



# SANDRA SHROFF COLLEGE OF NURSING

Recognized by INC, GNC & affiliated to Veer Narmad South Gujarat University-Surat

Plot No. 334, 335, 336 & 338, Near Haria L.G. Rotary Hospital Campus, GIDC, Vapi - 396195. Gujarat, India

## 6.4.1-2 Procedures for Optimal Resource Utilization Policy

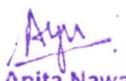
At Sandra Shroff College of Nursing, optimal resource utilization is ensured through systematic planning and effective implementation. Academic standards and operational efficiency are maintained by allocating adequate funds for teaching–learning activities, faculty development programs, workshops, conferences .

The Financial Estimates for each financial year are undertaken. Perspective Plan is placed before the Finance Committee and approved by the Board of Management.

### **Optimal utilization of funds is ensured through:**

#### **a) General Maintenance**

- Building maintenance and infrastructure up gradation is achieved through regular monitoring by the Management and the Planning Committee and preparing appropriate proposals for implementation.
- Allocation of adequate budget for annual maintenance of institution infrastructure by the management.
- Sufficient support staff is maintained to upkeep infrastructure including toilets.
- Painting, roof maintenance plumbing maintenance and repairs are carried out as per requirement, including drainage and sanitation system.
- Mechanical equipment are repaired regularly to ensure smooth functioning..
- Provisions of Classroom maintenance including furniture, doors and windows.
- General and emergency repairs are carried out using management or departmental funds.
- The water tanks and well are cleaned regularly.

  
Dr. Anita Nawale  
I/C. Principal  
S.S.C.N. VAPI



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## b) Laboratory Maintenance

- A cost-effective approach is followed for the maintenance of the nursing laboratory. Annual stock verification of articles, mannequins, and nursing laboratory equipment is carried out on regular basis.
- Nursing laboratory equipment is repaired and maintained by laboratory staff, and major repairs are carried out with the help of departmental or management funds.
- Calibration and periodic servicing of nursing laboratory equipment are carried out regularly to ensure accurate functioning and reduce wastage.

## c) ICT Maintenance

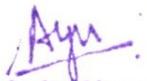
- The System Administrator is responsible for maintenance of major ICT equipment, including computers, projectors, air conditioner, CCTV camera and water filter.
- Air conditioner, water filter plant and CCTV cameras are serviced as per Annual Maintenance Contract (AMC).
- In order to minimize e-waste, computers are serviced and reused.

## d) Library Maintenance

- The library records are maintained systematically s per institutional norms.
- Maintenance and utilization of library resources are carried out by strictly following rules and regulation. The maximum period of loan for books is 7 days.
- A book, if damaged or lost by a member, has to be compensated with fine.

## e) Sports facilities maintenance

- Indoor sports facilities including chess, carom, and table tennis are available and maintained by the institution.
- Regular inspection and maintenance of sports equipment.

  
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## f) Optimum Utilization

- Classroom, laboratories, library, multipurpose hall and conference hall are optimally utilized for regular academic activities, internal examination, and co-curricular activities.
- Annual stock verification is carried out department-wise to ensure effective utilization and maintenance of physical resources.
- Available infrastructure is used for student-centric activities such as seminars, workshops, group discussions and academic meetings.
- Infrastructure maintenance is carried out through institutional funds as per requirements.”

## g) Monitoring:

The implementation of the policy is monitored through regular internal and external audits. Internal audits are conducted periodically to ensure financial discipline and proper utilization of resources. External audit is carried out annually by a Chartered Accountant. The audit reports are reviewed by the management, and necessary corrective actions are taken.

  
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## Skill Lab Rotation Plan

### 1<sup>st</sup> Sem B.Sc. Nursing 2024 NURSING FOUNDATION

SANDRA SHROFF COLLEGE OF NURSING 1st SEMESTER B.SC NURSING 2024-2025 SKILL LAB DEMO												INC Prescribed Hours - 80 Allotted Hours - 80 Allotted Hours in week-15 Remaining Hours- 65				
Procedure	Name of Demonstrator	30-12-2024			31-12-2024			Procedure	01-01-2025		02-01-2025		03-01-2025		04-01-2025	
		12 PM TO 01 PM	03 PM TO 04 PM	04 PM TO 05 PM	12 PM TO 03 PM	03 PM TO 04 PM	04 PM TO 05 PM		12 PM TO 01 PM	03 PM TO 04 PM	04 PM TO 05 PM	12 PM TO 01 PM	03 PM TO 04 PM	04 PM TO 05 PM	12 PM TO 01 PM	03 PM TO 04 PM
Hand hygiene & Personal Protective equipment	Mrs. Naima Khalifa	Group 1	Group 2	Group 3	Group 4	Group 1 (RD)	Group 2 (RD)	Cold Compress	Group 1	Group 2	Group 3	Group 4	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)
Open bed & Closed bed	Mrs. Hetal Patel	Group 2	Group 3	Group 4	Group 1	Group 2 (RD)	Group 3 (RD)	Hot Compress	Group 2	Group 3	Group 4	Group 1	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)
Occupied bed	Mrs. Rinkal Patel / Mrs. Nithya	Group 3	Group 4	Group 1	Group 2	Group 3 (RD)	Group 4 (RD)	Ice Cap	Group 3	Group 4	Group 1	Group 2	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)
Post operative, Amputation & cardiac bed	Ms. Manita Godani / Ms. Sarani Shaikh	Group 4	Group 1	Group 2	Group 3	Group 4 (RD)	Group 1 (RD)	Tepid Sponge	Group 4	Group 1	Group 2	Group 3	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)

Note:  
The students are divided in to 4 groups. Each group consists of 15 students.  
After completion of the demonstration return demonstration from each student will be taken by their concern teacher  
Group 1 ( 1-15) Group 2 ( 16-30) Group 3( 31-45) Group 4( 46-60)

SANDRA SHROFF COLLEGE OF NURSING  
1st SEMESTER B.SC NURSING 2024-2025  
SKILL LAB DEMO

Procedure	Name of Demonstrator	06-01-2025		07-01-2025		Procedure	08-01-2025		09-01-2025		10-01-2025		11-01-2025	
		04 PM TO 05 PM	05 PM TO 06 PM	04 PM TO 05 PM	05 PM TO 06 PM		04 PM TO 05 PM	05 PM TO 06 PM	04 PM TO 05 PM	05 PM TO 06 PM	04 PM TO 05 PM	05 PM TO 06 PM	12noon TO 1 PM	01 PM TO 02 PM
Hand hygiene & PPE	Mrs. Naima	Group 3 (RD)	Group 4 (RD)	Group 4 (RD)	Group 3 (RD)	Cold compress	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)
Open bed & Closed bed	Mrs. Hetal	Group 1 (RD)	Group 2 (RD)	Group 2 (RD)	Group 1 (RD)	Hot Compress	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)
Occupied bed	Mrs. Rinkal Patel	Group 2 (RD)	Group 3 (RD)	Group 3 (RD)	Group 2 (RD)	Ice Cap	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)
Post operative, Amputation & cardiac bed	Ms. Manita / Ms. Sarani	Group 3 (RD)	Group 4 (RD)	Group 4 (RD)	Group 3 (RD)	Tepid Sponge	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)

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SANDRA SHROFF COLLEGE OF NURSING  
1st SEMESTER B.SC NURSING 2024-2025  
SKILL LAB DEMO

Procedure	Name of Demonstrator	13-01-2025		15-01-2025		16-01-2025		18-01-2025	
		04 PM TO 05 PM	05 PM TO 06 PM	04 PM TO 05 PM	05 PM TO 06 PM	04 PM TO 05 PM	05 PM TO 06 PM	12 PM TO 01 PM	01 PM TO 02 PM
Supine Position, Fowler position	Mrs. Naima Khalifa	Group 1	Group 2	Group 2	Group 3	Group 3	Group 4	Group 4	Group 1
Lateral, Prone & Semi prone position	Mrs. Hetal Patel	Group 2	Group 3	Group 3	Group 4	Group 4	Group 1	Group 1	Group 2
Trendelenburg & Lithotomy Position	Mrs. Rinkal Patel	Group 3	Group 4	Group 4	Group 1	Group 1	Group 2	Group 2	Group 3
Cardiac table, Back rest & Bed Cradle	Ms. Sarani Shaikh	Group 4	Group 1	Group 1	Group 2	Group 2	Group 3	Group 3	Group 4

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SANDRA SHROFF COLLEGE OF NURSING  
1st SEMESTER B.SC NURSING 2024-2025  
SKILL LAB DEMO

Procedure	Name of Demonstrator	27-01-2025		28-01-2025		Procedure	Name of Demonstrator	29-01-2025		30-01-2025		31-01-2025		01-02-2025	
		04 PM TO 05 PM	05 PM TO 06 PM	04 PM TO 05 PM	05 PM TO 06 PM			04 PM TO 05 PM	05 PM TO 06 PM	09 AM TO 10 AM	04 PM TO 05 PM	09 AM TO 10 AM	04 PM TO 05 PM	09 AM TO 10 AM	12PM to 1PM
Basic CPR	Dr. Disha / Mrs. Adarsh / Ms. Sarani	Group 2 (RD)	Group 3 (RD)	Group 3 (RD)	Group 2 (RD)	Resuscitation, Capillo	Dr. Disha	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	
Circular & Spiral bandaging	Mrs. Naima Khalifa	Group 3 (RD)	Group 4 (RD)	Group 4 (RD)	Group 3 (RD)	Eye-Ear Bandaging	Mrs. Naima Khalifa	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	
Reverse spiral & Figure of eight	Ms. Manita	Group 1 (RD)	Group 2 (RD)	Group 2 (RD)	Group 1 (RD)	Joint bandaging, Triangular Bandage, Slit	Mrs. Hetal Patel / Mrs. Nithya	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	
						Shoulder Spica & Throat spica	Ms. Sarani	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	

Note:  
The students are divided in to 4 groups. Each group consists of 15 students.  
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Group 1 ( 1-15) Group 2 ( 16-30) Group 3( 31-45) Group 4( 46-60)

*Anita*  
Dr. Anita Nawale  
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## SANDRA SHROFF COLLEGE OF NURSING 1st SEMESTER B.S.C NURSING 2024-2025 SKILL LAB DEMO

Procedure	Name of Demonstrator	03-02-2025		04-02-2025		05-02-2025		06-02-2025		Procedure	07-02-2025		
		3 PM TO 04 PM	4 PM TO 05 PM	3 PM TO 04 PM	4 PM TO 05 PM	3 PM TO 05 PM	4 PM TO 05 PM	3 PM TO 05 PM	4 PM TO 05 PM		2PM TO 4PM	3PM TO 4PM	4PM TO 5PM
Supine Position, Fowler position	Mrs. Naima Khalifa	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Side rails	Group 1	Group 2	Group 3				
Lateral, Prone & Semi prone position	Mrs. Hetal Patel	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Restraint	Group 2	Group 3	Group 1				
Trendelenburg & Lithotomy Position	Mrs. Rinkal Patel	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Transferring from & to bed & wheelchair	Group 3	Group 1	Group 2				
Cardiac table, Back rest & Bed Cradle	Ms. Simran Shaikh	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)								

**Note:**

- The students are divided in to 4 groups. Each group consists of 15 students.
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- Group 1 ( 1-15) Group 2 ( 16-30) Group 3( 31-45) Group 4( 46-60)

## SANDRA SHROFF COLLEGE OF NURSING, VAPI

1st SEMESTER B.S.C NURSING 2024-2025 (BATCH 2024-2028)

### SKILL LAB DEMONSTRATION

#### ROLE PLAY

DATE & TIME	TOPIC	NAME OF THE TEACHER
10/02/2025 (3pm to 4pm)	Admission and Discharge Procedure	Mrs. Divya Pancholi
11/02/2025 (3pm to 4pm)	Therapeutic communication and Documentation	Mrs. Suparna
13/02/2025 (3pm to 4pm)	Changing Positions of helpless patients	Prof. Mrs. J. M. Silja
14/02/2025 (3pm to 4pm)	History taking	Mrs. Sheba

## SANDRA SHROFF COLLEGE OF NURSING, VAPI 1st SEMESTER B.S.C NURSING 2024-2025 (BATCH 2024-2028) SKILL LAB DEMO

Procedure	Name of Demonstrator	17-02-2025	18-02-2025	19-02-2025	20-02-2025
		03pm to 4pm	03pm to 4pm	03pm to 4pm	03pm to 4pm
Name:	Prof. Mrs. J. M. Silja	Group 1	Group 2	Group 3	Group 4
Organophosphate poisoning	Mrs. Ashmita Pujari	Group 2	Group 3	Group 4	Group 1
Dog Bite	Mrs. Divya	Group 3	Group 4	Group 1	Group 2
Wound Management	Mrs. Sheba	Group 4	Group 1	Group 2	Group 3
Procedure	Name of Demonstrator	17-02-2025	18-02-2025	19-02-2025	22-02-2025
		04PM TO 05 PM	04PM TO 05 PM	04PM TO 05 PM	11am to 1pm
Vital Signs	Ms. Anju Gavai	Group 1	Group 2	Group 3	Redemonstration
Fall risk assessment, post fall assessment & positions	Mrs. Nitya	Group 2	Group 3	Group 1	
Pain assessment	Ms. Mamta Godara	Group 3	Group 1	Group 2	

Procedure	Name of Demonstrator	17-03-2025			18-03-2025			19-03-2025			20-03-2025
		02pm to 3pm	3pm to 4pm	4pm to 5pm	02pm to 3pm	3pm to 4pm	4pm to 5pm	02pm to 3pm	3pm to 4pm	4pm to 5pm	4pm to 5pm
Vital Signs	Ms. Anju Gavai	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)						
Fall risk assessment, post fall assessment & positions	Mrs. Nitya	Group 2 (RD)	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)						Scenario practice of first aid
Pain assessment	Ms. Mamta Godara	Group 3 (RD)	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)						
First Aid	Ms. Simran Shaikh	Group 4 (RD)	Group 1 (RD)	Group 2 (RD)	Group 3 (RD)						



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## ADULT HEALTH NURSING

SANDRA SHROFF COLLEGE OF NURSING , VAPI														
B.S.C NURSING (SEMESTER – IV) 2025														
ADULT HEALTH NURSING- II														
SKILL LAB DEMO (TIME 2-5PM) 05/05/2025 to TO 17/05/2025														
Procedure	Name of Demonstrator	05-05-2025			Procedure	Name of Demonstrator	06-05-2025			Procedure	Name of Demonstrator	07-05-2025		
		2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM			2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM			2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM
Neurological examination	Ms Chahal	Group 1	Group 3	Group 2	eye assessment	Ms Dhatoli	Group 1	Group 3	Group 2	eye bandage	Ms Chahal	Group 1	Group 3	Group 2
Suction	Ms Dhatoli	Group 2	Group 1	Group 3	tracheostomy care	Ms Dhatoli	Group 2	Group 1	Group 3	basic wound assessment	Ms Dhatoli	Group 2	Group 1	Group 3
Insulation of Eye drop	Ms Dhatoli	Group 3	Group 2	Group 1	eye irrigation	Ms Dhatoli	Group 3	Group 2	Group 1	eye irrigation	Ms Dhatoli	Group 3	Group 2	Group 1
eye Assessment	Ms Jagrut	Group 1	Group 3	Group 2	Insulation of eye drop	Ms Jagrut	Group 1	Group 3	Group 2					
Catheter Care	Ms Pinal	Group 2	Group 1	Group 3	bladder irrigation	Ms Pinal	RD Group 2	RD Group 1	RD Group 3					
bladder irrigation	Ms Pinal	Group 3	Group 2	Group 1	Suction tracheostomy care	Ms Dhatoli	RD Group 2	RD Group 1	RD Group 3					

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B.S.C NURSING (SEMESTER – IV) 2024														
ADULT HEALTH NURSING- II														
SKILL LAB DEMO (TIME 2-5PM) 14/10/2024 to TO 26/10/2024														
Procedure	Name of Demonstrator	12-05-2025			Procedure	Name of Demonstrator	13-05-2025			Procedure	Name of Demonstrator	14-05-2025		
		2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM			2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM			2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM
Gediatric Assessment	Ms Jagrut	Group 1	Group 3	Group 2	eye bandage & eye assessment	Ms Chahal	RD Group 1	RD Group 3	RD Group 2	Nephrological Assessment	Ms Ashree	Group 1	Group 3	Group 2
ear and nose otolaryngology	Ms Pinal	Group 2	Group 1	Group 3	basic wound assessment	Ms Dhatoli	RD Group 2	RD Group 1	RD Group 3	eye Assessment	Ms Jagrut	RD Group 2	RD Group 1	RD Group 3
Influsion Pump and Srinio Pump	Dr Disha	Group 3	Group 2	Group 1	Influsion Pump and Srinio Pump	Dr Disha	Group 3	Group 2	Group 1	Analytic and Interpretation	Dr Disha	Group 3	Group 2	Group 1
CVP Monitor	Ms Ashree	Group 1	Group 3	Group 2	CVP Dressing	Ms Ashree	Group 1	Group 3	Group 2					
codebook care	Ms Pinal	RD Group 3	RD Group 2	RD Group 1	Gediatric Assessment	Ms Jagrut	RD Group 2	RD Group 1	RD Group 3					
Accid in ET Inhalation	Dr Disha	Group 3	Group 2	Group 1	Bag mask ventilation	Dr Disha	Group 3	Group 2	Group 1					

SANDRA SHROFF ROFEL COLLEGE OF NURSING , VAPI														
B.S.C NURSING (SEMESTER – IV) 2024														
ADULT HEALTH NURSING- II														
SKILL LAB DEMO (TIME 2-5PM) 14/10/2024 to TO 26/10/2024														
Procedure	Name of Demonstrator	14-10-2024			Procedure	Name of Demonstrator	15-10-2024			Procedure	Name of Demonstrator	16-10-2024		
		2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM			2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM			2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM
eye Insulation	Ms Chahal	Group 1	Group 3	Group 2	eye irrigation	Ms Chahal	Group 1	Group 3	Group 2	eye assessment	Ms Chahal	Group 1	Group 3	Group 2
ABG analysis and interpreta	Ms Ashree	Group 2	Group 1	Group 3	ventilator mode and setting	Ms Ashree	Group 2	Group 1	Group 3	bag mask ventilator and emergency skills	Ms Ashree	Group 2	Group 1	Group 3
Catheter care	Ms Pinal	Group 3	Group 2	Group 1	Catheter care	Ms Pinal	Group 3	Group 2	Group 1	bladder irrigation	Ms Pinal	Group 3	Group 2	Group 1
eye bandage	Ms Chahal	Group 1	Group 3	Group 2	eye bandage	Ms Chahal	RD Group 1	RD Group 3	RD Group 2					
Monitory and maintaino e of Cheal	Ms Ashree	Group 2	Group 1	Group 3	ventilator mode and setting & bag mask ventilator	Ms Ashree	RD Group 2	RD Group 1	RD Group 3					
Insulation of Ear and nose drop	Ms Pinal	Group 3	Group 2	Group 1	bladder irrigation	Ms Pinal	RD Group 3	RD Group 2	RD Group 1					



SANDRA SHROFF ROFEL COLLEGE OF NURSING , VAPI														
B.S.C NURSING (SEMESTER – IV) 2024														
ADULT HEALTH NURSING- II														
SKILL LAB DEMO (TIME 2-5PM) 14/10/2024 to TO 26/10/2024														
Procedure	Name of Demonstrator	21-10-2024			Procedure	Name of Demonstrator	22-10-2024			Procedure	Name of Demonstrator	23-10-2024		
		2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM			2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM			2:00PM TO 3:00 PM	3:00PM TO 4:00 PM	4:00PM TO 5:00 PM
Neurologic al examination	Ms Dhatoli	Group 1	Group 3	Group 2	CVP Monitor	Ms Dhatoli	Group 1	Group 3	Group 2	CVP Dressing	Ms Dhatoli	Group 1	Group 3	Group 2
ENT Assessment	Ms Jagrut	Group 2	Group 1	Group 3	ear and nose bandage	Ms Jagrut	Group 2	Group 1	Group 3	genital assessment	Ms Jagrut	Group 2	Group 1	Group 3
Suction	Ms Dhatoli	Group 3	Group 2	Group 1	Tracheostomy care	Ms Dhatoli	Group 3	Group 2	Group 1	Influsion pump Srinio Pump And	Ms Dhatoli	Group 3	Group 2	Group 1
basic wound dressing	Ms Dhatoli	Group 1	Group 3	Group 2	at examination	Ms Dhatoli	RD Group 1	RD Group 3	RD Group 2					
Assessment of basic wound	Ms Jagrut	Group 2	Group 1	Group 3	ear and nose bandage	Ms Jagrut	RD Group 2	RD Group 1	RD Group 3					
ROM AND Muscle strengthening exercises	Ms Dhatoli	Group 3	Group 2	Group 1	Tracheostomy care	Ms Dhatoli	RD Group 3	RD Group 2	RD Group 1					

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