



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY



Govt. College of Nursing, Jaipur Code: 2316P

Programme – Nurse Manager (QNM)

## Practical Counselling Schedule

Start: 20 April 2025 8 Hours/Day 60 Practical Hours per Module

### Module 1: Introduction to Health and Hospital Management

Code: IGNOU/N0101 V1.0 | Duration: 20 Apr 2026 to 27 Apr 2026 | Total: 60 Practical Hours

Day	Date	Time	Topic / Practical Activity	Hrs	Name of Counsellor
<b>Day 1</b>	20 Apr 2026 (Monday)	8:00 AM – 12:00 Noon (4 hrs)	Overview of Health Systems & Types of Hospitals	4	Dr.Samta
	20 Apr 2026 (Monday)	01:00 PM – 05:00 PM (4 hrs)	Hospital Organizational Structure & Departments	4	Dr.Jogendra
<b>Day 2</b>	21 Apr 2026 (Tuesday)	8:00 AM – 12:00 Noon (4 hrs)	OPD Functions – Practical Demonstration & Flow	4	Dr. Narsi ram
	21 Apr 2026 (Tuesday)	01:00 PM – 05:00 PM (4 hrs)	IPD Management – Ward Round Observation	4	Dr.Samta
<b>Day 3</b>	22 Apr 2026 (Wednesday)	8:00 AM – 12:00 Noon (4 hrs)	Admission, Discharge & Transfer Procedures	4	Dr.Jogendra
	22 Apr 2026 (Wednesday)	01:00 PM – 05:00 PM (4 hrs)	Medical Records & Documentation – Hands-on Practice	4	Dr. Narsi ram
<b>Day 4</b>	23 Apr 2026 (Thursday)	8:00 AM – 12:00 Noon (4 hrs)	Emergency & Casualty Department Observation	4	Dr.Samta
	23 Apr 2026 (Thursday)	01:00 PM – 05:00 PM (4 hrs)	Biomedical Equipment Identification & Maintenance Log	4	Dr.Jogendra
<b>Day 5</b>	24 Apr 2026 (Friday)	8:00 AM – 12:00 Noon (4 hrs)	Infection Control – PPE Donning/Doffing & Hand Hygiene Audit	4	Dr. Narsi ram
	24 Apr 2026 (Friday)	01:00 PM – 05:00 PM (4 hrs)	Biomedical Waste Segregation & Colour-coded Bin Drill	4	Dr.Samta
<b>Day 6</b>	25 Apr 2026 (Saturday)	8:00 AM – 12:00 Noon (4 hrs)	Fire Safety, Disaster Preparedness & Evacuation Drill	4	Dr.Jogendra
	25 Apr 2026 (Saturday)	01:00 PM – 05:00 PM (4 hrs)	Hospital Information System (HIS) – Demo & Navigation	4	Dr. Narsi ram
<b>Day 7</b>	26 Apr 2026 (Sunday)	8:00 AM – 12:00 Noon (4 hrs)	Medicolegal Documentation, Consent & Ethical Issues	4	Dr.Samta
	26 Apr 2026 (Sunday)	01:00 PM – 05:00 PM (4 hrs)	Communication Skills & Patient Interaction – Simulation	4	Dr.Jogendra
<b>Day 8</b>	27 Apr 2026 (Monday)	8:00 AM – 12:00 Noon (4 hrs)	<b>Practical Viva &amp; Assessment – Module 1</b>	4	
<b>Total Practical Hours</b>				<b>60</b>	

## Module 2: Nursing Management in Hospital, Public Health Services and Educational Institutions

Code: IGNOU/N0102 V1.0 | Duration: 04 May to 11 May 2026 | Total: 60 Practical Hours

Day	Date	Time	Topic / Practical Activity	Hrs	Name of Counsellor
<b>Day 1</b>	04 May 2026 (Monday)	8:00 AM – 12:00 Noon (4 hrs)	Ward Management – Layout, Functioning & Responsibilities	4	Dr.Samta
	04 May 2026 (Monday)	01:00 PM – 05:00 PM (4 hrs)	Staffing Norms & Nurse-Patient Ratio Calculation	4	Dr. BL Sharma
<b>Day 2</b>	05 May 2026 (Tuesday)	8:00 AM – 12:00 Noon (4 hrs)	Duty Roster Preparation – Practical Exercise	4	Dr. Narsi ram
	05 May 2026 (Tuesday)	01:00 PM – 05:00 PM (4 hrs)	Leave Planning, Shift Scheduling & Replacement Management	4	Dr. Jogendra
<b>Day 3</b>	06 May 2026 (Wednesday)	8:00 AM – 12:00 Noon (4 hrs)	Patient Care Plan – Assessment, Diagnosis & Documentation	4	Dr.Samta
	06 May 2026 (Wednesday)	01:00 PM – 05:00 PM (4 hrs)	Nursing Process Application – Case Study Practice	4	Dr. BL sharma
<b>Day 4</b>	07 May 2026 (Thursday)	8:00 AM – 12:00 Noon (4 hrs)	Community Health Centre & Sub-Centre Functional Visit	4	Dr. Narsi ram
	07 May 2026 (Thursday)	01:00 PM – 05:00 PM (4 hrs)	PHC Services – Maternal & Child Health Programme Observation	4	Dr. Jogendra
<b>Day 5</b>	08 May 2026 (Friday)	8:00 AM – 12:00 Noon (4 hrs)	Immunisation Programme Monitoring & Cold Chain Management	4	Dr.Samta
	08 May 2026 (Friday)	01:00 PM – 05:00 PM (4 hrs)	Health Education Session Preparation & Delivery Practice	4	Dr. BL Sharma
<b>Day 6</b>	09 May 2026 (Saturday)	8:00 AM – 12:00 Noon (4 hrs)	Nursing Audit – Data Collection & Quality Indicators	4	Dr. Narsi ram
	09 May 2026 (Saturday)	01:00 PM – 05:00 PM (4 hrs)	Nursing Supervision Checklist Application – Practical	4	Dr. Jogendra
<b>Day 7</b>	10 May 2026 (Sunday)	8:00 AM – 12:00 Noon (4 hrs)	Role Play: Nurse Manager Scenarios & Problem Solving	4	Dr.Samta
	10 May 2026 (Sunday)	01:00 PM – 05:00 PM (4 hrs)	Grievance Handling, Counselling & Staff Motivation Simulation	4	Dr. BL Sharma
<b>Day 8</b>	11 May 2026 (Monday)	8:00 AM – 12:00 Noon (4 hrs)	<b>Practical Viva &amp; Assessment – Module 2</b>	4	
<b>Total Practical Hours</b>				<b>60</b>	

## Module 3: Management of Resources and Quality Assurance

Code: IGNOU/N0103 V1.0 | Duration: 18 May 2026 (Monday) to 25 May 2026 (Monday) | Total: 60 Practical Hours

Day	Date	Time	Topic / Practical Activity	Hrs	Name of Counsellor
<b>Day 1</b>	18 May 2026 (Monday)	8:00 AM – 12:00 Noon (4 hrs)	Hospital Budget – Reading, Interpretation & Planning Exercise	4	Dr. Samta
	18 May 2026 (Monday)	01:00 PM – 05:00 PM (4 hrs)	Resource Allocation & Cost Reduction Strategy Case Study	4	Dr Jogendra Sharma
<b>Day 2</b>	19 May 2026 (Tuesday)	8:00 AM – 12:00 Noon (4 hrs)	Material Management – Indent, Procurement & Stores Visit	4	Dr. BL sharma
	19 May 2026 (Tuesday)	01:00 PM – 05:00 PM (4 hrs)	Equipment Maintenance Log Review & Inventory Exercise	4	Dr. Narsi
<b>Day 3</b>	20 May 2026 (Wednesday)	8:00 AM – 12:00 Noon (4 hrs)	Linen & Laundry Management Audit – Practical	4	Mrs. Sunita KS
	20 May 2026 (Wednesday)	01:00 PM – 05:00 PM (4 hrs)	Bio-Medical Waste Segregation Drill & Documentation	4	Mr. Ramesh jangir
<b>Day 4</b>	21 May 2026 (Thursday)	8:00 AM – 12:00 Noon (4 hrs)	NABH Standards – Checklist Exercise & Gap Analysis	4	Dr. Samta
	21 May 2026 (Thursday)	01:00 PM – 05:00 PM (4 hrs)	Quality Improvement Tools – Fishbone, Pareto & Run Charts	4	Dr Jogendra Sharma
<b>Day 5</b>	22 May 2026 (Friday)	8:00 AM – 12:00 Noon (4 hrs)	Patient Satisfaction Survey Administration & Data Collection	4	Dr. BL sharma
	22 May 2026 (Friday)	01:00 PM – 05:00 PM (4 hrs)	Survey Data Analysis & Reporting – Group Exercise	4	Dr. Narsi
<b>Day 6</b>	23 May 2026 (Saturday)	8:00 AM – 12:00 Noon (4 hrs)	Infection Control Audit Using WHO Tool	4	Mrs. Sunita KS
	23 May 2026 (Saturday)	01:00 PM – 05:00 PM (4 hrs)	Root Cause Analysis & Sentinel Event Review – Tabletop	4	Mr. Ramesh jangir
<b>Day 7</b>	24 May 2026 (Sunday)	8:00 AM – 12:00 Noon (4 hrs)	SOP Drafting & Accreditation Documentation Practice	4	Dr. Samta
	24 May 2026 (Sunday)	01:00 PM – 05:00 PM (4 hrs)	Quality Project Report – Group Presentation	4	Dr Jogendra Sharma
<b>Day 8</b>	25 May 2026 (Monday)	8:00 AM – 12:00 Noon (4 hrs)	<b>Practical Viva &amp; Assessment – Module 3</b>	4	
<b>Total Practical Hours</b>				<b>60</b>	

### Important Notes for Learners:

- This is an intensive residential/contact mode schedule. Learners are expected to stay at the study centre for the full week.
- Daily schedule: 8:00 AM – 5:00 PM with a 1-hour lunch break (1:00 PM – 2:00 PM).
- Day 8 of each module is a half-day (8:00 AM – 12:00 Noon) for practical viva and assessment.
- OJT (On-the-Job Training) of 60 hours per module is to be completed separately at the learner's workplace.
- Minimum 100% attendance in practical sessions is mandatory for examination eligibility.
- Students must carry IGNOU Identity Card, Log Book, and stationery for each session.



PIC, IGNOU study centre 2316