

Ref. No: SCP/AHS - I. 1059

Date: - 10-09-2026

Notice

Intended for	MLS 1st Semester Students
Subject	Educational Visit to Rotary Blood Bank Sec-37, Chandigarh

It is hereby informed that the Department of Medical Laboratory Sciences, Saraswati College of Pharmacy, Gharuan, is organizing an educational visit to the Rotary Blood Bank for MLS 1st Semester students. The visit is intended to provide students with practical exposure to blood bank functioning, hospital laboratory documentation, records and reports, and electronic health record practices.

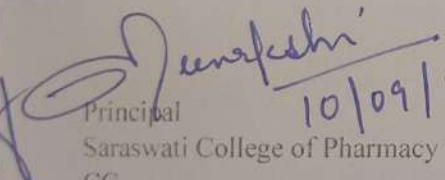
The programme will focus on the importance of maintaining accurate and traceable records in a hospital, laboratory records maintained in accordance with ISO 15189 quality requirements, the importance of laboratory reports, and data entry and management on an Electronic Health Record (EHR) system.

All concerned students are instructed to attend the visit and maintain discipline throughout the programme.

Date of the event: - 14-09-2026

Time: 10:30 am onwards

Venue: - Rotary Blood Bank, Sec-37, Chandigarh


Principal

Saraswati College of Pharmacy

CC

Management

Campus Director

Director Academics

Director Admin

All Faculty/ Concerned faculty

All Students/Concerned student

Students Notice Board

Transport Uncharged

Account Section

Add the cc as applicable according to notice

Ref No- SCP/AHS - I 1060

Date-14-09-2026

Name of the Department	SARASWATI COLLEGE OF PHARMACY GHARUAN (Allied Health Sciences Division I, Department of Medical Laboratory Science – MLS)
Name of Event	Educational Visit to Rotary Blood Bank
Date of Event	14-09-2026
Place of Event	Rotary Blood Bank Sec-37, Chandigarh
No. of Participants	MLS 1st Semester Students
Time	10:30am-2:30pm
Coordinator Name	Ms Damanpreet kaur
Email of Coordinator	Damanpreetkaur3282@gmail.com
Objective of the event	• To provide students with practical exposure to the functioning of a blood bank and hospital laboratory. • To understand the importance of records and reports in a hospital and laboratory setting. • To familiarize students with laboratory records maintained as part of the quality management system in accordance with ISO 15189 requirements. • To understand the role of accurate, complete, traceable and confidential documentation in patient care and laboratory services. • To introduce students to data entry and management on an Electronic Health Record (EHR) system. • To create awareness about data integrity, confidentiality, authorized access and timely reporting.
Outcome of the event	• Students gained practical understanding of the importance of documentation in hospital and blood bank services. • Students understood the importance of maintaining accurate, complete and traceable laboratory records. • Students became familiar with the role of records and reports in quality assurance, patient safety, accountability and clinical decision-making. • Students gained awareness of laboratory documentation practices associated with ISO 15189. • Students understood the basic process of electronic data entry, retrieval and management through an EHR system. • Students developed awareness of confidentiality, data integrity and responsible handling of patient information.

Event/ Activity Report:

The Department of Medical Laboratory Sciences, Saraswati College of Pharmacy, Gharuan, organized an educational visit to the Rotary Blood Bank for MLS 1st Semester students. The visit was planned to provide students with meaningful practical exposure to the functioning of a blood bank and to connect classroom learning with professional practices followed in hospital and laboratory settings.

During the visit, Dr. Roli Agarwal, Blood Transfusion Officer, interacted with the students and provided detailed

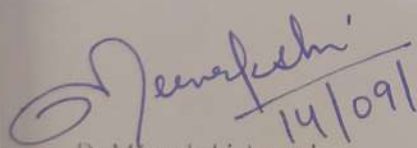
knowledge about hospital records and their importance. She explained that records provide documented evidence of activities performed, support traceability and accountability, facilitate review and audit, and contribute to quality patient care and safe laboratory services.

Dr. Roli Agarwal also explained the types and importance of records maintained in a laboratory and discussed the need for systematic documentation in accordance with ISO 15189 quality-management requirements. Students were made aware of the importance of accurate patient identification, complete documentation, traceability, confidentiality, proper control of records, and appropriate maintenance and retention of laboratory information.

The session further covered the importance of laboratory records and reports in clinical practice. Students learned that laboratory reports communicate test results to clinicians and support diagnosis, treatment, monitoring and follow-up. Emphasis was placed on accurate entry, verification, timely reporting and maintaining the integrity and confidentiality of patient-related information.

Dr. Roli Agarwal further introduced the students to data entry and management on an Electronic Health Record (EHR) system. She explained the basic concepts of electronic recording, storing, retrieving and managing patient information. The session highlighted the importance of accurate data entry, validation, data integrity, confidentiality and access by authorized personnel. Students understood how electronic records can support efficient information management and continuity of patient care.

The visit was highly informative and interactive. It helped MLS students understand that proper record keeping and reporting are essential components of laboratory quality management and professional practice. The exposure strengthened their awareness of documentation, ISO 15189-related quality practices, laboratory reporting and electronic health information management.

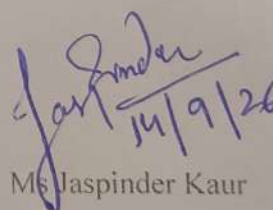

14/09/2026

Dr Meenakshi Anand

HOI

Saraswati College of Pharmacy

Gharuan Mohali


14/9/26

Ms Jaspinder Kaur

Event Coordinator

MLS Department