



SHIVAJI UNIVERSITY, KOLHAPUR

Faculty of Interdisciplinary Studies Structure,

Scheme and Syllabus for Bachelor of Vocation

(B. Voc.)

Nursing and Hospital Management

Part II-

Advance Diploma Sem. III & IV

(Subject to the modifications that will be made from time to time)

Syllabus to be implemented from, 2021-2022 onwards)

SHIVAJI UNIVERSITY, KOLHAPUR STRUCTURE AND SYLLABUS OF B.VOC.

Bachelor of Vocation (B. Voc.) – Nursing and Hospital Management.

TITLE	: B. Voc. (Nursing and Hospital Management)
	Syllabus (Semester Pattern) Under Faculty of Interdisciplinary Studies
YEAR OF IMPLEMENTATION	: Syllabus will be implemented from August, 2021
DURATION: B. Voc. Part I, II and III	(Three Years) B. Voc. Part I - Diploma (One Year) B. Voc. Part II - Advanced Diploma (Second Year) B. Voc. Part III – Degree (Third Year)
PATTERN OF EXAMINATION:	Semester Pattern
<ul style="list-style-type: none">• Theory Examination• Practical Examination	- At the end of semester as per Shivaji University, Rules - i) In the 1 st , 3 rd and 5 th semester of B.Voc. there will be internal assessment of practical record, related report submission and project reports at the end of semester ii) In the second semester of B. Voc. I, there will be internal practical examination at the end of semester iii) In the 4 th and 6 th semester of B. Voc. there will be external practical examination at the end of semester
MEDIUM OF INSTRUCTION:	English.
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.

SCHEME OF EXAMINATION:

A) THEORY:

- The theory examination shall be at the end of each semester.
- All the general theory papers shall carry 40marks and all vocational theory papers shall carry 50marks.
- Evaluation of the performance of the students in theory shall be on the basis of 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

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

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

Que. 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 Semester I, II and III and V and external examination at the end of Semester IV and VI as mentioned separately in each paper.

Standard of Passing:

As per the guidelines and rules for B. Voc. (Attached Separately – Annexure I)

Eligibility Criteria:

1. The Eligibility for admission is 10+2 or equivalent, in any stream (Arts/Commerce/Science) from any recognized board or University.
2. The candidates after with 10+2 year ITI course in any branch/trade also eligible for course.
3. The candidates graduate from any faculty or engineering degree/diploma holders are also eligible.

10 +2 from any faculty or equivalent Diploma / Advanced Diploma in any related stream.

Eligibility for Faculty:

- 1) M.Sc. in Nursing, MBA in Hospital Management / Hospital Management with SET/NET/Ph.D. or 05 years of experience in the relevant field or B.Sc. in Nursing and Hospital Management with 10 years of experience in the relevant field
- 2) M.A. (English) with SET/NET/Ph.D. for Business Communication
- 3) M.Com./MBA/MCA with SET/NET/Ph.D. for Principles of Management, Computer Fundamentals, Fundamentals of Financial Accounting

Eligibility for Laboratory Assistant:

B.Sc. in Nursing/ Hospital management/ Healthcare Services or Diploma in the relevant field

Staffing Pattern:

- a) In 1st Year of Advanced Diploma- 1 Full Time and 1 Part Time Assistant Professor for Nursing and Hospital management and 1 CHB Assistant Professor for Business Communication
- b) In 2nd Year of Advanced Diploma– Total requirement of faculty (Inclusive of 1st Year) will be 2 Full time for Nursing and Hospital Management and CHB Assistant Professors for Computer Fundamental/ Fundamentals of Financial Accounting

Lab Assistant: For first Year of Diploma – 1 Part Time

For second Year (Inclusive of 1st Year) of Advanced Diploma– 1 Full Time

Credit System

FOR B. Voc. – Nursing and Hospital Management

Credit system:

Education the Institute is organized around the semester-based credit system of study. The type of credit will be credit by the organ practical examination. The prominent features of the credit system are a process of continuous valuation of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation. A student's performance/ progress is measured by then number of credits that the/she has earned, i.e. completed satisfactorily. Based on the course credits and grades obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the programme. Also a minimum number of earned credits and minimum grade point average should be acquiring order to qualify for the degree. All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

Course credits assignment:

Each course has a certain number of credits assigned to it depending upon its lectures and laboratory contact hours in a week. This weightage is also indicative of the academic expectation that includes in-class contact and self-study outside of class hours.

One credit would mean equivalent to 15 periods for lectures, practicals/workshop.

For internship/field work, the credit weightage for equivalent hours shall be equal of that for lecture /practical.

The credits for each of the year of B.Voc. Advance Diploma Course will be as follows

Level	Awards	Normal calendar duration	Skill Component Credits	General Education Credits
Year 1	Diploma	Two Semesters	36	24
Year 2	Advanced Diploma	Four Semesters	36	24
Total			72	48

Evaluation system:

Standard of passing

The maximum credits for Advanced Diploma in Catering and Hospitality Management semester course (Of four semesters) will be $30 \times 4 = 120$ credits.

To pass in each paper students are required to obtain 4 grade points in each paper, it means 18 to 20

Marks for 50 Marks Theory / Practical papers, 14.08 to 16 for 40 Marks Theory papers and 04 marks for 10 Marks

Practical Papers

Assessment of Project/ Industrial visit/study tour/Internship Report. The Project/Industrial visit/study tour/Internship report must be submitted by the prescribed date usually two weeks before the end of academic session of the semester. It is desirable that the topics for Project/ Industrial visit/study tour/ Internship report shall be assigned by the end of previous semester. The Project/ Industrial visit/ study tour/Internship report and its presentation shall be evaluated by the coordinator of the course and concerned faculty.

1. Grade point for Theory/Practical/Project/Industrial visit/study tour/Internship Report

- **Table –I: for 50 Marks Theory or Practical**

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0	50	0.0 to 2.5	D	Unsatisfactory
1	50	2.6 to 5.0		
1.5	50	5.1 to 7.5		
2	50	7.6 to 10.0		
2.5	50	10.1 to 12.5		
3	50	12.6 to 15.0		
3.5	50	15.1 to 17.5		
4	50	17.6 to 20.0	C	Fair
4.5	50	20.1 to 22.5		
5	50	22.6 to 25.0	B	Satisfactory
5.5	50	25.1 to 27.5		

6	50	27.6 to 30.0	B+	Good
6.5	50	30.1 to 32.5		
7	50	32.6 to 35.0	A	Very Good
7.5	50	35.1 to 37.5		
8	50	37.6 to 40.0	A+	Excellent
8.5	50	40.1 to 42.5		
9	50	42.6 to 45.0	O	Outstanding
9.5	50	45.1 to 47.5		
10	50	47.6 to 50.0		

• **Table No-II: for 40 Marks Theory and for 10 Marks Practical**

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0.00	40	0.0 to 2.0	D	Unsatisfactory
1	40	2.08 to 4.0		
1.5	40	4.08 to 6.0		
2	40	6.08 to 8.0		
2.5	40	8.08 to 10.0		
3	40	10.08 to 12.0		
3.5	40	12.08 to 14.0	C	Fair
4	40	14.08 to 16.0		
4.5	40	16.08 to 18.0	B	Satisfactory
5	40	18.08 to 20.0		
5.5	40	20.08 to 22.0	B ⁺	Good
6	40	22.08 to 24.0		
6.5	40	24.08 to 26.0	A	Very Good
7	40	26.08 to 28.0		
7.5	40	28.08 to 30.0	A ⁺	Excellent
8	40	30.08 to 32.0		
8.5	40	32.08 to 34.0	O	Outstanding
9	40	34.08 to 36.0		
9.5	40	36.08 to 38.0		
10	40	38.08 to 40.0		
Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0.00	10	0.0 to 0.5	D	Unsatisfactory
1	10	0.52 to 1.0		
1.5	10	1.02 to 1.5		
2	10	1.52 to 2.0		
2.5	10	2.02 to 2.5		
3	10	2.52 to 3.0		
3.5	10	3.02 to 3.5	C	Fair
4	10	3.52 to 4.0		
4.5	10	4.02 to 4.5	B ⁺	Satisfactory
5	10	4.52 to 5.0		
5.5	10	5.02 to 5.5	B	Good
6	10	5.52 to 6.0		
6.5	10	6.02 to 6.5	A	Very Good
7	10	6.52 to 7.0		
7.5	10	7.02 to 7.5	A ⁺	Excellent
8	10	7.52 to 8.0		
8.5	10	8.02 to 8.5	O	Outstanding
9	10	8.52 to 9.0		
9.5	10	9.02 to 9.5		
10	10	9.52 to 10.0		

Calculation of SGPA and CGPA-

1. Semester Grade Point Average (SGPA) = $\frac{\Sigma (\text{course credits in passed courses} \times \text{earned grade points})}{\Sigma (\text{Course credits in registered courses})}$

2. Cumulative Grade Point Average = $\frac{\Sigma (\text{course credits in passed courses} \times \text{earned grade points}) \text{ of all Sem}}{\Sigma (\text{Course credits in registered courses}) \text{ of all Semesters}}$

At the end of each year of Advanced Diploma Program, student will be placed in any one of the divisions as detailed below:

SGPA and CGPA Table

Grade Point	Grade	Description of performance
0.00 to 3.49	D	Unsatisfactory
3.5 to 4.49	C	Fair
4.5 to 5.49	B	Satisfactory
5.5 to 5.99	B ⁺	Good
6.0 to 6.99	A	Very Good
7.0 to 8.49	A ⁺	Excellent
8.5 to 10.00	O	Outstanding

- First Class with distinction: CGPA > 7.0 and above
- First Class: CGPA > 6.0 and < 7.0
- Second Class: CGPA > 5.0 and < 6.0
- Pass Class: CGPA > 4.0 and < 5.0
- Fail: CGPA < 4.0

Structure of Course

B. Voc. – II (Advanced Diploma) Semester – III

Sr. No	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks Theory Practical	
General Education Component:						
1	301	Fundamentals of Financial Accounting-I	Theory /Practical	50	40	10
2	302	Computer Fundamentals	Theory /Practical	50	40	10
Skill Component:						
3	303	Nutrition and Dietetics - III	Theory	50	50	--
4	304	Introduction to Medical and surgical Nursing - III	Theory	50	50	--
5	305	Principles of Administrati on and supervision – II	Theory	50	50	--
6	306	Laboratory work : Nutrition and Dietetics – III	Practical	50	--	50
7	307	Laboratory Work: Medical and surgical Nursing - III	Practical	50	--	50
8	308	Laboratory Work: Administration and supervision - II	Practical	50	--	50
9	309	Project	-	50	--	50

(Advanced Diploma) Semester – IV

Sr. No.	Paper No.	Title	Theory /Practical/Project	Marks (Total)	Distribution of Marks Theory Practical	
General Education Component :						
1	401	Fundamentals of Financial Accounting-II	Theory /Practical	50	40	10
2	402	Soft Skills & Personality Development	Theory/Practical	50	40	10
Skill Component:						
3	403	Biochemistry –IV	Theory	50	50	--
4	404	Psychiatric Nursing - IV	Theory	50	50	--
5	405	Medical Surgical Nursing – II	Theory	50	50	--
6	406	Laboratory Work : Biochemistry –IV	Practical	50	--	50
7	407	Laboratory Work: Psychiatric Nursing - IV	Practical	50	--	50
8	480	Laboratory Work : Surgical Nursing – II	Practical	50	--	50
9	409	Industrial Visit/Study Tour	-	50	--	50

Scheme of Teaching: (Advanced Diploma) Semester – III

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	301	Fundamentals of Financial Accounting - I	4	2	6
2	302	Computer Fundamentals	4	2	6
3	303	Nutrition and Dietetics - III	4	-	4
4	304	Introduction to Medical and surgical Nursing II	4	-	4
5	305	Principles of Administration and supervision – II	4	-	4
6	306	Laboratory work : Nutrition and Dietetics III	-	4	4
7	307	Laboratory Work: Medical and Surgical Nursing - III	-	4	4
8	308	Laboratory Work: Administration and Supervision- II	-	4	4
9	309	Project	-	-	-
		Total --	20	16	36

Scheme of Teaching: (Advanced Diploma) Semester – IV

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	401	Fundamentals of Financial Accounting – II	4	2	6
2	402	Soft Skills & Personality Development	4	2	6
3	403	Biochemistry -IV	4	-	4
4	404	Psychiatric Nursing -IV	4	-	4
5	405	Medical Surgical Nursing - II	4	-	4
6	406	Laboratory Work : Biochemistry -IV	-	4	4
7	407	Laboratory Work: Psychiatric Nursing -IV	-	4	4
8	408	Laboratory Work : Medical Surgical Nursing - II	-	4	4
9	409	Industrial Visit/Study Tour	-	-	-
		Total-	20	16	36

Advanced Diploma (Sem III)
Nursing and Hospital management

Paper No – 301

Fundamentals of Financial Accounting - I

Work Load – 6

Total Marks – 50

Theory – 4 Lectures / Week

Theory – 40 Marks

Practical – 2 Lectures / Week

Practical – 10 Marks

Objective

To impart basic accounting knowledge as applicable to business.

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 vouchers, cash memo.

Receipts, debit notes, credit notes.

Paying slips, withdrawals, Cheque

UNIT II JOURNALS & LEDGER

Preparation of journal entries and ledger accounts

Subsidiary books- purchase books, 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's (Based on the above Units) :

1. Preparation of journal entries and ledger account

Preparation of subsidiary books.

1. Preparation of trial balance.
2. Practical problems on final accounts of sole traders and partnership firms.
3. Practical problems on methods of depreciation.

Reference Books.

1. Barry Berman and Joel R . Evans- Retailing management- A Strategic Approach, Prentice Hall of India.
2. James R. Ogden Denise Ogden- Integrated Retail Management- Biztantra.
3. Gibson G. Vedamani- Retail Management- Functional Principle Practices, Jiao Publishing House.
4. Swapna Pradhan- Retailing Management- Text and Cases, Tata McGraw Hill

Advanced Diploma (Sem III)
Nursing and Hospital Management
Paper No – 302
Computer Fundamentals

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week

Total Marks – 50

Theory – 40 Marks

Practical – 10 Marks

Objective

To enable student to develop skill in computer fundamentals.

UNIT I MS – WORD

File commands, print, page setup.

Editing – cut, copy, paste, find, replace, etc.

Formatting commands – fonts, bullets, borders, columns, tabs, indents.

Tables, auto text, auto correct.

Mail merge.

Hyperlinks.

UNIT II MS – EXCEL

Features, auto fill, custom lists etc.

Cell reference – relative and absolute(\$)

Formulae, functions (math/stats, text, date, IF)

Charts – types, parts of the chart.

Databases (create, sort, auto filter, sub total)

UNIT III MS – POWERPOINT

Slide layout.

Clipart, organizational chart, graphs, tables.

Slide Timings.

UNIT IV INTERNET / E-MAIL

Pre – requisites for internet, role of modem.

Services – emailing, chatting, surfing, blog.

Search engines, browsers, dial up, domains.

Practical's (Based on the above Units) :

1. Handling computer.
2. Handling internet.
3. Handling email.
4. Making power point presentation.

Reference Books.

1. Computer Fundamentals – P.K. Sinha.
2. A First Course In Computers – Sanjay Saxena.
3. DOS Guide – Peter Norton.
4. Mastering MS- OFFICE – Lonnie E.Moseley and David M. Boodey (BPB Publication)
5. Mastering FOXPRO – Charles Siegel (BPB Publication)

Advanced Diploma (Sem III)
Hospitality Nursing and Hospital Management

Paper No – 303
Nutrition and Dietetics - III

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week

Total Marks – 50

Theory – 40 Marks

Practical – 10 Marks

Objectives:

To enable students –

1. to understand the concept of nutrients.
2. to study the role of various nutrients.

Course content:

- | | |
|-------------------|--|
| Unit – I | <ul style="list-style-type: none">- Introduction to Nutrition- Definition of nutrition, nutrients, RDA- Relation of nutrition and Health- Classification of nutrients (Major, minor) |
| Unit – II | <ul style="list-style-type: none">- Carbohydrates- Composition, Sources, Classification- Functions, RDA- Deficiency, excess |
| Unit – III | <ul style="list-style-type: none">- Proteins- Composition, Sources, Classification- Functions, RDA- Deficiency, excess |
| Unit – IV | <ul style="list-style-type: none">- Fats- Composition, Sources, Classification- Functions, RDA- Deficiency, excess |

References:

- 1) Shubhangini Joshi, Textbook of food and nutrition, Tata Macgrohill Publishing Co. , New Delhi.
- 2) B. Shrilakshmi, Nutrition Science, New Age International Publishers
- 3) Muddambi S.R. and Rajgopal M. V., Fundamentals of Food and Nutrition, Wiley Eastern Ltd., New Delhi.
- 4) Nutritive Value of Indian Foods, NIN, Hyderabad

Advanced Diploma (Sem III)

Nursing and Hospital Management

Paper No – 304

Introduction to Medical and Surgery Nursing - III

Work Load – 6

Total Marks – 50

Theory – 4 Lectures / Week

Theory – 40 Marks

Practical – 2 Lectures / Week

Practical – 10 Marks

Objective

1. Appreciate the trends & issues in the field of Medical – Surgical Nursing as a specialty.
2. Apply concepts & theories related to health promotion.
3. Appreciate the client as a holistic individual.
4. Perform physical, psychosocial assessment of Medical – Surgical patients.
5. Apply Nursing process in providing care to patients.
6. Integrate the concept of family centered nursing care with associated disorder such as genetic, congenital and long-term illness.
7. Recognize and manage emergencies with Medical- Surgical patients.
8. Describe various recent technologies & treatment modalities in the management of critically ill patients.
9. Appreciate the legal & ethical issues relevant to Medical – Surgical Nursing.
10. Prepare a design for layout and management of Medical – Surgical Units.

UNIT I Introduction:

Historical development of Medical- Surgical Nursing in India.

- **Current status of health and disease burden in India.**
- **Current concept of health.**
- **Trends & issues in Medical – Surgical Nursing.**
- **Ethical & cultural issues in Medical – Surgical Nursing.**
- **Rights of patients.**

UNIT II Health Assessment of patients

History taking.

Physical examination of various systems.

Nutritional assessment.

Related investigations and diagnostic assessment.

UNIT III Care in hospital settings:

- ☐ Ambulatory care.
- ☐ Acute and Critical care.
- ☐ Long term care.
- ☐ Home Health Care.
- ☐ Characteristics, care models, practice settings, interdisciplinary team.

Hospitalization- effects of hospitalization on the patient & family.

UNIT IV Management of patients with disorders of nervous system

- ☐ Review of anatomy and physiology.
- ☐ Common Disorders- etiology, Patho physiology, Clinical manifestations, complications, prognosis
- ☐ Health assessment-History taking, physical examination, investigation and diagnostic assessment.
- ☐ Treatment modalities and trends.

Reference Books:

Brunner & Suddarth's Textbook of Medical - Surgical Nursing (Set of 2 Volumes)
by Hinkle | 1 January 2014

Brunner And Suddarths Textbook Of Medical-Surgical Nursing South Asian Edition (Vol1 & 2): Vol. 2
by Janice L. Hinkle , Kerry H. Cheever, et al. | 30 August 2018

Brunner and Suddarth's Textbook of Medical-Surgical Nursing (SAMPLE eBook) by Suzanne C. Smeltzer | 13 November 2018

Medical Surgical Nursing by A Panel of Authors | 1 January 2019

Concise Text in MEDICAL SURGICAL NURSING-II by Sharma MP | 1 January 2017

Concise Text in MEDICAL SURGICAL NURSING-I by Sharma MP | 1 January 2017

MEDICAL SURGICAL NURSING I AND II by Deepak Sethi and Rani Kirti Maj | 1 January 2021

PV TEXTBOOK OF MEDICAL SURGICAL NURSING II B.SC(N) 3RD YEAR by JAVED ANSARI and
ORIGINAL PRODUCT OF PV BOOKS STRICTLY AS PER NEW INC SYLLABUS | 1 January 2017

My Patient Care Log Book: Nurse Appreciation Day - Change of Shift - Hospital RN's - Long Term Care by
Patricia Larson | 6 October 2020

Sleep Disorders and Sleep Promotion in Nursing Practice by Nancy Redeker and Geoffrey Phillips McEnany |
22 April 2011

Medical Surgical Nursing - 1 & 2 (Combo Set of 2 Books) in Hindi for G.N.M. 2nd Year Students (As Per
Newly Revised Syllabus of INC) Hindi Edition | by Vinod Gupta & Ajeet Singh Chaudhary Preeti Agarwal | 1
January 2021

Medical Surgical Nursing: Volume1: Preparatory Manual for Undergraduates by A.Lizy Sonia Ph.D.(Nursing)
M.SC (Nursing) Speciality:Medical Surgical Nursing B.SC (Nursing) and Shaina Sharma

Medical Surgical Nursing: Volume 2: Preparatory Manual for Undergraduates
by A.Lizy Sonia Ph.D.(Nursing) M.SC (Nursing) Speciality:Medical Surgical Nursing B.SC (Nursing) and
Rajeshwari Kannan Ph.D. (Nursing) M.Sc. (Nursing) B.Sc. (Nursing) | 27 July 2014

Advanced Diploma (Sem III)
Nursing and Hospital Management

Paper No – 305

Hospital Organization and Management Theory- II

Work Load – 6

Total Marks – 50

Theory – 4 Lectures / Week

Theory – 40 Marks

Practical – 2 Lectures / Week

Practical – 10 Marks

Objective

To enable student to develop skill in administration.

To acquaint the students the principles and practices essential for managing a hospital organization

To imbibe professional approach amongst students towards hospital management

To understand the role in effective and efficient management of healthcare organization

Unit I: Definition of management; Productivity, Efficiency and Effectiveness; Managerial Skills

Evolution of management thought: Frederic W.Taylor's scientific management, Henry Fayol's principles of management, concept of bureaucracy, human relations approach, Behavioral approach, systems theory of organization, contingency theory of organization, management by objectives (MBO),

Unit II

Management functions: Nature of management process and managerial functions —

Planning and organizing

- Types (mission, purpose, objective or goals, strategies, policies, procedures, rules, programs, budgets)
- Steps in planning.
- Decision Making

Organizing

- Meaning and purpose
- Types :a) formal and informal
 - b) functional and matrix
 - c) line and staff
 - d) departmentation
- Authority & Power
- Centralization & Decentralization
- Delegation of Authority

Staffing

- **Recruitment & Selection (Basic Concepts)**

Directing

- Manager vs Leader
- Motivation (Concept)
- Leadership (Concept)

Controlling

- Basic control process
- Control as a feedback system
- Real time information and control
- Control techniques
- Concept of budgeting

Unit- III: Behavioral concepts and theories:

- **Concept of OB.**
- **Challenges and opportunity for OB**

Unit-IV: Motivational Theories

- Maslow's Need hierarchy,
- Theory X and Theory Y,
- Two factor theory
- Mc Clellands theory of needs
- Equity Theory
- Expectancy theory

UNIT-V:

Perception

- Concept and factors influencing perception
- Attribution theory
- Frequently used shortcuts in judging others.

Leadership

- Basic approaches to leadership.
- Trait theory.
- Behavioral Theory

Group

- Types.
- Formation.

References:

Syed Amin Tabish, Hospital and Health services administration ~ principles and practice, *oxford* university press, New Delhi, 2001. Graw Hill,

New Delhi, 1998

James A.F. Stoner, R. Edward Freeman and Denier R. Gilbert Jr., Management, Prentice Hall India, New Delhi, 1997.

Koontz Harold, Heinz Weihrich, Management - A global perspective, 19th edition, Mc Graw Hill International, New Delhi, 2005.

Srinivasan A.V. Japanese management - The Indian context, Tata Mc Graw Hill, New Delhi, 2000. Koontz Harold, Heinz Weihrich, Essentials of management, Mc Graw Hill International, New Delhi, 2004.

L.M. Prasad, Principles and practice of Management, 6th edition, Sultan Chand Publisher, New Delhi, 2001.

Advanced Diploma (Sem III)

Nursing and Hospital Management

Paper No. 306

Laboratory Work – Nutrition and Dietetics - III

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

Practical:

- 1) Preparation of list of nutrient rich food sources (Carbohydrates, proteins, fats)
- 2) Calculation of nutritive value of foods
- 3) Preparation of high carbohydrate product from cereals with calculation of nutritive value
- 4) Preparation of high fibre product with calculation of nutritive value
- 5) Preparation of high protein product from plant source with calculation of nutritive value
- 6) Preparation of high protein product from animal source with calculation of nutritive value
- 7) Preparation of high fat product with calculation of nutritive value
- 8) Preparation of low fat product with calculation of nutritive value

Visit to a Hospital Units

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Perform any one practical from the above

20marks

Q.2: Practical record book

20marks

Q.3: Viva – voce

10 marks

Advanced Diploma (Sem III)

Nursing and Hospital Management

Paper No. 307

Laboratory Work – Medical and Surgical Nursing - III

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

Practical's:

General Medical Ward

General Surgical Ward

ICUs

Oncology

Ortho

Cardio

Emergency Department

Neuro

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Perform any one practical from the above

20marks

Q.2: Practical record book

20marks

Q.3: Viva – voce

10marks

Advanced Diploma (Sem III)

Nursing and Hospital Management

Paper No. 308

Laboratory Work – Hospital Organization and Management Theory- II

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

Practical's:

1. Operation and use of electro physiotherapy machines demo.
2. Precautions while using different machines-demo
3. Circuit testing-cold tests live tests precautions, measurement of voltage levels at various test points, wave form tests (where applicable) in good working machines like shortwave diathermy unit and ultrasonic therapy unit.
4. Fault-finding in shortwave diathermy and ultrasonic therapy unit.
5. Precautionary care of the patient and student while testing the above machines.
6. Visit to hospital.

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Perform any one practical from the above	20marks
Q.2: practical record book	20marks
Q.3: Viva – voce	10 marks

Advanced Diploma (Sem III)
Nursing and Hospital Management
Paper No – 309
Project

Total Marks – 50

Students must submit detailed project report related to topics on Nutrition and Dietetics /Medical and Surgical Nursing / Hospital organization and Management Theory.

Scheme of Project Evaluation

Internal Evaluation

- | | |
|---|----------|
| • Project report related to topics above. | 40 marks |
| • Viva- voce | 10 marks |

Advanced Diploma (Sem-IV)
Nursing & Hospital Management

Paper No – 401

Fundamentals of Financial Accounting - II

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week

Total Marks – 50

Theory – 40 Marks

Practical – 10 Marks

Objective :

To impart basic accounting knowledge as applicable to business.

UNIT I COMPUTERIZED ACCOUNTING SYSTEM

Introduction.

Concept, components , features.

Impotence and utilization of computerized accounting system.

UNIT II COMPUTER APPLICATION THROUGH ACCOUNTING PACKAGE TALLY

Creation of company, group, ledger accounts, feeding of accounting deta, receipts, payments, purchase, sales, contra, journal, credit note & debit note.

Inventory information – groups, items & 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

4.1 Conversion of single entry system into double entry system.

Practicals (Based on the above Units) :

1. Understanding computerized accounting practices applied in different retail maiis in &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.

Reference Books.

1. Theory and Practice of Computer Accounting, Rajan Chaugule and Dhaval Chaugule.
2. Advanced Accountancy, S.C. Jain and K.L. Narang.
3. Advanced Accountancy, M.C. Shukla and T.S. Garewal.
4. Advanced Accountancy, S.N.Maheshwari.

Advanced Diploma (Sem-IV)
Nursing & Hospital Management
Paper No – 402
Soft Skill and Personality Development

Work Load – 6

Total Marks – 50

Theory – 4 Lectures / Week

Theory – 40 Marks

Practical – 2 Lectures / Week

Practical – 10 Marks

Objective

To enable student to develop skills & personality development

UNIT I PERSONAL SKILLS

Knowing oneself.
Confidence building.
Defining strengths.
Thinking creatively personal values.
Time and stress management.

UNIT II SOCIAL SKILLS

Appropriate and contextual use of language.
Non verbal communication, interpersonal skills.
Problem solving.

UNIT III PERSONALITY DEVELOPMENT

Personal grooming and business etiquettes, corporate etiquette, social etiquettes & telephone etiquette.
Role play and body language.

UNIT IV PRESENTATION SKILLS

Group discussion.
Mock group discussion using video recording.
Public speaking.

5.5 Professional etiquettes.

Practical's (Based on the above Units) :

1. Developing the personality.
2. Group discussion.
3. Body language and personal antiques.

4. Public speaking.
5. Handling the guest.

Reference Books.

1. MatilaTreece, Successful Communication :Allemande Bacon, Pubharkat.
2. Robert T. Reilly, Effective Communication in Tourist and Travel Industry, DilnasPublication.
3. Boves, Thill, Business Communication Today, Mcycans Hills Publication.

Advanced Diploma (Sem-IV)
Nursing & Hospital Management

Paper No – 403

Biochemistry - IV

Work Load – 6
Theory – 4 Lectures / Week
Practical – 2 Lectures / Week

Total Marks – 50
Theory – 40 Marks
Practical – 10 Marks

Objectives:

- 1) To understand the basic concept of Biochemistry.
- 2) 2) To apply the knowledge of Nutrition and Protein in Nursing Practice

Unit-I Introduction to biochemistry

- a) Introduction to biochemistry
- b) Study of cell
- c) Biochemical functions of various components of Cell.
- d) Cell membrane and transport

Unit II- Nucleic Acids

A. Nucleotides –

- a) chemistry and its biological significance.
- b) Nucleotide metabolism and medical importance.
- c) Chemical nature of nucleic acids- DNA, RNA.
- d) Structure and medical significance of DNA and RNA

B. Enzymes-

- a) Nature and functions,
- b) nomenclature and classification,
- c) Mechanism of action of enzymes,
- d) diagnostic importance of enzymes and SERM

Unit III -Immune chemistry

- Immune response,
- Structure and classification of immunoglobins
- Mechanism of antibody production
- Antigens: HLA typing.
- Free radical and antioxidants
- Specialised protein: Collagen, Elastin, Karatin, Myosin, Lens Protein.

Electrophoretic and Quantitative determination of immunoglobins – ELISA etc. Investigations and their Interpretations

Unit IV- Composition and metabolism of Carbohydrates

Types, structure, composition and uses

Monosaccharides, Disaccharides, Polysaccharides, Oligosaccharides

Metabolism

Pathways of glucose :

- Glycolysis
- Gluconeogenesis : Cori's cycle, Tricarboxylic acid (TCA) cycle
- Glycogenolysis
- Pentose phosphate pathways (Hexose mono phosphate)

Regulation of blood glucose level

- Investigations and their interpretations

References Books:

Vasudevan (DM), Text Book of Biochemistry, J.P.Brothers Publication New Delhi, 3rd Edition, 2001.

2. Lehninger, Principles of Biochemistry, Worth Publishers, New York, 3rd Edition, 2002.

3. Strieler (L), (1988). Biochemistry, Freeman & Company, New York, 3rd Edition, 1988.

4. Murray (RK), Harper's Illustrated Biochemistry, McGraw Hill, New Delhi, 27th Edition, 2006.

Textbook of Biochemistry and Biophysics for nurses

TEXT BOOK OF BIOCHEMISTRY FOR B.SC NURSING

<https://www.flipkart.com> › itmfaazdgpyzapxys

TEXT **BOOK OF BIOCHEMISTRY** FOR B.SC NURSING (English, Paperback, VARGHESE)

Biochemistry for Nurses - JaypeeDigital

<https://www.jaypeedigital.com>

Madala Bindu, The Hospitalist, Group of El Paso, Texas, USA The Hospitalist Group of EL Paso, Texas, Biochemistry for Nurses [Book] - O'Reilly Media

<https://www.oreilly.com> › library › view › biochemistry...

ISBN · 9788131768563 ; **Book** description. **Biochemistry** for **Nurses** has been designed considering the syllabi requirements laid down by The Indian **Nursing** Council ...

<https://bookauthority.org> › Medicine › Medical Sciences

Fundamentals of General, Organic, and Biological **Chemistry** by McMurry, Ballantine, Hoeger, and Peterson

Textbook of Biochemistry for Nurses By Ashok Kumar J.

<https://www.ikbooks.com> › books › book › life-sciences

Textbook of Biochemistry for **Nurses**, 2/e by Ashok Kumar J. **Textbook of Biochemistry** for ... By : Ashok Kumar J.

Advanced Diploma (Sem-IV)

Nursing & Hospital Management Paper No – 404

Psychiatric Nursing - IV

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week

Total Marks – 50

Theory – 40 Marks

Practical – 10 Marks

Objective

At the end of the course the students will be able to:

1. Appreciate the trends and issues in the field of psychiatry and psychiatric nursing.
2. Explain the dynamics of personality development and human behaviour.
3. Describe the concepts of psychobiology in mental disorders and its implications for psychiatric nursing
4. Demonstrate therapeutic communications skills in all interactions
5. Demonstrate the role of psychiatric nurse practitioner in various therapeutic modalities
6. Establish and maintain therapeutic relationship with individual and groups
7. Uses assertive techniques in personal and professional actions
8. Promotes self-esteem of clients, others and self
9. Apply the nursing process approach in caring for patients with mental disorders
10. Describe the psychopharmacological agents, their effects and nurse's role

UNIT I **Introduction**

- Mental Health and Mental Illness
- Historical perspectives
- Trends, issues and magnitude
- Contemporary practices
- Mental health laws/Acts

UNIT II **Concepts of Psychobiology**

- The Nervous System:
 - An Anatomical Review
 - The Brain and limbic system
 - Nerve Tissue
 - Autonomic Nervous system
 - Neurotransmitters
- Neuroendocrinology
 - Pituitary, Thyroid Gland

- Circadian Rhythms
 - Genetics
 - Neuro psychiatric disorders
 - Psychoimmunology
 - Normal Immune response
 - Implications for psychiatric Illness
- Implications for Nursing

UNIT III Theories of Personality Development and relevance to nursing practice

- Psychoanalytic Theory- Freud's
- Interpersonal Theory-Sullivan's
- Theory of Psychosocial Development-Erikson's
- Theory of object relations
- Cognitive Development Theory

UNIT IV Stress and its management

- An introduction to the concepts of stress
- Psychological Adaptation to stress
- Stress as a Biological Response.

Stress as an Environmental Event..

Reference Books.

1. . Ghai O.p. et al. (2000) Ghai's Essentials of Paediatrics. 1st edn. Mehta offset works.
2. New Delhi.
3. 2. Marlow Dorothy & Redding. (2001) Textbook of Paed. Nsg. 6th edn. Harbarcourt India ltd.
4. New Delhi
5. 3. Parthsarathy et al. (2000) IAP Textbook of Paediatric Nsg. Jaypee bros., 2 nd ed. New Delhi.
6. 4. Vishwanathan & Desai. (1999) Achar's Textbook of Paediatrics 3rd ed. Orient Longman.
7. Chennai.
8. 5. Wong Dona et al. Whaley & Wong's Nursing care of infants & children.6th edn. Mosby co.,
9. Philadelphia.
10. 6. Dr. C.S. Waghale, Principles and Practice of Clinical Pediatrics, Vora publication 1996

Advanced Diploma (Sem-IV)

Nursing & Hospital Management Paper No – 405

Medical Surgical Nursing - II

Work Load – 6

Theory – 4 Lectures / Week

Practical – 2 Lectures / Week

Total Marks – 50

Theory – 40 Marks

Practical – 10 Marks

Objective

To enable student to know the housekeeping operation.

UNIT I Emergency Nursing

- Concept, priorities, principles and Scope of emergency nursing
- Organization of emergency service: physical setup, staffing equipment and supplies, protocols, Concepts of triage and role of triage nurse.
- Coordination and involvement of different departments and facilities
- Nursing Assessment – History and Physical assessment
- Etiology, Pathophysiology, clinical manifestation, diagnosis, treatment modalities and medical & surgical nursing management of patient with medical and surgical Emergency

UNIT II Nursing care of the elderly

- Nursing Assessment – History and Physical assessment
- Ageing;
- Demography; Myths and realities
- Concepts and theories of ageing
- Cognitive Aspects of Ageing
- Normal biological ageing

UNIT III Nursing management of patient in critical care units

- Nursing Assessment – History and Physical assessment
- Classification
- Principles of critical care nursing
- Organization; physical setup, policies, staffing norms,
- Protocols, equipment; and supplier
- Special equipments; ventilation, cardiac monitors, defibrillators.
- Resuscitation equipments

Unit IV Nursing management of patients adults including elderly with Occupational and Industrial disorders

- Nursing Assessment-History and Physical assessment
- Etiology, Pathophysiology, clinical manifestations, diagnosis, treatment modalities and medical & surgical nursing management of occupational and industrial health disorders
- Role of nurse

Special therapies, alternative therapies Nursing procedures

Drugs used in treatment of occupational and industrial disorders

Reference Books

Brunner (V), Medical Surgical Nursing , LWW, 10th Edition.

2. Black, Medical Surgical Nursing: Clinical Management for positive outcomes, Elsevier, 7th Edition.

3. Williams, Understanding Medical Surgical Nursing, Jaypee, 3rd Edition.

4. Timby, Introductory Medical Surgical Nursing, LWW, 9th Edition.

5. Lewis, Medical Surgical Nursing Assessment & Management of Clinical Problems, Elsevier 7th edition

6. Ignatavicius, Critical Thinking for Collaborative Care, Elsevier, 5th Edition.

7. Monahan, Phipp's Medical Surgical Nursing: Health & illness perspectives practice, Jaypee, 8th Edition.

8. Gulanick, Nursing Care Plans: Nursing Diagnosis & Interventions, Mosby, 5th edition

9. Lippincott's Manual of Nursing Practice, Jaypee , Edition.

10. Ulrich, Nursing Care Planning Guides: For adults in acute extended & Home care settings, Elsevier, 6th edition.

11. White, Foundations of Adult Health Nursing, Thompson, 2nd edition.

12. Redfern, Nursing Older People ,Churchill Livingstone , 4th edition.

13. Phillip, Berry & Kohn's Operating room techniques, Elsevier, 11th Edition.

14. Marks, Roxburgh's Common Skin Diseases, Arnold, 17th edition.

15. Thappa, Essential in Dermatology with MCQ's, Ahuja publishing

Advanced Diploma (Sem-IV)

Nursing & Hospital Management Paper No – 406

Laboratory Work – Biochemistry - IV

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

Objectives:

- 1) To analyse and study safety and precaution in Biochemistry lab
- 2) To learn DNA, RNA, balanced diet, water purification methods, measurement of PH, vitamins, minerals, glucose

Practicals :

1. learning and understanding of Safety in biochemistry laboratory, guidance & Precaution while Practical
2. Diagram, sketching and labeling cell and its components.
3. Diagram, sketching and labeling of structure of DNA and RNA.
4. Preparation of balanced diet chart.
5. Preparation specific Diet charts in varies disorders of systems.
6. Water purification method (1) Domestic water (2) Public/Community water supply.
7. Measurement of PH and Study of the buffers.
- 8) Estimation of vitamins ,minerals and glucose.

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Perform any one practical from the above

20marks

Q.2: practical record book

20marks

Q.3: Viva – voce

10 marks

Advanced Diploma (Sem-IV)

Nursing & Hospital Management

Paper No – 407

Laboratory Work –Psychiatric Nursing - IV

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

Practical's:

Acute Psychiatric Ward

Chronic Psychiatric ward

Psychiatric Emergency Unit

O.P.D

Family Psychiatric Unit

Community Mental Health Unit

Rehabilitation / Occupational Therapy

Unit/Half way home/ Day care center.

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Perform any one practical from the above

20marks

Q.2: practical record book

20marks

Q.3: Viva – voce

10 marks

Advanced Diploma (Sem-IV)

Nursing & Hospital Management

Paper No – 408

Laboratory Work –Medical Surgical Nursing - II

Work Load- 6

Total Marks- 50

Practical- 4 lectures / Week / Batch

Practical's:

- Monitoring of patients in ICU
- Maintain flow sheet
- Care of patients on ventilators
- Perform Endotracheal suction Practice “triage”
- Assist with assessment examination, investigations & their interpretations, in emergency and disaster situations
- Assist in documentations
- Demonstrates use of ventilators, cardiac monitors etc.
- Collect specimens and interprets ABG analysis
- Assist with arterial puncture
- Maintain CVP line
- Pulse oximetry
- COR-ALS
- Defibrillators
- Pace makers
- Bag-mask ventilation
- Emergency tray/trolley-crash cart

Scheme of Practical Evaluation

Internal Practical Evaluation

Q.1: Perform any one practical from the above

20marks

Q.2: Practical record book

20marks

Q.3: Viva – voce

10 marks

Advanced Diploma (Sem-IV)
Nursing & Hospital Management
Paper No – 409
Industrial visit / Study tour

Total Marks – 50

There is industrial visit to hospitals. Study of different departments of hospitals and submission of tour reports.

Scheme of Evaluation of Industrial visit / Study tour

Internal Evaluation on tour report W.R.T.

- Visit to front OT section of the of a hospital.
- Visit to public health department to a hospital.
- Visit to reception counter to observe the work of documentation to a hospital.
- Visit to surgical department to a hospital.

Total Marks - 50