



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Govt. College of Nursing, Jaipur Code: 2316P

BSCN IIIrd Year Counselling schedule

(Online)

Subject: Nursing administration and management BNS 210-24hrs.

Google Meet joining info Video call link: https://meet.google.com/wwz-rhqj-iif July 14 – 19, 2025 Time 11-01PM & 03-05PM		
14/07/2025	<u>Block-1</u> <u>Nursing Administration and Management</u> Time 11-01PM Nursing Administration and Management Time 03-05PM	Dr. Samta Soni
15/07/2025	Nursing Administration and Management Time 11-01PM <u>Block-2</u> <u>Organization of Nursing Service and Education</u> Time 03-05PM	Dr. Minaxi Vyas
16/07/2025	Organization of Nursing Service and Education Time 11-01PM Organization of Nursing Service and Education Time 03-05PM	Mrs. Priti nair
17/07/2025	<u>Block-3</u> <u>Personnel and Financial Management</u> Time 11-01PM Personnel and Financial Management Time 03-05PM	Dr. BL sharma
18/07/2025	Personnel and Financial Management Time 11-01PM <u>Block-4</u> <u>Communication in Nursing</u> Time 03-05PM	Mrs. Sunita ks
19/07/2025	Communication in Nursing Time 11-01PM Communication in Nursing Time 03-05PM	Dr. Samta Soni

Note :- Name and Sessions of Counsellors can be change as per their availabilty

Signature PIC



Govt. College of Nursing ,Jaipur

IGNOU Study Centre 2316

Offline (Face to Face)Counseling Schedule BSCN (Practical)

Course Name: Nursing administration and management

Course Code :-BNSL210 Total Hours -90 Total days 12 days

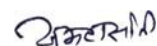
Total Sessions 23 (Each Session 4Hrs.) Time 08:00-12Noon 01:00-05:00PM

w.e.f.25th July 2025 to 5th August.2025

SN	Date	Activities	Hours	Timing	Name of Counselors
1.	25/07/25	Prepare an organization chart of your hospital/department CHC and describe the channels of communication.	08	08-12Noon	Dr.BL Sharma Dr.Samta Soni
				01-05PM	Dr.BL Sharma Dr.Samta Soni
	26/07/25	Do the presentation for peer group	08	08-12Noon	Dr. Jogendra Sharma Dr.BL Sharma
				01-05PM	Dr. Jogendra Sharma Dr.BL Sharma
	27/07/25	Select a specific clinical area. Develop a checklist to assess effective functioning of it. Give 3 positive and 3 negative comments of the clinical unit	08	08-12Noon	Dr. Jogendra Sharma Mrs. Priti Nair
				01-05PM	Dr. Jogendra Sharma Mrs. Priti Nair
2.	28/07/25	Prepare a checklist for supervision of a staff nurse.	10	08-12Noon	Dr. Jogendra Sharma Mrs. Priti Nair
				01-05PM	Dr. Jogendra Sharma Mrs. Priti Nair
				08-10AM	Dr. Samta Soni Mrs. Priti Nair
	29/07/25	Use the same checklist for self-evaluation.			
	29/07/25	Prepare questions for interviewing a staff nurse for appointment.	02	10-12Noon	Dr. Samta Soni Dr. Minaxi Vyas
3.	29/07/25	Preparation of a duty roaster/ rotation plan for one month for Staff Nurses	10	01-05PM	Dr. Minaxi Vyas Mrs. Priti Nair
				08-12Noon	Dr. Samta Soni Mrs. Priti Nair
	30/07/25			01-03PM	Dr. Minaxi Vyas Mrs. Priti nair

	30/07/25	Do the presentation of personnel policies which you have studied of your institution (under self-activity No. 7)	06	03-05PM	Dr. Samta Soni Mrs. Sunita KS
	01/08/25			08-12Noon	Dr. Samta Soni Mrs. Sunita KS
4.	01/08/25	Prepare a 5 days in-service education programme for nursing staff of your institution on Infection Control / Emergency Care/ICCU/OT/ any other area. Presentation of the plan followed by discussion.	24	01-05PM	Mrs. Sunita KS Dr. Minaxi Vyas
	02/08/25			08-12Noon	Dr. Jogendra Sharma Mrs. Sunita KS
	03/08/25			01-05PM	Dr. Jogendra Sharma Mrs. Sunita KS
	04/08/25			08-12Noon	Dr. Jogendra Sharma Mrs. Sunita KS
	04/08/25	Do the presentation of the disciplinary action taken by the authority for solving the problem based on selfactivityNo.11	04	01-05PM	Dr. Samta Soni Mrs. Sunita KS
5.	05/08/25	Present the report of a Performance appraisal based on self-activity No. 11.	04	08-12Noon	Dr. Minaxi Vyas Dr. Samta Soni
6.	05/08/25	01-05PM	Practical Examination		

Note :- Name and Sessions of Counsellors can be change as per their availability



Signature PIC