



ALL INDIA INSTITUTE OF AYURVEDA

AIIA/SHALAKYA/SOPMANUAL/01

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ALL INDIA INSTITUTE OF AYURVEDA
NEW DELHI

DEPARTMENT OF SHALAKYA TANTRA

**KRIYAKALP
PROCEDURE SOP**

Doc No: AIIA/SHALAKYA/SOP MANUAL/01

PREPARED BY	Dr Narayan Bavalatti, Asst Prof, Dept of Shalakyā Tantra
MANUAL REVIEWED BY	Prof. Dr Manjusha R, HOD, Dept of Shalakyā Tantra
MANUAL APPROVED BY	Prof. Dr Abhimanyu Kumar, Director

Handwritten signature

Dr. Abhimanyu Kumar / Prof. Dr. Abhimanyu Kumar

Director

अभियंता / Director

अभियंता भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुर्वेद संस्थान, भारत सरकार)

MINISTRY OF AYUSH GOVT. OF INDIA

गौतमपुरी, सीता विहार, नई दिल्ली-110076

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NETRA SEKA

This is the procedure in which the medicaments are poured on closed eyes continuously from the height of 4 Anguli for a specific duration as per the Dosha involved.

Poorva karma (Pre procedure)

- Collect all the pre-cleaned and autoclaved utensils
- Clean all the required raw drugs and medication as advised
- Explain the procedure to the patient

Conceptual framework for the procedure


Seka is a Chakshushya Kriyakalpa procedure explained in classics. In Sheeta Ritu and in Pitta – Rakta disorders Sheeta Aushadhis should be used. In Ushna Ritu and in Vaata – Kapha disorders lukewarm medicine is to be used.

In this procedure, the medicaments in the form of drops should be instilled from the height of 4 Angula and should be kept in eye for 100 Maatra Kaala followed with Mridu Sweda.

Seka has 3 types based on its action. Viz. –

- **Snehana** – Indicated in Vaataja Netra Vikara. It should be performed for 400 Matra Kaala and during Aparahna with lukewarm Snigdha, Madhura, Amla and Lavana Aushadha.
- **Ropana** – Indicated in Pitta and Raktaja Netra Vikara. It should be performed for 600 Matra Kaala and during Madhyana with Sheeta, Madhura, Tikta Kashaya Aushadha.
- **Lekhana** – Indicated in Kaphaja Netra Vikara. It should be performed for 200 to 300 Maatrakaala and during Poorvanha. It should be done with lukewarm Katu, Tikta, Kashaya Aushadha.

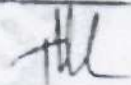
Seka has 2 types based on medicaments used. Viz. – Ushna and Sheeta.

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DEPARTMENT OF SHALAKYA TANTRA

SOP MANUAL

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PREPARED BY	Dr Narayan Bavalatti, Associate Professor, Shalakyta Tantra
REVISED BY	Dr. Manjusha Rajagopala, Professor, Shalakyta Tantra
POLICY REVIEWED BY	Dr. Rajagopala S, Additional Medical Superintendent
POLICY APPROVED BY	Prof.(Dr.) Tanuja Manoj Nesari, Director 





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Dr Narayan Bavalatti

Approved By
Prof (Dr.) Tanuja Manoj Nesari,

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Prepared By Dr Narayan Bavalatti		Approved By Prof (Dr) Tanuja Manoj Nesari,

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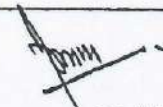
ALL INDIA INSTITUTE OF AYURVEDA
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DEPARTMENT OF SHALAKYA TANTRA

**KARNA NASA GALA EVAM MUKHA ROGA
CHIKITSA KRAMA SOP**

Doc No: AIIA/SHALAKYA/SOP MANUAL/02

PREPARED BY	Dr Narayan Bavalatti, Asst Prof, Dept of Shalakyta Tantra Dr Pankaj Kundal, Asst Prof, Dept of Shalakyta Tantra
MANUAL REVIEWED BY	Prof. Dr Manjusha R, HOD, Dept of Shalakyta Tantra
MANUAL APPROVED BY	Prof. Dr Abhimanyu Kumar, Director


Prof. Dr. Abhimanyu Kumar
Director
All India Institute of Ayurveda (AIIA)
Ministry of Ayush Govt. of India
Gulam Puri, Sarai Rohilla, New Delhi-110028

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KARNAPOORANA

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Karnapoorana is the procedure in which the medicaments in the form of drops should be instilled from the height of 2 Angula and should be kept in ear canal for 600 to 1000 Maatra Kaala depending upon the dosha followed with Mridu Sweda.

Conceptual framework for the procedure

Karnapoorana is procedure explained in classics. In Sheeta Ritu and in Pitta – Rakta disorders Sheeta Aushadhis should be used. In Ushna Ritu and in Vaata – Kapha disorders lukewarm medicine is to be used.

In this procedure, the medicaments in the form of drops should be instilled from the height of 2 Angula and should be kept in ear canal for 600 to 1000 Maatra Kaala according to dosha involved followed with Mridu Sweda. Karnapoorana can be performed with various forms of oushadhis. Viz. – Taila, Swarasa, Kashaya.

Required Equipments –

Carry Tray

Steel bowl

Cotton Pads (Medium size)

Cotton pads (Small size)

Required Medications & Drugs –

Hot water

– As required

Ear drops

– As advised by consultant



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POLICY & PROCEDURE ON PERSONAL RECORDS

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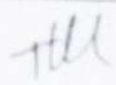
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ALL INDIA INSTITUTE OF AYURVEDA

POLICY & PROCEDURE ON PERSONAL RECORDS

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PREPARED BY	Dr Pankaj Kundal, Assistant professor, Shalakyia
REVISED BY	Dr. Narayan Bavallati, Associate Professor, Shalakyia
POLICY REVIEWED BY	Dr. Rajagopala S. Additional Medical Superintendent
POLICY APPROVED BY	Prof (Dr.) Tanuja Manoj Nesari, Director 



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3	Title Page 1	Approved by Prof Abhimanyu Kumar	Changed as Approved by Prof Tanuja Nesari		
4	2 Scope Page No. 3	2.1 Extends to all employees working under the purview of the hospital and includes both permanent and outsourced staff	2.1 Extends to all employees working under the purview of the hospital and includes both permanent and outsourced staff, contractual.		
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1. PURPOSE

- 1.1 To maintain the complete record of all the employees of the hospital

2. SCOPE

- 2.1 Extends to all employees working under the purview of the hospital and includes both permanent and outsourced staff, contractual.

3. ABBREVIATIONS:

- 3.1 NABH: National Accreditation Board for Hospital and Health care providers
- 3.2 AIIA: All India Institute of Ayurveda
- 3.3 HRM: Human Resource Management

4. DEFINITION: Nil

5. RESPONSIBILITY

- 5.1 Administrative Head
- 5.2 Recruitment cell

6. POLICY

- 6.1 All India Institute of Ayurveda ensures that personal file of all the employees containing staff qualification, disciplinary background and health status are documented and maintained.

7. PROCEDURE

7.1 Employees personal Record contains

- 7.1.1 Employees detail form with photograph
- 7.1.2 Appointment order photo copy
- 7.1.3 Employees Bio-data with C.V
- 7.1.4 Employees documents supporting his /her Educational Qualification in the order Matriculation Certificate for date of birth, +2 certificate, Degree



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- certificate, Post-Graduation Degree certificate, any other supporting document showing his other professional qualification.
- 7.1.5 Employees past record of any misconduct or negligence in work and any memo issued to him/her is kept in service book.
- 7.1.6 Candidates found medically fit are given appointment letters.
- 7.1.7 The record of medical health is documented in the personal file of an employee.
- 7.1.8 Annual health checkup of all employees so as to assess the level of fitness and record of the same is maintained in the personal file of an employee.
- 7.1.9 Periodic vaccination of all its employees such as vaccination against hepatitis, tetanus is documented in the personal file.
- 7.1.10 The personal file should be periodically updated with respect to training, seminars, workshops attended by the employee.
- 7.1.11 A record of leaves availed by the employee will also be recorded in his service book.
- 7.1.12 Appraisal report/ACR is a detailed report relating to the performance of an employee against certain present criteria including the training attended by the concerned employee over the last one year period.
- 7.1.13 It is an objective method of evaluating the performance of an employee upon which depends the decision relating to transfer, promotion, increments etc.
- 7.1.14 Besides ACR length of service of the concerned employee is also taken into consideration.
- 7.1.15 ACR is also used as a tool for assessing the strength and weakness as well as the potential of the employees.



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8 RECORDS

- 8.1 Personal files of recruitment and other activities
- 8.2 Service Book as per Govt. of India Guidelines

9 REFERENCE

- 9.1 HRM 9, NABH Guidebook for Ayurveda Hospitals.


10 ANNEXURES: Nil


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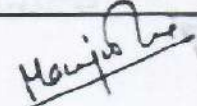
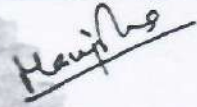
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PREPARED BY	Dr. Narayan Bavalatti, Associate Professor, Shalakyta Tantra Dr. Pankaj Kundal, Assistant Professor, Shalakyta Tantra
REVISED BY	Dr. Manjusha Rajagopala, Professor, Shalakyta Tantra
POLICY REVIEWED BY	Dr. Rajagopala S. Additional Medical Superintendent
POLICY APPROVED BY	Prof. (Dr.) Tanuja Manoj Nesari, Director 

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Prepared By
Dr Pankaj Kundal
Dr Narayan Bavalatti

Approved By
Prof (Dr.) Tanuja Manoj Nesari,

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3	GANDOOSHA
4	NASYA



ALL INDIA INSTITUTE OF AYURVEDA

AIIA/HRM/DOC 05

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APPRAISAL SYSTEM FOR EVALUATING THE
PERFORMANCE OF EMPLOYEES

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
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APPRAISAL SYSTEM FOR EVALUATING THE
PERFORMANCE OF EMPLOYEES

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PREPARED BY	Dr. Panjak Kundal, Assistant Prof., Shalakyta Tantra
REVISED BY	Dr. Manjusha R. Prof., Shalakyta Tantra
POLICY REVIEWED BY	Dr. Rajagopala S. Additional Medical Superintendent
POLICY APPROVED BY	Prof. (Dr.) Tanuja Manoj Nesari, Director 

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**ALL INDIA INSTITUTE OF AYURVEDA**

AIIA/HRM/DOC 05

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**APPRAISAL SYSTEM FOR EVALUATING THE
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1. **PURPOSE:**
 - 1.1. To provide guideline for appraisal system for evaluating the performance of employees.

2. **SCOPE:**
 - 2.1. Extends to all employees working under the purview of the hospital and includes both permanent and outsourced staff.

3. **ABBREVIATION:**
 - 3.1. NABH: National Accreditation board for Hospitals and Health Care Providers
 - 3.2. AIIA: All India Institute of Ayurveda
 - 3.3. HRM: Human Resource Management

4. **DEFINITION:**
 - 4.1. **Appraisal:** The act of estimating or judging the nature or value of something or someone.

5. **RESPONSIBILITIES:**
 - 5.1. Internal Quality Assurance Cell, Head of the departments

6. **PERFORMANCE MANAGEMENT POLICY:**
 - 6.1. All India Institute of Ayurveda ensures that all the employees of the hospital are evaluated for their performances periodically and apprised based on their performances



ALL INDIA INSTITUTE OF AYURVEDA

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ASSESSING, ANALYZING AND EVALUATION OF THE
CREDENTIALS AND PRIVILEGING OF MEDICAL AND
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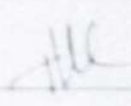
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ALL INDIA INSTITUTE OF AYURVEDA

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THE CREDENTIALS AND PRIVILEGING OF
MEDICAL AND PARAMEDICAL PROFESSIONAL

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POLICY REVIEWED BY	Dr. Rajagopala S. Additional Medical Superintendent
POLICY APPROVED BY	Prof. (Dr.) Tanuja Manoj Nesari, Director 

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ASSESSING, ANALYZING AND EVALUATION OF THE CREDENTIALS AND PRIVILEGING OF MEDICAL AND PARAMEDICAL PROFESSIONAL

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4.	7.2 Privileging Page no 4	Addition 7.2.4	The education, registration, training, and experience of doctors, nursing staff is documented and updated periodically and privileges are given as per their experience and it is to be reviewed every 2 yearly		
5.	7.2 Re-privileging Page no 4	Addition 7.2.5	Re-privileging should be conducted at least every 3 years in a timely manner prior to the expiry of current privileges		



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ASSESSING, ANALYZING AND EVALUATION OF THE
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1. **PURPOSE:** To assess, analyze and evaluate the credentials and privileging of medical and paramedical professional permitted to provide patient care without supervision.
2. **SCOPE:** Extends to medical, paramedical and Panchakarma Technician staff.
3. **ABBREVIATIONS:** Nil
4. **DEFINITION:**
 - 4.1. **Privileging** It is a process for authorizing all medical professionals to admit and treat patients and provide other clinical services commensurate with their qualification and skills.
 - 4.2. **Credentialing** The process of obtaining, verifying and assessing the qualification of a health care provider.
5. **RESPONSIBILITIES:** Medical Superintendent, respective heads of department
6. **POLICY:**
 - 6.1. All India Institute of Ayurveda ensures that
 - 6.1.1. Medical professionals and nursing professionals are given credentials and are privileged.
 - 6.1.2. The credentials (education, training and experience) of Panchakarma Therapist & Paricharaka are collected, verified and evaluated.
7. **Procedure**
 - 7.1. **Credentialing**
 - 7.1.1. The AYUSH Department has defined pre-requisite qualification for each and every position to be filled.
 - 7.1.2. The criteria includes the basic educational qualification required for the each and every position, experience if any required, registration with professional bodies (such as various state and central registration authorities, NCI etc.), special qualification in terms of training etc.
 - 7.1.3. Credentialing policy is followed during filling any vacant post either by external recruitment or by internal recruitment.



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7.1.4 Every employee submits attested copy of their credentials.

7.2 Privileging:

7.2.1 Based on the qualification, training, experience, registration and specialization area of medical and paramedical professional, they will be authorized to provide health care services in their respective areas.

7.2.2 A documented policy is in place to define the areas of privilege of medical professional of their own and in the other departments of the organization.

7.2.3 A newly inducted faculty should and must undergo training under observation until his independent privileges are ascertained. There will be a procedure in place to achieve this.

7.2.4 The education, registration, training, and experience of doctors, nursing staff is documented and updated periodically and privileges are given as per their experience and it is to be reviewed every 2 yearly.

7.2.5 Re-privileging should be conducted at least every 3 years in a timely manner prior to the expiry of current privileges.

7.3 Verification of Credentials

7.3.1 Primary Source Verification: This entails obtaining verification of specific credentials elements directly from the source.

7.3.2 Elements to be verified: A critical component of the credentialing process is the verification of information provided by the applicant. The following information should be verified on the initial application:

1. Medical School
2. Internship/residency training
3. Fellowship training
4. Board certification
5. Hospital affiliations

**ALL INDIA INSTITUTE OF AYURVEDA**

AIIA/HRM/DOC 09

Issue date 18/01/2021

Issue No. 1.2/Sl. No. 48

**ASSESSING, ANALYZING AND EVALUATION OF THE
CREDENTIALS AND PRIVILEGING OF MEDICAL AND
PARAMEDICAL PROFESSIONAL**

Rev date 04/01/2021

Rev No. 02

Ref: NABH standard for Ayurveda Hospitals April 2016 (2nd edition)**Sources of Verification**

Credential Element	Acceptable Primary Source
Medical education	Medical College
Internship	Facility where training was completed/Director
Residency	Facility where training was completed/Director of Training program
Fellowship	Facility where training was completed/Director of Training program
Licensure state in which physician (provider) practices	State Board of Medicine or other appropriate State Board
Licensure - other states in which physician (provider) holds/held license	State Board of Medicine or other appropriate State Board
Board Certification	Specialty board conferring certification
Hospital membership	Hospital
Academic appointments	Chairman of the Department

8. RECORDS:

- 8.1 Personal file of the employee
- 8.2 Service book of the employee

9. REFERENCE:

- 9.1 HRM 10, 11 & 12. NABH standard for Ayurveda Hospitals April 2016 (2nd edition)

10. ANNEXURE: Nil

Department of Panchakarma पंचकर्म विभाग

Kalpa-Kshetra कल्प-क्षेत्र

SOP OF JAMBEERA PINDA SVEDAN

<p>STEP 1 (Bolus preparation)</p>	<ul style="list-style-type: none"> Collect fresh ripe lemons as mentioned in checklist. Cut it into small pieces and put it into pan. Take 100ml medicated oil prescribed by physician and fry the mixture. Add coconut scrapping, powder of <i>Haridra</i> along with rock salt. Add Garlic pearls if advised by the consultant and fry it until it turns reddish colour. During procedure change <i>Pottali</i> on every 4th day. 	<p>MATERIAL REQUIRED</p> <table border="1"> <tr> <td>Markin cloth</td> <td>1.5 M</td> </tr> <tr> <td>Tags</td> <td>2</td> </tr> <tr> <td>Vessels</td> <td>2</td> </tr> <tr> <td>Towel</td> <td>1</td> </tr> <tr> <td>Lemon (chopped)</td> <td>2-3 (750 gms)</td> </tr> <tr> <td>Turmeric powder</td> <td>60 gms</td> </tr> <tr> <td>Coconut scrapping</td> <td>750 gms</td> </tr> <tr> <td>Garlic pearls (if required)</td> <td></td> </tr> <tr> <td>Rasnadi churna</td> <td>5 gms</td> </tr> <tr> <td>Rock salt</td> <td>30 GM</td> </tr> <tr> <td colspan="2">Medicated oil</td> </tr> <tr> <td>Oil for abhyanga</td> <td>100 ml</td> </tr> <tr> <td>Oil for reheating bolus</td> <td>Q.S (100) ml</td> </tr> <tr> <td>Oil for talam</td> <td>10 ml</td> </tr> </table>	Markin cloth	1.5 M	Tags	2	Vessels	2	Towel	1	Lemon (chopped)	2-3 (750 gms)	Turmeric powder	60 gms	Coconut scrapping	750 gms	Garlic pearls (if required)		Rasnadi churna	5 gms	Rock salt	30 GM	Medicated oil		Oil for abhyanga	100 ml	Oil for reheating bolus	Q.S (100) ml	Oil for talam	10 ml
Markin cloth	1.5 M																													
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Oil for abhyanga	100 ml																													
Oil for reheating bolus	Q.S (100) ml																													
Oil for talam	10 ml																													
<p>STEP 2 (Main Procedure)</p>	<p>PATIENT PREPARATION:-</p> <ul style="list-style-type: none"> Note down the vitals of the patient before procedure. Ask the patient to put off the clothes and wear <i>panchakarma</i> clothing. Ask the patient to lie down on <i>abhyanga</i> table. Apply oil and perform the <i>abhyanga</i> for about 10 min. Apply <i>talam</i> with mentioned <i>churna</i>. Take the prepared bolus and heat it with prescribed oil. Apply it over body after checking temperature with mild pressure in seven prescribed positions by two attendants standing on both side of <i>droni</i>. Perform it for 30 min or as per the condition. Wipe off the oil using clean dry towel. Again note down the vitals after procedure. Ask the patient to take bath. 																													
<p>STEP 3 (Special precautions)</p>	<ul style="list-style-type: none"> Prevent charring of lemons and clothes while frying during heating of the <i>pottali</i>. Ensure temperature of the <i>pottali</i> by placing it over the dorsum of own hand Ask to patient also for the temperature tolerance. During therapies any movement or application done on patient body should be verbally communicated. In case of any complications immediately report to <i>Panchakarma Vaidya</i>. 																													

- Any modifications in the ingredients can be suggested by the consulting physician.
- Any modifications in the above mentioned procedure should be done only after approval from the in charge.



Department of Panchakarma पंचकर्म विभाग
Kalpa-Kshetra कल्प-क्षेत्र

SOP OF LAVANA PINDA SVEDAN

		MATERIAL REQUIRED	
STEP 1 (Bolus preparation)	<ul style="list-style-type: none">Collect the <i>Shaindhav Lavan</i> in required quantity.Put it into cotton cloth and tied it to make bolus.During procedure change <i>Pottali</i> on every 4th day.	Markin cloth	1.5 M
STEP 2 (Main Procedure)	<p>PATIENT PREPARATION:-</p> <ul style="list-style-type: none">Note down the vitals of the patient before procedure.Ask the patient to put off the clothes and wear <i>panchakarma</i> clothing.Ask the patient to lie down on <i>abhyanga</i> table.Apply <i>talam</i> with mentioned <i>churna</i>.Take the prepared bolus, heat it than tapped it over the body after checking temperature with mild pressure in <i>anuloma</i> directions by two attendants standing on both side of <i>droni</i>.Perform it for 30 min or as per the condition.Wipe off with the clean dry towel.Again note down the vitals after procedure.Ask the patient to take bath.	Tags	2
		Vessels	2
STEP 3 (Special precautions)	<ul style="list-style-type: none">Prevent charring of clothes while heating the <i>pottali</i>.Ensure temperature of the <i>pottali</i> by placing it over the dorsum of own handAsk to patient also for the temperature tolerance.During therapies any movement or application done on patient body should be verbally communicated.In case of any complications immediately report to <i>Panchakarma Vaidya</i>.	Towel	1
		<i>Shaindhav Lavana</i> (rock salt) for two <i>pottali</i>	800 GM
		<i>Rasanadi churna</i>	5 GM
		Prescribed oil for <i>talam</i>	10 ML

- Any modifications in the ingredients can be suggested by the consulting physician.
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Department of Panchakarma पंचकर्म विभाग

Kalpa-Kshetra कल्प-क्षेत्र

SOP OF PATRA PINDA SVEDA

		MATERIAL REQUIRED	
STEP 1 (Bolus preparation)	<ul style="list-style-type: none">Collect fresh leaves as mentioned in checklist.Cut it into small pieces in order (<i>Arka, Eranda, Dhatura, Rasna, Nirgundi, Chinch</i>) and put it into pan.Take 100ml medicated oil prescribed by physician and fry the mixture.Add coconut scraping, powder of <i>Methi, Haridra, Shatpushpa</i> along with rock salt.Add <i>Vatahara</i> powder if advised by the consultant and fry it until it turns reddish colour.During procedure change <i>Pottali</i> on every 4th day.	Markin cloth	1.5 M
	STEP 2 (Main Procedure)	<p>PATIENT PREPARATION:-</p> <ul style="list-style-type: none">Note down the vitals of the patient before procedure.Ask the patient to put off the clothes and wear <i>panchakarma</i> clothing.Ask the patient to lie down on <i>abhyanga</i> table.Apply oil and perform the <i>abhyanga</i> for about 10 min.Apply <i>talam</i> with mentioned <i>churna</i>.Take the prepared bolus and heat it with prescribed oil.Apply it over body after checking temperature with mild pressure in seven prescribed positions by two attendants standing on both side of <i>droni</i>.Perform it for 30 min or as per the condition.Wipe off the oil using clean dry towel.Again note down the vitals after procedure.Ask the patient to take bath.	Tags
Vessels			2
Towel			1
Leaves			800 GM
Grated coconut			100 GM
Methi seed powder			50 GM
Shatpushpa powder			50 GM
Haridra powder			50 GM
Rasanadi churna			5 GM
Rock salt			10 GM
STEP 3 (Special precautions)	<ul style="list-style-type: none">Prevent charring of leaves and clothes while frying during heating of the <i>pottali</i>.Ensure temperature of the <i>pottali</i> by placing it over the dorsum of own handAsk to patient also for the temperature tolerance.During therapies any movement or application done on patient body should be verbally communicated.In case of any complications immediately report to <i>Panchakarma Vaidya</i>.	Lemon	2
		Garlic	50 GM
		Medicated oil	
		For Frying Leaves	100ml
		For Heating Bolus	50ml
For Massage	100ml		
For Talam	10ml		
Required leaves			
<i>Arka (Calotropis Prosera), Eranda (Ricinus Communis), Dhatura (Dhatura Metal), Nirgundi (Vitex Nigundo), Shigru (Moringa Olifera), Vasa (Adathoda Vasica), Chinch (Tamarindus Indica).</i>			

- Any modifications in the ingredients can be suggested by the consulting physician.
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Department of Panchakarma पंचकर्म विभाग

Kalpa-Kshetra कल्प-क्षेत्र

SOP OF RUKSHA CHURNA PINDA SVEDA

		MATERIAL REQUIRED														
STEP 1 (Bolus preparation)	<ul style="list-style-type: none">Collect the above said required formulation in a clean pan.Put it into cotton cloth and tied it to make bolus.During procedure change <i>pottali</i> on every 4th day.	<table border="1"><tr><td>Markin cloth</td><td>1.5 M</td></tr><tr><td>Tags</td><td>2</td></tr><tr><td>Vessels</td><td>2</td></tr><tr><td>Towel</td><td>1</td></tr><tr><td>Prescribed churna (for two <i>pottali</i>)</td><td>800 GM</td></tr><tr><td>Rasanadi churna</td><td>5 GM</td></tr><tr><td>Prescribed oil for <i>talam</i></td><td>10 ML</td></tr></table>	Markin cloth	1.5 M	Tags	2	Vessels	2	Towel	1	Prescribed churna (for two <i>pottali</i>)	800 GM	Rasanadi churna	5 GM	Prescribed oil for <i>talam</i>	10 ML
Markin cloth	1.5 M															
Tags	2															
Vessels	2															
Towel	1															
Prescribed churna (for two <i>pottali</i>)	800 GM															
Rasanadi churna	5 GM															
Prescribed oil for <i>talam</i>	10 ML															
STEP 2 (Main Procedure)	<p>PATIENT PREPARATION:-</p> <ul style="list-style-type: none">Note down the vitals of the patient before procedure.Ask the patient to put off the clothes and wear <i>panchakarma</i> clothing.Ask the patient to lie down on <i>abhyanga</i> table.Apply <i>talam</i> with mentioned <i>churna</i>.Take the prepared bolus, heat it than tapped it over the body after checking temperature with mild pressure in <i>anuloma</i> directions by two attendants standing on both side of <i>droni</i>.Perform it for 30 min or as per the condition.Wipe off with the clean dry towel.Again note down the vitals after procedure.Ask the patient to take bath.															
STEP 3 (Special precautions)	<ul style="list-style-type: none">Prevent charring of clothes while heating the <i>pottali</i>.Ensure temperature of the <i>pottali</i> by placing it over the dorsum of own handAsk to patient also for the temperature tolerance.During therapies any movement or application done on patient body should be verbally communicated.In case of any complications immediately report to <i>Panchakarma Vaidya</i>.															

- Any modifications in the ingredients can be suggested by the consulting physician.
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AIIA अखिल भारतीय आयुर्वेद संस्थान
All India Institute of Ayurveda
आयुष मंत्रालय, भारत सरकार के अतंर्गत स्वायत्त संस्थान
(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)



Department of Panchakarma पंचकर्म विभाग
Kalpa-Kshetra कल्प-क्षेत्र

SOP OF SHIRODHARA

STEP 1 (Bolus preparation)	<ul style="list-style-type: none"> Collect the material as mentioned in checklist. Put luke warm oil in Dhara-patra. 	MATERIAL REQUIRED	
STEP 2 (Main Procedure)	<p>PATIENT PREPARATION :-</p> <ul style="list-style-type: none"> Note down the vitals of the patient before procedure. Ask the patient to put off the clothes and wear <i>panchakarma</i> clothing. Ask the patient to lie down on <i>shirodhara</i> table in supine position. Apply oil on head and perform the head massage for 10 min. Put cotton gauze on eyes and pack with eye band. Put cotton ear plug in both ears. Dharapatra should be fixed 4 inch above the forehead and oil poured continuously neither very fast nor very slow after checking temperature. Collect the oil into another vessel and pour it in dharapatra after reheating to maintain the uniform temperature. Perform it for 30 min or as per the condition. Wipe off the oil using clean dry towel. Again note down the vitals after procedure. Ask the patient to take bath. Apply <i>talam</i> with mentioned <i>churna</i> after taking bath. 	Medicated oil	2.5 LITRE
STEP 3 (Special)	<ul style="list-style-type: none"> Prevent the oil enter in eyes or ears. Ensure temperature of the prescribed oil by placing it over the dorsum of own hand. Ask to patient also for the temperature tolerance. During therapies any movement or application done on patient body should be verbally communicated. In case of any complications immediately report to <i>Panchakarma Vaidya</i>. 	Gauze	1
		Vessels	3
		Towel	2
		Eye band	1
		Cotton ear plug	2
		Soft pillow covered with rexin	1
		Rasnadi Churna	5 gms



Department of Panchakarma पंचकर्म विभाग
Kalpa-Kshetra कल्प-क्षेत्र

SOP OF VALUKA SVEDAN

		MATERIAL REQUIRED																		
STEP 1 (Bolus preparation)	<ul style="list-style-type: none">Collect the above said required material.Put it into cotton cloth and tied it to make bolus.During procedure change <i>Pottali</i> on every 4th day.	<table border="1"><tr><td>Markin cloth</td><td>1.5 M</td></tr><tr><td>Tags</td><td>2</td></tr><tr><td>Vessels</td><td>2</td></tr><tr><td>Towel</td><td>1</td></tr><tr><td>Clean <i>Valuka</i> (for two <i>pottali</i>)</td><td>800 GM</td></tr><tr><td><i>Shaindhav lavana</i> (rock salt)</td><td>10 GM</td></tr><tr><td><i>Ajwain</i>(<i>Trachyspermu m Ammi</i>)</td><td>10 GM</td></tr><tr><td><i>Rasanadi churna</i></td><td>5 GM</td></tr><tr><td>Prescribed oil for <i>talam</i></td><td>10 ML</td></tr></table>	Markin cloth	1.5 M	Tags	2	Vessels	2	Towel	1	Clean <i>Valuka</i> (for two <i>pottali</i>)	800 GM	<i>Shaindhav lavana</i> (rock salt)	10 GM	<i>Ajwain</i> (<i>Trachyspermu m Ammi</i>)	10 GM	<i>Rasanadi churna</i>	5 GM	Prescribed oil for <i>talam</i>	10 ML
Markin cloth	1.5 M																			
Tags	2																			
Vessels	2																			
Towel	1																			
Clean <i>Valuka</i> (for two <i>pottali</i>)	800 GM																			
<i>Shaindhav lavana</i> (rock salt)	10 GM																			
<i>Ajwain</i> (<i>Trachyspermu m Ammi</i>)	10 GM																			
<i>Rasanadi churna</i>	5 GM																			
Prescribed oil for <i>talam</i>	10 ML																			
STEP 2 (Main Procedure)	<p>PATIENT PREPARATION:-</p> <ul style="list-style-type: none">Note down the vitals of the patient before procedure.Ask the patient to put off the clothes and wear <i>panchakarma</i> clothing.Ask the patient to lie down on <i>abhyanga</i> table.Apply <i>talam</i> with mentioned <i>churna</i>.Take the prepared bolus, heat it than tapped it over the body after checking temperature with mild pressure in <i>anuloma</i> directions by two attendants standing on both side of <i>droni</i>.Perform it for 30 min or as per the condition.Wipe off with the clean dry towel.Again note down the vitals after procedure.Ask the patient to take bath.																			
STEP 3 (Special precautions)	<ul style="list-style-type: none">Prevent charring of clothes while heating the <i>pottali</i>.Ensure temperature of the <i>pottali</i> by placing it over the dorsum of own handAsk to patient also for the temperature tolerance.During therapies any movement or application done on patient body should be verbally communicated.In case of any complications immediately report to <i>Panchakarma Vaidya</i>.																			

- Any modifications in the ingredients can be suggested by the consulting physician.
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Department of Panchakarma पंचकर्म विभाग

Kalpa-Kshetra कल्प-क्षेत्र

SOP OF STHANIK BASTI

		MATERIAL REQUIRED														
STEP 1 (Preparation)	<ul style="list-style-type: none">Collect the above said required material.Make a thick dough by using black gram powder & adequate quantity of water.Take prescribed oil in vessel and heat it up to 38° to 39°Celsius.	<table border="1"><tr><td>OIL</td><td>500 ML</td></tr><tr><td>SPOON</td><td>1</td></tr><tr><td>Vessels</td><td>2</td></tr><tr><td>Towel</td><td>1</td></tr><tr><td>COTTON</td><td>1</td></tr><tr><td>UDAD ATTA (BLACK GRAM FLOUR)</td><td>500 GM</td></tr><tr><td>STEEL RING (MEDIUM & SMALL SIZE)</td><td>1</td></tr></table>	OIL	500 ML	SPOON	1	Vessels	2	Towel	1	COTTON	1	UDAD ATTA (BLACK GRAM FLOUR)	500 GM	STEEL RING (MEDIUM & SMALL SIZE)	1
OIL	500 ML															
SPOON	1															
Vessels	2															
Towel	1															
COTTON	1															
UDAD ATTA (BLACK GRAM FLOUR)	500 GM															
STEEL RING (MEDIUM & SMALL SIZE)	1															
STEP 2 (Main Procedure)	<p>PATIENT PREPARATION: -</p> <ul style="list-style-type: none">Note down the vitals of the patient before procedure.Ask the patient to put off the clothes and wear <i>Panchakarma</i> clothing.Ask the patient to lie down in prone position on <i>Abhyanga</i> table.Take ring and fix it properly with black gram dough on affected area (cervical region, low back) where pain is located.Take luke warm oil & pour it into the inner surface of ring after checking the temperature of oil.Remove the cold oil & add luke warm oil to maintain the uniform temperature during throughout procedure.Duration of procedure is 30 –45 minutes.After that remove the ring & do gentle massage over affected area (cervical region, lower back) for 5 minutes.Again note down the vitals after procedure.															
STEP 3 (Special precautions)	<ul style="list-style-type: none">Ensure ring should be properly sealed to avoid the leakage of oil.Ensure temperature of the oil by placing it over the dorsum of own handAsk to patient also for the temperature tolerance.During therapies any movement or application done on patient body should be verbally communicated.In case of any complications immediately report to <i>Panchakarma Vaidya</i>.															

- Any modifications in the ingredients can be suggested by the consulting physician.
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Department of Panchakarma पंचकर्म विभाग
Kalpa-Kshetra कल्प-क्षेत्र

SOP OF STHANIK BASTI (SUPINE POSITION)

STEP 1 (Preparation)		MATERIAL REQUIRED														
	<ul style="list-style-type: none">Collect the above said required material.Make a thick dough by using black gram powder & adequate quantity of water.Take prescribed oil in vessel and heat it up to 38° to 39° Celsius.	<table border="1"><tr><td>OIL</td><td>500 ML</td></tr><tr><td>SPOON</td><td>1</td></tr><tr><td>Vessels</td><td>2</td></tr><tr><td>Towel</td><td>1</td></tr><tr><td>COTTON</td><td>1</td></tr><tr><td>UDAD ATTA (BLACK GRAM FLOUR)</td><td>500 GM</td></tr><tr><td>STEEL RING (SMALL SIZE)</td><td>1</td></tr></table>	OIL	500 ML	SPOON	1	Vessels	2	Towel	1	COTTON	1	UDAD ATTA (BLACK GRAM FLOUR)	500 GM	STEEL RING (SMALL SIZE)	1
OIL	500 ML															
SPOON	1															
Vessels	2															
Towel	1															
COTTON	1															
UDAD ATTA (BLACK GRAM FLOUR)	500 GM															
STEEL RING (SMALL SIZE)	1															
STEP 2 (Main Procedure)	<p>PATIENT PREPARATION: -</p> <ul style="list-style-type: none">Note down the vitals of the patient before procedure.Ask the patient to put off the clothes and wear <i>Panchakarma</i> clothing.Ask the patient to lie down in supine position on <i>Abhyanga</i> table.Take ring and fix it properly with black gram dough on affected area (knee joint, cardiac region) where pain is located.Take luke warm oil & pour it into the inner surface of ring after checking the temperature of oil.Remove the cold oil & add luke warm oil to maintain the uniform temperature during throughout procedure.Duration of procedure is 30 –45 minutes.After that remove the ring & do gentle massage over affected area (knee joint, cardiac region) for 5 minutes.Again note down the vitals after procedure.															
STEP 3 (Special precautions)	<ul style="list-style-type: none">Ensure ring should be properly sealed to avoid the leakage of oil.Ensure temperature of the oil by placing it over the dorsum of own handAsk to patient also for the temperature tolerance.During therapies any movement or application done on patient body should be verbally communicated.In case of any complications immediately report to <i>Panchakarma Vaidya</i>.															

- Any modifications in the ingredients can be suggested by the consulting physician.
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Department of Panchakarma पंचकर्म विभाग
Kalpa-Kshetra कल्प-क्षेत्र

SOP OF UPNAHA

		MATERIAL REQUIRED																						
STEP 1 (Preparation)	<ul style="list-style-type: none">Collect the above said required material.Make a thick paste by using prescribed drugs & adequate quantity of warm water.It should be heated up to 39° to 41°Celsius.	<table border="1"><tr><td>OIL FOR UPNAHA</td><td>50 ML</td></tr><tr><td>OIL FOR ABHYANGA</td><td>30 ML</td></tr><tr><td>SPOON</td><td>1</td></tr><tr><td>Vessels</td><td>1</td></tr><tr><td>Towel</td><td>1</td></tr><tr><td>COTTON ROLL</td><td>1</td></tr><tr><td>BANDAGE CLOTH</td><td>AS PER REQUIR EMENT</td></tr><tr><td>PRESCRIBED POWDER</td><td>50 – 100 GM</td></tr><tr><td>SHAINDHAVA LAVANA</td><td>20 GM</td></tr><tr><td>LEAVES (ERANDA, ARKA ETC.)</td><td>AS PER REQUIR EMENT</td></tr><tr><td>SOUR LIQUID OR LEMON</td><td>AS PER REQUIR EMENT</td></tr></table>	OIL FOR UPNAHA	50 ML	OIL FOR ABHYANGA	30 ML	SPOON	1	Vessels	1	Towel	1	COTTON ROLL	1	BANDAGE CLOTH	AS PER REQUIR EMENT	PRESCRIBED POWDER	50 – 100 GM	SHAINDHAVA LAVANA	20 GM	LEAVES (ERANDA, ARKA ETC.)	AS PER REQUIR EMENT	SOUR LIQUID OR LEMON	AS PER REQUIR EMENT
OIL FOR UPNAHA	50 ML																							
OIL FOR ABHYANGA	30 ML																							
SPOON	1																							
Vessels	1																							
Towel	1																							
COTTON ROLL	1																							
BANDAGE CLOTH	AS PER REQUIR EMENT																							
PRESCRIBED POWDER	50 – 100 GM																							
SHAINDHAVA LAVANA	20 GM																							
LEAVES (ERANDA, ARKA ETC.)	AS PER REQUIR EMENT																							
SOUR LIQUID OR LEMON	AS PER REQUIR EMENT																							
STEP 2 (Main Procedure)	<p>PATIENT PREPARATION: -</p> <ul style="list-style-type: none">Ask the patient to wear comfortable clothes.Ask the patient to sit down on table.Clean the affected part & gentle massage should be done.Apply prescribed paste over the affected part uniformly with thickness of 1-2 cm after checking temperature.Cover with Vata pacifying leaves (Eranda, Arka, etc.) after slight warming.Tie bandage with adequate pressure and technique over it.Remove the Upnaha after 10-12 hours.																							
STEP 3 (Special precautions)	<ul style="list-style-type: none">Ensure temperature of the paste by placing it over the dorsum of own hand.Bandage should not be too tight or too loose.Ask to patient also for the temperature tolerance.During therapies any movement or application done on patient body should be verbally communicated.In case of any complications immediately report to <i>Panchakarma Vaidya</i>.																							

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Kalpita-Kshetra चल्प-क्षेत्र

SOP OF NASYA

STEP 1 (preparation)	STEP 2 (Main Procedure)	STEP 3 (Special)
<ul style="list-style-type: none"> Collect the above said required material. Take prescribed oil in vessel and mild heat it. 	<p>PATIENT PREPARATION: -</p> <ul style="list-style-type: none"> Note down the vitals of the patient before procedure. Ask the patient to put off the clothes and wear <i>Panchakarma</i> clothing. Ask the patient to lie down in supine position on <i>Nasya</i> table. Gentle massage on face & neck (3-5 min). After-that cover eyes with clean eye pad before doing mild <i>Svedan</i>. Head should be extended backward at 45° angle & pour the luke-warm prescribed oil in both nostrils after checking the temperature. Patient should be lie in same position for 1-2 min. Ask the patient to spit out the medicine. After that gargles should be done with luke warm water. Again note down the vitals after procedure. 	<ul style="list-style-type: none"> Ensure temperature of the oil by placing it over the dorsum of own hand Ask to patient also for the temperature tolerance. During therapies any movement or application done on patient body should be verbally communicated. In case of any complications immediately report to <i>Panchakarma Vaidya</i>.

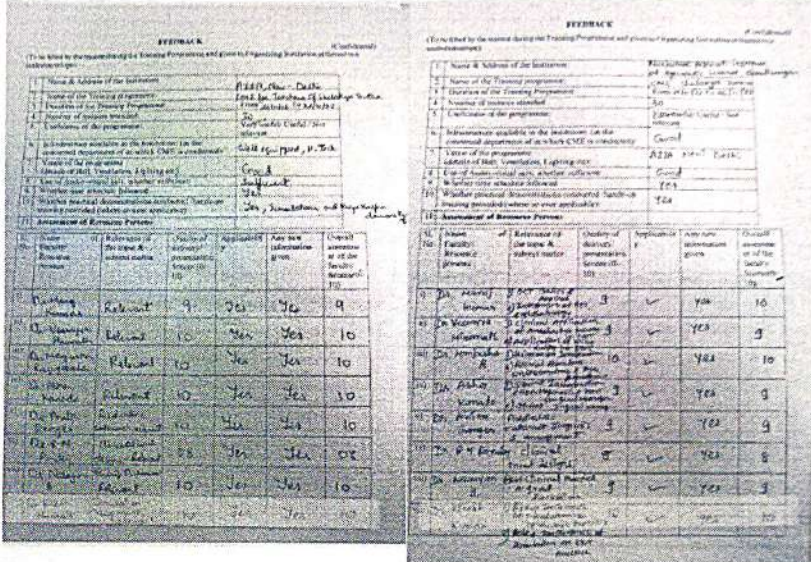

MATERIAL REQUIRED	
OIL FOR NASYA	
OIL FOR MUKHABHYANG	200 ML
Vessels	1
Towel	1
DROPER	1
SPITTING POT	1

Any modifications in the ingredients can be suggested by the consulting physician. Any modifications in the above mentioned procedure should be done only after approval from the in charge.

Report Format for Events:

ALL INDIA INSTITUTE OF AYURVEDA

1	Department Name/ Cell / Committee	Shalaky department																																																																																																																				
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4	Level (Institutional/university/ inter-university/ state/national/ international)	National																																																																																																																				
5	Date and Time	<p>23 Nov 2022</p> <p><small>For CME For teachers of Shalakyam From 11 November to 14 November 2022, AIIA, Delhi</small></p> <p><small>Sponsored by Ministry of AYUSH and co-organized by Rajiv Gandhi Ayurveda Vidyapeeth</small></p> <table border="1"> <thead> <tr> <th>Day and Date</th> <th>Session</th> <th>Name of the speaker</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align:center">Rajiv Gandhi Vidyapeeth Integration & P. 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7	Resource Person(s) / Expert(s)/ Guest(s)	Dr. Riteez kumar																																																																																																																				
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9	Who are Participants	Faculty, CME participants, PG and PhD scholars of Shalaky tantra department																																																																																																																				
10	Number of participants	55(30 CME Participants+25 Internal, Faculties & Scholars)																																																																																																																				
11	Attendance sheet	<p>The attendance sheet lists 30 participants and tracks their attendance from 21 Nov 22 to 26 Nov 22. The participants listed are: 1. Dr. Mahesh Kumar, 2. Dr. Manish Solanki, 3. Dr. Jayashankar A, 4. Dr. Poojari Bamola, 5. Dr. Anand Kumar, 6. Dr. Praveen Patel, 7. Dr. Almeida Chavez Fernandes, 8. Dr. R. Shanti, 9. Dr. Preethi K. Nair, 10. Dr. Leena Chakrashtava, 11. Dr. Jagruti Rishariya, 12. Dr. Prasad Tukaram Burghare, 13. Dr. Sunita Deepak Rao, 14. Prof. (Dr.) Binhu S. Shetode, 15. Dr. Tani Chandra Marai, 16. Dr. Rishi Thakur, 17. Dr. Rajesh Kumar K., 18. Dr. Rajendra Kumar Soni, 19. Dr. Akanksha, 20. Dr. Anurag C. Raut, 21. Dr. Veena Gopal PV, 22. Dr. Shalini Singh, 23. Dr. Prabhat Shrivastava, 24. Dr. Shashi Mandant, 25. Dr. Sonali Paruchit, 26. Dr. Pooja Purohit, 27. Dr. Ankur Tripathi, 28. Dr. Sonali Mishra, 29. Dr. Priya Sharma, 30. Dr. Simran Hansley.</p>																																																																																																																				
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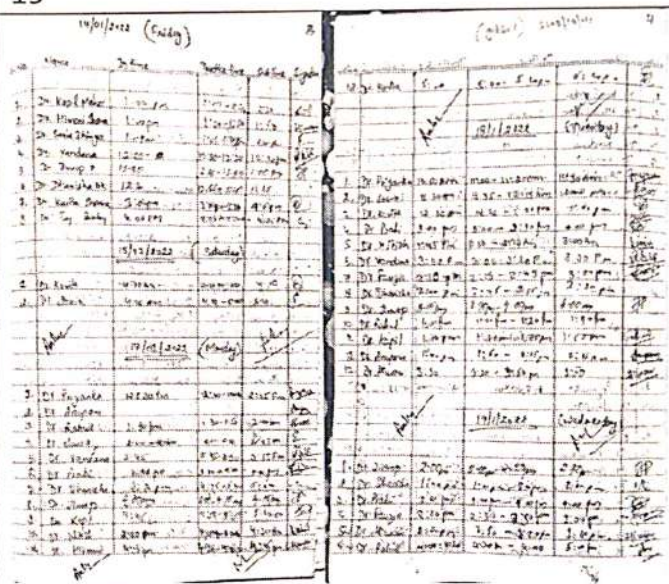
15	Which Grant utilized	AIIA
16	Expenditure	AIIA
17	Objectives (Expected outcomes)	To deliver the highest standards of evidence based, patient centric care through simulation and technology to make health care accessible and standardized.
18	Is it part of National drive?	NA
19	Number of sessions	2
20	Content of the event	Importance of simulation based training in eye and ent practice.
21	Activities / Process	NA
22	Integrating issue/s	NA
23	Achieved Outcomes	Practical stimulation training on cataract and otic diseases.
24	Infrastructure utilized	NA
25	Certification to participant (Sample)	NA
26	Feedback with Analysis-Graphs	
27	Scope of improvement / Future event / plan	To achieve an exponential impact on patient life by practising skills on simulator.
28	Photographs of activities with captions	
29	Media Coverage	NA
30	Repot submitted/ sent to	
31	Award / Recognition for the event	

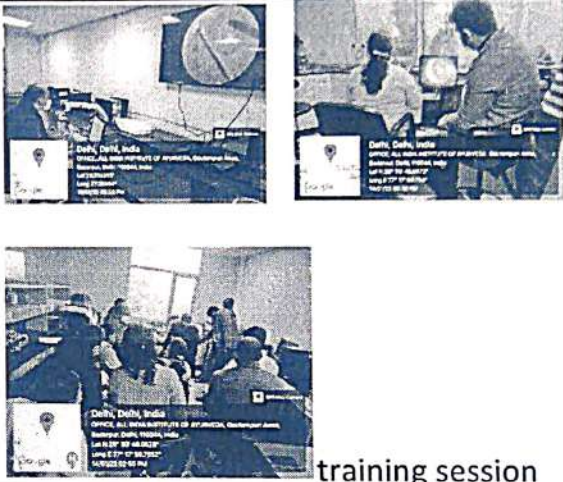
Ashwin T. Sankar
 Signature of Event In-charge
 Date

M. Srinivasan
 Signature of Head
 Stamp

Report format for events

ALL INDIA INSTITUTE OF AYURVEDA

1	Department Name/ Cell / Committee	Shalaky Department
2	Title of the event	Simulator installing and training
3	Nature of the event	Virtual
4	Level (Institutional/university/ inter-university/ state/national/ international)	Institutional
5	Date and Time	One week
6	Place or online mode	Shalaky Department labotary
7	Resource Person(s) / Expert(s)/ Guest(s)	Mr. Sameer dixit
8	About Resource Person(s) / Expert(s)/ Guest(s)	
9	Who are Participants	Faculty and Scholars (PG and PhD)
10	Number of participants	19
11	Attendance sheet	 <p>simulator intallation and trai</p>
12	Under which scheme	NA
13	Collaborative agency Government / Govt recognized body	AIIA
14	Sponsoring Agency	AIIA
15	Which Grant utilized	AIIA
16	Expenditure	AIIA
17	Objectives (Expected outcomes)	To learn about the intra ocular and vitero retinal surgeries with different stages of courses like introductory, beginners, intermediate and advanced stage.

18	Is it part of National drive?	NA
19	Number of sessions	One per day
20	Content of the event	Instrument and microscope handling, surgical efficiency and tissue treatment which is recorded by training system.
21	Activities / Process	NA
22	Integrating issue/s	NA
23	Achieved Outcomes	All faculty and scholars had completed introductory stage.
24	Infrastructure utilized	NA
25	Certification to participant (Sample)	NA
26	Feedback with Analysis-Graphs	NA
27	Scope of improvement / Future event / plan	Improve the surgical skills by completing beginners, intermediate and advanced stage.
28	Photographs of activities with captions	 <p>training session</p>
29	Media Coverage	NA
30	Report submitted/ sent to	
31	Award / Recognition for the event	

Ankur Tyagi

Signature of Event In-charge

Date


Mojib

Signature of Head

Stamp

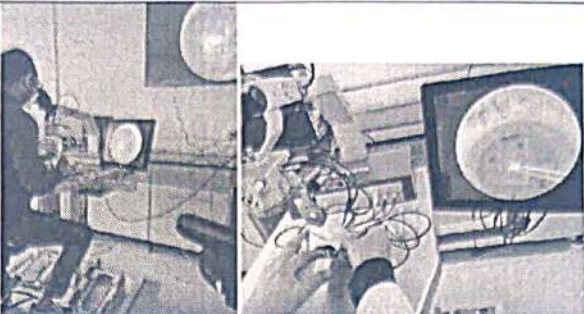
Report format for events

All India institute of Ayurveda

1	Department Name/ Cell / Committee	Shalakya department										
2	Title of the event	Simulator training for PG and PhD scholars										
3	Nature of the event	Virtual										
4	Level (Institutional/university/ inter-university/ state/national/ international)	Institutional										
5	Date and Time	Regular as per roaster  <p>अखिल भारतीय आयुर्वेद संस्थान ALL INDIA INSTITUTE OF AYURVEDA (AIIA) (आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान) (An Autonomous Organisation under the Ministry of Health, Govt. of India)</p> <p>Time table for simulator training</p> <p>Training time from 4:00 Pm to 6:00 Pm</p> <table border="1"> <thead> <tr> <th>DAYS</th> <th>SCHOLAR</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>Dr.Kavita, Dr.Taj, Dr.Fauzia, Dr.Himani</td> </tr> <tr> <td>Tuesday</td> <td>Dr.Vandna, Dr.Rahul, Dr.Anupam, Dr.Prabi</td> </tr> <tr> <td>Wednesday</td> <td>Dr.Sonia, Dr.Nanya, Dr.Jinoo, Dr.Dhanisha</td> </tr> <tr> <td>Friday</td> <td>Dr.Priyanka, Dr.Nitish, Dr.Kapil</td> </tr> </tbody> </table>	DAYS	SCHOLAR	Monday	Dr.Kavita, Dr.Taj, Dr.Fauzia, Dr.Himani	Tuesday	Dr.Vandna, Dr.Rahul, Dr.Anupam, Dr.Prabi	Wednesday	Dr.Sonia, Dr.Nanya, Dr.Jinoo, Dr.Dhanisha	Friday	Dr.Priyanka, Dr.Nitish, Dr.Kapil
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6	Place or online mode	Shalakya department laboratory										
7	Resource Person(s) / Expert(s)/ Guest(s)	Prof. (Dr.) Manjusha rajagoapala										
8	About Resource Person(s) / Expert(s)/ Guest(s)	Hod Shalakya Department										
9	Who are Participants	PG and PhD Scholars										
10	Number of participants	15										

11	Attendance sheet	
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12	Under which scheme	NA
13	Collaborative agency Government / Govt recognized body	AIIA
14	Sponsoring Agency	AIIA
15	Which Grant utilized	AIIA
16	Expenditure	AIIA
17	Objectives (Expected outcomes)	To learn the surgical skills from virtual reality simulator for intra ocular surgeries and vitreo retinal surgeries.
18	Is it part of National drive?	NA
19	Number of sessions	As per roaster
20	Content of the event	To practice the parameters relating to instrument and microscope handling, surgical efficiency and tissue treatment in different stages.
21	Activities / Process	Simulator Training in different stages
22	Integrating issue/s	NA
23	Achieved Outcomes	learn the surgical skills with help of virtual reality.
24	Infrastructure utilized	NA
25	Certification to participant (Sample)	NA
26	Feedback with Analysis-Graphs	NA
27	Scope of improvement / Future event / plan	Improve the surgical skills with help of virtual reality.
28	Photographs of activities with captions	

		 <p>Scholars training</p>
29	Media Coverage	NA
30	Report submitted/ sent to	
31	Award / Recognition for the event	

Asst. Cup 9/24/21

Signature of Event In-charge

Date

Moufida

Signature of Head

Stamp