

**MONTHLY SIMULATION TRAINING & LEARNING SPACE
DASHBOARD REVIEW MEETING**

Venue	VASA Conference Hall
Date	15 th April, 2026
Time	11:00 AM – 12:30 PM

PRESENT MEMBERS

S.No	Name	Designation
1	Dr. Javed	National Head
2	Mrs. Kavita Chandrakar	Associate Centre Head
3	Mr. Nagarjuna Reddy	Operations Executive
4	Dr. Sushma	Simulation Instructor
5	Ms. Shalini Choudhary	Simulation Instructor
6	Ms. Inchara Poovama	Simulation Instructor
7	Mr. Rahul B	Simulation Engineer
8	Mr. Cibi Canrad Xavier S	Technical Executive
9	Ms. Priyanka	Front Office Executive
10	Ms. Pavina	Academic Coordinator
11	Ms. Vijayalakshmi	Quality Representative

AGENDA

1. Review of Simulation Activity conducted during the month
2. Presentation of Learning Space dashboard analytics
3. Review of training completion status and competency outcomes
4. Identification of learner groups requiring additional support or retraining
5. Planning of upcoming simulation activities and quality improvement initiatives

PROCEEDINGS

Agenda Item 1: Monthly Training Summary

The VASA team presented the summary of simulation activities conducted during the month across Medical, Nursing, Dental, and Allied Health programs. The committee reviewed:

- Number of training sessions conducted.
- Number of learners trained.
- Department-wise participation.
- Faculty engagement in simulation activities.
- Assessment completion status.

Agenda Item 2: Learning Space Dashboard Review

The Learning Space dashboard was reviewed to analyse institutional training trends. The dashboard provided real-time visibility regarding:

- Learner enrollment and attendance.
- Training completion percentages.
- Competency assessment scores.
- Pending assessments and retraining requirements.
- Department-wise and program-wise performance trends.
- Comparative analysis with previous months.

The committee appreciated the availability of centralized and real-time training analytics, enabling timely review of institutional educational performance.

Agenda Item 3: Training Outcomes and Competency Analysis

Dashboard analytics demonstrated overall improvement in training compliance and assessment completion compared to previous months. Certain learner groups showed lower completion rates due to induction schedules, academic postings, and examination periods.

The committee recommended closer monitoring of pending learners and periodic review of competency trends to ensure timely completion of mandatory training requirements.

Agenda Item 4: Quality Improvement Actions

Based on dashboard findings, the following actions were proposed:

- Scheduling additional training sessions for pending learner groups.
- Enhancing communication regarding training schedules and assessment timelines.
- Periodic review of learner progress through dashboard analytics.
- Strengthening utilization of dashboard reports during educational and quality review meetings.

The dashboard was acknowledged as an important tool supporting educational governance, quality monitoring, and continuous readiness for internal and external assessments.

DECISIONS TAKEN

1. Learning Space dashboard review will remain a standing agenda item in all monthly VASA review meetings.
2. Monthly dashboard trend reports will be generated and shared with concerned stakeholders.
3. Pending training completion and competency gaps will be monitored through dashboard analytics.
4. Dashboard findings will be utilized to support planning of future simulation activities and quality improvement initiatives.

ACTION POINTS

Sl. No.	Action Item	Responsibility	Timeline
1	Generate monthly dashboard analytics report	VASA Team	Monthly
2	Review pending learner completion status	VASA Team	Monthly
3	Share departmental training summaries	VASA Team	Monthly
4	Incorporate dashboard findings into training planning	VASA Team	Ongoing

MEETING CONCLUDED AT

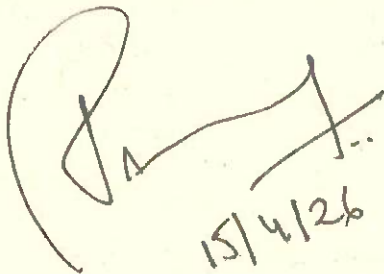
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PREPARED BY

Associate Centre Head, VASA

REVIEWED & APPROVED BY

National Head – Simulation & Training


15/4/26

