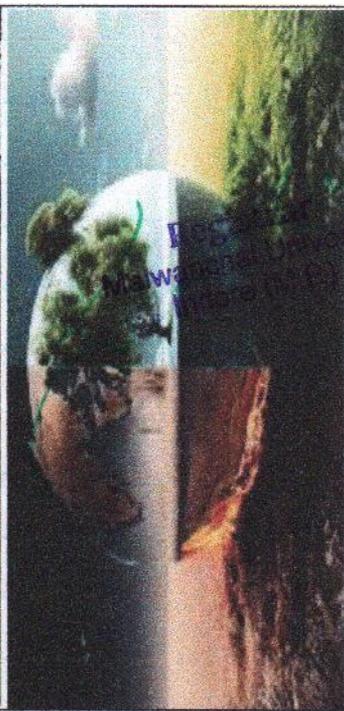
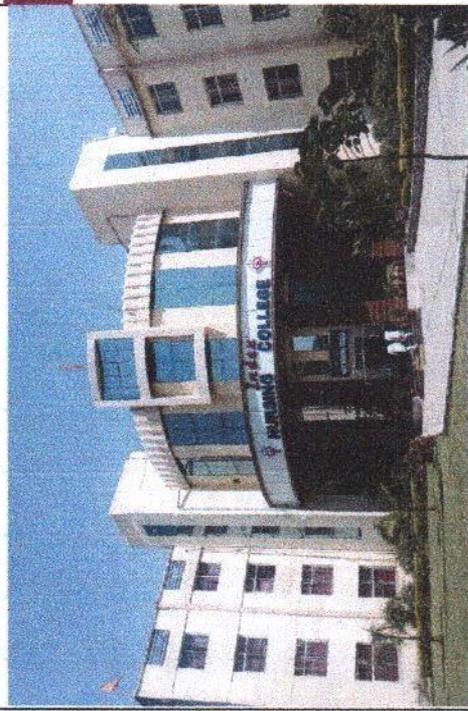




INDEX NURSING COLLEGE INDORE, M.P.

(Run by Mayank Welfare Society)

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Training Program on

TIME MANAGEMENT

DATE - 08 to 12 JAN 2024

Concept

Disaster Management refers to the process of planning, coordinating, and responding to natural or man-made disasters to reduce their impact on people, property, and the environment. It involves preparedness, mitigation, response, and recovery to ensure the safety and well-being of affected communities.

Objectives

After completion of value added course, they will be able to:

- Explain the Effective Disaster Preparedness: Planning for the Unexpected
- Discuss Understanding the Types of Natural Disasters and Their Impact
- Tell about the Role of Technology in Modern Disaster Management
- Describe the Risk Assessment and Disaster Risk Reduction (DRR) Strategies
- Explain The Role of Government and NGOs in Disaster Relief and Recovery
- Discuss Community-Based Disaster Management: Empowering Local Communities
- Enumerate Post-Disaster Recovery: Rebuilding Lives and Infrastructure.
- Describe the Disaster Management in Urban Areas: Challenges and Solutions
- Tell about the Climate Change and Its Impact on Disaster Frequency and Intensity
- Describe the Psychological First Aid: Supporting Mental Health After a Disaster
- Discuss Disaster Management in the Context of Pandemics
- Tell about Evacuation Planning: Safeguarding Communities in Times of Crisis

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Communities in Times of Crisis

- Explain the Role of Social Media in Disaster Response and Information Sharing
- Describe the Disaster Management Training and Education: Building a Resilient Workforce.

Modules

Introduction of time management

- Effective Disaster Preparedness: Planning for the Unexpected
- Understanding the Types of Natural Disasters and Their Impact
- The Role of Technology in Modern Disaster Management
- Risk Assessment and Disaster Risk Reduction (DRR) Strategies
- The Role of Government and NGOs in Disaster Relief and Recovery
- Community-Based Disaster Management: Empowering Local Communities
- Post-Disaster Recovery: Rebuilding Lives and Infrastructure.
- Disaster Management in Urban Areas: Challenges and Solutions
- Climate Change and Its Impact on Disaster Frequency and Intensity
- Psychological First Aid: Supporting Mental Health After a Disaster
- Disaster Management in the Context of Pandemics
- Evacuation Planning: Safeguarding Communities in Times of Crisis
- The Role of Social Media in Disaster Response and Information Sharing
- Disaster Management Training and Education: Building a Resilient Workforce.

Organizing Chairperson
Dr. Smriti G. Solomon

Principal, Index Nursing College

Organizing Secretary :

Dr. Jitendra Chicholkar
Mobile No. 8889882808



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Ref. no. INC/PO/24/05/B

Date 03/01/2024

CIRCULAR

This is to inform all the non teaching staff that Index Nursing College, Indore is conducting five days training program on “**Time Management**” from 08th to 12th January 2024 at B.Sc. Nursing 4th Year Class Room.


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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



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TRAINING PROGRAMME ON TIME MANAGEMENT

Overview

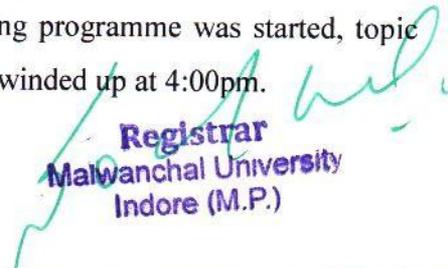
Index nursing college affiliated to Malwanchal University organized Training Programme for non teaching staff on " **Time management** " from 08th to 12th January 2024 under the guidance of Dr. Prof. Smriti G Solomon, Principal, Index Nursing College and with the blessings of Shri. Suresh Singh Bhadoria, Chairman, Index Group of Institutions.

Course outline:

Time management refers to the process of planning, organizing, and controlling how much time you spend on various activities to achieve specific goals, improve productivity, and reduce stress. Effective time management enables individuals to work smarter rather than harder, balancing tasks to ensure personal and professional goals are met efficiently

The program was organized for five days and the timings were from 2:00 Pm to 4:00pm. The first day session was started with registration at 2:00pm. This was followed by inaugural ceremony. The Chief Guest was Dr. Ramgulam Razdan Pro Vice Chancellor Malwanchal University , M.P. The inauguration session was started with lighting the lamp by the chief guest Dr. Ramgulam Razdan Pro Vice Chancellor Malwanchal University with the Dr. Smriti G Solomon Principal Index Nursing College and Organizing Secretary. After lamp lighting, welcome speech was delivered by Miss. Roshani Dabi, Tutor/Clinical Instructor. This was followed by a break of 15 minutes. The first educative session was given by the chief guest, Dr. Ramgulam Razdan, on " **Introduction of time management**". The second session was started at 1:00 pm and work stations were organized by Dr. Berlin Sara Thampy, Professor, Dr. Prabhanshu Vyas, Professor, Index Nursing College & Dr. Jitendra Chicholkar, Associate Professor, Index Nursing College on " **Prioritization** ". Training programme was started, topic was introduced to staff. Introductory class first day session was winded up at 4:00pm.


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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

On the second day the first session was given by Dr. Smriti G Solomon Principal Index Nursing College on " **Goal Setting** ". The session was followed by a break of 15 minutes. The second session of the day was on " **Procrastination** " 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 Dr. Prabhanshu Vyas Professor, Index Nursing College & Dr. Jitendra Chicholkar, Assistant Professor, Index Nursing College and they co-ordinate on understanding " **Planning** ". The second day session was winded up at 4:00 pm.

On the third day, the first session was given by Dr. Bidyani Devi, Professor, Index Nursing College on " **Delegation** ". The session was followed by a break of 15 minutes. The second session of the day was on "**Setting boundary** and the speaker was Dr. Ankush Patrick, Professor MSN Department, Index Nursing College. The session was followed by lunch break. The afternoon session was headed by Dr. Jitendra Chicholkar, Associate Professor, Index Nursing College on "**Automation** ". The third day session was winded up at 4:00 pm.

On the fourth day, the first session was given by Dr. Reena thakur, Professor, Index Nursing College on "**Multi tasking**". The session was followed by break of 15 minutes. The second session of the day was on "**Balancing work and life** " and the speaker was Dr. Prabhanshu vyas Professor Index Nursing College. The session was followed by lunch break. The afternoon session was headed by Dr. Jitendra Chicholkar, Associate Professor, Index Nursing College " **Avoiding distraction**". The fourth day session was winded up at 4:00 pm

On the fifth day, the first session was given by Dr. Bidyani Devi, Professor, Index Nursing College on " **Anxiety** ". The session was followed by a break of 15 minutes. The second session of the day was on " **Delegate task** " and the speaker was Dr. Anu V. Kumar, Professor, Index Nursing College. The session was followed by lunch break. The afternoon session was headed by Dr. Jitendra Chicholkar, Associate Professor, Index Nursing College on "**Benefit of good time management**". Public speaking session was effectiveness of the program.

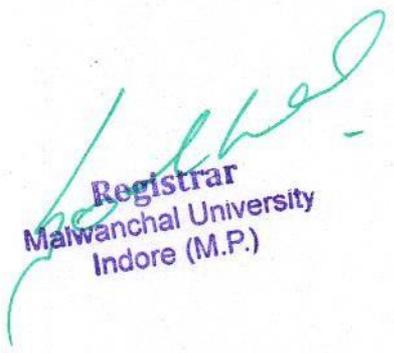
The program was concluded by a valedictory session. Miss. Roshani Dabi ,Tutor/Clinical Instructor proposed vote of thanks to all the speakers ,organizers and the delegates. The fifth day session was winded up at 4:00 pm. The program was a great success with the hard work of all the organizers.


Dr. Smriti G Solomon

Principal

Index Nursing College

**Principal
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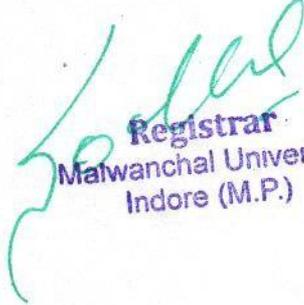

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Indore (M.P.)**

**INDEX NURSING COLLEGE
ATTENDANCE SHEET
TRAINING PROGRAM TIME MANAGEMENT**

DATE :- 08-01-2024 TO 12-01-2024

| S.NO | Name |
|------|---------------------------|
| 1 | Mr. Deepak Mishra |
| 2 | Mr. Hari Singh Tanwar |
| 3 | Mr. Rahul Panchal |
| 4 | Mrs. Sarika Tripathi |
| 5 | Mrs. Anita Agnihotri |
| 6 | Mr. Sanjay Verma |
| 7 | Vijay Gujre |
| 8 | Mr. Sunil Chouhan |
| 9 | Mr. Kamal Bamniya |
| 10 | Mr Bharat Bamniya |
| 11 | Mr Vijay Jatav |
| 12 | Mr. Kishor Rathore |
| 13 | Mr. Ram Choudhary |
| 14 | Mr. Yogesh Gujrati |
| 15 | Mr. Anil Solanki |
| 16 | Mrs. Neetu Solanki |
| 17 | Mr. Suraj Malviya |
| 18 | Mr. Bijendrabahadur Singh |
| 19 | Ms Laxmi Bai |
| 20 | Ms. Seema Bai |


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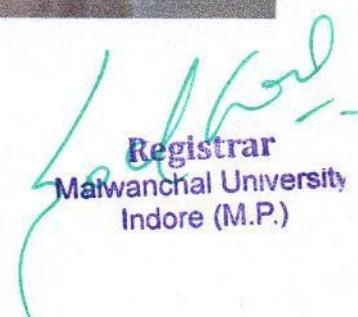

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TRAINING PROGRAM ON TIME MANAGEMENT

Date: - 08-01-2024 to 12-01-2024




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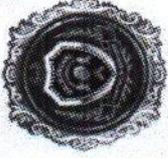


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Certificate

This is to certify that

Ms. Aasha Solanki

successfully completed training program on
“**Time Management**” as delegate
from 08 to 12 January 2024

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Organizing Chairperson
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Principal, Index Nursing College

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Professor, Community Health Nursing
Index Nursing College

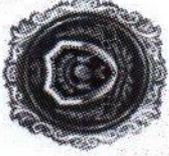


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Certificate

This is to certify that

Sanjay Shakya

successfully completed training program on
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from 08 to 12 January 2024

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Dr. Smriti G. Solomon
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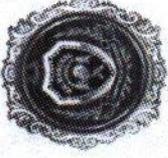

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Miss. Ravina Nagar

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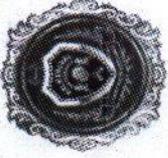

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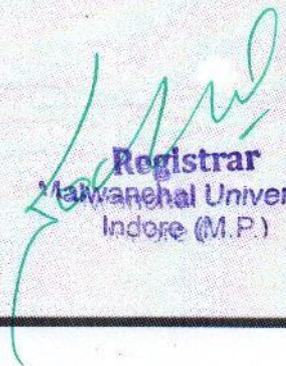


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Ms. Rama Pawar

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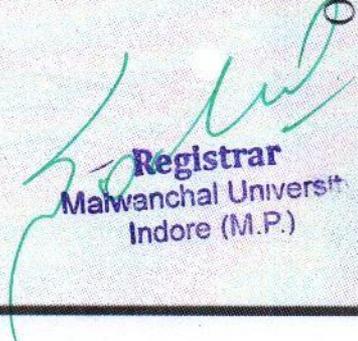
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Miss. Bhoomika Rathore

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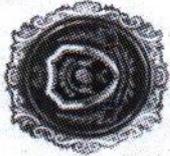


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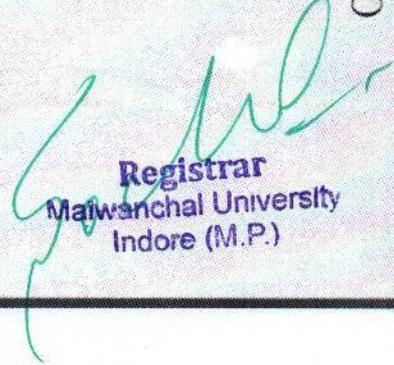
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This is to certify that

Miss. Amrata Mandloi

successfully completed training program on
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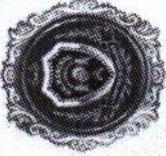

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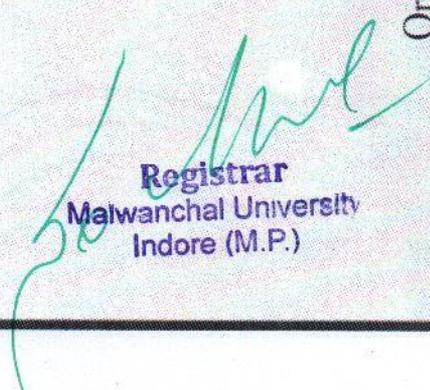


Certificate

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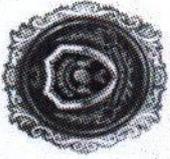

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Msd. Mani Kankarwal

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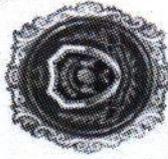
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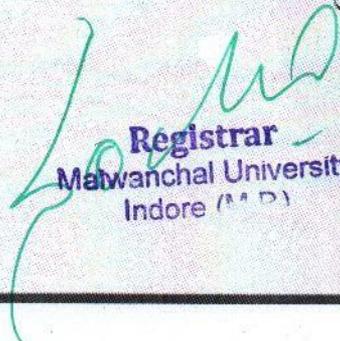
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This is to certify that

Ms. Pooja Sahu

successfully completed training program on
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Principal, Index Nursing College


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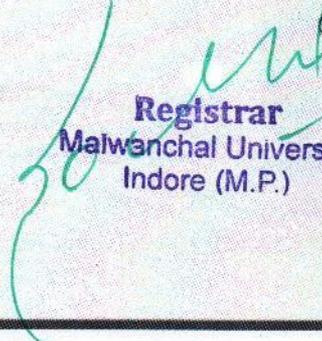


Certificate

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Ms. Chandni Pawar

successfully completed training program on
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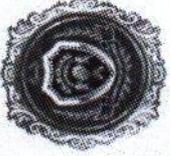

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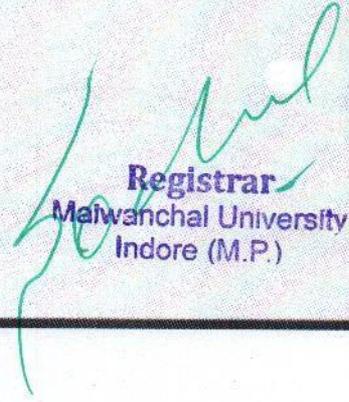


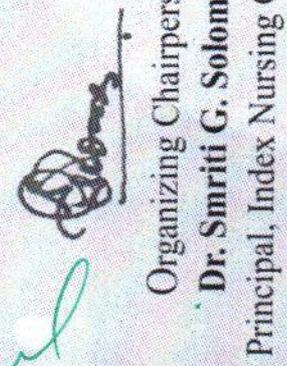
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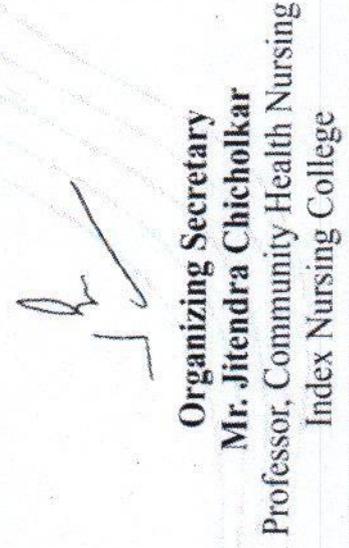
Ms. Bharti Patel

successfully completed training program on
“**Time Management**” as delegate
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Principal, Index Nursing College

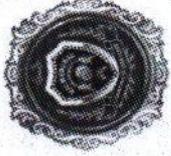

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Mr. Jitendra Chicholkar
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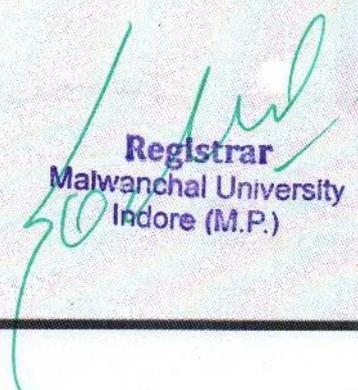


Certificate

This is to certify that

Mr. Jitendra Lodwal

successfully completed training program on
“Time Management” as delegate
from 08 to 12 January 2024


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Indore (M.P.)



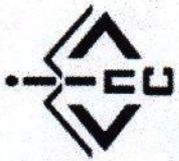
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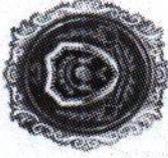

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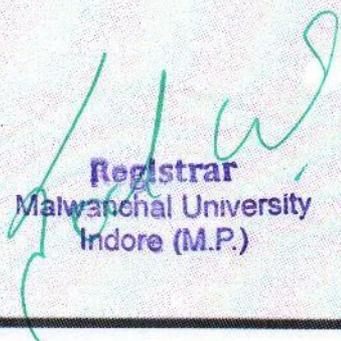
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Ms. Gyanganga Vishwakarma

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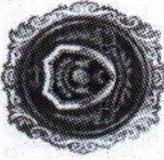


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This is to certify that

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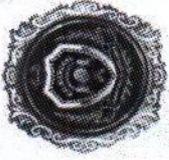

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This is to certify that

Ms. Pooja Panwar

successfully completed training program on
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