up Activity

9. References

1.

2.

Prepared By: _____

(Faculty Signature)

Verified By: _____

(HOD Signature)

Date: _____

ANNEXURE-3 UNIT PLAN FORMAT

Name of Institution: _____

Department: Medical Surgical Nursing

Academic Year: _____

Programme: _____

Year/Semester: _____

Subject Name: _____

Subject Code: _____

Name of Faculty: _____

Unit Details

Sr. No.	Particulars	Details
1	Unit Number	
2	Unit Title	
3	Duration (Hours)	
4	Planned Dates	
5	Number of Sessions	
6	Theory Hours	
7	Clinical Hours (if applicable)	

Unit Learning Objectives

At the end of the unit, students will be able to:

1. _____

2. _____

3. _____

4. _____

Content Plan

Sr. No.	Topics / Subtopics	Teaching Hours	Planned Date
1			
2			
3			

Teaching–Learning Strategies

- ☐ Lecture
- ☐ Discussion
- ☐ Case Study
- ☐ Seminar
- ☐ Demonstration
- ☐ Clinical Conference
- ☐ Bedside Teaching
- ☐ Problem-Based Learning
- ☐ Audio-Visual Aids / ICT

Learning Resources / Teaching Aids

- Textbooks

- Reference books
- Research articles
- PowerPoint presentation
- Videos
- Models / Charts
- Skill laboratory resources

Clinical Correlation (if applicable)

Clinical Area	Related Activity

Student Learning Activities

- Assignment
- Case presentation
- Nursing care plan
- Procedure practice
- Group discussion
- Self-directed learning

Assessment and Evaluation

Method	Date	Remarks
Quiz / Test		

Assignment		
Presentation		
Clinical Evaluation		

Remedial / Enrichment Activities

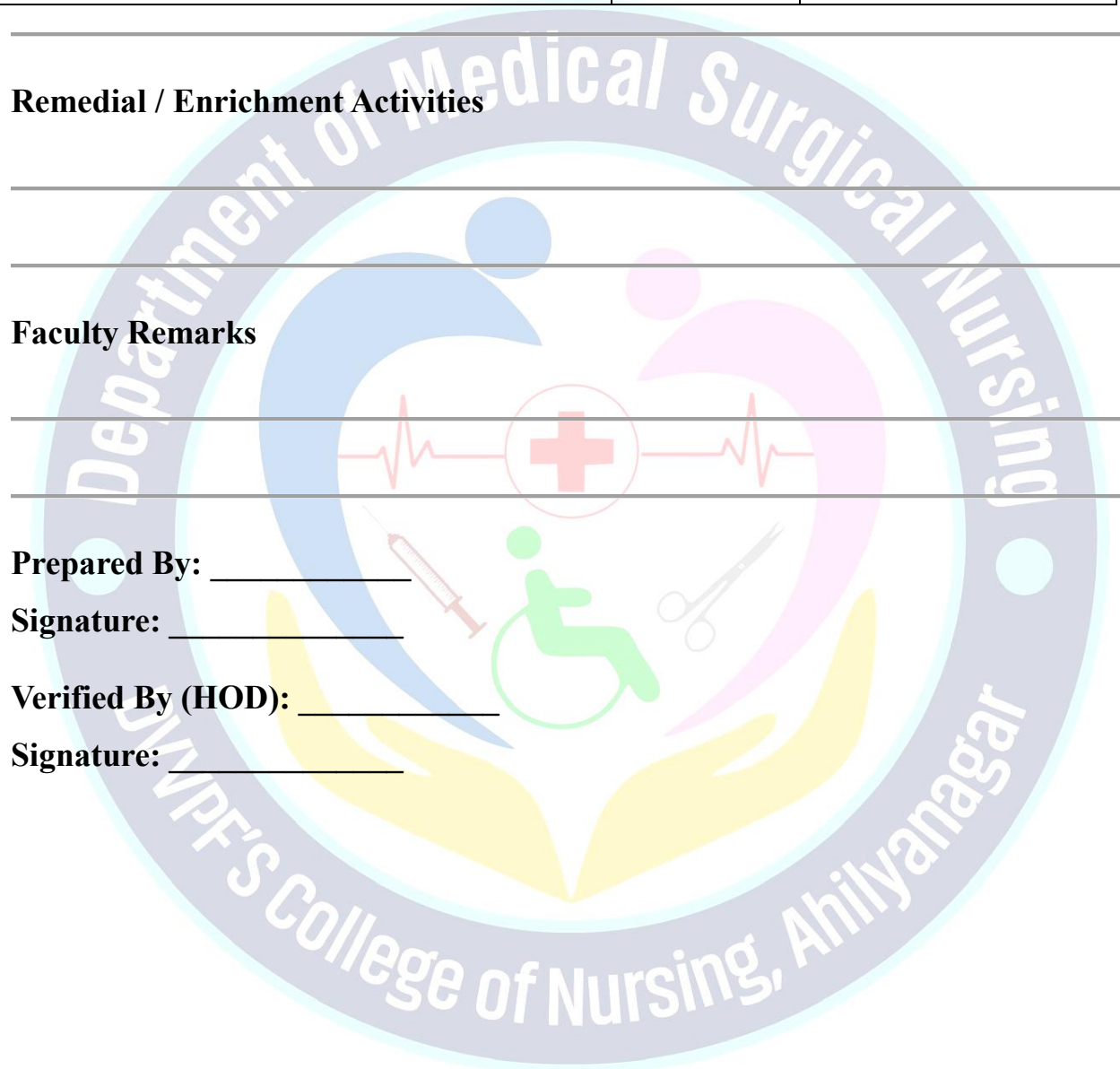
Faculty Remarks

Prepared By: _____

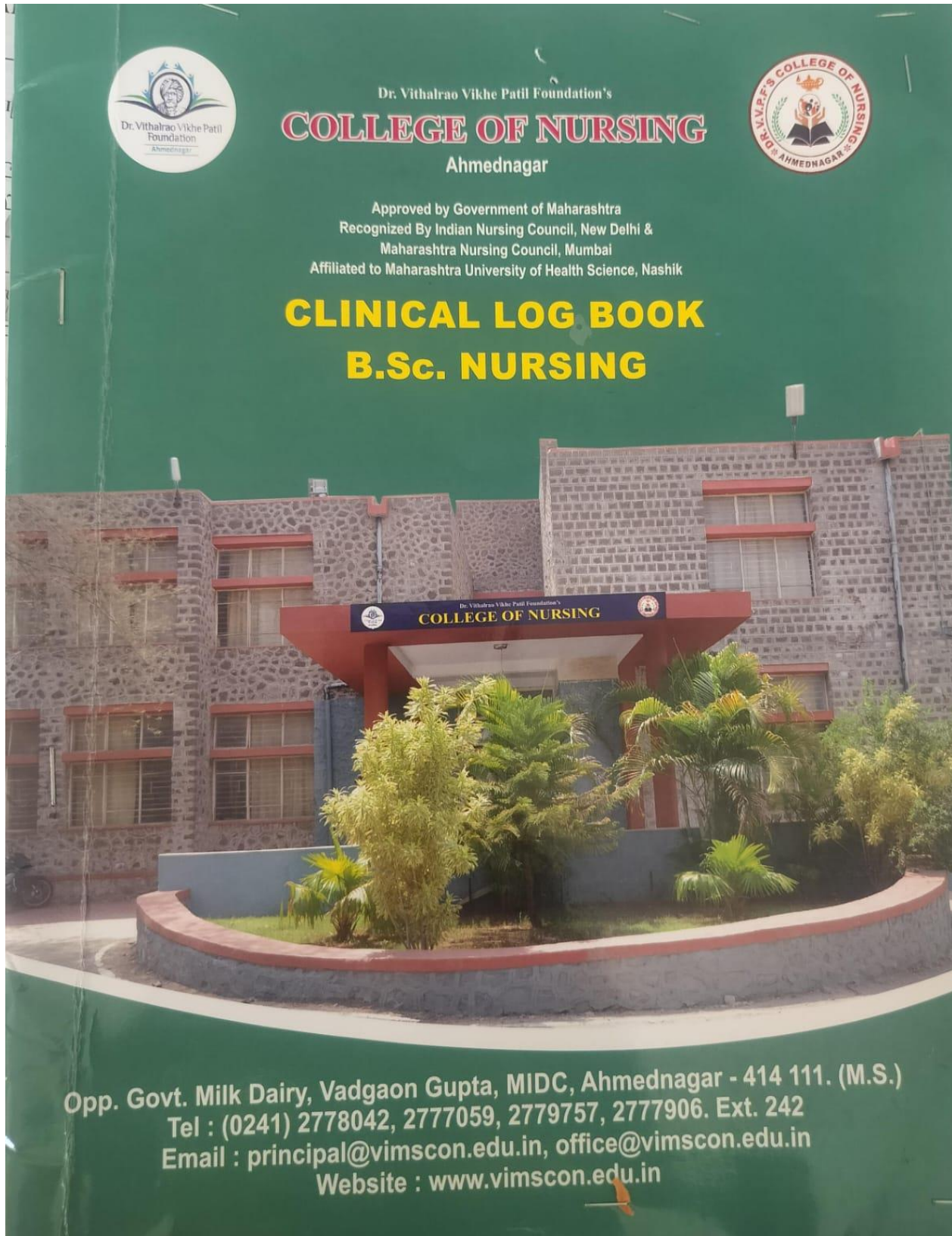
Signature: _____

Verified By (HOD): _____

Signature: _____



ANNEXURE-4 CLINICAL LOG BOOK



ANNEXURE- 5 ARTICLE ISSUE FORMAT

DVVPF'S College Of Nursing						Fundamental of Nursing Lab article issue form					
Class						Purpose					
Date of Issue						Date of return					
SN	Name of Students				Sign	SN	Name of Students				Sign
1						21					
2						22					
3						23					
4						24					
5						25					
6						26					
7						27					
8						28					
9						29					
10						30					
11						31					
12						32					
13						33					
14						34					
15						35					
16						36					
17						37					
18						38					
19						39					
20						40					

List of all articles											
SN	Name of Article	Size	Material	Quantity	Issued / Replaced	SN	Name of Article	Size	Material	Quantity	Issued / Replaced
1						16					
2						17					
3						18					
4						19					
5						20					
6						21					
7						22					
8						23					
9						24					
10						25					
11						26					
12						27					
13						28					
14						29					
15						30					

Total number of articles issued with date	Total number of articles received with date
---	---

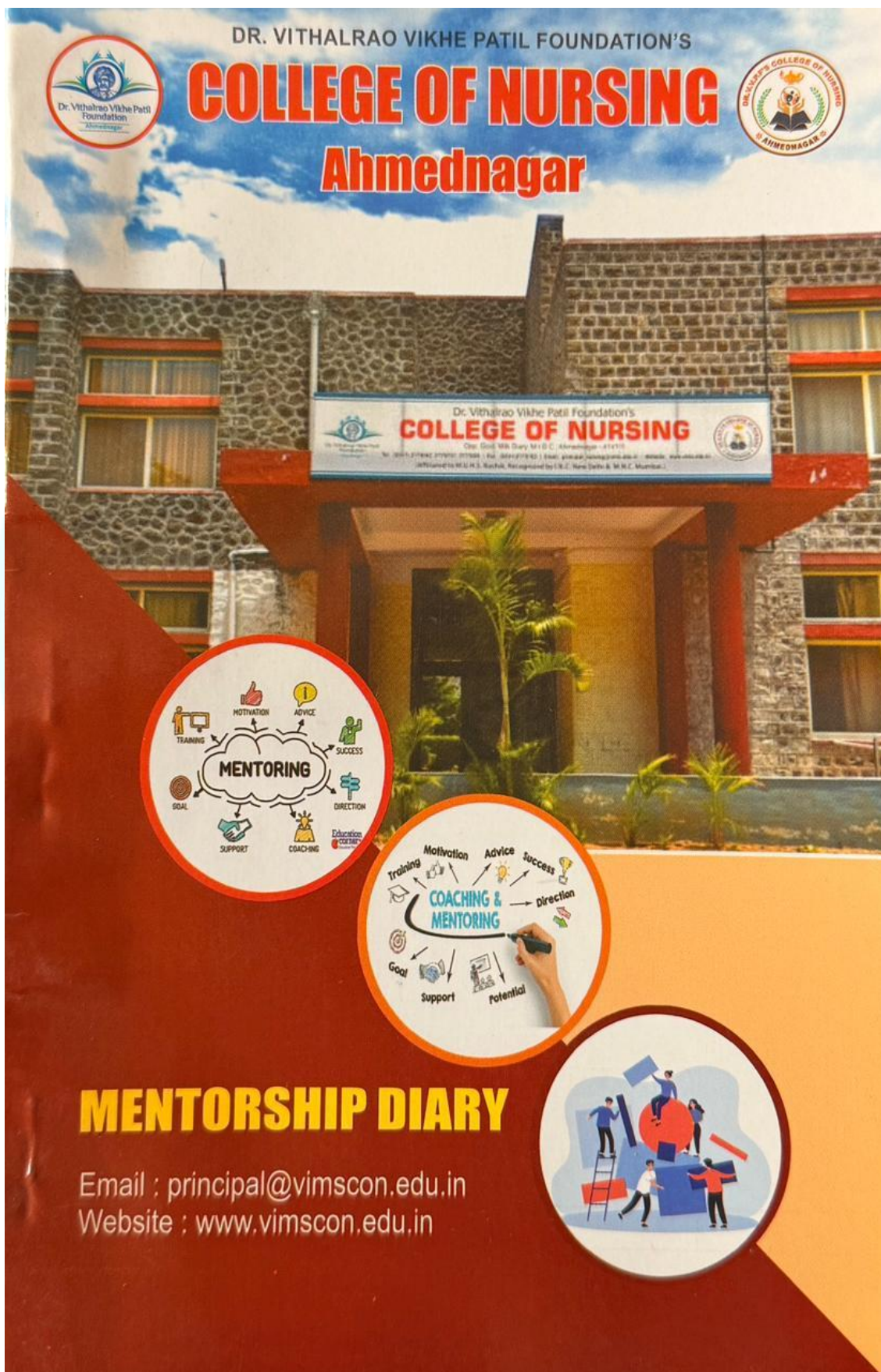
Remark and sign of Issuer:

Remark and sign of Receiver:

Remark and sign of Class Coordinator:

Remark and sign of ~~MS~~ N lab Incharge:

ANNEXURE-6 MENTORSHIP DAIRY



ANNEXURE-7 MENTOR RECORD SHEET

Dr. Vithalrao Vikhe Patil Foundation

College of Nursing

MENTOR RECORD

Academic Year: 20____ - 20____

Name of Mentor: _____

Department : _____

Class : _____ Batch: _____

CONTACT OF MENTEES

Sr. No	Roll No.	Name of the Student	Contact No.	Parents Contact No.	Address
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Sign of Faculty:_____

MENTOR MENTEE ATTENDANCE RECORD

[illegible]

MENTOR MENTEE SESSION REPORT

Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed

Sign of Faculty: _____

MENTOR MENTEE SESSION REPORT

Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed

Sign of Faculty: _____

PHONE CALL RECORD

[illegible]

Sign of Faculty:_____

Record

Improvement Status of Mentees

Roll No.	Name of the Student	Active Participation in Mentor Program (Yes/No)	Areas of Improvements Seen in Student	Remark

Sign of Faculty

ANNEXURE-8 MINUTES OF MEETING FORMAT

MINUTES OF MEETING (MoM) WITH ACTION TAKEN REPORT

Department of Medical-Surgical Nursing

Date of Meeting: _____

Time: _____

Venue: _____

Members Present:

Chairperson:

Agenda of the Meeting

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Minutes of Meeting and Action Taken Report

Sr. No.	Agenda	Minutes of Discussion	Action Taken / Outcome
1			
2			
3			
4			
5			
6			

Conclusion

Prepared By:

Signature: _____

Name: _____

Designation: _____

Approved By:

Signature: _____

Professor & Head of Department

Department of Medical-Surgical Nursing

ANNEXURE-9 ACADEMIC AUDIT FORMAT

Sr. No.	ITEM	YES/NO	REMARKS
1	Annual curricular Plan		
	Academic Calendar		
	Master Rotation		
	Clinical Rotation		
	Program Outcome		
	Course Outcome		
	Course exit survey(Subject Feedback)		
	Attendance Register		
	Subject attendance Register		
	Coverage of Syllabus		
2	Teaching Learning		
	Course Plan		
	Unit Plan		
	Lesson Plan		
	e-Content		
	Integrated/ Interdisciplinary Lg.		
	PBL Scenario's		
	Seminar		
	Assignments (Case study, case presentation ect.)		
	Remedial Coaching		
	Cumulative Record		
3	Mentor diary, meeting		
4	Students Health Record		
	Leave Record		
	Immunization record		
5	Research Project: Faculty Students		
	Publication: Faculty Students		
	Copy Rights		
6	Examination		
	Internal assessment Record		
	Grievances Record		
	Slow Performer		
	Advance learner		
	Make up assignment/ Test		
	Analysis of University Results		
7	Lab Utilization: Time Table Inventory Up to date Record Available		

8	Extention Activity : Camps, survey reports Celebration of various days, reports Exhibition ect.		
9	Departmental Activity		
	Meetings		
	Circular		
	Attendance		
	Minutes		
	Action taken report		
	Interdepartmental activity Course(Add on/ certificate/ diploma/ value added)		
	Conference/ workshop		
	Webinar/ Guest Lecture		
10	Parents Meeting, Circular, report & Action Taken Report		

Sr. No.	Name & Designation	Role in Academic Audit	Signature	Date
1	_____	Faculty/HOD (Auditee Department)	_____	_____
2	_____	Cross Faculty HOD / Academic Audit Member	_____	_____
4	_____	Academic Coordinator	_____	_____

Audit Verified & Approved By:

Principal-----

Signature: _____

Date: _____

ANNEXURE-10 INVENTORY LIST

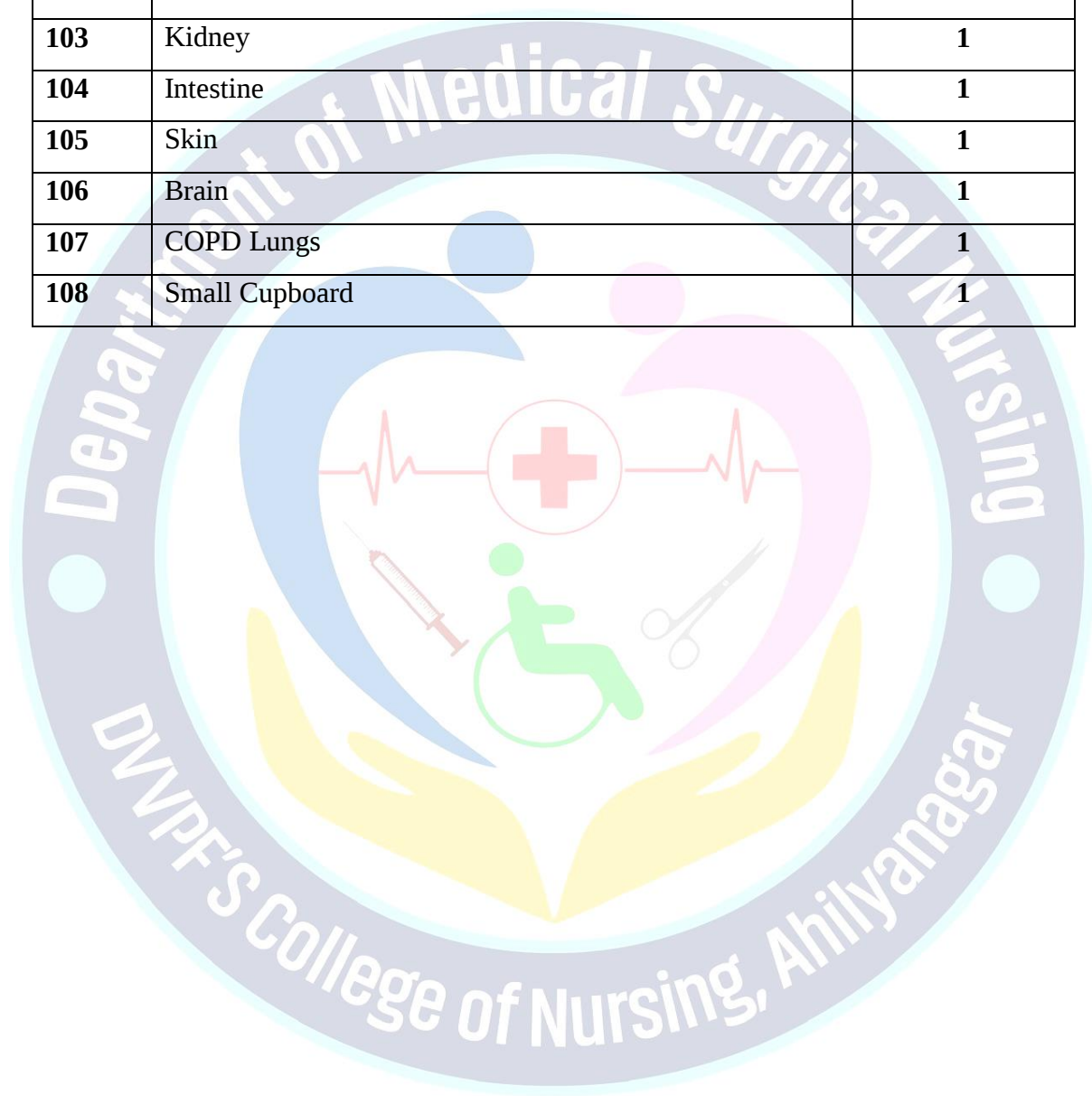
1] ADVANCE NURSING LAB INVENTORY

Sr.no.	NAME OF THE ARTICLES	QUANTITY
1.	Spirometer	1
2.	Tracheostomy Tube (Plastic)	1 No.(.7.5)
3.	Tracheostomy Tube (Plastic)	01 No.(8)
4.	Lumbar Puncture Needle(no. 23)	1
5.	Bone Marrow Aspirate Needle	1
6.	Nasal Speculum-Long blade	5
7.	Nasal Speculum medium. Blade	4
8.	Nasal Speculum-short blade	4
9.	Tongue Depressor	2
10.	Hammer	5
11.	Tuning Forks	5
12.	Digital Thermometer	2
13.	Cheates Forceps	2
14.	Sponge Holding forceps	5
15.	Needle Holder 6"	2
16.	Mayo's towel clips	5
17.	Artery forceps Straight	5
18.	Artery forceps curved 6"	5
19.	Mosquito Artery Forceps	2
20.	Kocher's Hemostatic Forcep	2
21.	Dissecting Forcep6" / Tissue Forcep	2
22.	Tooth Forcep	5
23.	Plain Forceps	5
24.	Adson's Forcep	5
25.	Stich Cutting Scissor	2
26.	Dressing Scissors	2
27.	Mayo's Scissions	2
28.	Allis Tissue Forcep	2

29.	Babcock's tissue Forcep	2
30.	Stethoscopes(pulsewave)	5
31.	Ophthalmoscope (mini 3000)	1
32.	otoscope(mini 3000)	1
33.	Torch (small)	1
34.	Big Trays With Lid(steel(12'x15')	5
35.	Medium Size Trays With Lid(12'x10')	10
36.	Resuscitation set (AMBU bag)	1
37.	Laryngoscope (with 2 blade)	1
38.	Dressing Trolley	2
39.	Dressing Drums-Small 6'x6'	1
40.	Dressing Drums-Big 9'x6'	3
41.	Needle cutter	1
42.	Steel Bowls	20
43.	Neelkamal plastic chair	1
45.	Pillow cover	4
46.	Mattress (cotton)	2
47.	Pillows (cotton)	2
48.	Bedside Curtains (with screen)	3
49.	Bed sheet (blue)	20
50.	Beds (ICU deluxe & plain bed)	2
51.	Bed side locker	2
52.	Steel Cupboard	1
53.	Simple table 3"x 2"	1
56	Injectable training arm Model	1
57	Torso	1
58	Heart Model Life Size	1
59	Advance nursing unisex Manikins	1
60	Basic combination nursing manikin	1
61	Mackintosh big roll	1
62	Heart lung machine	1
63	IABP catheter	1

64	Sternostomy suture	1
65	Colostomy kit	1
66	Kidney tray	10
67	Liver biopsy needle	1
68	Test tube stand	1
69	Glucometer	1
70	Multithermometer	1
71	Weighing machine	1
72	X-ray view box	1
73	ECG machine	1
74	Book case	1
75	Wooden table 6x3	1
76	Biomedical waste containers	4
78	Cardiac monitor with connector	1
79	Air mattress	1
80	IV Stand attach with bed	1
81	O2 cylinder stand	1
82	Test tube holder	1
83	Suction machine	1
84	Stadiometer	1
85	Digital B.P app.	1
86	Green sheet	5
87	Draw sheet	10
88	Hole sheet	5
89	Leggings	2
90	Gown	5
91	Shoe rack	1
92	Basin with dector cock	1
93	Wooden rack small	1
94	Wooden rack Big	2
95	Journal stand	2
96	OT table	1

97	OSCE STATION	2
98	Display board	1
99	Display stand	1
100	LCD TV	1
101	White board	1
102	Models	
103	Kidney	1
104	Intestine	1
105	Skin	1
106	Brain	1
107	COPD Lungs	1
108	Small Cupboard	1



2] NURSING FOUNDATION LAB INVENTORY

Sr.No.	Name of the articles	Quantity
1.	Manikin For Demonstrating Procedures	4
2.	Whole Body Basic CPR Manikin	1
3.	Dressing Drum- 11x9	6
4.	Dressing Drum	9
5.	Plastic Measuring Jar- 2000ml	2
6.	Plastic Measuring Jar- 1000 Ml	6
7.	Plastic Measuring Jar- 500 Ml	6
8.	Plastic Measuring Jar- 250 Ml	6
9.	Enamel Measuring Jar - 1000 Ml	6
10.	Basin- Enamel	6
11.	S.S. Tray 18 X12	3
12.	S.S. Tray 11 X 7	4
13.	S.S. Tray 10 X8	8
14.	S.S Tray 15 X 12	1
15.	S.S Tray 12 X 10	4
16.	S. S. Tray 8 X 6	4
17.	Enamel Tray 15 X 18	2
18.	Enamel Tray 15 X 12	5
19.	Enamel Tray 12 X 10	14
20.	Enamel Tray 10 X 8	6

21.	Enamel Tray 8 X 6	4
22.	S.S Kidney Tray 7"	9
23.	S.S Kidney Tray 8"	2
24.	S.S. Kidney Tray- Big	7
25.	Kidney Tray- Plastic	6
26.	Feeding Cup- Enamel	4
27.	Feeding Cup- Plastic	6
28.	Plastic Basin	8
29.	Steel Bowl	37
30.	Sputum Mug- Steel	4
31.	Enamel Bowl	12
32.	Sputum Mug - Plastic	2
33.	Female Bed Pan (Aluminum)	4
34.	Female Bed Pan (Steel)	1
35.	Female Bed Pan (Plastic)	1
36.	M.S Cots 6x2.5	3
37.	ICU Deluxe Bed	1
38.	Plain Bed	3
39.	Cotton Mattress	6
40.	Water Mattress	1
41.	Dressing Drum- 11x9	6
42.	Dressing Drum	9

43.	Plastic Measuring Jar- 2000ml	2
44.	Plastic Measuring Jar- 1000 MI	6
45.	Plastic Measuring Jar- 500 MI	6
46.	Plastic Measuring Jar- 250 MI	6
47.	Enamel Measuring Jar - 1000 MI	6
48.	Basin- Enamel	6
49.	S.S. Tray 18 X12	3
50.	S.S. Tray 11 X 7	4
51.	S.S. Tray 10 X8	8
52.	S.S Tray 15 X 12	1
53.	S.S Tray 12 X 10	4
54.	S. S. Tray 8 X 6	4
55.	Enamel Tray 15 X 18	2
56.	Enamel Tray 15 X 12	5
57.	Enamel Tray 12 X 10	14
58.	Enamel Tray 10 X 8	6
59.	Enamel Tray 8 X 6	4
60.	S.S Kidney Tray 7"	9
61.	S.S Kidney Tray 8"	2
62.	S.S. Kidney Tray- Big	7
63.	Kidney Tray- Plastic	6
64.	Feeding Cup- Enamel	4

65.	Feeding Cup- Plastic	6
66.	Plastic Basin	8
67.	Steel Bowl	37
68.	Sputum Mug- Steel	4
69.	Enamel Bowl	12
70.	Sputum Mug - Plastic	2
71.	Female Bed Pan (Aluminum)	4
72.	Female Bed Pan (Steel)	1
73.	Female Bed Pan (Plastic)	1
74.	M.S Cots 6x2.5	3
75.	ICU Deluxe Bed	1
76.	Plain Bed	3
77.	Cotton Mattress	6
78.	Water Mattress	1
79.	Dressing Drum- 11x9	6
80.	Dressing Drum	9
81.	Plastic Measuring Jar- 2000ml	2
82.	Plastic Measuring Jar- 1000 MI	6
83.	Plastic Measuring Jar- 500 MI	6
84.	Plastic Measuring Jar- 250 MI	6
85.	Enamel Measuring Jar - 1000 MI	6
86.	Basin- Enamel	6

87.	S.S. Tray 18 X12	3
88.	S.S. Tray 11 X 7	4
89.	S.S. Tray 10 X8	8
90.	S.S Tray 15 X 12	1
91.	S.S Tray 12 X 10	4
92.	S. S. Tray 8 X 6	4
93.	Enamel Tray 15 X 18	2
94.	Enamel Tray 15 X 12	5
95.	Enamel Tray 12 X 10	14
96.	Enamel Tray 10 X 8	6
97.	Enamel Tray 8 X 6	4
98.	S.S Kidney Tray 7"	9
99.	S.S Kidney Tray 8"	2
100.	S.S. Kidney Tray- Big	7
101.	Kidney Tray- Plastic	6
102.	Feeding Cup- Enamel	4
103.	Feeding Cup- Plastic	6
104.	Plastic Basin	8
105.	Steel Bowl	37
106.	Sputum Mug- Steel	4
107.	Enamel Bowl	12
108.	Sputum Mug - Plastic	2

109.	Female Bed Pan (Aluminum)	4
110.	Female Bed Pan (Steel)	1
111.	Female Bed Pan (Plastic)	1
112.	M.S Cots 6x2.5	3
113.	ICU Deluxe Bed	1
114.	Plain Bed	3
115.	Cotton Mattress	6
116.	Water Mattress	1
117.	Bedside Lockers	4
118.	Back Rest	4
119.	Dressing Trolley	2
120.	Stretcher Trolley	1
121.	Wheel Chair	2
122.	IV Stand	4
123.	Bed Side Screen With Curtain	2
124.	Nelson's Inhaler	6
125.	Mortal - Crusher	2
126.	Suction Apparatus With Tubing's	1
127.	Sphygmomanometer	5
128.	Stethoscope	1
129.	Digital Weighing Machine	2
130.	Bedside Lockers	4

131.	Back Rest	4
132.	Dressing Trolley	2
133.	Stretcher Trolley	1
134.	Bed Side Screen With Curtain	2
135.	Nelson's Inhaler	6
136.	Mortal - Crusher	2
137.	Suction Apparatus With Tubing's	1
138.	O2 Cylinder Set With Stand	1
139.	Sphygmomanometer	5
140.	Stethoscope	1
141.	Digital Weighing Machine	2
142.	Nasal Speculum- Big	2
143.	Nasal Speculum- Small	3
144.	Tongue Depressor	8
145.	Mouth Gag Medium	1
146.	Mouth Gag Small	2
147.	Cheatle Forcep 10"	7
148.	Straight Artery Forcep	15
149.	Curved Artery Forcep	15
150.	Laryngeal Biopsy Forcep	1
151.	Sinus Forcep	6
152.	Aural Speculum	5

153.	Thumb Forcep- Plain	20
154.	Thumb Forcep- Tooth	21
155.	Sponge Holding Forcep	8
156.	Surgical Scissor 8" Plain	1
157.	Surgical Scissor 8" Curve	1
158.	Suture Cutting Scissor	4
159.	Needle Holder 6"	2
160.	Needle Holder 7"	2
161.	Needle Holder 8"	2
162.	Hemoglobinometer Set	8
163.	Tracheal Hook- Single	3
164.	Tracheal Hook- Double	3
165.	Tracheal Hook- Triple	4
166.	Bladder Sound	6
167.	Allice Forcep	11
168.	Tuning Fork	27
169.	Knee Hammer	4
170.	B.P. Handle No:7	1
171.	B.P. Handle No:4	1
172.	Babcock Forcep	1
173.	Ambu Bag	3
174.	Liver Biopsy Needle	1

175.	Skin Hook	1
176.	Tracheal Dilator	1
177.	DOINS RETRACTOR Rt Angle	1
178.	Ear Speculum	10
179.	Spirit Lamp	9
180.	Thermometer- Oral	1
181.	Thermometer- Room	1
182.	Urinometer	8
183.	Lactometer	6
184.	Otoscope	1
185.	Laryngoscope- With Blade	2
186.	Spirometer Hudson	1
187.	Catheter	5
188.	Sterilizer 18x8x6	1
189.	Mucous Extractor	1
190.	Hot Water Bag	1
191.	Ear Irrigation Syringe	3
192.	Splint - Small (Radius)	1
193.	Splint - Medium	6
194.	Splint - Large	7
195.	Steel Stool	1
196.	Torch (Small)	1

197.	Torch (Big)	1
198.	Sterilizer 18x8x6	1
199.	Mucous Extractor	1
200.	Hot Water Bag	1
201.	Ear Irrigation Syringe	3
202.	Splint - Small (Radius)	1
203.	Splint - Medium	6
204.	Splint - Large	7
205.	Torch (Small)	1
206.	Torch (Big)	1
207.	Simple Table 3x 2	1
208.	Bedsheets	94
209.	Blanket	5
210.	Pillow Cover	44
211.	Bath Towel	13
212.	Cotton Pillow	10
213.	Draw Sheet	23
214.	PPE Kit	2
215.	Bandages Of Various Size	22
216.	Triangular Bandage	12
217.	"T" Bandage	9
218.	OT Gown	7

219.	Napkin	6
220.	Square Sheet	5
221.	Tray Cover	5
222.	Hole Sheet	7
223.	Patient Gown	14
224.	Leggins	2
225.	OT Mask	1 box
226.	Conical Flask 100 MI	4
227.	Conical Flask 500 MI	1
228.	Conical Flask 50 MI	5
229.	Deep Tray	19
230.	Plastic Basin	6
231.	Plastic Mug	6
232.	Plastic Bucket	6
233.	Plastic Measuring Jar 125ml	12
234.	Spatula	1
235.	Nasal Forcep	2
236.	Sand Bag	11
237.	Sand Bag Empty	11
238.	Air Cushion	3
239.	Cold Water/Ice Bag	1
240.	Types Of Fracture-Model	10

241.	S.S. Kidney Tray- 5,6	3
242.	Glass	1
243.	Glass Plastics	1
244.	Soap Case	10
245.	Glycerin Syringe	1
246.	Control D - Glucometer	1
247.	Tea Tray	3
248.	Test Tube Stand (Plastic)	8
249.	Test Tube Stand (Wooden)	1
250.	Test Tube Holder	5
251.	Enema Can	2
252.	Plane Sheets	19
253.	Mackintosh Roll	4
254.	Mackintosh Pieces	12
255.	Colostomy Bag	1
256.	Measuring Tape	2
257.	Nail Cutter	1



Dr. Vithalrao Vikhe Patil Foundation's **COLLEGE OF NURSING**

Accredited B ++, 2 (f) UGC Act, ISO



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Fax : (0241) 2779782



Email : principal_nursing@vims.edu.in



Website : www.vims.edu.in

