



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Govt. College of Nursing, Jaipur

Study Centre Code: 2316P

Programme Code: Nurse manager Qualification pack

Course Code: - N0101/0102/0103/0104

Total Hours: -60

Total Sessions: -30 (Each Online Session=02Hrs.)

Time- 10.00-12.00PM

3.00-5.00 PM

Video call link: <https://meet.google.com/mdg-rczh-qwi>

Detail Counselling Schedule

S. No	Date	Details of Course	Topic	Counsellor
1	27/11/25	Introduction to Health and Hospital Management	Module 1 – Basic Concepts of Management 1 Significance and Principles of Management 2 Management Approaches 3 Management Techniques, Styles and Skills 4 Nursing Management and Leadership Training	Dr. Samta Soni
2	28/11/25	Introduction to Health and Hospital Management	Module 2 – Functions of Management 1 Planning 2 Organizing and Staffing 3 Directing and controlling 4 Financial Management and Reporting	Mrs. Priti nair
3	29/11/25	Introduction to Health and Hospital Management	Module 3 – Planning and Management of Health Care Services 1 National Health Planning and Health Financing in India 2 Health Care Delivery System in India 3 Health Scenario of India and National Health Programmes 4 History and Future of Nursing in India 5 Role of Nursing Councils, Commission and Associations	Dr. Samta Soni
4	30/11/25	Introduction to Health and Hospital Management	Module 4 - Existing Trends in Hospital Management 1 Structure and Role of Hospital 2 Hospital Policies and Committees 3 Legal Aspects in Health Care 4 Consumer Behaviour and Patient Rights 5 Digital Health	Dr. B L Sharma
5	01/12/25	Nursing Management in Hospital, Public Health Services and Educational Institutions	Module 1 – Management of Nursing Department 1 Planning Nursing Services 2 Recruitment and Selection 3 Supervision 4 Performance Appraisal	Mr. Vinod Goyal
6	02/12/25	Nursing Management in Hospital, Public Health Services and Educational Institutions	Module 2 – Management of Clinical Services 1 Management of OPD Services 2 Management of IPD Services 3 Management of Critical Care Units 4 Management of Labour Room and Nursery 5 Management of Operation Theatre 6 Management of Trauma Centre	Dr. B L Sharma
7	03/12/25	Nursing Management in Hospital, Public Health Services and	Module 3 – Coordination with Support and Utility Services Unit 1 – Coordination with Laundry, CSSD Unit 2 – Coordination with Kitchen, Security	Dr. B L Sharma

Programme In charge
(Dr. Samta Soni)

		Educational Institutions	Unit 3 – Coordination with Pharmacy and Stores Unit 4 – Coordination with Blood Bank, Laboratory, Radiology Departments	
8	04/12/25	Nursing Management in Hospital, Public Health Services and Educational Institutions	Module 4 – Management of Public Health Services and Education Institution Unit 1 – Management of Ayushman Arogya Mandir (H&WC) Unit 2 – Management of Epidemics Unit 3 – Management of Education Institution and Faculty Unit 4 – Management of Students and Learning Experiences	Dr. Samta Soni
9	06/12/25	Management of Resources and Quality Assurance	Module 1 – Management of Human Resource Unit 1 – Introduction to Human Resource Management Unit 2 – Basics of Duty Roster of Nurses Unit 3 – Assessment and Planning Staff Development Programme Unit 4 – Organising and Implementing Training Programme	Dr. Jagdeep Saini
10	07/12/25	Management of Resources and Quality Assurance	Module 2 – Management of Inventory, Equipment and Supplies Unit 1 – Basics of Inventory Control Unit 2 – Concepts of Logistic Management	Dr. Samta Soni
11	08/12/25	Management of Resources and Quality Assurance	Module 2 – Management of Inventory, Equipment and Supplies Unit 3 – Procedure of Indent and Storage of Equipment and Supplies Unit 4 – Challenges faced by Nurse Manager in management of logistics	Dr. Jagdeep Saini
12	10/12/25	Management of Resources and Quality Assurance	Module 3 – Basics of Quality Assurance and Accreditation Unit 1 – Introduction to Quality Assurance and Accreditation Unit 2 – Standards in Hospital and Nursing Unit 3 – Nursing Audit Unit 4 – Nursing NABH Excellence Standards and Role of Nurse Manager	Dr. Samta Soni
13	12/12/25	Management of Resources and Quality Assurance	Module 4 – Basics of Patient Safety Unit 1 – Introduction to Patient Safety Unit 2 – Patient Safety Assessment Unit 3 – Anti-Microbial Resistance Unit 4 – National Patient Safety Implementation Framework	Dr. Minaxi Vyas
14	14/12/25	Employability Skills	Introduction to Employability Skills 2. Constitutional values – Citizenship 3. Becoming a Professional in the 21st Century 4. Basic English Skills 5. Career Development & Goal Setting	Dr. Samta Soni
15	15/12/25	Employability Skills	6. Communication Skills 7. Diversity & Inclusion 8. Financial and Legal Literacy 9. Essential Digital Skills 10. Entrepreneurship 11. Customer Service 12. Getting Ready for Apprenticeship & Jobs	Dr. Minaxi Vyas



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