



Index MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, INDORE

(Unit of Mayank's Welfare Society)
(Constituent Unit of Malwanchal University)

ACCREDITED BY NABH & NABL



NABL Certificate No. MC-3448
NABH Certificate No. PEH-2019-0966

IMCHRC/NTT/2021/9/30

Date: 30.09.2021

CIRCULAR

We are pleased to announce that Workshop on Fire and Non Fire Emergencies has been scheduled on 09th Oct, 2021, from 10:00 a.m. to 1:00 p.m., in the Auditorium of Index Medical College, Hospital and Research Centre, Indore.

It is being organized by the faculty of IMCHRC of Malwanchal University to train the technical staff to learn and prepare themselves to deal with situation where a fire emergency, or other non fire emergencies could occur.

The course is free for all the participants. Interested participants are requested to register for the workshop by 06th Oct, 2021. For registration, contact Dr. Rahul Tanwani, Dept. of General Surgery.

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Workshop on Fire and non-fire emergencies:


A Fire Safety and non-fire Training Program was organized on 9th Oct 2021 for the non-teaching staff at Index Medical College, Hospital and Research Centre, Malwanchal University from 10 am to 1pm. A total 36 technical staff participated in the programme.

The speakers for the workshop were as follows:

- Fire preventive measures and safety protocol – Dr.Suraj Tripathi, Prof. Dept. of Pharmacology, IMCHRC
- Non fire emergencies and evacuation programme --- Dr.Ramnath Karicheri Prof, Department of microbiology, IMCHRC

The purpose of the workshop was to teach the participants how to eliminate the causes of fire and prevent loss of life and property by fire. The plan provided participants with information and guidelines which would assist in recognizing, reporting and controlling as well as eliminating the causes of fires and fire hazards.

At the core of the program was the education and knowledge which was taught that it is the key to save lives, test and train occupants in fire safety awareness, and bring a higher level of understanding of what is involved in order to prevent and more importantly SURVIVE A FIRE.


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This one-day training course was reviewed the latest developments in healthcare fire risk assessment, fire safety management, fire safety guidelines and how to manage evacuations. This event has assisted those providing healthcare services to help ensure a safer better healthcare service into the future. The course content was directed at anyone with responsibility for fire safety in all healthcare buildings such as hospitals, nursing homes, primary care centers, rehabilitation clinics, day care centers to name just a few.

This course has addressed key concerns and challenges for those responsible for fire safety in healthcare services, provide new insights and bring you up to date with modern thinking in the world of health care related fire safety.

The course had also provided a unique opportunity to network with one's peers, whilst sharing ideas and opinions.

Course content was:

- Practical methods for fire risk assessments Fire Survival for Healthcare occupancies
- Modern day thinking on risk management as applied to health care
- Healthcare Evacuation Strategies incorporating both General, Maternity, Geriatric with a special emphasis on the requirements for the Neo-Natal and Bariatric Patient clinical environments
- The updated HIQA guidelines
- Refurbishments and contractor management


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- Fire prevention in respect of kitchen facilities, waste disposal, arson, electrical facilities, and oxygen supplies

In essence the goal was to provide knowledge so as to understand the origin of fires, sources of fires, how to prevent fires from occurring and finally what to do if one is faced with fire.

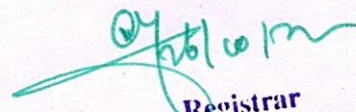
At the end workshop various benefits of this workshop was brought out a lot of enthusiasm in the participants who wanted to focus on these positive aspects. Multiple pros and cons were discussed in a healthy manner.



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IMCHRC/NTT/2019/ 10/03

Date: 03.10.2019

CIRCULAR

We are pleased to announce that Workshop on Prescription Error has been scheduled on 10th Oct, 2020, from 10:00 a.m. to 1:00 p.m., in the Auditorium of Index Medical College, Hospital and Research Centre, Indore.

It is being organized by the faculty of IMCHRC of Malwanchal University to train the technical staff to learn about proper prescription writing in clinics.

The course is free for all the participants. Interested participants are requested to register for the workshop by 07th Oct, 2020. For registration, contact Dr. Prem Nyati, Dept. of Pharmacology.

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Prescription Error Training Program

A Prescription Error Training Program was organized from 10.10.21 for the non-teaching staff at Index Medical College, Hospital and Research Centre, Malwanchal University from 10 am to 1 pm. It was conducted on zoom platform. A total 19 technical staff participated in the programme.


The speakers for the workshop were Dr. S.M Holkar Prof, Department of Medicine & Dr. Rahul Tanwani Prof, Department of Surgery.

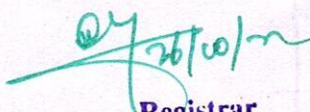
The modules for the workshop were

- Goal of Drug Therapy
- Types of prescription error
- Cause of prescription error
- Methods to minimizing prescription error

The speakers started the talk with a discussion on the goal of drug therapy is to improve a patient's quality of life. It is a known fact that medicine plays a vital role in drug therapy; however, the drug should be used in the right way knowing what medicine is right for a patient at the right dose for adequate periods as per clinical need. Inappropriate use of medicine wastes resources and diminishes the quality of patient's care. It was pointed out that the prescription errors are mainly of two types, errors of omission and errors of commission. Errors of omission mean prescription missing essential information, while errors of commission mean wrongly written information in the prescription. Considering this, the various causes of errors such as the prescriber, the patient, the team, the working environment, the task, the computer system, and the primary-secondary care interface was discussed

These were each then broken down to reveal various error-producing conditions: the prescriber's therapeutic training, drug knowledge and experience, knowledge of the patient, perception of risk, and their physical and emotional health; the patient's characteristics and the complexity of the individual clinical case; the


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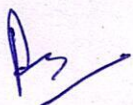
working environment with its extensive workload, time pressures, and interruptions; and computer-related issues associated with mis-selecting drugs from electronic pick-lists and overriding alerts etc.

It was explained that the prescription is a legal document comprising instructions for medication by a licensed medical practitioner to the pharmacist. The speakers also highlighted key points for minimising prescription error such as:

- (1) Promoting educational actions on prudent prescribing directed to prescribers;
- (2) Incorporating computerized alert systems into clinical practice
- (3) Implementing the use of tools for guiding medication prescribing
- (4) Encouraging patient care by a multidisciplinary team, with the participation of a pharmacist.

Lastly, consequences of inappropriate prescribing includes wastage of the public economy, increased risk of toxicity, increased adverse drug reaction, increased antimicrobial resistance and decreased faith in the medical profession etc.

At the end of the workshop, Prescribing Guidelines were distributed to the participants. Few assignments were given to the team and a question and answer session was also carried out to ensure success of the event.

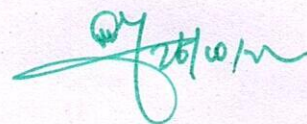


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IMCHRC/NTT/2019/10/06

Date: 6th Oct, 2021

CIRCULAR

We are pleased to announce that Workshop on Restraint Policy Training has been scheduled on 16th Oct, 2021, from 10:00 a.m. to 1:00 p.m., in the Auditorium of Index Medical College, Hospital and Research Centre, Indore.

It is being organized by the faculty of IMCHRC of Malwanchal University to train the technical staff to learn about proper prescription writing in clinics.

The course is free for all the participants. Interested participants are requested to register for the workshop by 12th Oct, 2021. For registration, contact Dr. Prem Nyati, Dept. of Pharmacology.

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Restraint Policy Training Program

A Restraint Policy Training Program was organized on 16th Oct 2021 for the non-teaching staff at Index Medical College, Hospital and Research Centre, Malwanchal University from 10 am to 1 pm. A total 14 technical staff participated in the programme.

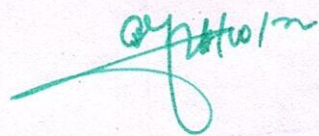
The speakers for the workshop were as follows :

- Guidelines for Restraint policy– Dr. Ram gulam Razdan Prof, Department of Psychiatry.
- Types of restraint devices include: – Dr.S.M Holkar Prof, Department of Medicine.


The 12 hours of annual training was include:

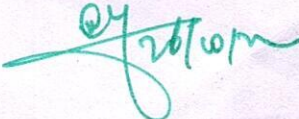
- Current certification in Cardio-Pulmonary Resuscitation (CPR).
- Current certification in First Aid.
- Training in non-physical techniques for intervention and de-escalation of disruptive or aggressive acts, persons, and/or situations. Successful completion of the non-violent crisis prevention course is required.


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- Training in the school's restraint policy and procedures. As a part of training, each staff person must be placed in a physical restraint.
- Mediation, self-protection techniques.
- The underlying causes of threatening behaviors exhibited by the students served.
- Recognizing the ways in which their own (staff) behaviors can affect the behaviors of the students.
- Recognizing signs of physical and psychological distress in students who are being restrained.
- Taking vital signs and interpreting their relevance to the physical safety of the student in restraint.
- Assisting students in meeting behavior criteria for the discontinuation of restraint.
- Recognizing readiness for the discontinuation of restraint.
- Recognizing when medical or other emergency personnel are needed.
- Recognizing how age, developmental considerations, gender issues, ethnicity, medical conditions, physical disabilities, and history of sexual or physical abuse may affect the way in which a student reacts to physical contact.


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The speakers discussed about the various guidelines of the restraint policy and the following principles were brought forth.

1. The safety and dignity of the patient must be ensured.
2. The safety and well-being of staff is also a priority.
3. Prevention of violence is key.
4. De-escalation should always be tried before the use of restraint.
5. Restraint is used for the minimum period.
6. All actions undertaken by staff are appropriate and proportional to the patient's behaviour.
7. Any restraint used must be the least restrictive, to ensure safety.
8. The patient must be closely monitored, so that any deterioration in their physical condition is noted and managed promptly and appropriately.
9. Only appropriately trained staff should undertake restrictive interventions, to ensure the safety of patients and staff.

The speaker also discussed about Types of restraint devices which are included such as

1. Manual restraint:
2. Leather, nylon, or vinyl waist belt and wrist cuff
Leg restraint: A leather, nylon, or vinyl cuff with connecting strap, which allows

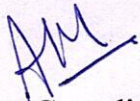

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ambulation but limits the ability of the patient to run or engage in aggressive kicking

3. Protective helmet:
4. Five-point restraint control, such as verbal intervention, have not or would not be effective , Restraint chair:
5. Metal handcuffs, shackles, and chains. These are abolished in the MHCA 2017 and strictly forbidden.

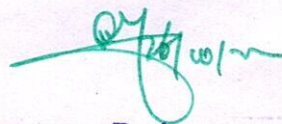
At the end of the session guidelines brochure were distributed to the participants.



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INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



Ref. No. IIDS/MISC/NTDP/2021/15

Date: 11th March 2021

Circular

Non-teaching staff professional development program is going to be held in month of March, 2021.

All concerned staffs are instructed to get themselves registered for the same latest by 13th March, 2021.

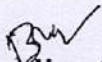
S.NO	TOPIC	TARGET GROUP	DATE
1	Lab Services And Laboratory Safety	IIDS Non-Teaching Staff	15/03/2021-18/03/2021


Time- 2 to 4 pm


Venue- IMCHRC Lecture Hall

Contact Person- Mrs. Vandana Shah

Last date for registration- 13th March, 2021


Coordinator


Dean, IIDS



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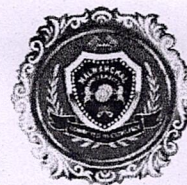

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Email : dental@indexgroup.co.in, Website : www.indexgroup.co.in

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INDEX INSTITUTE OF DENTAL SCIENCES INDORE (M.P.)



LAB SERVICES AND LABORATORY SAFETY

CONCEPT

Lab safety is an important and critical component to the success of any medical laboratory. The most common threats to laboratory safety include improper use of personal protective equipment, failure to follow protocols for an appropriate chemical hygiene plan and potential technician exposure.

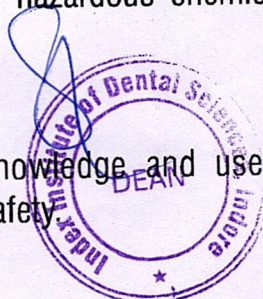
The purpose of this training is to minimize the risk of injury or illness of lab workers by ensuring that they have the training, information and support needed to work safely in the lab.

TRAINING OBJECTIVE

- To make staff aware of -
- Common chemical hazards.
- Fire hazards.
- Risk identification and preventive measures.
- Material safety data sheet (MSDS) safety equipments.

TRAINING OUTCOME

- To be able to identify chemical hazard.
- To be able to arrange hazardous chemicals safely.
- Hazard reporting.
- Hazard prevention knowledge and use of MSDS for employee safety.



SCHEDULE

Date- 15/03/2021- 18/03/2021
Time- 2-4:00 Pm
Duration- 8 Hours
Venue- IMCHRC, Lecture Hall
Target Group- Non- Teaching Staff, IIDS
Trainer- Mrs. Vandana Shah
Registration Date- 15/03/2021
Training Coordinator- Dr. Bhoopendra Singh Rajput

MODULE

- General Lab safety.
- Controlling Lab hazards
- Chemical Hazards in the Lab.
- Emergency procedures. Personal protective equipment.
- Laboratory waste.
- Miscellaneous lab hazards

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Date: 19th March, 2021

Report

NON TEACHING DEVELOPMENT PROGRAM: LAB SERVICES AND LABORATORY SAFETY

Laboratory safety practices include appropriate facilities and equipment, adequate training, personal protective equipment, chemical management, standard operating procedures, waste handling, signage, proper laboratory practices and safe working conditions. Laboratory safety helps protect the working community of students, faculty, staff and visitors, and includes oversight for compliance and safety, training and outreach, institutional support for incident response, building design, and collaboration with under working committees. Lab safety is an important and critical component to the success of any medical laboratory. The most common threats to laboratory safety include improper use of personal protective equipment, failure to follow protocols for an appropriate chemical hygiene plan and potential technician exposure.

In view to improve the skill in minimizing the risk of laboratory hazards a training of non-teaching office staff of institute of dental science was organized for four days, starting from 15th March to 18th March, 2021 in which a total of 162 participants attended. The resource person for the training was Mr. Vandana shah.

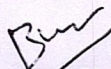


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The training objectives and outcome expected are:

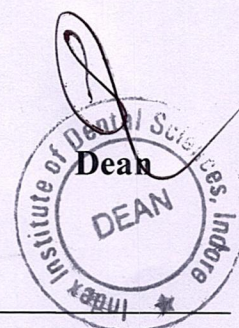
- To be able to identify chemical hazard.
- To be able to arrange hazardous chemicals safety.
- Hazard reporting.
- Hazard prevention knowledge and use of MSDS for employe's safety.
- Risk identification and preventive measures MSDS safety equipment's.
- To minimize the risk of injury of illness to lab workers by ensuring that they have the training, information and support needed to work safely in the lab.

The participants learnt about how to minimize the risk of injury of illness to themselves by ensuring that they have the training, information and support needed to work safely in the lab. The knowledge of management protocol helps in improving communication across the health care profession and improve overall patient care. Various strategies were discussed during the entire course for training the future professionals keeping the above stated points in purview. It was all very well-received from the entire audience. Thus, in all the whole program ended up with a huge success providing guidelines for the conduct of further programs in the same directions.


Course coordinator




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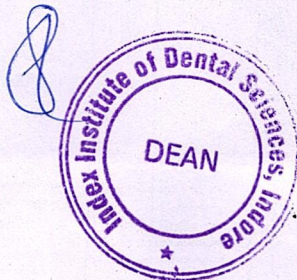
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Date: 15th to 18th March, 2021

Attendance/ participation List

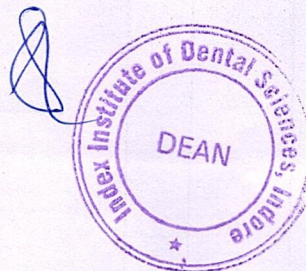
NTDP- LAB SERVICES AND LABORATORY SAFETY

1. Mr. Imran Mansuri
2. Ms. Monika Soni
3. Ms. Shivani Singh
4. Mr. Nilesh Goyal
5. Mr. Manoj Prajapati
6. Ms. Mhaske Usha Shivasi
7. Mr. Deepak Suneriya
8. Mr. Mohd. Akaram
9. Ms. Kanchan Deshmukh
10. Mr. Inder Singh Chouhan
11. Mr. Lakhan Patel
12. Mr. Vijendra Singh
13. Mr. Bhim Singh Tanwar
14. Mr. Hariom Verma
15. Mr. Jugal Jadhav
16. Mr. Sanjay Kumar
17. Mr. Sandeep Solanki
18. Mr. Mithlesh Kochle
19. Mr. Ganesh Gehlod
20. Mr. Sadiq Mansuri
21. Mr. Shahrukh Mansuri
22. Mrs. Rupa Chauhan
23. Ms. Aakanksha Yadav
24. Ms. Anita Agnihotri
25. Mr. Deepak Pancholi
26. Mohd. Sharukh Khan
27. Mr. Anil Kushwah
28. Mr. Brijgopal Ahirwar
29. Mr. Wasim Khan
30. Mr. Rakesh Meena



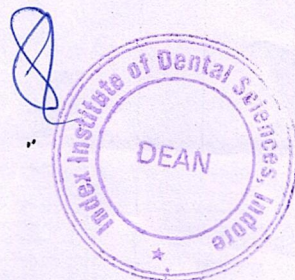
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32. Mr. Mangesh Chawra
33. Mr. Ritesh Sharma
34. Mr. Makhan Chouhan
35. Mr. Satish Parmar
36. Ms. Nisha Dhore
37. Mr. Shivendra Singh
38. Mohd. Shaheem
39. Mr. Sudhir Joshi
40. Mr. Liladhar Lodhi
41. Mr. Ghanshyam Vishwakarma
42. Mr. Vishal Tomar
43. Mr. Prakash Rana
44. Mr. Sita ram
45. Mr. Ashok Prajapati
46. Mr. Om Prakash Malviya
47. Mr. Sarban Bai
48. Mr. Mukesh Malviya
49. Mr. Badrilal Malviya
50. Mr. Ganesh parmar
51. Mr. Durgesh Prajapati
52. Mr. Mahesh Bamniya
53. Ms. Amita Singh
54. Mrs. Jyoti Rathore
55. Mr. Shailesh Rajoriya
56. Mr. Anandilal
57. Mr. Shantilal
58. Ms. Rosemarry Masih
59. Ms. Vinita Bankhede
60. Mrs. Aruna Bansode
61. Mr. Sunil Jadhav
62. Mr. Shyam Singh Panwar
63. Mr. Ravindra Gaydhane
64. Mr. Neeraj Singh
65. Mr. Sachin Mahajan
66. Mr. Kapil
67. Mr. Bhagirath Malviya
68. Mr. Balvir
69. Mr. Govind Rathore
70. Mr. Ashok Rawat



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72. Mr. Suresh Sharma
73. Mr. Sunil Jangid
74. Mr. Deepak Pathak
75. Ms. Babita Viswkarma
76. Mr. Bramh Kumar
77. Ms. Priya Rathore
78. Mr. Pankaj
79. Mr. Pankaj Sharma
80. Mr. Deepak Patel
81. Mr. Rohit Panwar
82. Ms. Sapna Bhaduriya
83. Ms. Ashwini Mangre
84. Ms. Shivani Jaiswal
85. Ms. Megha Joshi
86. Mr. Arif Khan
87. Mr. Irfan Mansuri
88. Mr. Pawan Solanki
89. Mr. Sumit Chodhary
90. Mr. Rajesh Pancholi
91. Mr. Sunil
92. Mr. Rajendra Singh Sendhav
93. Mr. Mayank Patidar
94. Mr. Shahnwaz Khan
95. Mr. Sayad Arshad Ali
96. Mr. Shahid Ansari
97. Mr. Ankit Sisodiya
98. Mr. Mahesh Choudhary
99. Mr. Soheb Mansuri
100. Mr. Sanju Hade
101. Mr. Rajesh Chouhan
102. Mr. Lokendra Solanki
103. Mr. Puna
104. Mr. Mangilal Rajput
105. Mr. Ashutosh Gurjar
106. Mr. Jagdish Meena
107. Mr. Gauvari Shankar
108. Mrs. Aayushi Nimbalkar
109. Ms. Pooja Solanki
110. Mr. Arun Mukati



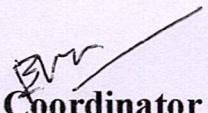
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112. Ms. Pallavi Deshkar
113. Ms. Meena Sisodiya
114. Mr. Arun Malviya
115. Mr. Shivam Sharma
116. Mr. Sachin
117. Mr. Ritesh Rawat
118. Mr. Ramcharan Bairagi
119. Mr. Chironji
120. Mr. Mahesh
121. Mr. Dipesh
122. Mr. Mithun
123. Mr. Alkesh
124. Mr. Ansar Ahmad Abdul Farooque Shaikh
125. Mr. Manav Patidar
126. Mr. Laxmikant Jaware
127. Mr. Ankit Giri
128. Mr. Mahendra Chouhan
129. Mr. Babu Katesiya
130. Mr. Nibhay Singh
131. Mr. Sangeeta Fatrod
132. Mr. Sushila Bai
133. Ms. Maya Bai
134. Mr. Satish Kumar
135. Ms. Rekha
136. Ms. Krishna Bai Narvale
137. Ms. Leela Fatrod
138. Ms. Krishna Hade
139. Mr. Rahul Kalosiya
140. Ms. Pooja
141. Mr. Vishal
142. Ms. Archana
143. Mr. Ram Dangi
144. Mr. Bhagvan Singh
145. Mr. Preamsingh Dhangar
146. Mr. Bharat Singh
147. Mr. Jivan Katesiya
148. Mr. Yogesh Solanki
149. Mr. Ashok Malviya
150. Mr. Shubham Gurjar



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151. Mr. Sunil Somtiya
152. Ms. Devkanya Goyal
153. Mr. Prakhar Triwedi
154. Mr. Sunil Somtiya
155. Mr. Ashish Bhadoriya


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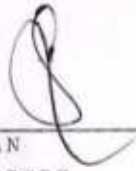
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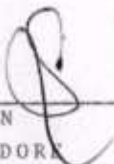
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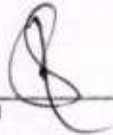
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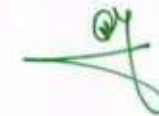
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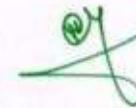
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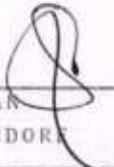
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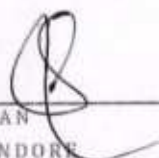
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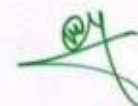
Mr. Ghanshyam Vishwakarma

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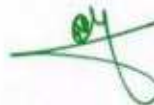
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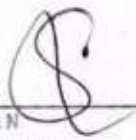
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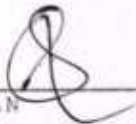
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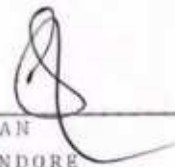
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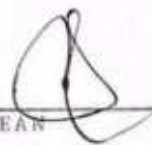
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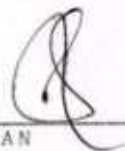
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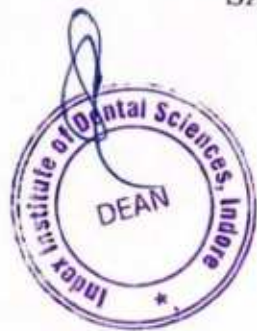
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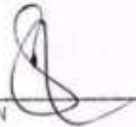


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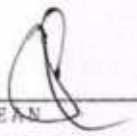
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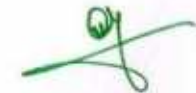
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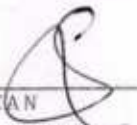
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(Recognised by Dental Council of India
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Constituent Unit of Malwanchal University, Indore



Ref. No. IIDS/MISC/NTDP/2021/59

Date: 06th October 2021

Circular

Non-teaching staff professional development program is going to be held in the month of October, 2021.

All concerned staff are instructed to get themselves registered latest by 9th October, 2021.

S.NO	TOPIC	TARGET GROUP	DATE
1	Prevention Of Needle Stick Injury In Routine Practice	IIDS Non-Teaching Staff	11/10/2021-14/10/2021


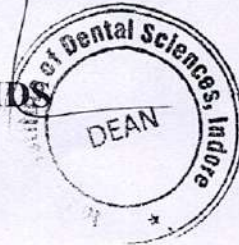
Time- 2 to 4 pm

Venue- IMCHRC Lecture Hall

Contact Person- Miss shikha sharma

Last date for registration- 9th October, 2021

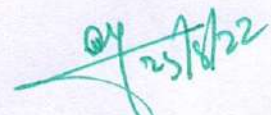

Coordinator


Dean, IIDS


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- P.A to Registrar, Malwanchal University
- Dean, IMCHRC
- Head of Departments, IIDS
- Notice Boards

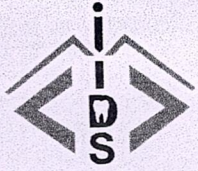



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Campus : Index City, NH-59A, Nemawar Road, District: Indore- 452016 (M.P.) Ph.: + 0731-4013700

Email : dental@indexgroup.co.in, Website : www.indexgroup.co.in

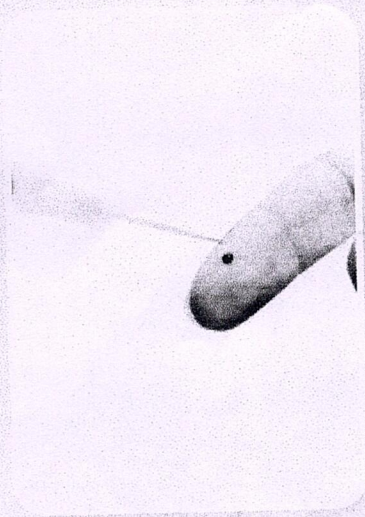
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Prevention of Needle Stick Injury in Routine Practice

TRAINING OBJECTIVE

- Awareness Regarding Primary Pathogens Transmitted Through NSI.
- Factors Contributing to Elevated Risk.
- Role Of Vaccination.
- Protocol To Be Followed After Any Needle Stick or Sharp Injuries.
- Virus- Specific Post Exposure Management.

CONCEPT

Needle Stick Sharp Injuries are major occupational hazard among health Care professionals. Since needles are commonly used during dental procedures, staff is susceptible to injuries inflicted by contaminated needles and sharps objects.

Serious blood borne pathogens, such as Human Immune Deficiency Virus (HIV) Hepatitis B (HBV) and Hepatitis C virus (HCV) can be transmitted through injury. The knowledge of management protocols helps in prevention and timely intervention.

SCHEDULE

Date- 11/10/2021- 14/14/2021

Time- 2-4:00 Pm

Duration- 8 Hours

Venue- IMCHRC, Lecture Hall

Target Group- Non- Teaching Staff, IIDS

Trainer- Miss Shikha Sharma

Registration Date- 09/10/2021

Training Coordinator- Dr. Manish Gupta



Manish Gupta
29/10/21
Registrar
Malwanchal University
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Date: 15th October, 2021

Report

NON TEACHING DEVELOPMENT PROGRAM: PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICES

Healthcare workers (HCWs) are at direct risk of exposure to blood and other body fluids during the course of their job. Consequently, they are at risk of infection of blood borne viruses including hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). Occupational exposure to blood can result from percutaneous (needle stick or other sharps injury) and mucocutaneous injury (splash of blood or other body fluids into the eyes, nose, or mouth), or blood contact with non-intact skin. Needle stick injury (NSI) is the most common form of occupational exposure to blood which results in transmission of blood borne infection. Healthcare-associated infections (HAIs) have been reported to be a serious problem in the healthcare services as they are common causes of illness and mortality among hospitalized patients including HCWs.

Compliance with these standard precautions has been shown to reduce the risk of exposure to blood and body fluids. The term “standard precautions” is replacing “universal precautions”, as it expands the coverage of universal precautions by recognizing that anybody fluid may contain contagious and harmful microorganisms. The Non-teaching staffs professional development program titled “**PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICES**” has been conducted successfully from 11th October to 14th October, 2021 for the staffs of Index Institute of Dental Sciences, Indore at IMCHRC lecture hall.



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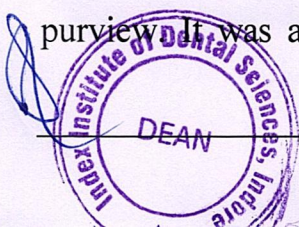
A total of 155 members from the non-teaching staff participated in this program. The program highlighted and discussed various points expressing the importance of establishing a system aiming at supporting all the trainees, in an institutional classroom.

The key topics emphasised during the program were –

- Awareness regarding Primary Injury from needle
- Pathogens transmitted through NSI
- Factors Contributing to Elevated Risk of getting infected
- Role of Vaccination
- Protocol to be followed after any needle stick or sharp injuries
- Virus - Specific Post Exposure
- Management

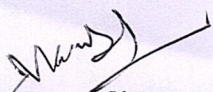
The participants learnt about serious blood borne pathogens, such as human immune deficiency virus (HIV) Hepatitis B (HBV) and Hepatitis C virus (HCV) that can be transmitted through needle stick injury. The knowledge of management protocol helps in prevention and timely intervention. Various strategies were discussed during the entire course to inculcate and develop concept of Needle stick injury for training the future professionals keeping the above stated points in

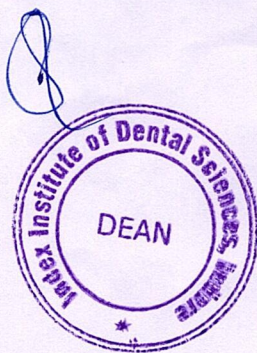
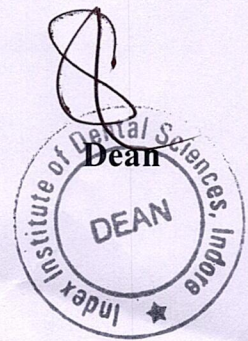
purview. It was all very well-received from the entire audience. Thus, in all the

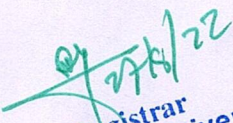


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whole program ended up with a huge success providing guidelines for the conduct of further programs in the same direction.


Course coordinator




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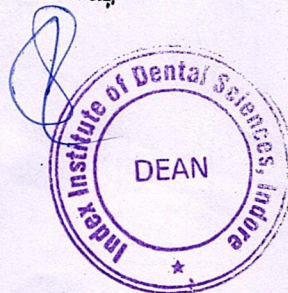
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Date: 11th to 14th October, 2021

Attendance/ participation List

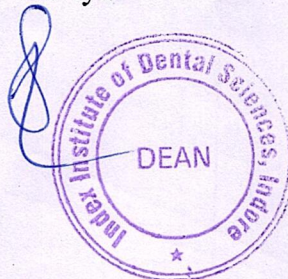
NTDP- PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE

1. Mr. Imran Mansuri
2. Ms. Monika Soni
3. Ms. Shivani Singh
4. Mr. Nilesh Goyal
5. Mr. Manoj Prajapati
6. Ms. Mhaske Usha Shivasi
7. Mr. Deepak Suneriya
8. Mr. Mohd. Akaram
9. Ms. Kanchan Deshmukh
10. Mr. Inder Singh Chouhan
11. Mr. Lakhan Patel
12. Mr. Vijendra Singh
13. Mr. Bhim Singh Tanwar
14. Mr. Hariom Verma
15. Mr. Jugal Jadhav
16. Mr. Sanjay Kumar
17. Mr. Sandeep Solanki
18. Mr. Mithlesh Kochle
19. Mr. Ganesh Gehlod
20. Mr. Sadiq Mansuri
21. Mr. Shahrukh Mansuri
22. Mrs. Rupa Chauhan
23. Ms. Aakanksha Yadav
24. Ms. Anita Agnihotri
25. Mr. Deepak Pancholi
26. Mohd. Sharukh Khan
27. Mr. Anil Kushwah
28. Mr. Brijgopal Ahirwar




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29. Mr. Wasim Khan
30. Mr. Rakesh Meena
31. Mrs. Shubhangi Buchunde
32. Mr. Mangesh Chawra
33. Mr. Ritesh Sharma
34. Mr. Makhan Chouhan
35. Mr. Satish Parmar
36. Ms. Nisha Dhore
37. Mr. Shivendra Singh
38. Mohd. Shaheem
39. Mr. Sudhir Joshi
40. Mr. Liladhar Lodhi
41. Mr. Ghanshyam Vishwakarma
42. Mr. Vishal Tomar
43. Mr. Prakash Rana
44. Mr. Sita ram
45. Mr. Ashok Prajapati
46. Mr. Om Prakash Malviya
47. Mr. Sarban Bai
48. Mr. Mukesh Malviya
49. Mr. Badrilal Malviya
50. Mr. Ganesh parmar
51. Mr. Durgesh Prajapati
52. Mr. Mahesh Bamniya
53. Ms. Amita Singh
54. Mrs. Jyoti Rathore
55. Mr. Shailesh Rajoriya
56. Mr. Anandilal
57. Mr. Shantilal
58. Ms. Rosemarry Masih
59. Ms. Vinita Bankhede
60. Mrs. Aruna Bansode
61. Mr. Sunil Jadhav
62. Mr. Shyam Singh Pantwar
63. Mr. Ravindra Gaydhane
64. Mr. Neeraj Singh
65. Mr. Sachin Mahajan
66. Mr. Kapil
67. Mr. Bhagirath Malviya
68. Mr. Balvir



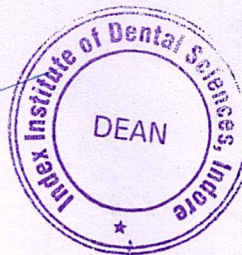
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69. Mr.Govind Rathore
70. Mr.Ashok Rawat
71. Mr.Babulal Bamniya
72. Mr.Suresh Sharma
73. Mr.Sunil Jangid
74. Mr. Deepak Pathak
75. Ms. Babita Viswkarma
76. Mr.Bramh Kumar
77. Ms.Priya Rathore
78. Mr.Pankaj
79. Mr.Pankaj Sharma
80. Mr.Deepak Patel
81. Mr.Rohit Panwar
82. Ms.Sapna Bhaduriya
83. Ms.Ashwini Mangre
84. Ms.Shivani Jaiswal
85. Ms.Megha Joshi
86. Mr.Arif Khan
87. Mr.Irfan Mansuri
88. Mr.Pawan Solanki
89. Mr.Sumit Chodhary
90. Mr.Rajesh Pancholi
91. Mr.Sunil
92. Mr.Rajendra Singh Sendhav
93. Mr.Mayank Patidar
94. Mr.Shahnwaz Khan
95. Mr.Sayad Arshad Ali
96. Mr.Shahid Ansari
97. Mr.Ankit Sisodiya
98. Mr.Mahesh Choudhary
99. Mr. Soheb Mansuri
100. Mr.Sanju Hade
101. Mr.Rajesh Chouhan
102. Mr.Lokendra Solanki
103. Mr.Puna
104. Mr.Mangilal Rajput
105. Mr.Ashutosh Gurjar
106. Mr.Jagdish Meena
107. Mr.Gauvari Shankar
108. Mrs.Aayushi Nimbalkar



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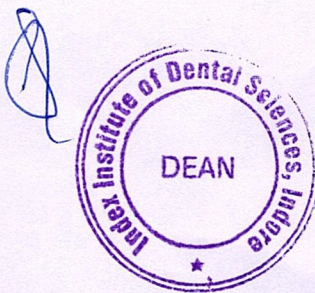
109. Ms.Pooja Solanki
110. Mr.Arun Mukati
111. Mr. Archana RaJ
112. Ms.Pallavi Deshkar
113. Ms.Meena Sisodiya
114. Mr. Arun Malviya
115. Mr.Shivam Sharma
116. Mr.Sachin
117. Mr. Ritesh Rawat
118. Mr. Ramcharan Bairagi
119. Mr.Chironji
120. Mr.Mahesh
121. Mr.Dipesh
122. Mr. Mithun
123. Mr.Alkesh
124. Mr.Ansar Ahmad Abdul Farooque Shaikh
125. Mr.Manav Patidar
126. Mr.Laxmikant Jaware
127. Mr.Ankit Giri
128. Mr.Mahendra Chouhan
129. Mr. Babu Katesiya
130. Mr.Nibhay Singh
131. Mr. Sangeeta Fatrod
132. Mr.Sushila Bai
133. Ms.Maya Bai
134. Mr. Satish Kumar
135. Ms.Rekha
136. Ms.Krishna Bai Narvale
137. Ms.Leela Fatrod
138. Ms.Krishna Hade
139. Mr. Rahul Kalosiya
140. Ms.Pooja
141. Mr.Vishal
142. Ms.Archana
143. Mr.Ram Dangi
144. Mr. Bhagvan Singh
145. Mr. Premsingh Dhangar
146. Mr. Bharat Singh
147. Mr. Jivan Katesiya
148. Mr. Yogesh Solanki



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149. Mr. Ashok Malviya
150. Mr. Shubham Gurjar
151. Mr. Sunil Somtiya
152. Ms. Devkanya Goyal
153. Mr. Prakhar Triwedi
154. Mr. Sunil Somtiya
155. Mr. Ashish Bhadoriya

Mansu
Course Coordinator



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CERTIFICATE

This Certificate is awarded to

Mr. Imran Mansuri

for successfully completing the non-teaching development program on the topic **“PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE”** conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021





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Ms. Monika Soni

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Ms. Shivani Singh

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Mr. Manoj Prajapati

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Ms. Mhaske Usha Shivasi

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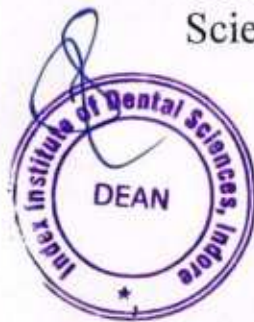


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Mr. Inder Singh Chauhan

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A blue ink signature of the Dean, written over a horizontal line.

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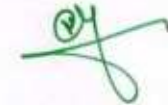
Mr. lakhan Patel

for successfully completing the non-teaching development program on the topic "PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021





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Mr. Vijendra Singh

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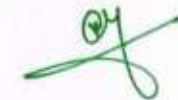
Mr. Jugal Jadhav

for successfully completing the non-teaching development program on the topic "**PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE**" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021





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Mr. Sanjay Kumar

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Mr. Sandeep Solanki

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Mr. Ganesh Gehlod

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Mr. Sadiq Mansuri

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Mr. Shahrukh Mansuri

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Mrs. Rupa Chauhan

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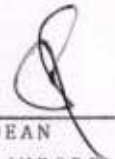
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This Certificate is awarded to

Ms. Akanksha Yadav

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Ms. Anita Agnihotri

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Mr. Deepak Pancholi

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Mohd. Sharukh Khan

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program on the topic "**PREVENTION OF NEEDLE STICK INJURY
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Mr. Anil Kushwah

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Mr. Brijgopal Ahirwar

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Mr. Wasim Khan

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This Certificate is awarded to

Mrs. Shubhangi Buchunde

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Mr. Ritesh Sharma

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Ms. Rosemarry Masih

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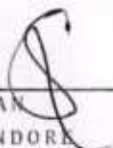
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Mrs. Aruna Bansode

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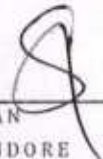
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Mr. Ashok Rawat

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Mr Deepak pathak

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Mr. Pankaj

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Mr. Deepak Patel

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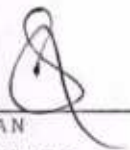
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This Certificate is awarded to

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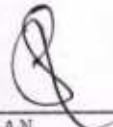
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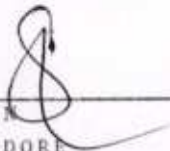
CERTIFICATE

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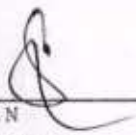
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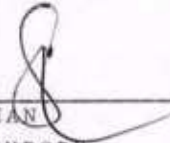
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Mr. Sushila Bai

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INDEX INSTITUTE OF DENTAL SCIENCES, INDORE



CERTIFICATE

This Certificate is awarded to

Ms. Leela Fatrod

for successfully completing the non-teaching development program on the topic "PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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Registrar
Malwanchal University
Indore (M.P.)



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CERTIFICATE

This Certificate is awarded to

Ms. krishna Hade

for successfully completing the non-teaching development program on the topic "**PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE**" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021




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CERTIFICATE

This Certificate is awarded to

Mr. Rahul Kalosiya

for successfully completing the non-teaching development program on the topic **“PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE”** conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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CERTIFICATE

This Certificate is awarded to

Ms. Pooja

for successfully completing the non-teaching development program on the topic "PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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CERTIFICATE

This Certificate is awarded to

Mr. Vishal

for successfully completing the non-teaching development program on the topic "**PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE**" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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CERTIFICATE

This Certificate is awarded to

Ms. Archana

for successfully completing the non-teaching development program on the topic "PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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CERTIFICATE

This Certificate is awarded to

Mr. Ram Dangi

for successfully completing the non-teaching development program on the topic "PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021




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CERTIFICATE

This Certificate is awarded to

Mr. Bhagvan Singh

for successfully completing the non-teaching development program on the topic **“PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE”** conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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CERTIFICATE

This Certificate is awarded to

Mr. Prem Singh Dhangar

for successfully completing the non-teaching development program on the topic "PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021




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CERTIFICATE

This Certificate is awarded to

Mr. Jivan Katesiya

for successfully completing the non-teaching development program on the topic "**PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE**" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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Indore (M.P.)



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CERTIFICATE

This Certificate is awarded to

Mr. Yogesh solanki

for successfully completing the non-teaching development program on the topic "PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



DEAN
IIDS, INDORE

A blue ink signature of the Dean, written over a horizontal line.

Registrar
Malwanchal University
Indore (M.P.)



MALWANCHAL UNIVERSITY, INDORE

INDEX INSTITUTE OF DENTAL SCIENCES, INDORE



CERTIFICATE

This Certificate is awarded to

Mr. Ashok Malviya

for successfully completing the non-teaching development program on the topic **“PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE”** conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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CERTIFICATE

This Certificate is awarded to
Mr. Shubham Gurjar

for successfully completing the non-teaching development
program on the topic **“PREVENTION OF NEEDLE STICK INJURY
IN ROUTINE PRACTICE”** conducted at Index Institute of Dental
Sciences, Indore from 11/10/2021 to 14/10/2021



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CERTIFICATE

This Certificate is awarded to

Mr. Sunil Somtiya

for successfully completing the non-teaching development program on the topic **“PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE”** conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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CERTIFICATE

This Certificate is awarded to

Mr. Govind Rathore

for successfully completing the non-teaching development program on the topic **“PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE”** conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021




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CERTIFICATE

This Certificate is awarded to
Ms. Devkanya Goyal

for successfully completing the non-teaching development
program on the topic **“PREVENTION OF NEEDLE STICK INJURY
IN ROUTINE PRACTICE”** conducted at Index Institute of Dental
Sciences, Indore from 11/10/2021 to 14/10/2021




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Indore (M.P.)



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CERTIFICATE

This Certificate is awarded to

Mr. Prakhar Trivedi

for successfully completing the non-teaching development program on the topic "PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE" conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021



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CERTIFICATE

This Certificate is awarded to

Mr. Ashish Bhadoriya

for successfully completing the non-teaching development program on the topic **“PREVENTION OF NEEDLE STICK INJURY IN ROUTINE PRACTICE”** conducted at Index Institute of Dental Sciences, Indore from 11/10/2021 to 14/10/2021




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INDEX NURSING COLLEGE

(Run by Mayank Welfare Society)

Approved by Indian Nursing Council, New Delhi, Madhya Pradesh Nurses Registration Council, Bhopal (M.P.)

Constituent Unit of Malwanchal University, Indore (M.P.)



Ref. No INC/PO/2021/1813/B


Date- 05/08/2021

CIRCULAR

We are pleased to inform you that Index Nursing College, Indore is conducting five day Training Program on "CPR use of crash cart other life support measures" from 09th to 13th August 2021 at College class room.

All the staff are requested to attend the same.

Please refer to the enclosed brochure for more details.


Principal
INDEX NURSING COLLEGE
INDORE (M.P.)


Organizing Chairperson


Prof. Dr. Smriti G Solomon

Principal, Index Nursing College

Copy to:-

- Registrar
- All concerned authority
- File


Principal
INDEX NURSING COLLEGE
INDORE (M.P.)


Registrar
Malwanchal University
Indore (M.P.)

College Address : Gram Morodhat, Nemawar Road, Post. Bavlia Khurd, Dist., INDORE - 452 016 (M.P.), Ph. : 0731- 4013751
E-mail : nursing@indexgroup.co.in • Visit us : www.indexgroup.co.in

City Office : 104, Trishul Apartment 5, Sanghi Colony, A.B. Road, INDORE -08, Ph. : 0731-4215757, Fax : 0731-4044715



Malwanchal University

Index Nursing College



TRAINING OBJECTIVES

- I. Cardiac arrest and CPR.
- II. Advance and basic life support.
- III. Use of crash cart and emergency medicines.
- IV. Consequences.

Principal

INDEX NURSING COLLEGE
INDORE (M.P.)

12/10/22

Concept

Cardiopulmonary resuscitation (CPR) is a lifesaving technique that's useful in many emergencies, such as a heart attack or near drowning, in which someone's breathing or heartbeat has stopped.

Crash cart is set in hospital for transporting and dispensing emergency medicine/equipments at site of medical/surgical emergency for life support protocol (ACLS/ALS) to potentially saves some one's life.



Modules

- I. Understanding cardiac arrest and cardiopulmonary resuscitation.
- II. Advance and basic life support.
- III. Assessment and identifying need to give CPR.
- IV. Methods to resuscitate the person.
- V. Use of devices like defibrillators.
- VI. Uses of crash cart trolley in hospitals.
- VII. Understanding use of emergency equipments and medicines in crash cart.
- VIII. Consequences of giving CPR.

Eligibility – staff of Index nursing college

Start Date: 09/08/2021-13/08/2021

Schedule: MONDAY –Friday (2pm – 4pm)

Venue: Index nursing college

Trainer:

Training coordinator:

Registration date: 07/08/2021

Organizing Chairperson
Dr. Prof. Smriti G. Solomon
Principal, Index Nursing College

Registrar
Malwanchal University
Indore (M.P.)

Registration details:-Registration is free
or Registration contact
Prof. Payal sharma, INC-9179261246



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TRAINING PROGRAMME FOR NON TEACHING STAFF ON CPR USE OF CRASH CART OTHER LIFE SUPPORT MEASURES

Overview

Index nursing college affiliated to Malwanchal University organized training programme for non teaching staff on "CPR USE OF CRASH CART OTHER LIFE SUPPORT MEASURES" from 09th to 13th August 2021 under the guidance of Dr. Prof. Smriti G Solomon, Principal, Index Nursing College and with the blessings of Shri. SureshSingh Bhadoria, Chairman, Index Group of Institutions.

Course outline:

Cardiopulmonary resuscitation (CPR) is a lifesaving technique that's useful in many emergencies, such as a heart attack or near drowning, in which someone's breathing or heartbeat has stopped.

Crash cart is set in hospital for transporting and dispensing emergency medicine/equipments at site of medical/surgical emergency .for life support protocol (ACLS/ALS) to potentially saves some one's life.

The program was organized for three days and the timings were from 1:00 am to 4:00pm. The first day session was started with registration at 2:00am. This was followed by inaugural ceremony. The Chief Guest was Dr. Saurabh Jain , Indore, M.P.. The inauguration session was started with lighting the lamp by the chief guest with the Principal and Organizing Secretary. After lamp lighting, welcome speech was delivered by Miss. Soniya Bhuriya Tutor/Clinical Instructor. This was followed by a break of 15 minutes. The first educative session was given by the chief guest, Dr. Saurabh Jain, on "Introduction to CPR Use



Principal

INDEX NURSING COLLEGE
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College Address : Gram Morodhat, Nemawar Road, Post. Bavlia Khurd, Dist., INDORE - 452 016 (M.P.), Ph. : 0731- 4013751
E-mail : nursing@indexgroup.co.in • Visit us : www.indexgroup.co.in

City Office : 104, Trishul Apartment 5, Sanghi Colony, A.B. Road, INDORE -08, Ph. : 0731-4215757, Fax : 0731-4044715


Of Crash Cart Other Life Support Measures". The session was very effective and it was followed by lunch break.


The second session was started at 1:00 pm and work stations were organized by Mrs. Berlin Sara Thampy, Associate Professor, Mr. Prabhanshu Vyas, Associate Professor and HOD, CHN Department, Index Nursing College & Mr. Jitendra Chicholkar, Assistant Professor, Index Nursing College on "CPR". Training programme was started, topic was introduced to staff. Introductory class first day session was wound up at 4:00pm.

On the second day the first session was given by Dr. Prof. Smriti G Solomon, Principal Index Nursing College on "UNDERSTANDING CARDIAC ARREST" in which staff were educated about internal transferring of patient. The session was followed by a break of 15 minutes. The second session of the day was on "ASSESSMENT AND IDENTIFYING NEED TO GIVE CPR" and the speaker was Dr. Reena Thakur, Professor, Index Nursing College and, The session was followed by lunch break. The afternoon session was headed by Mr. Prabhanshu Vyas, Associate Professor and HOD, CHN Department, Index Nursing College & Mr. Jitendra Chicholkar, Assistant Professor, Index Nursing College and they co-ordinate on understanding "BASIC LIFE SUPPORT". The second day session was wound up at 4:00 pm.

On the third day, the first session was given by Prof. Bidyani Devi, Professor, Index Nursing College on "ADVANCED LIFE SUPPORT". The session was followed by a break of 15 minutes. The second session of the day was on "USE OF CRASH CART" and the speaker was Dr. Payal Sharma, Professor and HOD, MHN Department, Index Nursing College. The session was followed by lunch break. The afternoon session was headed by Mr. Jitendra Chicholkar, Assistant Professor, Index Nursing College on "METHODS TO RESUSCITATE THE PERSON". The third day session was wound up at 4:00 pm.

On the fourth day, the first session was given by DR. Reena thakur, Professor, Index Nursing College on "USE OF DEVICES LIKE DEFIBRILLATOR". The session was followed by break of 15 minutes. The second session of the day was on "USE OF EMERGENCY EQUIPMENTS" and the speaker was Prof. Prabhanshu vyas HOD, CHN Department, Index Nursing College. The session was followed by lunch break. The afternoon session was headed by Mr. Jitendra


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Indore (M.P.)

Chicholkar, Assistant Professor, Index Nursing College on "USES OF EMERGENCY DRUGS".
The fourth day session was winded up at 4:00 pm.

On the fifth day, the first session was given by Prof. Bidyani Devi, Professor, Index Nursing College on "UNDERSTANDING C-A-B". The session was followed by a break of 15 minutes. The second session of the day was on "TRANING OF HGEALTH CARE WORKER" and the speaker was Dr. Payal Sharma, Professor and HOD, MHN Department, Index Nursing College. The session was followed by lunch break. The afternoon session was headed by Mr. Jitendra Chicholkar, Assistant Professor, Index Nursing College on "COSEQUENCES OF CPR". Public speaking session was effectiveness of the program.

The program was concluded by a valedictory session. Miss. Soniya Bhuriya Tutor/Clinical Instructor proposed vote of thanks to all the speakers, organizers and the delegates. The fifth day session was winded up at 4:00 pm. A total of 40 delegates attended the program and the program was organized out of the routine classes. The program was a great success with the hard work of all the organizers.


Principal

INDEX NURSING COLLEGE
INDORE (M.P.)

Dr. Prof. Smriti G Solomon

Principal

Index Nursing College


Principal

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INDORE (M.P.)


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Malwanchal University
Indore (M.P.)



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This is certify Anita Maida, Index Nursing College ,Indore attended the training Program on “CPR, Use of Crash Cart And Other Life Support Measures” from 09th to 13th August 2021.

Organizing Secretary

Principal
INDEX NURSING COLLEGE
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Organizing Chairperson

Registrar
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This is certify Mamta Rajgeer, Index Nursing College ,Indore attended the training Program on “CPR, Use of Crash Cart And Other Life Support Measures” from 09th to 13th August 2021.

Organizing Secretary

19/10/22
Principal
INDEX NURSING COLLEGE
INDORE (M.P.)

Organizing Chairperson

04/11/22
Registrar
Malwanchal University
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INDEX NURSING COLLEGE



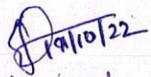
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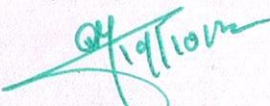


This is certify Anand Samare, Index Nursing College ,Indore attended the training Program on “CPR, Use of Crash Cart And Other Life Support Measures” from 09th to 13th August 2021.

Organizing Secretary


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INDORE (M.P.)

Organizing Chairperson


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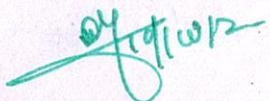


This is certify Priya Dawar, Index Nursing College ,Indore attended the training Program on “CPR, Use of Crash Cart And Other Life Support Measures” from 09th to 13th August 2021.

Organizing Secretary

Organizing Chairperson


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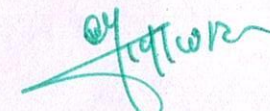


This is certify Jaymila Kirad, Index Nursing College ,Indore attended the training Program on “CPR, Use of Crash Cart And Other Life Support Measures” from 09th to 13th August 2021.

Organizing Secretary

Organizing Chairperson


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Index Department of
Physiotherapy & Paramedical Sciences

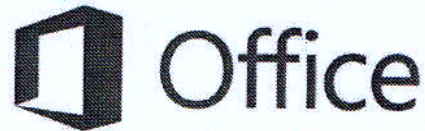
MALWANCHAL UNIVERSITY, INDORE

Index City, NH-59a, Nemawar Road
Indore, Madhya Pradesh, 452016.



Learning Outcomes

- Advanced Office functions, including Mail Merge (Word) and formulas (Excel).
- Learners will understand how to use Word, Excel, and PowerPoint.
- Learners will be able to claim Office proficiency.



Duration of course

5 Days

Trainer

Mr. Pushpendra Solanki



Registrar
Malwanchal University
Indore (M.P.)

Who should Attend the course Anyone who wants to boost the confidence in Microsoft office tools.

Date : 13/09/2021

17/09/2021

Time : 1-2 pm

VENUE

**INDEX DEPARTMENT OF PHYSIOTHERAPY
AND PARAMEDICAL SCIENCES**

Course Fees
Free of cost

For Registration
Contact Details -9755008280

Microsoft®
Office
Tool



INDEX DEPARTMENT OF PHYSIOTHERAPY &
PARAMEDICAL SCIENCES

Faculty Development Course-02/08/2021-06/08/2021

TOPIC-Microsoft Office

RESOURCE PERSON-Mr. Gourav

Ref.No.DOPT/PO/2021

NON TEACHING STAFF REGISTRATION LIST

DATE-02/08/2021

S.NO.	NAME	SIGNATURE
1	Shyam Singh Panwar	
2	Jaipal Parmar	
3	Vijay Chouhan	
4	Ritu Balavadiya	
5	Akash Sharma	
6	Imran Khan	

NON TEACHING STAFF REGISTRATION LIST

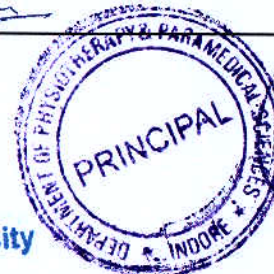
S.NO.	NAME	SIGNATURE		
		03-08-2021	04-08-2021	05-08-2021
1	Shyam Singh Panwar			
2	Jaipal Parmar			
3	Vijay Chouhan			
4	Ritu Balavadiya			
5	Akash Sharma			
6	Imran Khan			

NON TEACHING STAFF REGISTRATION LIST

DATE-06/08/2021

S.NO.	NAME	SIGNATURE
1	Shyam Singh Panwar	
2	Jaipal Parmar	
3	Vijay Chouhan	
4	Ritu Balavadiya	
5	Akash Sharma	
6	Imran Khan	

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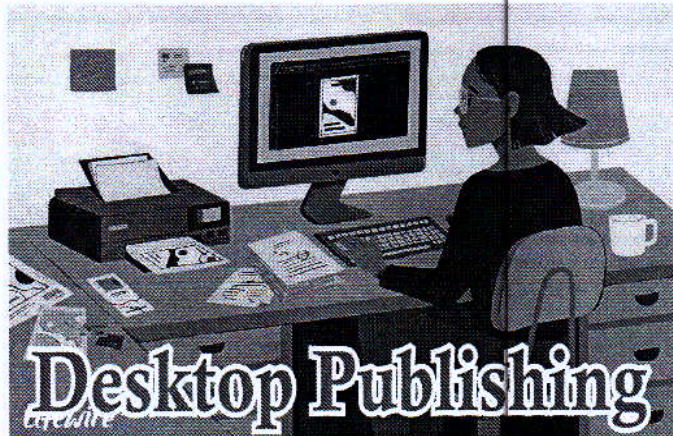
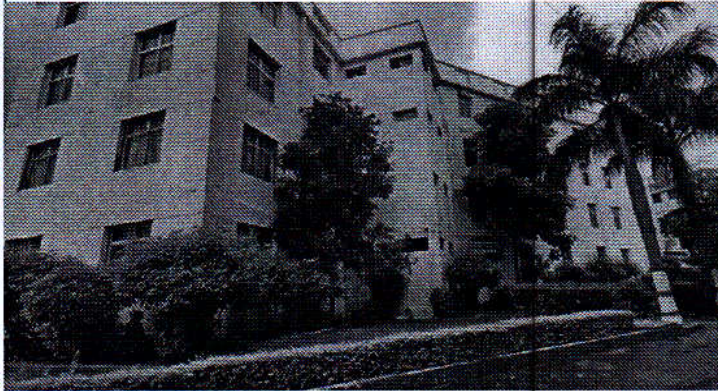




Index Department of
Physiotherapy & Paramedical Sciences

MALWANCHAL UNIVERSITY, INDORE


Index City, NH-59a, Nemawar Road
Indore, Madhya Pradesh, 452016.



(DTP)

Learning Outcomes

- To create visual displays of ideas and information
- Produce an attractive layout
- Effectively communicate a message

 Office



Duration of course

5 Days

Trainer

Mr. Gourav



Date : 14-18/02/2022

Time : 1-2 pm

VENUE
INDEX DEPARTMENT OF PHYSIOTHERAPY
AND PARAMEDICAL SCIENCES


Course Fees
Free of cost
Malwanchal University
Indore (M.P.)

For Registration
Contact Details -9755008280



INDEX DEPARTMENT OF PHYSIOTHERAPY & PARAMEDICAL SCIENCES

Faculty Development Course-14/02/2022-18/02/2022

TOPIC-Desktop Publishing (DTP)

RESOURCE PERSON-Mr. Gourav

Ref.No.DOPT/PO/2022

NON TEACHING STAFF REGISTRATION LIST

DATE-14/02/2022

S.NO.	NAME	SIGNATURE
1	Shyam Singh Panwar	
2	Jaipal Parmar	
3	Yogita Sikarwar	
4	Sachin Raloti	
5	Amin Mansuri	
6	Ritu Chouksey	
7	Nikita Vishwakarma	
8	Imran Khan	
9	Vijay Chouhan	
10	Akash Sharma	
11	Sohel Hussain	
12	Pawan Vishwakarma	

NON TEACHING STAFF REGISTRATION LIST

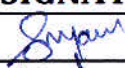
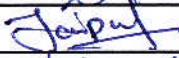
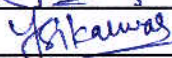
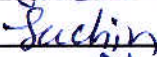



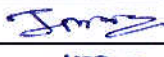


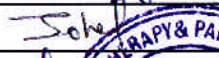

S.NO.	NAME	SIGNATURE		
		15-02-2022	16-02-2022	17-02-2022
1	Shyam Singh Panwar			
2	Jaipal Parmar			
3	Yogita Sikarwar			
4	Sachin Raloti			
5	Amin Mansuri			
6	Ritu Chouksey			
7	Nikita Vishwakarma			
8	Imran Khan			
9	Vijay Chouhan			
10	Akash Sharma			
11	Sohel Hussain			
12	Pawan Vishwakarma			

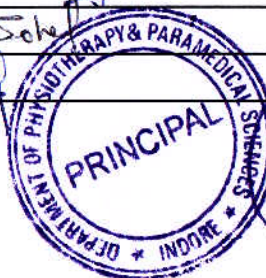
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NON TEACHING STAFF REGISTRATION LIST

DATE-18/02/2022

S.NO.	NAME	SIGNATURE
1	Shyam Singh Panwar	
2	Jaipal Parmar	
3	Yogita Sikarwar	
4	Sachin Raloti	
5	Amin Mansuri	
6	Ritu Chouksey	
7	Nikita Vishwakarma	
8	Imran Khan	
9	Vijay Chouhan	
10	Akash Sharma	
11	Sohel Hussain	
12	Pawan Vishwakarma	



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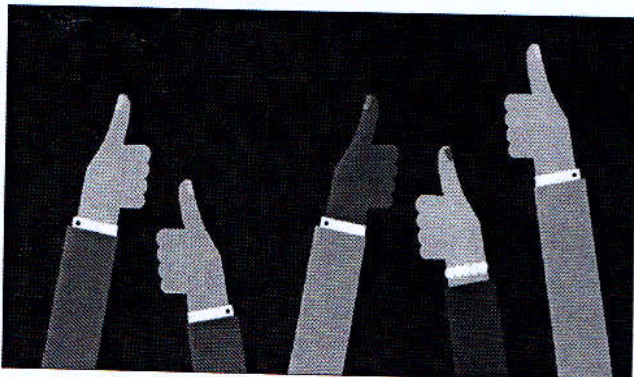
Index Department of
Physiotherapy & Paramedical Sciences

MALWANCHAL UNIVERSITY, INDORE

Index City, NH-59a, Nemawar Road
Indore, Madhya Pradesh, 452016.



Employee Ethics



Learning Outcomes

Demonstrate ethical awareness

The ability to do ethical reflection

The ability to apply ethical principles in
decision-making

Duration of course
5 Days

Trainer
Dr. Payal Jain


**Ethics and Employee
Rights and Discipline**

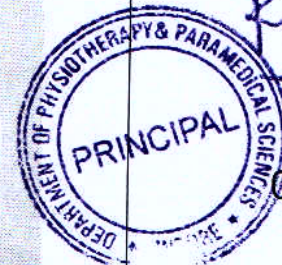


Who should Attend the
course Anyone who wants to
boost the confidence in
Employee Ethics.

Date : 02-06 May 2022
Time : 1-2 pm

VENUE
**INDEX DEPARTMENT OF PHYSIOTHERAPY
AND PARAMEDICAL SCIENCES**


Registrar
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Indore (M.P.)
Course Fees
Free of cost



For Registration
Contact Details -9755008280



INDEX DEPARTMENT OF PHYSIOTHERAPY & PARAMEDICAL SCIENCES

Faculty Development Course-02/05/2022-06/05/2022

TOPIC-Employees Ethics

RESOURCE PERSON-Dr. Payal Jain

Ref.No.DOPT/PO/2022

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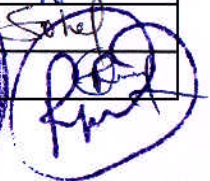
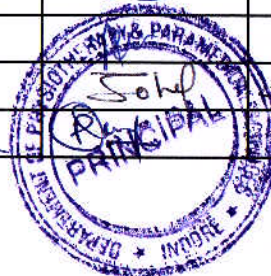
DATE-02/05/2022

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3	Yogita Sikarwar	
4	Sachin Raloti	
5	Amin Mansuri	
6	Ritu Chouksey	
7	Nikita Vishwakarma	
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9	Vijay Chouhan	
10	Akash Sharma	
11	Sohel Hussain	
12	Pawan Vishwakarma	

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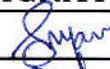
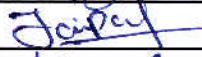










S.NO.	NAME	SIGNATURE		
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1	Shyam Singh Panwar			
2	Jaipal Parmar			
3	Yogita Sikarwar			
4	Sachin Raloti			
5	Amin Mansuri			
6	Ritu Chouksey			
7	Nikita Vishwakarma			
8	Imran Khan			
9	Vijay Chouhan			
10	Akash Sharma			
11	Sohel Hussain			
12	Pawan Vishwakarma			

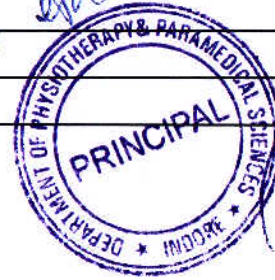
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DATE-06/05/2022

S.NO.	NAME	SIGNATURE
1	Shyam Singh Panwar	
2	Jaipal Parmar	
3	Yogita Sikarwar	
4	Sachin Raloti	
5	Amin Mansuri	
6	Ritu Chouksey	
7	Nikita Vishwakarma	
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Index Institute of Pharmacy

Index City, NH-59a, Nemawar Road
Indore, Madhya Pradesh, 452016.



Time Management

TRAINING OBJECTIVES

1. To function effectively
2. To increase work output in stipulated time
3. To have more control over our job responsibilities.

MODULE

1. Introduction on time management
2. Time management techniques
3. Time management Skills
4. practicing time management at workplace

CONCEPT

Time Management refers to managing refers to managing time effectively so that the right time is allocated to the right activity. Time Management plays a very important role, not only in organization, but also in our personal lives.

LEARNING OUTCOMES:-

1. Spend more time working toward your high value goals
2. Refuse unreasonable requests

SCHEDULE

Resource person : Ms.Rekha Khurana
Date: 17/08/2021 to 18/08/2021
Venue: Room No. 2 of IIP
Contact Person: Rajkumar Soni



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Malwanchal University

(A Private State University Established by the Madhya Pradesh
Niji Vishwavidyalay Adhiniyam No.17 of 2007) Registration no. : MPPU20

DEPARTMENT OF PHARMACY

REF: DOP/NAAC/PO/ 14

Date: 01 Oct 2019

Circular

The Department of Pharmacy has organized an value added course on **Time Management**. The duration of the course is 16 hours. Interested students can enroll their name to Ms.Sonam Chaturvedi on or before 05 Oct 2019. The course commences from 07 Oct 2019.


Organizing Secretary





HOI

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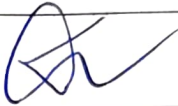




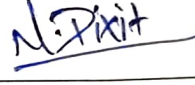


- Chancellor
- Vice- Chancellor
- Pro-Vice Chancellor
- Registrar
- Faculties
- Notice board
- File

INDEX INSTITUTE OF PHARMACY

ATTENDANCE SHEET FOR FDP SESSION (2020-2021)

TOPIC: TIME MANAGMENT

NON TEACHING STAFF

S.NO.	NAME	SIGNATURE	SIGNATURE
1.	RAVI RANA		
2.	AYUSHUI SHARMA		
3.	NANDANI DIXIT		
4.	ABHISEK SINGH		

DATE: 17/08/2021 to 18/08/2021


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REPORT FOR FDP ON TIME MANAGEMENT

The Faculty Development Programme was scheduled between 17/08/2021 to 18/08/2021 For 3 hours per day, the programme was conducted by Ms. REKHA GOUR. This program was organized to enhance the knowledge and for the development of the faculties. The seminar was conducted in room with no.02 of IIP.

On first day she started her session on the topic:

1. Introduction on time management
2. Time management techniques
3. Time management Skills
4. Practicing time management at workplace

On first day she took her session on the topic introduction on time management. Time management is the act of someone planning or organizing their time between different activities to maximize their effectiveness. The principle of time management are a) Use waiting time productively b) Set your schedule realistically c) Be flexible d) Learn to delegate.

Then she took her session on the topic time management techniques. The time management techniques are:

Set reminders for all your tasks: whatever working we are doing we set the reminders or alarm to complete the task within that interval of time.

Create a daily planner: we have to set a plan for the whole day like what work we have to do.

Give each task a time limit the every work whatever we are doing must have a time limit like of 1 hr or 30 min according to the work.

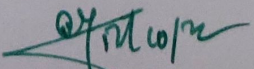
Block out distractions: In this she explained that while doing work we are facing many obstructions, so not to get distracted from the obstructions but continue or work.

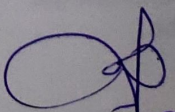
Establish routine: we have fixed our routine work.

Then she took her session on the topic time management Skills.

Time Management plays a very important role not only in organizations but also in our personal lives. Time Management skills includes:

Effective Planning: Plan your day well in advance. Prepare a To Do List or a "TASK PLAN".


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Setting Goals and Objectives: In this she explained about that working without goals and targets in an organization would be similar to a situation where the captain of the flight loses his way in the air.

Setting Deadlines: In this she explained about that set deadlines for you and strive hard to complete tasks ahead of the deadlines. Do not wait for your superiors to ask you every time. Learn to take ownership of work.

Delegation of Responsibilities: Learn to say "NO" at workplace. Don't do everything on your own. The work which is unknown for us and if we accepted to do it will create a problem for you.

Prioritizing Tasks: Prioritize the tasks as per their importance and urgency. Know the difference between important and urgent work. You should able to identify which tasks should be done within a day, which all should be done within a month and so on. The work which is important should be done earlier.

Spending the right time on right activity: In this she explained about to develop the habit of doing the right thing at the right time. And to also keep some time separate for your personal calls or checking updates on social media.

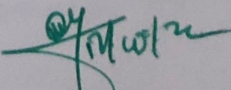
She then took her session on the topic practicing time management at workplace.

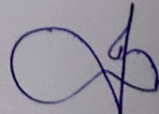
How to practice effective time management in organization? She explained all the given point which is very useful for us.

Know your targets well: Do not hesitate to speak to your Boss if targets are unrealistic and unachievable within the allocated time slot.

Organize yourself: Be very careful about your files, important documents, visiting cards, folders etc. Keep them at their proper places so that you do not waste half of your time in searching them.

Be loyal to your organization: In this she explained that to not work only when your superiors are around.


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