



**IMPACT PARAMEDICAL AND HEALTH INSTITUTE
COLLEGE OF NURSING**

Annexure 9 ref to point C.

List of Faculty / Management Development Programme

S. No.	Name of Faculty Development Programme	Duration	Participants
1	Best Practices in Record Making, Internal Assessment, Practical Records, and Practical Examinations in Nursing Education	5 Days (10 Hours)	All Nursing Faculty
2	Enhancing Teaching, Learning, Clinical Supervision and Assessment Competencies in Nursing Education	5 Days (10 Hours)	All Nursing Faculty

Rajeshwari

Principal

IPHI College of Nursing

Impact Paramedical & Health Institute

College of Nursing

G-99/1, Laxmi Park, Nangloi

2021



IMPACT PARAMEDICAL AND HEALTH INSTITUTE
COLLEGE OF NURSING
FACULTY DEVELOPMENT PROGRAMME (FDP)
July 2026 | Five Days | Two Hours Per Day | Total: 10 Hours

Theme: Best Practices in Record Making, Internal Assessment, Practical Records, and Practical Examinations in Nursing Education

1. Introduction

Impact Paramedical and Health Institute – College of Nursing planned a five-day Faculty Development Programme (FDP) during July 2026 for all nursing faculty members. The programme focuses on standardized record making, internal assessment methodologies, practical record maintenance, and conducting objective practical examinations for nursing students. Each session is planned for two hours, for a total of ten hours.

2. Objectives

- Enhance faculty competencies in record making, documentation, and record maintenance for nursing students.
- Standardize internal assessment procedures and continuous evaluation frameworks.
- Streamline practical logbook/record preparation, evaluation, and signature protocols.
- Strengthen practical exam planning, OSCE/OSPE implementation, and viva-voce examination skills.
- Ensure regulatory compliance, accuracy, and fairness in practical assessment and academic record management.

3. Resource Persons

S. No.	Name	Designation	Qualification
1	Ms. Rajni Sharma	Principal	M.Sc. Nursing
2	Ms. Shivani Sharma	Vice Principal	M.Sc. Nursing

S. No.	Name	Designation	Qualification
3	Ms. Pooja Bharadwaj	Assistant Professor	M.Sc. Nursing
4	Ms. Tulsi Priya	Nursing Tutor	M.Sc. Nursing
5	Ms. Nisha Dhiryan	Nursing Tutor	M.Sc. Nursing

4. Five-Day Agenda

Day	Proposed Session	Resource Person	Duration
Day 1	Fundamentals of Record Making and Student Record Maintenance	Ms. Rajni Sharma, Principal	2 hours
Day 2	Internal Assessment Frameworks and Continuous Evaluation	Ms. Shivani Sharma, Vice Principal	2 hours
Day 3	Practical Records, Clinical Logbooks, and Cumulative Records	Ms. Pooja Bharadwaj, Assistant Professor	2 hours
Day 4	Practical Examination Planning, Conduct, and OSCE/OSPE	Ms. Tulsi Priya, Nursing Tutor	2 hours
Day 5	Practical Marks Documentation, Viva Protocol, and Remediation	Ms. Nisha Dhiryan, Nursing Tutor	2 hours

Note: Enter the actual dates and timings for each session based on institutional records. This document is a ready-to-complete format; session delivery and attendance should be confirmed against the records.

5. Detailed Day-Wise Session Plan and Report

DAY 1: Fundamentals of Record Making and Student Record Maintenance

- **Resource Person:** Ms. Rajni Sharma, Principal, M.Sc. Nursing
- **Duration:** 2 hours
- **Session Content:**
 - Principles and legal importance of official student records in nursing colleges.
 - Maintaining academic cumulative records, attendance registers, and clinical logbooks.
 - Standardized guidelines for record entry, verification, and timely updates.
 - Strategies for reducing errors, omissions, and discrepancy in institutional records.
 - Digital vs. paper-based record maintenance and security protocols.
- **Expected Learning Outcome:** Faculty members are expected to standardize record-making procedures and maintain accurate, up-to-date academic records.

DAY 2: Internal Assessment Frameworks and Continuous Evaluation

- **Resource Person:** Ms. Shivani Sharma, Vice Principal, M.Sc. Nursing
- **Duration:** 2 hours
- **Session Content:**
 - Regulatory guidelines and weightage for internal assessment in theory and practicals.
 - Designing continuous evaluation plans, assignments, and periodic test schedules.
 - Calculation, moderation, and transparent display of internal assessment marks.
 - Identification of underperforming students, slow learners, and remediation tracking.
 - Documentation of internal assessment records for university submission.
- **Expected Learning Outcome:** Faculty members are expected to implement transparent, uniform, and objective internal assessment procedures.

DAY 3: Practical Records, Clinical Logbooks, and Cumulative Records

- **Resource Person:** Ms. Pooja Bharadwaj, Assistant Professor, M.Sc. Nursing
- **Duration:** 2 hours
- **Session Content:**
 - Structure, layout, and essential components of clinical practical records and logbooks.
 - Standard operating procedure for clinical assignment evaluation (care plans, case presentations, clinical notes).
 - Timely correction, feedback, grading, and faculty signature protocols.
 - Verification of clinical hours, procedure completion, and supervisor sign-offs.
 - Archiving and auditing practical records before internal and external practical exams.
- **Expected Learning Outcome:** Faculty members are expected to establish systematic routines for clinical practical record evaluation and maintenance.

DAY 4: Practical Examination Planning, Conduct, and OSCE/OSPE

- **Resource Person:** Ms. Tulsi Priya, Nursing Tutor, M.Sc. Nursing
- **Duration:** 2 hours
- **Session Content:**
 - Setting up internal and external practical examination schedules and clinical stations.
 - Introduction to Objective Structured Clinical Examination (OSCE) and Objective Structured Practical Examination (OSPE).
 - Framing checklists, rubrics, and scoring keys for practical evaluation.
 - Roles and responsibilities of internal and external examiners during practical exams.
 - Managing patient selection, clinical scenario preparation, and exam ethics.
- **Expected Learning Outcome:** Faculty members are expected to organize objective, transparent, and structured practical examinations using standardized rubrics.

DAY 5: Practical Marks Documentation, Viva Protocol, and Remediation

- **Resource Person:** Ms. Nisha Dhiryan, Nursing Tutor, M.Sc. Nursing
- **Duration:** 2 hours
- **Session Content:**
 - Standardized viva-voce questioning techniques and rubric-based grading.
 - Compilation, tabulation, and verification of practical examination mark sheets.
 - Preventing mark inflation, bias, and scoring discrepancies during practical exams.
 - Constructive feedback delivery post-practical exams and clinical remediation planning.
 - Final record submission, mark entry verification, and record retention guidelines.
- **Expected Learning Outcome:** Faculty members are expected to execute practical examinations, viva evaluations, and mark documentation with high accuracy and objectivity.

6. Overall Programme Outcomes

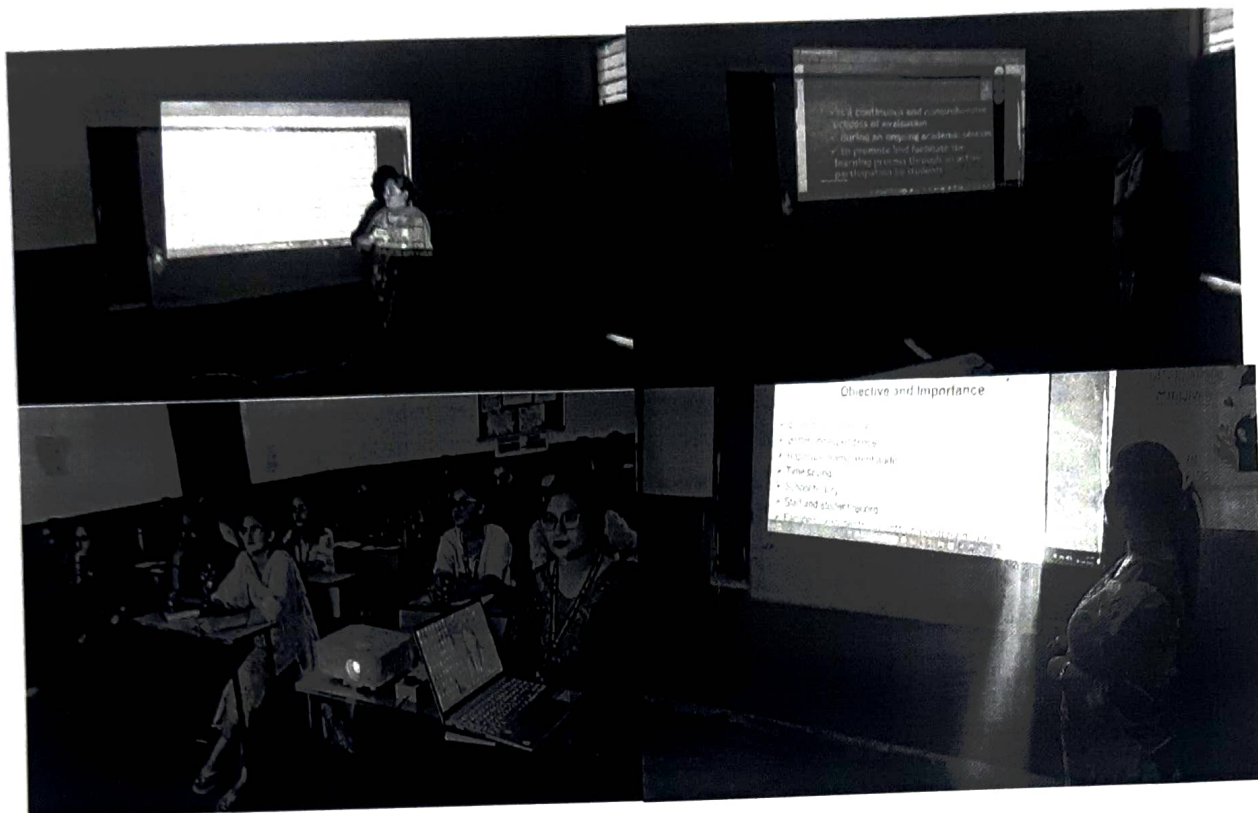
- Standardized record-making and record maintenance practices across all nursing departments.
- Streamlined internal assessment computation, moderation, and record keeping.
- Clear protocols for evaluating and maintaining practical records and clinical logbooks.
- Enhanced readiness for conducting objective practical examinations using OSCE/OSPE stations and rubrics.
- Reduced discrepancies and improved transparency in student evaluation and marks documentation.

7. Feedback and Evaluation

Use the attached participant feedback form to collect feedback on relevance, organization, resource person effectiveness, learning gained, and suggestions for improvement. Summarize the actual feedback after collection; do not enter assumed ratings.

8. Conclusion

The five-day FDP is designed to provide a structured opportunity for nursing faculty to discuss and strengthen record making, internal assessment, practical record maintenance, and practical exam conduct. The programme supports the institute's ongoing commitment to quality nursing education and academic integrity. The final report should be verified against the actual dates, attendance, and evidence of sessions conducted.



Prepared by

Shivani Sharma

Ms. Shivani Sharma

Vice Principal

Approved by

Ms. Rajni Sharma

Principal

Rajni Sharma

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IMPACT PARAMEDICAL AND HEALTH INSTITUTE – COLLEGE OF NURSING
FDP ATTENDANCE SHEET – JULY 2026

Programme: Five-Day Faculty Development Programme

Theme: Best Practices in Record Making, Internal Assessment, Practical Records, and Practical Examinations in Nursing Education

Date: 27/7/2026-31/7/2026 **Day/Session:** 3-5 **Time:** (2 Hours)

S. No.	Name of Faculty Member	Designation	Signature	Remarks
1	MS. AKANSHA	NURSING TUTOR		
2	MS. HIMANSHI	Nursing Tutor		
3	MS. MADHU	NURSING TUTOR		
4	MS. AKANKSHA RAI	NURSING TUTOR		
5	MS. BIDYA LUXMI	NURSING TUTOR		
6	MS. MAMTA	NURSING TUTOR		
7	MS. NISHA DHIRYAN	NURSING TUTOR		

S. No.	Name of Faculty Member	Designation	Signature	Remarks
8	MS. POOJA	ASST. PROF		
9	MS. ANSHIKA	NURSING TUTOR		
10	MS. NEHA	NURSING TUTOR		
11	MS. RITIKA	NURSING TUTOR		
12	MR. LUCKY	NURSING TUTOR		
13	MS. MANPREET	NURSING TUTOR		
14	MS. TULSI PRIYA	NURSING TUTOR		
15	MR. MANOJ	ASST. PROF		

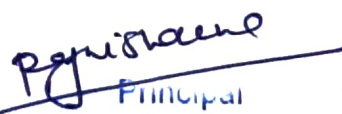
Session Resource Person: _____

Verified by: _____



Designation:

Head Principal


Principal
Impact Paramedical & Health Institute
College of Nursing
G-99/1, Laxmi Park, Mangloi



IMPACT PARAMEDICAL AND HEALTH INSTITUTE – COLLEGE OF NURSING
FDP PARTICIPANT FEEDBACK FORM
Programme: Five-Day Faculty Development Programme | July 2026

Participant name (optional): AKANSHA Designation: NURSING TUTOR

Session/Day: THURSDAY Date: 31/7/26

Please rate each item: 1 = Poor, 2 = Fair, 3 = Satisfactory, 4 = Good, 5 = Excellent.

S. No.	Feedback item	1	2	3	4	5
1	Relevance of the session to record making and practical assessments	☐	☐	☐	☒	☐
2	Clarity of session objectives and content	☐	☐	☐	☐	☒
3	Knowledge and effectiveness of the resource person	☐	☐	☐	☐	☒
4	Usefulness of practical examples, forms, and discussion	☐	☐	☐	☒	☐
5	Opportunity for interaction and clarification	☐	☐	☐	☒	☐
6	Overall usefulness of the session	☐	☐	☐	☐	☒

1. What were the most useful learning points?

Record making, accurate documentation, & maintenance of practical records

2. How will you apply the learning in your practical examinations, internal assessments, or record keeping?

I will apply this learning by maintaining accurate records using proper evaluation criteria.

3. Suggestions for future FDPs:

Updated guidelines on record keeping, & OSCE/ASPE implementation

Signature : Aparna

Princip
Principle

Papishano
Principal
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New Delhi-110041



IMPACT PARAMEDICAL AND HEALTH INSTITUTE
COLLEGE OF NURSING
FACULTY DEVELOPMENT PROGRAMME (FDP)
January 2026 | Five Days | Two Hours Per Day | Total: 10 Hours

Theme:

Enhancing Teaching, Learning, Clinical Supervision and Assessment Competencies in Nursing Education

1. Introduction

Impact Paramedical and Health Institute – College of Nursing planned a five-day Faculty Development Programme (FDP) during January 2026 for all nursing faculty members. The programme focuses on strengthening teaching-learning practices, competency-based education, clinical supervision, assessment and evaluation, digital learning, and ongoing professional development. Each session is planned for two hours, for a total of ten hours.

2. Objectives

- Enhance the teaching and learning competencies of nursing faculty.
- Develop understanding of competency-based and outcome-based nursing education.
- Explore innovative and student-centred teaching strategies.
- Strengthen clinical teaching, supervision and student mentoring.
- Improve theory, practical and clinical assessment practices.
- Promote appropriate use of digital resources and reflective teaching.
- Encourage continuous professional development and quality improvement.

3. Resource Persons

S. No.	Name	Designation	Qualification
1	Ms. Rajni Sharma	Principal	M.Sc. Nursing
2	Ms. Shivani Sharma	Vice Principal	M.Sc. Nursing
3	Ms. Neha Kasotiya	Assistant Professor	M.Sc. Nursing
4	Mr. Manoj Kumar	Nursing Tutor	M.Sc. Nursing

5	Ms. Manpreet	Nursing Tutor	M.Sc. Nursing
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4. Five-Day Agenda

Day	Proposed Session	Resource Person	Duration
Day 1	Competency-Based and Outcome-Based Nursing Education	Ms. Shivani Sharma, Vice Principal	2 hours
Day 2	Innovative Teaching-Learning Strategies in Nursing Education	Ms. Rajni Sharma, Principal	2 hours
Day 3	Effective Clinical Teaching, Supervision and Student Mentoring	Ms. Neha Kasotiya, Assistant Professor	2 hours
Day 4	Assessment, Evaluation and Competency-Based Assessment in Nursing	Mr. Manoj Kumar, Nursing Tutor	2 hours
Day 5	Digital Learning, Reflective Practice and Professional Development	Ms. Manpreet, Nursing Tutor	2 hours

Note: Enter the actual dates and timings for each session based on institutional records. This document is a ready-to-complete format; session delivery and attendance should be confirmed against the records.

5. Detailed Day-Wise Session Plan and Report

DAY 1: Competency-Based and Outcome-Based Nursing Education

Resource Person: Ms. Shivani Sharma, Vice Principal, M.Sc. Nursing

Duration: 2 hours

Session content:

- Concept and principles of competency-based nursing education
- Course outcomes, learning outcomes and measurable objectives
- Alignment of learning outcomes, teaching methods and assessment
- Integration of theory and clinical learning
- Continuous feedback, remediation and student competency development

Expected learning outcome: Faculty members are expected to strengthen their understanding of competency-based education and align teaching activities with intended learning outcomes.

DAY 2: Innovative Teaching-Learning Strategies in Nursing Education

Resource Person: Ms. Rajni Sharma, Principal, M.Sc. Nursing

Duration: 2 hours

Session content:

- Interactive lectures and guided discussion
- Case-based and problem-based learning
- Brainstorming, role play and peer learning
- Demonstration, return demonstration and simulation-based learning
- Concept mapping, small-group activities and multimedia resources

Expected learning outcome: Faculty members are expected to identify suitable student-centred teaching strategies for classroom, laboratory and clinical learning.

DAY 3: Effective Clinical Teaching, Supervision and Student Mentoring

Resource Person: Ms. Neha Kasotiya, Associate Professor, M.Sc. Nursing

Duration: 2 hours

Session content:

- Planning and organization of clinical teaching
- Bedside teaching, demonstration and supervised practice
- Clinical competency checklists and documentation
- Student mentoring, constructive feedback and remediation
- Patient safety, professional conduct and identification of learning gaps

Expected learning outcome: Faculty members are expected to apply more structured approaches to clinical supervision, student guidance and competency development.

DAY 4: Assessment, Evaluation and Competency-Based Assessment in Nursing

Resource Person: Mr. Manoj Kumar, Nursing Tutor, M.Sc. Nursing

Duration: 2 hours

Session content:

- Formative, summative and continuous assessment
- Theory assessment: MCQs, short answers and long answers
- Practical and clinical assessment methods
- OSCE/OSPE concepts, checklists and rubrics
- Feedback, remediation, reassessment and record maintenance

Expected learning outcome: Faculty members are expected to select assessment methods that align with learning outcomes and document student performance consistently.

DAY 5: Digital Learning, Reflective Practice and Professional Development

Resource Person: Ms. Manpreet, Nursing Tutor, M.Sc. Nursing

Duration: 2 hours

Session content:

- Use of presentations, multimedia and online learning resources
- Technology-supported teaching and digital assessment
- Reflective practice and faculty self-evaluation
- Professional development planning and faculty portfolios
- Research, academic writing and participation in workshops and conferences

Expected learning outcome: Faculty members are expected to identify ways to integrate digital resources, reflection and continuous professional development into their academic work.



6. Overall Programme Outcomes

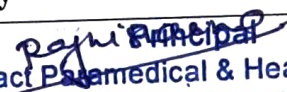
- Improved awareness of competency-based and outcome-based nursing education.
- Broader understanding of innovative and student-centred teaching strategies.
- Strengthened approaches to clinical supervision, mentoring and feedback.
- Improved understanding of theory, practical and clinical assessment methods.
- Greater awareness of digital learning tools and reflective teaching.
- Identification of opportunities for continuous professional development.

7. Feedback and Evaluation

Use the attached participant feedback form to collect feedback on relevance, organization, resource person effectiveness, learning gained and suggestions for improvement. Summarize the actual feedback after collection; do not enter assumed ratings.

8. Conclusion

The five-day FDP is designed to provide a structured opportunity for nursing faculty to discuss and strengthen teaching, clinical supervision, assessment and professional development practices. The programme supports the institute's ongoing commitment to quality nursing education. The final report should be verified against the actual dates, attendance and evidence of sessions conducted.

Prepared by	Reviewed / Approved by
Ms. Shivani Sharma Vice Principal 	Ms. Rajni Sharma Principal  Impact Paramedical & Health Institute College of Nursing G-99/1, Laxmi Park, Nangloi New Delhi-110041



IMPACT PARAMEDICAL AND HEALTH INSTITUTE – COLLEGE OF NURSING
FDP ATTENDANCE SHEET – JANUARY 2026

Programme: Five-Day Faculty Development Programme

Theme: Enhancing Teaching, Learning, Clinical Supervision and Assessment Competencies in Nursing Education

Date: 26/01/26 - 30/01/26 Day/Session: Day Time: 3-5

S. No.	Name of Faculty Member	Designation	Signature	Remarks
1	Ms. Himanshi	Nursing Tutor	<i>[Signature]</i>	
2	Ms. Akansha	Nursing Tutor	<i>[Signature]</i>	
3	Ms. Madhu	Nursing Tutor	<i>[Signature]</i>	
4	Ms. Akanksha Rai	Nursing Tutor	<i>[Signature]</i>	
5	Ms. Aneesha	Nursing Tutor	<i>[Signature]</i>	
6	Ms. Anshika	Nursing Tutor	<i>[Signature]</i>	
7	Ms. Divya	Nursing Tutor	<i>[Signature]</i>	
8	Ms. Neha	Nursing Tutor	<i>[Signature]</i>	
9	Ms. Chavi	Nursing Tutor	<i>[Signature]</i>	
10	Ms. Komal	Nursing Tutor	<i>[Signature]</i>	
11	Ms. Natasha	Nursing Tutor	<i>[Signature]</i>	
12	Ms. Saloni	Nursing Tutor	<i>[Signature]</i>	
13	Ms. Monika Tiwari	Asst. Prof.	<i>[Signature]</i>	
14	Ms. Manoj	Asst. Prof.	<i>[Signature]</i>	
15	Ms. Neha Karotiya	Asst. Prof.	<i>[Signature]</i>	
16	Ms. Manpreet	Nursing Tutor	<i>[Signature]</i>	
17				
18				
19				
20				

[Signature]
Principal

[Signature]
Principal
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New Delhi-110041



FDP PARTICIPANT FEEDBACK FORM

Impact Paramedical and Health Institute – College of Nursing

Programme: Five-Day Faculty Development Programme | January 2026

Participant name (optional): MADHU SINGHARDIYA Designation: NURSING TUTOR

Session/Day: FRIDAY Date: 30/1/26

Please rate each item: 1 = Poor, 2 = Fair, 3 = Satisfactory, 4 = Good, 5 = Excellent.

S. No.	Feedback item	1	2	3	4	5
1	Relevance of the session to nursing education	☐	☐	☐	☐	☒
2	Clarity of session objectives and content	☐	☐	☐	☐	☒
3	Knowledge and effectiveness of the resource person	☐	☐	☐	☐	☒
4	Usefulness of examples and discussion	☐	☐	☐	☒	☐
5	Opportunity for interaction and questions	☐	☐	☐	☒	☐
6	Overall usefulness of the session	☐	☐	☐	☐	☒

1. What were the most useful learning points?

Competency based teaching, effective clinical supervision.
& fair assessment methods.

2. How will you apply the learning in your teaching or clinical supervision?

I will use student centered teaching, practical demonstration and constructive feedback in my teaching & clinical supervision.

3. Suggestions for future FDPs:

Include more practical session and interactive activities
& demonstration of digital teaching tools.

Signature : Madhu

Signature

Pooja
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