

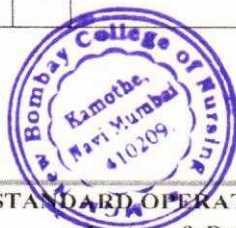


MGM INSTITUTE OF HEALTH SCIENCES
MGM NEW BOMBAY COLLEGE OF NURSING

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1
Kamothe, Navi Mumbai – 410 209.

STANDARD OPERATING PROCEDURE (SOP)
Lecture & Demonstration

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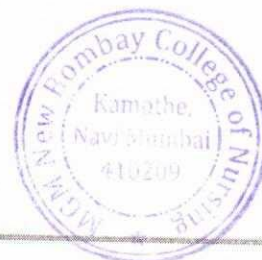
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STANDARD OPERATING PROCEDURE (SOP)
Lecture & Demonstration

- 1. PURPOSE** : To describe the procedure for lecture & demonstration
- 2. SCOPE** : Applies to all Nursing Programmes offered by Nursing College
- 3. RESPONSIBILITY** : Programme Coordinators and Class Coordinators of B.Sc Nursing, Post Basic B.Sc. Nursing, M.Sc. Nursing, Nurse Practitioner Programme.

4. POLICY:

Sl. No.	Policy
4.1	Timetables for all batches of each nursing programme is prepared and communicated on every Friday.
4.2	Physical arrangement of class room is monitored by the class coordinator/ co-coordinator
4.3	Monitoring of day to day activities of each class is done by respective coordinators/ co-coordinators.
4.4	Weekly Report to Programme Coordinators by respective coordinators.
4.5	Alternative arrangement for conduct of lecture/demonstration by class coordinator/ co-coordinator in case if any teacher remains absent.
4.6	The Coordinator confirms a fixed schedule of external lecturers by consulting them personally or as and when needed.





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PROCEDURE

Sl. No.	Standard Operation
4.1	Timetable Planning
4.1.1	Weekly time tables are planned by the coordinators by considering the weightage of the subject hours. Alternate faculty is planned with every external faculty. Demonstration, re demonstration, Seminar, Teaching practice are mentioned in the Time table. Library hours are planned weekly once preferably towards the weekends. The timetable is displayed on the notice board by the class coordinators after approval from the Director.
4.1.2	The class coordinator/co-coordinator monitors the cleanliness of the class and instructs the house keeping staff of the particular floor in case if not found clean.
4.1.3	The class coordinator/co-coordinator monitors the functioning of the projectors and informs to the administrative office in case if any maintenance is needed.
4.1.3	The teacher ensures that necessary lesson plans and teaching material are prepared well ahead for the scheduled lectures.
4.2	Class Room Lecture
4.2.1	The teacher goes to the class room/ laboratory as planned in the time table. Takes attendance of the students and marks in the register.
4.2.2	The teacher reviews the previous class by asking few questions to the students
4.2.3	The teacher introduces the topic and delivers the lecture based on the lesson planned.
4.2.3	The teacher makes the entry in the lecture attendance register at the end of the lecture.





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4.3	Demonstration in the Laboratory
4.3.1	The teacher takes the keys of respective laboratory after making the entry in the appropriate register available in the administrative office
4.3.2	The teacher prepares the necessary articles in advance of the scheduled hour.
4.3.3	The teacher ensures that the laboratory rules are followed by self and students.
4.3.4	The teacher makes entry in the laboratory register for the procedure demonstrated.
4.3.5	In case if a particular teacher whose lecture is planned in the time table, remains absent, she /he reports her/his absence to the coordinator.
4.3.6	The teacher on leave mutually makes an alternative arrangement and schedules the lecture with another teacher who is available at the college premises.
4.3.7	Cancellation of scheduled lectures or exchange of lectures is not permitted without any valid reasons. In case any change is needed, it should be with the consent of Programme Coordinators.
4.3.8	No teacher is allowed to teach in the class room by reading from the text books.

