

NARAYANA COLLEGE OF NURSING
CHINTHAREDDY PALEM, NELLORE

DEPARTMENT OF MENTAL HEALTH NURSING

ORIENTATION PROGRAMME ON “REPORT DRAFTING”

Preparation and communication of events that is happening in any organization helps to understand the overall activities carried out in any year. Report is a useful record of the past and a summary of decisions made and acted upon and the result of these decisions. The ability to write reports clearly, quickly and accurately is one of the key requirements at every level. The reports allow them to convey vital information to subordinates and superiors.

Keeping this in view, Department of Mental Health Nursing organized an **Orientation programme on “Report Drafting” on 01/10/2019 between 12n-1pm at Seminar Hall, in Narayana College of Nursing.**

The programme started at 12N with the prayer song by Mrs.Smitha, Professor, NCON and welcome song by Mrs.Ushakiran, Assistant Professor, NCON. A total of 25 faculties had attended the programme. Dr. Indira, Dean and Principal, NCON, and HODs of all the department lighted the lamp and inaugurated the programme. Dr. Rajeswari H, Vice Principal, NCON delivered the Welcome Address.



Dr. Rajeswari H, Vice Principal, NCON dealt the topic on Report Drafting, which highlighted the points like the meaning of report drafting, content of the report, identification of event, highlighting the purpose of the event, providing descriptive data, emphasizing on highlights of the event, and how to prepare the report in a format. A template for report drafting was shown and how to prepare the draft was demonstrated. A sample template for report drafting was issued to all the faculties. Queries of the faculty were clarified. Faculties felt that this programme is useful in the preparation of reports.



Lastly the vote of thanks was delivered by Mrs. Vanajakumari. B, HOD, Department of Nursing Education. The programme was concluded with National Anthem.

Table 1 Frequency and Percentage distribution of Grades on Report Drafting among Faculties (N=25)

Grades	Pretest		Posttest	
	f	%	f	%
A+	3	12	11	44
A	8	32	8	32
B+	5	20	6	24
B	6	24	0	0
C	3	12	0	0
D	0	0	0	0
Total	25	100	25	100

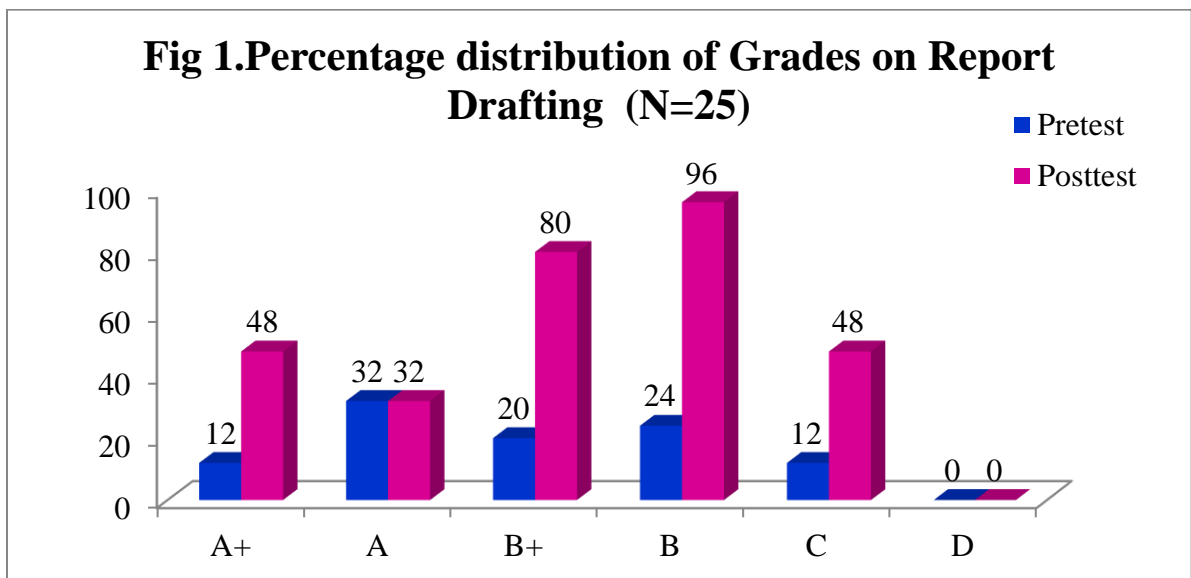
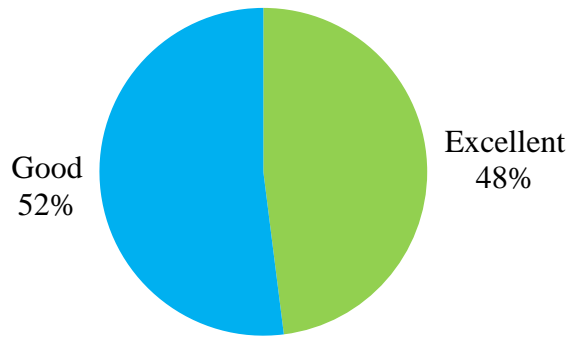


Table 2 Frequency and Percentage distribution of feedback analysis on Report Drafting among Faculties (N=25)

GRADE	f	%
Excellent	12	48
Good	13	52
Average	0	0
Total	25	100

Fig 2. Percentage distribution of Feedback Analysis on Report Drafting (N=25)



The pretest posttest analysis on report drafting reveals that, in pretest 3(12%) had A+, 8(32%) had A, 5(20%) had B+, 6(24%) had B, and 3(12%) had C grades whereas in post test 11(44%) had A+, 8(32%) had A, and 6(24%) had B+. This programme proves to be beneficial to the faculties. In feedback analysis of the programme 13(52%) felt good and 12(48%) felt excellent.

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