# MINUTE SHEET ARMY COLLEGE OF NURSING

File No: 2001/ACN/Accts/23

Sheet No.: One

Sub:- CONDUCT OF SOFT SKILLS SESSION FOR IVth SEMESTER.

1

1. It is submitted that the college is conducting elective module on Soft Skills for IVth semester students of ACN as per revised regulations of INC.

2. M/s Success Mantra Educare, Jalandhar had conducted PDP in Sep 2022 for IVth yr students of previous batch. The program was conducted satisfactorily and appreciated by the students and faculty concerned. This yr also the firm has been approached by the college for conduct of Soft Skills module for IVth semester students. The proposal recd from them is placed opposite for perusal. The total fin effect for conduct of Soft Skills module and proposed schedule is as per details given below:

Sr No	Class	Proposed Schedule	Charges (incl taxes)
(a)	IVth Semester	16-18 Aug 2023	34,500/-
		Total	34,500/-

3.. In view of the above it is recommended that a sum of ₹ 34,500/- (Rupees thirty four thousand five hundred only) may please be sanctioned out of Revenue Fund College account for conduct of Soft Skills module for IVth semester students.

4. Put up for approval by the Registrar, ACN please.

(Mrs C Ranadive Offg Principal

03 Aug 2023

Registrar

Approved.

Ombly 13/8

Tel No. 0201-2266167

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E-mail: acn\_mh@yahoo.co.in

2001/ACN/Accts/2023

Success Mantra Educare 2404, Ajeet Vihar, Phase II Dhilwan, Talhan Road Jalandhar Army College of Nursing Deep Nagar, Jalandhar Cantt

*∆*∫ Sep 2023

14-35

# PAYMENT OF BILL

- 1. Please refer to your bill No SME/ACN/2023/1096 dt 16 Sep 2023.
- 2. ICICI Bank, Jalandhar Cantt Cheque No 001283 dt 03 Oct 2023 for ₹ 31,050/- (Rupees thirty one thousand fifty only) is fwd herewith towards payment of your above referred bill after deduction of tax at source (TDS) amounting to ₹ 3,450/-.
- 3. You are requested to forward official receipt for our records.

Encl : As above.

(HS Phagura) Col (Retd) Registrar

E-mail: vinod.smedu@gmail.com



J-92293

..Nurturing the young talent

Ref. No. SME/KEN/2023/1096

Dated 16/Sep 2023

To, The Principal, Army College of Nursing Deep Nagar Jalandhar Cantt, Punjab

**INVOICE NO:**SME/ ACN/ 2023/1096

DATE

: 16 SEP 2023

## INVOICE

Description Amount (In Rs.) 1. SOFT SKILLS- ELECTIVE MODULE ( 20 Hours ) 34,500 FOR B.Sc. (Nursing) IV th SEMESTER STUDENTS FROM 23-25 Aug 2023. Total ( Rupees Thirty- four Thousand five hundred only) 34,500 Less: TDS@10%. Net Rayable Note:

1. The bill is inclusive of all taxes.

2. Make all Bank Transfer payable to :

Bank: Punjab & Sind Bank A/C No: 13 681 100 000 032 Deep Nagar, Jalandhar Cantt IFS Code: PSIB 0021368

If you have any questions, contact Vinod Sharma | 9988245679| vinod.smedu@gmail.com



THANK YOU FOR YOUR BUSINESS!

Col (Retd)

SUCCESS MANTRA EQUCARE

(Authorised Signatory)

Registrar

Army College of Nursing

Regd. Office: 2404 Ajit Vihar Jiharseh & Ohjihyan Road Jalandhar. Contact: 8360316856

Branch 1: 92, Puran Road, Near Vajra Sainik Institute, Jalandhar Cantt. Contact 9988245679

Branch 2: 22, Panchsheel Avenue, Deep Nagar, Jalandhar Cantt. Contact 9988245679

Branch 3: Near Air Force Station, Dhaki Chowk, Pathankot. Contact 9988245679

STIN: 03ADIFS0562L1Z0



# SUCCESS MANTRA EDUCARE(Regd.)

...Nurturing the young talent

Regd. Office: 2404 Ajit Vihar Phase -2, Dhilwan Road Jalandhar- 144023 Punjab- INDIA www.smejal.in

Ref. No. Acu/ES/901-0723

Dated 29 07 23

To

The Principal, Army College of Nursing, Deep Nagar, Jalandhar Cantt

Sub: Proposal for SOFT SKILLS session for B. Sc (Nursing)- 4th Semester

Dear Mam,

For a long time, the focus of nursing and related fields were on "Hard Skills". These skills were more job specific and related to job completion. However, in this competitive era every candidate desrires her Soft Skill development and professional training in personality development. Professional knowledge and skills are an essential aspect of effective nursing practice.

We are happy to hear that Soft Skill development is now a part of our curriculum (Elective Subject). In accordance to discussion, please find the details of the session.

Topics to be covered during this session

# Etiquettes

# Telephone Etiquettes

# Presentation Skills

# Public Speaking

# Time Management

# Motivational Skills

# Decision Making Skills

# Team Work

The stipulated time for accomplishing the session will be there days (20 hours). This will be followed by assessment (as prescribed by college). Details are as attached.

Commercials

Charges for three days session will be Rs. 34,500 (inclusive of all taxes).

We look forward to your comments and approval.

Regards.

SUCCESS MANTRA EDUCARE

Director-Operation (Mob- 9988245679) Email: vinod.smedu@gmail.com

(Authorised Signatory)



Founder Director M: 99880-14800 E-mail: schdev.mimt@gmail.com

Sehdev Kumar Sharma M.Phil., MBA, LL.B., MA, PGDJMC

> Vinod Sharma athematics), MBA(Marketing)

B.Sc. , B.Ed.(Mathematics), MBA(Markeling) PGDIp Education Admin. & Mgt., MCP, PMP Founder Director M : 99882-45679

E-mail: vinod.smedu@gmail.com

# DAY WISE TRAINING CALENDER



Assesment Test (30 Marks)	Test Day			10
Feedback and Assesment of Skills (10 marks)	Role Play	Second Half	Three	9
As per college instructions.	Time Management & Planning	Second Half	Three	∞
As per college instructions.	Decision Making	First Half	Three	7
As per college instructions.	Team Work	Second Half	Two	6
As per college instructions. Followed by an Assignment (10 marks)	Motivational Skills	Second Half	Two	ъ
As per college instructions.	Public Speaking	First Half	Two	4
As per college instructions.	Telephone Etiquettes	First Half	Two	ω
As per college instructions.	Presentation Skills	Second Half	One	2
As per college instructions.	Etiquettes	First Half	One	Ь
Content Outline / Assesment Method	Name of Module	lime	Day	S.No.

# SOFT SKILLS

PLACEMENT: III & IV SEMESTER

TOTAL HOURS: 1 Credit (20 hours)

DSECRIPTION: This module is designed to improve the soft skills of the students and covers important skills required for personal and professional lives such as etiquette, presentation, time management, motivation, decision making and team work.

# LEARNING OUTCOMES:

On completion of the module, the student will be able to

- Identify & perform personal, professional & Social Etiquette 1.
- Illustrate Telephone Etiquette 2.
- Learn & apply Presentation skills. 3.
- Be empowered in Public Speaking 4.
- Practice appropriate time management and use planning tools 5.
- Incorporate Motivational skills in practice
- Develop Decision making skills
- Demonstrate Teamwork in workplace 8.



	CONTENT OUTLINE					
Unit	Time (Hours)	Learning Outcomes	Content	Teaching/Learning Activities	Assessment Methods	
I	4	Identify & perform personal, professional & Social Etiquette	Personal Etiquette: Grooming and personal hygiene Body language-Postures & facial expressions Punctuality and respectfulness Manners	Demonstration return demonstration	<ul> <li>Feedback from faculty and co- students</li> </ul>	
			Professional Etiquette:  Meeting etiquette  Workplace etiquette  communication etiquette-Oral  written			
			Social Etiquette:  What is Social Etiquette?  Why are social skills important?  Types of social skills  Conversational skills - Greetings, listening, interacting  Common courtesies - Thank you, No thank you, Excuse me, May I  Social skill defects			
			Other types:  Classroom etiquette-respectful and punctual, use of cell phone, engagement in the class  Virtual classroom etiquette  Social media etiquette			

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Unit	Time (Hours)	Learning Outcomes	Content	Teaching/Learning Activities	Methods
11			Telephone etiquette:  Introduce yourself first  Clarity of speech  Active listening and take notes  Use appropriate language  Remain cheerful	Demonstration return Demonstration	• Anonymous Assessment
111	3	Learn & apply Presentation skills.	Presentation Skills: Introduction Types of Presentation Skills Structure Importance of Presentation skills Making a Presentation Delivering a Presentation	Lecture with discussion	Sample presentations
IV.	2	Empowered in Public Speaking	<ul> <li>Public Speaking:</li> <li>Elements of Public Speaking</li> <li>Types of Public Speaking</li> <li>How do you begin a speech</li> <li>How do you make your speech good</li> <li>Factors of Public Speaking</li> </ul>	Lecture &     Demonstration     return     Demonstration	Health talk
V	2	Practice appropriate time management and use planning tools	Time management:  • Know how to spend time  • Set priorities  • Using a Planning Tool  • Getting Organised/Schedule time appropriately	• Roleplay	Adherence to Timeline
VI	2	Incorporate Motivational skills in practice	Motivational skills:  • Forming and Changing Habit  • Gratitude  • Positivity  • Mindfulness	• Lecture with discussion	• 360 degree Feedback
VII	2	Develop Decision making skills	<ul> <li>Decision making skills:</li> <li>What is Decision making skills</li> <li>The 5 Decision making skills</li> <li>Styles of Decision making</li> <li>How to develop decision making</li> </ul>	Role play	Critical thinking Competencies
VIII	2	Demonstrate Tearnwork in workplace	Team work:  Differentiate team/teamwork  Examples of team work skills  Working with different teams  Build a team in your workplace environment	Lecture with discussion	Feedback from colleagues

Teaching/Learning

Assessme



# ASSESSMENT METHODS:

- Test paper (Objective test, Short answers and case scenario and questions) 30 marks
- Assignments 10 marks
- Assessment of skills (Time management/presentation/etiquette) 10 marks



# **Profile of the Trainers**

No	Name	Designation	Qualification	Experience	Expertise	Job Profile
1	Sehdev Sharma	Founding Director	<ul> <li>M.Phil (HRM)</li> <li>MBA (HRM)</li> <li>LL.B.</li> <li>M.A. History</li> <li>PGDJMC</li> </ul>	<ul> <li>32 yrs plus professional experience</li> <li>20 Yrs in Indian Air Force in Technical stream</li> <li>6.5 yrs in LPU as a Assistant Professór</li> </ul>	<ul> <li>HR Management</li> <li>LAW (Labour Laws)</li> <li>Personality         <ul> <li>Development</li> </ul> </li> <li>Administration</li> <li>Teaching         <ul> <li>/Coaching/Mentoring</li> </ul> </li> </ul>	<ul> <li>Soft Skill Traine</li> <li>Teaching</li> <li>Mentoring</li> <li>Controller</li> <li>Administrator</li> </ul>
2	Vinod Sharma	Director- Marketing & Operations	MBA (MKTG and IT)     B.Ed (Mathematics)     Microsoft Certified Professional (MCP)     Project Management Professional (PMI Inc. USA)     Diploma in Educational Administration & Management (ACT)	Coaching for Millitary School and Sainik School entrance examination. Coaching for competitive exams( ARMY GD, AFCAT, ACC, IPO& Clerks) If yrs of experience in Sales and Marketing in various industries such as: Pharmaceutics, Education, ERP Software selling etc.	<ul> <li>Sales</li> <li>Marketing</li> <li>Public Relations</li> <li>HRM</li> <li>Coaching</li> </ul>	<ul> <li>Business Development</li> <li>Sales &amp; Marketing</li> <li>Aptitude Trainer</li> </ul>
	3 Radh Gup	ika Counselor	• Ph.D. Psychology (Adolescent)	12 yrs plus experience in teaching and student guidance and mentoring	<ul><li>Counseling</li><li>Mentoring</li><li>Guidance</li></ul>	- Trainer - Counselor
	4 Shikl	na Executive	• MBA (HR)	01 year of experience in teaching and student counselling.	Counselling	Counselor

### MINUTE SHEET

### ARMY COLLEGE OF NURSING

Sheet No. : One

File No: 2001/ACN/Accts/24

Subject: EXPDR ON CONDUCT OF BLS TRAINING FOR STUDENTS.

1 Please refer to Trained Nurses Association of India email dt 10 Feb 2024 (placed opposite).

A workshop on American Heart Association (AHA) certified Basic Life Support (BLS) trg is proposed to be conducted for 58 students of BSc (Nursing) 4th Yr. Accordingly, the college approached Trained Nurses Association of India, New Delhi for the same. TNAI has fwd details of the workshop and fee vide their above referred e-mail. 3. The trg will be conducted by TNAI at their Training Centre in Greater Noida and is scheduled from 25 Mar 2024 to 06 Apr 2024 in three groups ie twenty students in first group and nineteen students each in 2<sup>nd</sup> and 3<sup>rd</sup> group. TNAI will charge ₹ 3,000/- per student towards

trg charges incl lodging and boarding charges. In addn to the above, tn of the students and faculty accompnaying will also be borne by the college. Detail of total expdr on BLS trg wksp for 58 students alongwith faculty will be as under: 1.74.000/-Trg fee to TNAI (58 students @ ₹ 3,000/-) 33.000/-Train Fare 5,000/-(c)

Local Conveyance (New Delhi Rly Stn to trg facility of TNAI & back) 2,12,000/-Total

A sum of ₹ 5.70 lac has been budgeted in the Budget for FY 2023-24 for above expdr

on trg of students (extract placed opposite). In view of the above, it is recommended that ₹ 1,74,000/- (Rupees one lac seventy four thousand only) may be sanctioned from Revenue Fund College account for expdr on BLS trg Wksp for fifty eight students of IVth yr. CFA for the above expdr is Director, ACN.

Put up for approval by Director, ACN please.

(Mrs C Ranadive) Vice Principal

16 Feb 2024

Registrar Recommended

Director

PUC

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Flag 'A'



# ICICI Bank Advice Receipt

Date: 22 Feb 2024, 15:52:14

Transaction Details

Account Number:

Transaction Date : 22/02/2024

Transaction : 1,74,000.00

Amount

Debit/Credit : Debit

Transaction : NEFT:000144917167/IDIB000H019/THE TRAINED Description NURSES ASSOCIATION OF I

373201000309

Note: This is an electronically generated receipt and does not need any signature.

Printed on 22/02/2024 03:52:14 PM IST

Sat. Feb 10, 2024 at 4:00 PM



### Permission for conduct of Training

TNAI CIN ECH <tnai.cin.ech@gmail.com>
To: ACN Jalandhar <acn@awesindia.edu.in>



ACN Jalandhar (acn@awesindia.edu.ln)

Dear Madam.

Greetings from TNAI Hqrsl

The Trained Nurses Association of India is the largest and one of the oldest professional associations of nurses established in 1908 with approximately 5,00,000 members including all The Trained Nurses Association of India is the largest and one of the oldest professional associations of nurses established in 1908 with approximately 5,00,000 members including all categories of nurses, covering students, practitioners, educators, researchers and administrators in both State-run and private institutions. TRAI is registered under Societies Act XXI of 1800 in 1917 and recognized as a welfare association by the Government of India since 1950. The Headquarters of TRAI is situated at New Delhi, India.

We are pleased to inform you that TNAI has established the Central Institute of Nursing & Research for the skill development of the nurses and all the medical professionals including Doctors, paramedics etc. at Greater Noida U.P.

### TNAI has established two simulation labs which are as follows:

 International Training Centre (ITC) Authorized by American Heart Association (AHA) since 2018. 2. National Skills Lab-DAKSH since 2015

### 1. International Training Centre (ITC)

### i. Basic Life Support Provider Course (BLS):

> BLS teaches the concept of high quality CPR, improvement of chest compression fraction and high-performance team dynamics.

### > BLS is a one day course

ii. Advanced Cardiac Life Support Provider Course (ACLS): > ACLS is designed for health care providers who participate in the management of cardiopulmonary arrest or other cardio-vascular emergencies.

### > ACLS is a two days course

(a) Course requirements for BLS/ACLS:

> Registration and payment to be done 3 weeks prior to the course date. ➤ It is a pre-reading course, so candidates will receive an e-Book soon after registration.
➤ Candidates are required to study the e-manual thoroughly before attending the course.

### > All participants should have a valid email id. (b) After successful completion of the course (BLS/ACLS):

BLS/ACLS Provider e-Card will be issued to the participant who has successfully completed the theory and skills test with a score of 84%.

> TNAI is awarding 2 points (10-CNE credit hours) for BLS and 4 points (20-CNE credit hours) for ACLS for state nursing registration.

> Online or offline registrations are available. For online registration, please visit www.tnalite.com. Click the payment option and fill in the details and submit it. Soon, a payment portal will open where you will need to do the required payment.

> If offline, visit the TNAI HO, Green Park or TNAI, Greater Noida

For more info or any query, please check our website www.tnaiitc.com

Write to us here tnaiito@gmail.com or call us 7838371331

### 2. National Skills Lab-DAKSH

Reproductive, Maternal, Neonatal, Child Health and Adolescent (RMNCH+A)

This course provides basic skills of all the components of RMNCH+A through complete hands-on skill.

> Facilitate acquisition/reinforcement of key standardized technical skills and knowledge by service providers for RMNCH+A services.

> Improve the quality of pre-service training. Provide continuing nursing education.

### (b) Course requirements:

Registration and payment to be done beforehand.
 Every participant should have a valid email id on the day of the course.
 Certificate will be issued to the candidates who have successfully completed the theory and OSCE test with a score of 84%.

### (c) Elements of RMNCH+A

> Duration of Training - 6 days

Number of participants - 16 participants

Training Methodology - 1. OSCE (Objective structured clinical examination). 2. Mix of theory and skills session, which will be taught by using mannequins, training videos, skills cheeklists, case scenarios, rote plays and powerpoint presentations.

> Method of evaluation - Pre-test, Post-test

### (d) Credit Points (Hours):

After successful completion of the course TNAI is awarded 11 points (55 CNE credit hours) for RMNCH+A.

# Bank Details for remitting course fee through (NEFT/RTGS/IMPS) online:

Name of Account: The Trained Nurses Association of India Bank Account Number: 6602721709

IFSC Code: IDIBOOOH019

E-Mail id: hqaccounts@tnaionine.org

UTR No./Transaction ID to be sent to TNAI for confirming the booking course date.

In case of any query or clarification, Please contact Mrs. Pallavi Chauhan, TNAI'S Instructor 8851321364.

Kindly find the necessary information as attachment.

Thank you. Kind Regards,



(Mrs) Sanghamitra Sawant Deputy Secretary General. Trained Nurses Association of India Central Institute Of Nursing & Research & Elderly Care Home Plot No- 37, KP -III, Greater Noida-201310 T- 0120297779

[Quoted text hidden]

### 2 attachments



WhatsApp Image 2024-02-10 at 3.45.42 PM.jpeg



### MINUTE SHEET

### ARMY COLLEGE OF NURSING

File No: 2001/ACN/Accts/24

Sheet No. : One

Subject : EXPDR ON CONDUCT OF BLS TRAINING FOR STUDENTS.

	1					
	Please refer to the following:					
	<ul> <li>(a) This college letter No 2001/ACN/Course/24 dt 20 Apr 2024.</li> <li>(b) Trained Nurses Association of India email dt 24 Apr 2024.</li> </ul>					
	2. The college approached TNAI, New Delhi vide its letter mentioned at Para 1(a) above, to impart trg to 38 students of BSc (Nursing) IVth Yr on Reproductive, Maternal, Neonatal, Child Health and Adolescent (RMNCH+A) being a reqmt of their curriculum. TNAI, New Delhi has fixed the trg schedule in two batches ie 1st batch from 29 Apr to 04 May 2024 and 2 <sup>nd</sup> Batch from 06 May to 11 May 2024, vide their email referred in Para 1(b) above.					
Million manager	3. The trg cost and other expenses will be borne by the student concerned. However, the college will be paying for two faculty members accompanying the students ie one each with both batches. Detail of anticipated expdr for two faculty members for RMNCH+A trg will be as under:					
	(a) Trg fee to TNAI (two faculty @ ₹ 7,920/-) - 15,840/- (b) Train/Bus Fare and local conveyance - 5,000/-					
	4. It is, therefore, recommended that ₹ 20,840/- (Rupees twenty thousand eight hundred forty only) may be sanctioned from Revenue Fund College account for expdr on RMNCH+A trg of two faculty members.					
	5. Put up for approval by the Principal, ACN please.					
	i. Atta					
	(Mrs C Ranadive) Vice Principal					

25 Apr 2024

Approved affer

# ICICI Bank



# ICICI Bank Advice Receipt

Date: 27 Apr 2024, 12:50:58

Transaction Details

Account Number:

373201000309

Transaction Date :

26/04/2024

Transaction Amount

15,840.00

Debit/Credit

Debit

Transaction Description

NEFT:000147248782/IDIB000H019/The trained nurses association of i

Note: This is an electronically generated receipt and does not need any signature.

Printed on 27/04/2024 12:50:58 PM IST

Col (Retd) Registrar

Army College of Nursing Jalandhar Cantt