



## **BEST PRACTICES**

### **1. Advance Nursing Skill Lab**

✚ **Introduction:** Simulation activities will be a key component of all these elements, whether it is using a simple task trainer, a complex full-bodied manikin or a peer. By using the provided equipment and supplies, students are able to stimulate a clinical environment where they have the ability to learn and practice safely without causing harm to the patients.

#### ✚ **Outcome of Advance Nursing Skill Lab:**

- I. Advance nursing skill lab is bridging the gap between theory and practice.
- II. By using advance skill lab students improved their psychomotor skills as well as they build confidence among the teachers.
- III. Maximum use of advance nursing skill lab results in good academic performance during practical examination.
- IV. The usage of skill lab enhances learning new skills, or being evaluated in preparation of clinical skills.
- V. It gives opportunities to overcome student's fears and insecurities while working with variety of task trainers, simulators and actual hospital equipments.
- VI. Faculties and students get hands-on learning experiences specific to course objectives as directed by the nursing curriculum.
- VII. Accommodate unique learning needs of students with diverse backgrounds, abilities and educational experiences.
- VIII. Foster independent student learning opportunities, which promote a model for life- long learning.

## **2. Teacher's Diary**

**+** **Introduction:** Diary is a record with discrete entries arranged by date reporting on what has happened over the course of a day including curricular, co-curricular, extracurricular activities.

### **+** **Outcome of Teacher's Diary**

- I. It promotes the scientific base of nursing knowledge and skill through innovative teaching methodology by reporting in diary.
- II. Evaluation can be done of faculties in curricular, co-curricular, extracurricular activities.
- III. Evaluation of daily work performance of faculty.
- IV. It brings the relevance of teachers work and completing responsibilities.
- V. It guides the teacher for completing the courses of different classes assigned to him.
- VI. It brings the relevance of teachers work and completing responsibilities.


### **+** **Standard Operating Procedure of Teacher's Diary**

- In the beginning of diary, teacher has to provide his personal identification such, name of teacher, teaching subjects, class teacher, his address, qualification, experience and telephone number etc.
- Academic responsibilities which is assigned to teacher.
- Non-academic responsibilities are also mention in diary.
- Academic syllabus of each subject which is distributed to teacher should be written in diary.
- Class, details of work, total hours and details of work not done in each month should be mention in academic planner.
- Details of workload like lectures, practical hours, remedial classes, administration hours and extra-curricular activities need to be recorded in the diary.
- Examination work with proper documentation should be entered in diary.
- Details of staff as well as departmental meeting with agenda and minutes of meeting should be written in diary.
- Every teacher must record details about programme, i.e. Seminars, conference, CNE, training, exchange program, workshop, paper presentation etc.

- Leave record need to be recorded as well, like CL, C/O, Duty leave and LWP.
- Teacher needs to write details about appointments, notes and visits in different areas.
- Major part of diary is daily activities where teachers have to write daily work, lectures, meetings etc in details with day and date. The amount of content of subjects taught in last week is recorded regularly and continuously.
- At last, teachers can also document important mobile number in diary.

### **Rules & Regulations:**

1. Diary should be neat and clean.
2. Every Saturday diary should be submitted to principal for sign.
3. At the end of academic year, diary should be submitted to NAAC criterion 7 head.

  
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