

**NARAYANA COLLEGE OF NURSING**  
**CHINTHAREDDY PALEM, NELLORE**

**DEPARTMENT OF MENTAL HEALTH NURSING**

**ORIENTATION PROGRAMME ON “REPORT DRAFTING”**

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**. A total of 25 faculties had attended the programme.



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.

