



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.

3.Green initiatives

 **Introduction:** Green audit committee is a formal committee of selected staff within an institute who has an interest in sustainability and the environment and wants to help their institute move forward with further initiatives. ‘Green audit committee’ is one of the best sources of innovation to increase efficiency and reduce waste within a institute.


Objectives of committee:

- To do plantation of maximum trees and plants to protect the environment.
- To create environmental awareness among the students.
- To make effective waste management (solid, water).
- Effectively using Alternate energy initiatives such as (Solar plant).
- Implement Audit such as: Water audit, Energy audit, Waste management audit, Green audit.
- Try to minimize use of plastic in our campus.
- Periodically supervision of trees and plants.
- Observation and maintain the garden area.

- To make Average percentage expenditure on green initiatives and waste management.

Strategies/Recommendation:

- Following area covered for environment management.
 - Water management
 - Energy Conservation.
 - Waste management
 - E waste management
 - Green area Management
- Use of LED for energy conservation.
- Important and confidential papers after their validity to be sent for pulping.
- Recycle or safely dispose of white goods, computers and electrical appliances.
- Review periodically the list of trees planted in the garden, allot numbers to the trees and keep records. Give scientific names to the tree and maintain green card.
- Promote environmental awareness as a part of course work in various curricular areas, independent research projects, and community services.
- Create awareness of environmental sustainability and takes action to ensure environmental sustainability.
- Establish a college environmental committee that will hold responsibility for the enforcement and review of the environmental policy.
- Ensure that an audit is conducted annually and action is taken on the basis of audit report, recommendation and findings.
- Celebrate every year 5th June as “Environment Day” and plant trees on this day to make the campus more initiatives.

 **The Practice:** Various Green initiatives conducted to achieve the objectives are provided below.

- In our institute, we installed a solar panel on 2nd November 2017. Total solar power generation are :

Sr. No.	Year	Total Solar Generation
1	2018	47,926
2	2019	50,964
3	2020	58,853

- World environment day was celebrated on 5th June 2020 under the directive of the green audit committee. 400 students and all staff of the college took a pledge to protect environment peace and harmony on world environment day.
- Moreover, on world environment day all the staff of the college cleaned the entire campus. All the organic waste is collected and it is used for making compost fertilizer and our goal is to use this homemade fertilizer for future tree plantation activities.
- We planted 10 different medicinal plants in ground floor and other species of plants in our campus.
- We have some water tools like a watering pot for plants and a bird water feeder on campus. We celebrate events to keep the environment clean, for instance, plastic waste material collection, tree plantation and environmental education to students.
- Our institute use generator and solar power as an alternate source of energy in case of a power outage, even more, our goal is to arrange all evening functions on the full moon day so the use of electricity could be minimized.
- Restricted entry of automobile - we do carpooling and ride-sharing on the day of world environment day and also use public transport.
- Institute provides metal water bottles for all staff to minimize use of plastic bottles.
- We use RO waste water for drip irrigation in our campus. We also allotted all faculty members for taking care of all trees and plants in campus.