



Koyana Education Society, Patan  
**BALASAHEB DESAI COLLEGE, PATAN**  
**Department of Microbiology**  
**General Duty Assistant**  
**2023- 2024**



Name of the Activity: General Duty Assistant  
Participated Students: 18  
Day and Date: Tuesday, 30/01/2024 to 21/02/2024  
Venue: Microbiology laboratory



**Inaugural Ceremony GDA course**

Brief Report of the Activity: General duty assistant as a part of basic knowledge of hospitals, infection, surgical instruments, human physiology

Ms. Khairmode P.V.  
Convener

Dr. M.R. Sapkal M.R.  
Head  
Department of Microbiology  
Balasaheb Desai College, Patan  
Dist. Satara 415 206

IQAC Coordinator  
प्रा. डा. हेमलता काटे  
नेक समन्वयक,  
बाळासाहेब देसाई कॉलेज, पाटण

Principal  
(Dr. S.D. Pawar)  
Principal  
Balasaheb Desai College, Patan  
Tal.- Patan Dist.- Satara

**Balasaheb Desai College Patan**  
**Department of Microbiology**  
**General Duty Assistant**  
**Year 2023-24**  
**(Duration – 30/01/2024 to 21/02/2024)**  
**Students Enrollment**

<b>Sr.No</b>	<b>Student Name</b>
1	Aga Sumaiyya Salim
2	Devkant Tushar Satish
3	Dudhane Shaddha Shanker
4	Ghadge Tejas Ashok
5	Mane Komal Gautum
6	Salunkhe Pooja Vijay
7	Sawant Krutuja Kisan
8	Shingan Maruti Dipali
9	Bondre Anuj Anadndrao
10	Desai Akansha Ajit
11	Jadhav Kalyani Ramesh
12	Nangae Diksha Vikas
13	Sath Sidhesh Narayan
14	Suryawanshi Nandini Dinesh
15	Thorat Nilesh Dinesh
16	Yadav Pallavi Jijaba
17	Yadav Tanuja Jayker
18	Kadam Manthan Dattatray

  
(Ms. Khazimode P. V.)

**Course Co- coordinator**

  
**Head**  
Department of Microbiology  
Balasaheb Desai College, Patan  
Dist. Satara 415 206

**Head of department**

## NOTICE

Department of Microbiology

Date: 27/01/2024

To,  
The Principal  
B.D.C. Patan.

Sub: Getting Permission for GDA course.

Respected Sir,

Department of Microbiology of our college organized a course General Duty Assistant. on 30/01/2024. This is part of their syllabus. So please give the permission for above course.

Thanking you.

Balasaheb Desai College Patan.

Department of Microbiology

Add On Course 2023-24

## “General Duty Assistant”

### Syllabus

Module Number	Module	Sub Topic Name
1	Introduction to Healthcare System	Introduction and Orientation
2	Roles & Responsibilities of a GDA	Assisting nurses and doctors
		Maintaining clean hospital environment
		Assisting the doctor and the nurse in patient care planning
3	Assist Patients in maintaining normal elimination	Assisted Toileting
		Perform Catheterization
		Perform Enemas and Suppositories
4	Transferring Patient Within Hospital	Transfer patient from Bed to Wheelchair
		Transfer patient from Bed to Stretcher
		Assisting Patient to walk
		Assisting Patient in Positioning
5	Assist Nurse in Performing Procedures as Instructed in Care Plan	Assist nurse in Bed Making - Occupied Bed
		Assist nurse in Bed Making - Unoccupied Bed
6	Patient Rights	Patient Rights
7	Assist Nurse in Observing and Reporting	Measure and record Patients Monitoring
8	Measuring Patient Parameters Accurately - I	Taking Blood Pressure
		Taking Temperature
		Measuring Pulse Oximetry
9	Measuring Patient Parameters Accurately-II	Monitor Respiration
		Measure Height & Weight
		Monitor Blood Glucose
		Monitor Electrocardiogram
10	Transport Patient Samples, Drugs, Patient Documents	Transport Documents & Records
11	Follow Biomedical Waste Disposal	Dispose Biomedical Waste
		Manage Waste
12	Emergency Medical Response	Emergency Medical Response
13	Follow Infection Control Policies & Procedures	Adhere to Standard Precautions
		Follow Standard Precautions
14	Digital Literacy	Increase in information that can be conveniently and quickly accessed and facilitate
15	Assessment	-

Balasaheb Desai College Patan.  
Department of Microbiology  
**Add On Course 2023-24**  
**“General Duty Assistant”**  
**Board of Studies**

Following are the members of BOS for the Add On Course Entitled **General Duty Assistant (GDA)** run by Department of Microbiology.

Sr. No.	Name	Designation	Position
1	Ms Khairmode P.V.	Assistant Professor Department of Microbiology	Course Coordinator
2	Dr. Mrs Sapkal M.R.	Associate Professor and Head, Department of Microbiology	Member
3	Ms Kambale M.A.	Assistant Professor Department of Microbiology	Member
4	Dr. Mrs Nangare V.R.	Nangare Hospital Patan	Member
5	Mr Desai Sandeep	Shri Laboratories Patan	Member

  
(Ms. Khairmode P. V.)

**Course co-ordinate**

  
**Head**  
Department of Microbiology  
Balasaheb Desai College, Patan  
Dist. Satara 415 206

**Head of Department**





COC -GDA Course Presentee 30/01/24 to 21/02/24

Sr no	Students name	30	31	1	2	3	5	6	7	8	9	10	12	14	15	16	17	18	20	21
1	Aga Sumaiyya Salim	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga	Aga
2	Devkant Tushar Satish	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar	Tushar
3	Dudhane Shaddha Shanker	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha	Shaddha
4	Ghadge Tejas Ashok	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas
5	Mane Komal Gautum	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal
6	Salunkhe Pooja Vijay	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
7	Sawant Krutuja Kisan	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja	Krutuja
8	Shingan Maruti Dipali	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti
9	Bondre Anuj Anadndrao	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj	Anuj
10	Desai Akansha Ajit	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha
11	Jadhav Kalyani Ramesh	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
12	Nangae Diksha Vikas	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha	Diksha
13	Sath Sidhesh Narayan	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh	Sidhesh
14	Suryawanshi Nandini Dinesh	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini
15	Thorat Nilesh Dinesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh
16	Yadav Pallavi Jijaba	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi
17	Yadav Tanuja Jayker	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja	Tanuja
18	Kadam Manthan Dattatray	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan	Manthan

Sapkal

Hard

Department of Microbiology  
Balasamb Desai College, Patan  
Dist. Satara-415 206