

**SYLLABUS STRUCTURE
FOR
ADVANCE DIPLOMA IN
PARAMEDICAL & HEALTH
ADMINISTRATION**

SHIVAJI UNIVERSITY, KOLHAPUR



B.Voc in PARAMEDICAL & HEALTH ADMINISTRATION

Syllabus

For

B. Voc. Part-II (ADVANCE DIPLOMA)

**ADVANCE DIPLOMA IN PARAMEDICAL & HEALTH
ADMINISTRATION**

(To be implemented from Academic Year 2021-2022 onwards)

SHIVAJI UNIVERSITY, KOLHAPUR
PROPOSED STRUCTURE AND SYLLABUS (SEMESTER PATTERN)

Bachelor of Vocation (B. Voc.) Part II –2021-2022

1. TITLE: B. Voc. PartII(ADVANCE DIPLOMA INPARAMEDICAL &HEALTH ADMINISTRATION)

Syllabus (Semester Pattern)

2. YEAR OF IMPLEMENTATION : Syllabus will be implemented from**2021-2022**

3. DURATION:B. Voc. Part I, II and III (ThreeYears) B.

Voc. Part I - Diploma (First Year)

B. Voc. Part II - Advanced Diploma (Second Year)

B. Voc. Part III – Degree (Third Year)

4. PATTERN OF EXAMINATION - SemesterPattern

- Theory Examination – At the end of semester as per Shivaji UniversityRules

- Practical Examination–

- i) In the 1st, 3rd and 5th semester of B. Voc. there will be internal assessment of practical record, related report submission and projectreports.

- ii) In the second semester of B. Voc. I there will be internal practicalexamination.

- iii) In the 4th and 6th semester of B. Voc. There will be external practical examination at the end of thesemester.

5. MEDIUM OF INSTRUCTION : English /Marathi

6. STRUCTURE OF COURSE : B. Voc. Part – I, II and III

Two Semester Per Year

Two General Papers per year / semester

Three Vocational Papers per Year / Semester

Three Practical papers per Year / Semester

One Project / Industry Visit/ Study Tour / Survey

7. SCHEME OF EXAMINATION – A) THEORY–

- The theory examination shall be at the end of the eachsemester.

- All the general theory papers shall carry 40 marks and all the vocational theory papers shall carry 50marks.

- Evaluation of the performance of the students in theory shall be on the basisof semester examination as mentioned above.

- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.

- Nature of question paper for Theory examination (excluding Business Communication paper)–

- i. There will be seven questions carrying equal marks.

- ii. Students will have to solve any five questions.

Q. No. 1 : Short answer type question with internal choice (Two out of Three)

Q. No. 2 to Q. No. 6 : Long answer type questions

Q. No. 7 : Short Notes with internal choice (Two out of Three)

B) PRACTICAL

Evaluation of the performance of the students in practical shall be on the basis of semester examination (Internal assessment at the end of I, III and IV and V Semester and external examination at the end of IV and VI semester as mentioned separately in each paper.

STANDARD OF PASSING –

As per the guidelines and rules of B. Voc. (Attached separately – Annexure I)

8. STRUCTURE OF THE COURSE

B. Voc. Part II (Advance Diploma) Semester – III

Sr.No.	Paper No.	Title	Theory/Practical /Project	Marks (450)	Theory	Practical
19.	XXIX	Fundamental of financial Accounting- I	Theory/practical	50	40	10
20.	XX	Infection & Immunization	Theory / Practical	50	40	10
21.	XXI	Communicable Disease	Theory	50	50	-
22.	XXII	Primary Health care	Theory	50	50	-
23.	XXIII	Anatomy & physiology I	Theory	50	50	-
24.	XXIV	Laboratory Work Paper No.IV	Practical	50	-	50
25.	XXV	Laboratory Work Paper No.IV	Practical	50	-	50
26.	XXVI	Laboratory Work Paper No.V	Practical	50	-	50
27.	XXVII	Project	Project	50	-	50

B. Voc. Part II (Advance Diploma)Semester – IV

Sr No.	Paper No.	Title	Theory/Practical/ Project	Marks (Total)	Theory	Practical
28	XXVIII	Fundamental of financial Accounting- II	Theory /Practical	50	40	10
29	XXIX	Human body & Hygiene	Theory /Practical	50	40	10
30	XXX	Community Health Problems	Theory	50	50	-
31	XXXI	Midwifery s	Theory	50	50	-
32	XXXII	Anatomy & physiology II	Theory	50	50	-
33	XXXIII	Laboratory Work Paper No. XII	Practical	50	-	50
34	XXXIV	Laboratory Work Paper No. XIII	Practical	50	-	50
35	XXXV	Laboratory Work Paper No. XIV	Practical	50	-	50
36	XXXVI	Industrial Visit /Study Tour	Practical	50	-	50

SCHEME OF TEACHING :**B. Voc. Part II(Advance Diploma) Semester – III**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
19.	XXIX	Fundamental of financial Accounting- I	4	2	6
20.	XX	Infection & Immunization	4	2	6
21.	XXI	Communicable Disease	4	-	4
22.	XXII	Primary Health care	4	-	4
23.	XXIII	Anatomy & physiology I	4	-	4
24.	XXIV	Laboratory Work Paper No. III	-	4	4
25.	XXV	Laboratory Work Paper No. IV	-	4	4
26.	XXVI	Laboratory Work Paper No. V	-	4	4
27.	XXVII	Project	-	-	-
			20	16	36

B. Voc. Part II (Advance Diploma) Semester – IV

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
28	XXVIII	Fundamental of financial Accounting- II	4	2	6
29	XXIX	Human body & Hygiene	4	2	6
30	XXX	Community Health Problems	4	-	4
31	XXXI	Midwifery s	4	-	4
32	XXXII	Anatomy & physiology II	4	-	4
33	XXXIII	Laboratory Work Paper No. XII	-	4	4
34	XXXIV	Laboratory Work	-	4	4
		Paper No. XIII			
35	XXXV	Laboratory Work Paper No. XIV	-	4	4
36	XXXVI	Industrial Visit /Study Tour	-	-	-
			20	16	36

Bachelor of Vocation (B. Voc.) Part II
Paper – XIX
FUNDAMENTALS OF FINANCIAL ACCOUNTING – I
Total Workload: 06 lectures per week of 60 mins.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of 20 students

Units Prescribed for Theory: 40 Marks.

OBJECTIVE :

To impart basic accounting knowledge as applicable to business.

COURSE CONTENT :

Unit I : Introduction to Accounting

Meaning, Nature and Advantages of Accounting, Branches of Accounting, Accounting Concepts and Conventions, Types of Accounts, Rules of journalizing, Source Documents – Cash Voucher, Petty Cash Voucher, Cash Memo – Receipts, Debit Notes, Credit Note, Paying Slips, Withdrawals, Cheque

Unit II : Journal and Ledger

Preparation of Journal entries and Ledger accounts – Subsidiary Books - Purchase Book, Purchase Return Book, Sales Book, Sales Return Book, Cash Book, Bills Receivable Book, Bills Payable Book, Journal Proper

Unit III: Depreciation

Meaning, Methods – Straight Line Method – Reducing Balance Method, Change in Depreciation Method.

Unit IV: Final Accounts

Preparation of Trial Balance, Preparation of Final Accounts of Sole Traders and partnership firms

PRACTICAL :

- 1) Preparation of Journal entries and Ledger accounts
- 2) Preparation of subsidiary books
- 3) Preparation of Trial Balance
- 4) Practical problems on Final Accounts of sole traders and partnership firms
- 5) Practical problems on methods of depreciation

Scheme of Internal Practical Evaluation

10 Marks

1) Submission of Record Book

5 Marks

2) Viva – Voce

5 Marks

REFERENCE BOOKS :

- 1) Advanced Accountancy – M.C. Shukla and T.S. Garewal.
- 2) Advanced Accountancy – S.C. Jain and K. L. Narang
- 3) Advanced Accountancy – S.M. Shukla.
- 4) Advanced Accountancy – S. N. Maheshwari.
- 5) Advanced Accountancy – R. L. Gupta.

Pattern of a Question Paper
B. Voc. Part II
Semester –I Paper: I

Time: 2 hours

Total Marks: 40

Q. 1 Do as directed. Question items on **Unit 1** to be asked.

10

(10 out 12)

Q. 2 Write a letter of application.

10

OR

Draft a CV/ Resume for a particular post.

Q. 3 Present a given information or data using a table/ chart/ pie diagram, etc.

10

(Any one diagram to be drawn.)

Q. 4 Fill in the blanks in the given interview.

10

Practical Evaluation: 10 Marks

Oral and Presentation based on the units prescribed.

Bachelor of Vocation (B. Voc.)Part II - Sem. III
Paper XX

Infection & Immunization

Total Workload: 06 lectures per week of 60 mins

Theory : 4 lectures / week

Practical : 2 lectures /week /batch

Total Marks : 50 (Theory 40 + Practical 10)

Unit I: Concept of Disease

- Concept of Disease
- Definition of illness
- Disease Causation
- Classification of disease
- Incubation period

Unit 2 Infection

Meaning of infection & types of infection

Causes of infection

Route of infection

Classification of microorganisms & characteristics of pathogenics

characteristics of microorganisms & characteristics of pathogenics

Factors affecting growth & destruction of microbes

Unit 3 Destruction of Micro Organisms

Principal

Methods of Antisepsis Disinfection

Methods of Sterilization

Methods of Disinfecting Different equipment's

Method of sterilizing different equipment

Unit 4 Immunity & Body Defence Mechanism

Body's Defence Mechanism

Concept of Immunity

Effect of microorganisms on body

hypersensitivity

Allergy (Antigen Antibody Reaction)

Types of Vaccines

Cold Chain

Practical

- Target diseases and vaccines
- The vaccine cold chain
- Ensuring safe injections
- micro planning for reaching every community
- Managing an immunization session
- Monitoring and surveillance

Reference Book List :

- Easy ANM
- Health promotion
- Clinical Nursing
- Medical Surgical Nursing
- Critical Care Nursing
- Fundamentals of Nursing
- Community Health care
- Anatomy, physiology & Microbiology
- Midwife

Bachelor of Vocation (B.Voc.) Part II – Sem III

Paper XXI

Communicable Disease

Total Workload: 06 lectures per week of 60 mins

Theory : 4 lectures/ week

Total Marks : 50 marks (Theory)

Unit 1 Introduction To communicable Disease

Epidemiological concept
Common communicable diseases
Disease cycle
Incidence & Prevalence/ mortality & morbidity
Levels of Prevalence of communicable Disease
Control & prevention
Isolation, notification & reporting

Unit 2 Communicable Diseases

Signs symptoms care & prevention of following
Diphtheria, pertussis, tetanus, measles etc.
Whooping Cough, mumps, rubella, enteric fever, trachoma, hepatitis, rabies
Tetanus, malaria, dengue, kala-azar, conjunctivitis
Poliomyelitis, encephalitis, leptospirosis
Diarrhoeal diseases
Worm infections

Measles

Role & responsibilities of health workers

Unit 3 Care In Communicable Diseases

Care of patients with communicable disease
Isolation Methods
Care of Patients With Communicable Diseases
Standard Safety Measures - universal precaution
Health Education & Messages for Different communicable Diseases
Hand washing methods
Role & responsibilities of health workers

Unit 4 Non Communicable Diseases for Different

following Cancer ; Signs symptoms
Hypertension: Signs symptoms
Heart Diseases ; Signs symptoms
Diabetes, obesity, Fluorosis; Signs symptoms

Reference Book List :

- Easy ANM
- Health promotion
- Clinical Nursing
- Medical Surgical Nursing
- Critical Care Nursing
- Fundamentals of Nursing
- Community Health care
- Anatomy, physiology & Microbiology

Bachelor of Vocation (B.Voc.) Part II – Sem III

Paper XXII

Primary Health care

Total Workload: 06 lectures per week of 60 mins.

Theory : 4 lectures/ week

Total Marks : 50 marks (Theory)

Unit 1 Communication

Principals of Communication

Methods & Process of communication

Communication with different groups & health team

Interpersonal Relationship

AV Aids

Principles & methods of teaching

Use of Audio visualization

Unit 2 Health Education

Diagnosis of Health Education

Evaluation

Methodsof Education

Information Education &Communication

Important Definitions

Unit 3 Counselling

Diagnosis of health education

Concepts of Counselling

Principals of Counselling

Methods of Counselling

Role of Nurse in Counselling

Unit 4 Occupational Health

Introductions of Occupational Health

Definition of Occupational Health

History of Occupational Health

Terminology

Role of anm/ counsellor

Reference Book List :

- Easy ANM
- Health promotion
- Clinical Nursing
- Medical Surgical Nursing
- Critical Care Nursing
- Fundamentals of Nursing
- Community Health care
- Anatomy, physiology & Microbiology

Bachelor of Vocation (B.Voc.) Part II – Sem III

Paper XXIII

Anatomy & physiology part I

Total Workload: 06 lectures per week of 60 mins.

Theory : 4 lectures/ week

Total Marks : 50 marks (Theory)

Unit I- Introduction to Human Anatomy, Physiology and Nursing:

- 1.Common anatomical terms
- 2.Different parts of human body
- 3.Anatomical Position

Unit II- Skeletal System:

- 1.Bones
joints and their working
- 2.Types of bones and their Physiology

Unit III- Skin and Muscular System:

- 1.Function of Skin
2. Types of Muscles
and its Function

Unit IV- Digestive and Respiratory System:

a) Digestive System:

1. Different Parts of Digestive Systems
2. Glands Related to Digestive System

b) Respiratory System:

Structure of Larynx ,
Trachea,
Bronchi and
Lungs.

Reference Books :

1. Waugh, Anne (2003), — Ross& Wilson's Anatomy & Physiology in health & illness'' 10th ed., Churchill Livingstone.
2. Anthony & Thibodcon (2000), —Anatomy & Physiology for nurses'' 11th ed., C.V.,Mosby Co., London

Bachelor of Vocation (B.Voc.) Part II – Sem III

Paper XXIV Laboratory Work Paper IV

Total Marks : 50

Practical : 4 lectures / week/Batch

Practical -

- **Drug oral exam :**
As part of their client admission assessment, nurses obtain an oral health history that includes oral hygiene beliefs, practices and current state of oral health. 3. Nurses use a standardized, valid and reliable oral assessment tool to perform their initial and ongoing oral assessment. 4
- **Mouth Care:**
DOCUMENT CARE PROVIDED Includes an Oral Health History of oral hygiene beliefs, practices and current state of oral health to identify potential RISK factors ALL CLIENTS ROUTINELY REASSESS THE CLIENT AND AS THEIR CONDITION CHANGES COMPLETE ADMISSION ASSESSMENT
- **Skin Care :**
Skin assessment should always be included in a holistic patient assessment. Primary care nurses observe and assess their patient's skin on a daily basis. Patients will often ask primary care nurses about a rash or spot when they have concerns about their skin or have observed that their skin has changed.
- **Hair Care :**
Care of the hair and care of the scalp skin may appear separate, but are actually intertwined because hair grows from beneath the skin. The living parts of hair (hair follicle, hair root, root sheath and sebaceous gland) are beneath the skin, while the actual hair shaft which emerges (the cuticle which covers the cortex and medulla) has no living processes. Damage or changes made to the visible ...

Reference Book List :

- Easy ANM
- Health promotion
- Clinical Nursing
- Medical Surgical Nursing
- Critical Care Nursing
- Fundamentals of Nursing
- Community Health care

Bachelor of Vocation (B.Voc.) Part II – Sem III

Paper XXV Laboratory Work Paper IV

Total Marks : 50

Practical : 4 lectures / week/Batch

Practical -

Skeletal and joint system

- Audio visual demonstration of Skeletal and joint system
- demonstration of Skeletal and joint system with the health of skeleton & surface marking

Skin and muscular system

- Diagram sketching & labeling of Skin and muscular system

Respiratory system

- Diagram sketching & labeling of nose larynx trachea bronchi & lungs
- First aid
- Practical on use of pulse oxymeter

Reference Book List :

- Clinical Nursing
- Critical Care Nursing
- Anatomy & physiology practical hand book
- Community Health care

Bachelor of Vocation (B.Voc.) Part II – Sem III

Paper XXVI Laboratory Work Paper V

Total Marks : 50

Practical : 4 lectures / week/Batch

Practical -

- **Seen Temperature :**Temperature scales differ in two ways: the point chosen as zero degrees and the magnitudes of incremental units or degrees on the scale. Commonly used scales. The Celsius scale (°C) is use

The normal human body temperature range is typically stated as 36.5–37 °C (97.7–98.6 °F). Human body temperature varies. It depends on sex, age, time of day, exertion level, health status (such as illness and menstruation), what part of the body the measurement is taken at, state of consciousness (waking, sleeping, sedated), and emotions.

- **Fever:** >37.5 or 38.3 °C (99.5 or 100.9 °F)
- **Hypothermia:** <35.0 °C (95.0 °F)
- **Hyperthermia:** >37.5 or 38.3 °C (99.5 or 100.9 °F)
- **Normal:** 36.5-37.5 °C (97.7-99.5 °F)

REFERENCE BOOKS :

1. Advanced Accountancy, M. C. Shukla and T. S. Garewal.
2. Advanced Accountancy, S.C. Jain and K. L. Narang.
3. Advanced Accountancy, S.N. Maheshwari.

Paper –IX :Project Work
Bachelor of Vocation (B.Voc.) Part I – Sem III
Paper XXVII
Project

Total Marks : 50

Practical : 4 lectures / week/Batch

- **Nutrition Dish**

Understand the nutrition facts: Next, click —Analyze Recipe!—this will generate the nutrition label listing calories, cholesterol, sodium, carbohydrates, protein, and various vitamins and minerals in the recipe. Reading through the nutrition facts will give you a clear idea of the dish's nutritional value.

- **File cases**

- What Is a Nursing Case Study? A nursing case study is a detailed study of an individual patient. Through this type of research, you can gain more information about the symptoms and the medical history of a patient.

- Nursing case studies are unfolding clinical scenarios that help nursing students develop critical thinking. NURSING.com case studies provide —real-world! examples for nursing students to practice their nursing judgement in a safe environment. How do I write a nursing case study? What are unfolding nursing case studies?

Reference ;

Easy ANM ,
community health care
medical care,

Internal Practical evaluation 50 Marks

- i) Submission of practical record book = 20 Marks
- ii) Submission of visit report = 15 Marks
- iii) Viva-voce = 15 Marks

SEM - IV

Bachelor of Vocation (B.Voc.) Part II – Sem IV

Paper XXVII

FUNDAMENTALS OF FIANACIAL ACCOUNTING – II

Total Workload : 06 lectures per week of 60 mins

.Distribution of Workload :

Theory :04 lectures per week

Practical:02 lectures per week per batch of 20 students

Units Prescribed for Theory: 40 Marks.

COURSE CONTENTS :

Unit I **Computerized Accounting System**

Introduction – Concept – Components –Features - Importance and Utilization of Computerized Accounting System.

Unit II **Computer Application through Accounting Package Tally**

Creation of Company, Group, Ledger Accounts, Feeding of Accounting Data Receipts, Payments, Purchase, Sale, Contra, Journal, Credit Note and Debit Note Inventory Information – Groups, Items and Valuation. Generation of various Accounting Reports.

Unit III **Accounts of Professionals**

Preparation of Receipts and Payment Account – Income and Expenditure Account and Balance Sheets of Non Profit Organization.

Unit IV **Single Entry System**

Conversion of Single Entry System into Double Entry System.

PRACTICAL :

1. Understanding computerized accounting practices applied in different retail malls in and around Kolhapur city
2. Practical problems based on computerized accounting using Tally
3. Practical problems on preparation of Receipts and Payment Account
4. Preparation of Income and Expenditure account and Balance Sheet of Non-profit making organizations
5. Solving the problems on conversion of Single Entry system into Double entry system.
6. Oral / Seminar

REFERENCE BOOKS :

1. Advanced Accountancy, M. C. Shukla and T. S. Garewal.
2. Advanced Accountancy, S.C. Jain and K. L. Narang.
4. Advanced Accountancy, S.N. Maheshwari.

5. Theory and practice of Computer Accounting, RajanChougule and DhavalChougule.

WEB SITES :

- 1) www.nos.org
- 2) www.wiki.answers.com
- 3) Chow.com

Scheme of External Practical Examination

10 marks

- 1) Submission of Record book
- 2) Viva – Voce

5 marks

5 marks

Bachelor of Vocation (B.Voc.) Part I– Sem IV

Paper XXIX

Paper –II: Human Body & Hygiene

Total Workload: 06 lectures per week of 60 mins.

Theory : 4 lectures / week

Practical : 2 lectures /week /batch

Total Marks : 50 (Theory 40 + Practical 10)

Unit 1 The Human body

Structure & Function of Human Body
Body system & their Functions
Digestive system
Respiratory system
Muscular System

Unit 2 Hygiene of the body

Mouth Care
Skin Care
Hair Care
Nail Care
Body Hygiene

Unit 3 Optimal Functioning of the Body

Body optimal functions
Basic Human needs
Rest , posture
Sleep ,
Activity, Exercise

Unit 4 Health Promotion

Food eating & Drinking Habits
Participation in social Activities
Interpersonal human relation
Life style & health Habits

Reference Book List :

- 1) Easy ANM
- 2) Health promotion
- 3) Clinical Nursing
- 4) Medical Surgical Nursing
- 5) Critical Care Nursing

6) Fundamentals of Nursing

7) Community Health care

8) Anatomy, physiology & Microbiology

Bachelor of Vocation (B.Voc.) Part I– Sem IV

Paper XXX

Community health Problem

Total Workload: 06 lectures per week of 60 mins.

Theory: 4 lectures/ week

Total:50 Marks

Unit 1 Common Care of the sick in the Community

Health Condition in the Community

Danger Signs of Illnesses

Collection of History

Recognition of Abnormalities & Identification of the health Problems

Unit 2 Fever

Fever types & stages

Causes of Fever

Vital signs temperature pulse respiration blood pressure

Common conditions causing fever malaria typhoid acute respiratory infection

ARI Nursing Management of patient with fever

Unit 3 Respiratory problems

Common respiratory Problems

Types of Respiratory problems

Classification Respiratory problems

Causes signs & symptoms

Treatment of Respiratory Problems

Unit 4 Urinary Problems

Signs & symptoms of renal condition

Retention of urine

renal, coli, edema

Role of Nursing Management

Reference Book List :

- Easy ANM
- Health promotion
- Clinical Nursing
- Medical Surgical Nursing
- Critical Care Nursing
- Fundamentals of Nursing
- Community Health care
- Anatomy, physiology & Microbiology
- Midwifery

Bachelor of Vocation (B.Voc.) Part II– Sem IV

Paper – XXXI Midwifery - Part I

Total Workload: 06 lectures per week of 60 mins.

Theory: 4 lectures/ week

Total:50 Marks

Unit 1 Subject Entry & Bone Cut

Aim & Objectives & Terminology
Bone Marrow (Bony Pelvis)
Female Pelvis
Classification of Female Pelvis

Unit 2 Reproductive System

Female Reproductive System
Male Reproductive System
Scrotum
Testis

Unit 3 Female Reproductive System

Female genital organs
Vagina
Structure of the Vagina
Uterus

Unit 4 Function of uterus

Fallopian Tube
Part of the Fallopian Tube
Ovaries
Function of the ovary

Reference Book List :

General Nursing and Midwifery

A Comprehensive Textbook of Midwifery & Gynecological Nursing

Fundamentals Of Midwifery And Obstetrical Nursing by Lily Podde

Bachelor of Vocation (B.Voc.) Part II– Sem IV

Paper – XXXII

Anatomy and Physiology- II

Total Workload: 06 lectures per week of 60 mins.

Theory: 4 lectures/ week

Total:50 Marks

Unit I- Cardio-vascular system

1. Heart and pericardium
2. Arterial system
3. Venous System

Unit II- Blood and Circulation

1. Blood components and Functions
2. Blood Groups
3. Haemopoiesis of Blood, Destruction of Blood cells, Jaundice
4. Cardiac Cycle
5. Pulmonary Circulation
6. Portal Circulation
7. Coronary Circulation

Unit III- Excretory and Reproductive System

a) Excretory System

1. Kidneys
2. Ureter
3. Urinary Bladder and Urethra

b) Reproductive System

1. Male Reproductive System
2. Female Reproductive System
3. Sterilization

Unit IV- Endocrine System and Nervous system and Special Senses

a) Endocrine System:

1. Definition, Function and Site of Glands

b) Nervous system and Special Senses

1. Meninges and CSF
2. Brain and Spinal Cord
3. Motor Nervous System

Reference Books :

1. Waugh, Anne (2003), — Ross & Wilson's Anatomy & Physiology in health & illness" 10th ed., Churchill Livingstone.
2. Anthony & Thibodcon (2000), —Anatomy & Physiology for nurses" 11th ed., C.V., Mosby Co., London.
3. Greig, Rhind, — Riddle's Anatomy & Physiology", 7th ed., Churchill Livingstone.
4. Singh, I. B. (2005), —Anatomy & Physiology for nurses", 1st ed., Jaypee.
5. Tortora, (2003), —Principles of Anatomy & Physiology", 10th ed., Wiley inter.
6. Chaurasia, B.D. (2004), —Human Anatomy", 4th ed., CBS publishers.

Bachelor of Vocation (B.Voc.) Part II – Sem IV

Paper XXXIII Laboratory Work PaperXII

Total Marks : 50

Practical : 4 lectures / week/Batch

Practical -

- 1) **Nutrition oral exam :**
The nutrition-focused physical examination of the oral cavity is particularly useful to identify nutrient deficiencies early and with accuracy as the tissues in the oral mucosa have a turnover rate of <1 week.
- 2) **Visit of community health [home visits]**
 - A home visit is one of the essential parts of the community health services because most of the people are found in a home. Home visit fulfils the needs of individual, family and community in general for nursing service and health counseling
 - Community health is a medical specialty that focuses on the physical and mental well-being of the people in a specific geographic region. This important subsection of public health includes initiatives to help community members maintain and improve their health, prevent the spread of infectious diseases and prepare for natural disasters.

Reference Book List :

- Easy ANM
- Health promotion
- Clinical Nursing
- Medical Surgical Nursing
- Critical Care Nursing
- Fundamentals of Nursing
- Community Health care
- Anatomy, physiology & Microbiology

Bachelor of Vocation (B.Voc.) Part II – Sem IV

Paper XXXIV Laboratory Work Paper XIII

Total Marks : 50

Practical : 4 lectures / week/Batch

Practical -

Visits of old age care

- A visit to an old-age home is a life-changing experience as it is filled with emotions and sentiments. I had an opportunity to visit an old-age home as my cousin was a volunteer for a local NGO and it was on the occasion of The International Day of Service.
- Even if you forget some of the questions you wanted to ask, you can always rely on your senses. Do the aged care home (nursing home) staff - including administrative staff, kitchen staff, cleaning and maintenance staff – seem friendly and professional? Do they greet you with a smile? Do residents and care staff look happy and engaged?

Hospital work 1

- The two types of in-network hospitals in the two-tier network are preferred in-network (Tier 1) and in-network (Tier 2): } The member's share of the costs for covered services will be less with a Tier 1 hospital, compared to a Tier 2 hospital.
- 1Definitions of Levels of Hospital Care View in own window Terminology and definitions
Alternative terms commonly found in the literature First-level hospital Few specialties—mainly internal medicine, obstetrics and gynecology, pediatrics, and general surgery Often only one general practice physician or a nonphysician clinician

Reference Book List :

- Fundamentals of Nursing
- Community Health care
- Anatomy, physiology & Microbiology

Bachelor of Vocation (B.Voc.) Part II – Sem IV

Paper XXXV Laboratory Work Paper. XIV

Total Marks : 50

Practical : 4 lectures / week/Batch

Practical -

1) Hospital work 2

This course will provide you with information about the history of nursing, the roles and responsibilities of the licensed practical nurse (LPN) within the contemporary healthcare team, the settings in which the LPN practices nursing care, the components of the nursing process, critical thinking, the therapeutic nurse-patient relationship and communication with the patient, family members and other members of the interdisciplinary healthcare team

2)Visits of community kitchen

Community service is often organized through a local group, such as a place of worship, school, or non-profit organization, or you can start your own community service projects. Community service can even involve raising funds by donating used goods or selling used good like clothing

Reference Book List :

- Health promotion
- Clinical Nursing
- Medical Surgical Nursing
- Critical Care Nursing
- Fundamentals of Nursing

Bachelor of Vocation (B.Voc.) Part II – Sem IV

Paper XXXVI Project

Internal Practical evolution 50 Marks

- iv) Submission of practical record book = 20 Marks
- v) Submission of visit report = 15 Marks
- vi) Viva-voce = 15 Marks

Annexure I

Standard of passing:

- A. For B.Voc. programme total credits shall be 180 with 30 credits for each semester. There shall be 12 credits for theory and 18 credits for practical per semester.
- B. Subject wise credits are mentioned in the concerned syllabus of every B.Voc. Program.
- C. The standard of passing shall be 35 % where the student will have to score 18 marks out of 50, 14 marks out of 40 and 4 marks out of 10.
- D. Rules for ATKT are mentioned below:
 - I. Internal examination will be compulsory for all students. If the student is absent/fail in the internal examination then he/she will have to clear the internal examination. However ATKT rules will be followed in respect of theory and practical papers only. Then the student is allowed to keep term in the third fifth semester even if he/she has failed in the three or less than three heads (i.e. theory and practical) of passing each semester. However he/she shall have to clear all the papers of semester I & II before taking admission to the fifth semester.
 - II. In the B.Voc. Part II, every student has to complete internship of concerned industry.

Award of degree:

- B.Voc.is a six semester integrated course spread over the period of 3 years. The course of B.Voc. will be 3 years integrated course commencing from the years as mentioned below:
 - a. B.Voc. Part – I : Semester I & II – Diploma
 - b. B.Voc. Part – II : Semester III & IV – Advanced diploma
 - c. B.Voc. Part- III: Semester V & VI – B.Voc. Degree
- The candidate may take exit after one year of successful completion of the course. After successful completion of one year (Semester I & II) the candidate will get Diploma. After successful completion of two years (Semester III & IV), the candidate will get Advanced Diploma. The students those who have completed the entire three years (Semester V & VI) integrated course shall be awarded B.Voc. Degree programme, inclusive of Diploma and Advanced Diploma.
- The candidate admitted for direct second year or third year will get Class (First/Second/Pass class) as per their performance for B.Voc.

Scheme of mark:

Grading chart:

A. Grading Chart of 100 points:

Sr.No.	Marks obtained	Numerical grade (Grade Point)	CGPA	Letter Grade
1	Absent	0 (Zero)	-	-
2	0-34	0 (Zero)	0.0 – 4.99	F (Fail)
3	35- 44	5	4.50 – 5.49	C (Satisfactory)
4	45-54	6	5.50 – 6.49	B (Average)
5	55-64	7	6.50 – 7.49	B+ (Good)
6	65-74	8	7.50 – 8.49	A (Very Good)
7	75-84	9	8.50 – 9.49	A+ (Excellent)
8	85 - 100	10	9.50 – 10.00	O (Outstanding)

B. Grading chart of 50 points:

Sr. No.	Marks Obtained	Numerical grade (Grade point)	CGPA	Letter grade
1	Absent	0 (Zero)	-	-
2	0 -17	0 (Zero)	0.0 – 4.99	F (Fail)
3	18-22	5	4.50 – 5.49	C (Satisfactory)
4	23-27	6	5.50 – 6.49	B (Average)
5	28-32	7	6.50 – 7.49	B+ (Good)
6	33-37	8	7.50 – 8.49	A (Very Good)
7	38-42	9	8.50 – 9.49	A+ (Excellent)
8	43-50	10	9.50 – 10.00	O (Outstanding)

Note:

- i. Marks obtained ≥ 0.5 shall be rounded off to next higher digit.
- ii. The SGPA & CGPA shall be rounded off to 2 decimal points.
- iii. Marks obtained in 50 marks or 200 marks paper shall be converted to 100 marks.

Calculation of SGPA & CGPA

1. Semester Grade Point Average (SGPA)

$$\text{SGPA} = \frac{\sum(\text{Course Credits X Grade Points Obtained}) \text{ of a semester}}{\sum(\text{course credits}) \text{ of respective semester}}$$

2. Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\sum(\text{Total Credits Of A Semester X SGPA Of Respective Semester}) \text{ of all semesters}}{\sum(\text{Total Course Credits}) \text{ of all semester}}$$