

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

# SHIVAJI UNIVERSITY, KOLHAPUR



“A<sup>++</sup>” Accredited by  
NAAC(2021) with  
CGPA 3.52

**B.Voc in PARAMEDICAL & HEALTH  
ADMINISTRATION**

**Syllabus**

*For*

**B. Voc. Part-I (Diploma)**

**DIPLOMA IN PARAMEDICAL & HEALTH ADMINISTRATION**

**(To be implemented from Academic Year 2022-2023 onwards)**

**As per National Education Policy 2020**

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

**Bachelor of Vocation (B. Voc.) Diploma in PARAMEDICAL & HEALTH  
ADMINISTRATION Part I –2022-2023**

**1. TITLE:**B. Voc. PartI(**Diploma inPARAMEDICAL & HEALTH ADMINISTRATION**)  
Syllabus ( Semester Pattern )

**2. YEAR OF IMPLEMENTATION :** Syllabus will be implemented from **2022-2023**

**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** – Semester Pattern

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

- Practical Examination–

- i) In the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester of B. Voc. there will be internal assessment of practical record, related report submission and project reports.
- ii) In the second semester of B. Voc. I there will be internal practical examination.
- iii) In the 4<sup>th</sup> and 6<sup>th</sup> semester of B. Voc. There will be external practical examination at the end of the semester.

**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 )

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## 8. STRUCTURE OF THE COURSE

### 9. B. Voc. Part I ((Diploma in PARAMEDICAL & HEALTH ADMINISTRATION))

#### Semester – I

Sr.No.	Paper No.	Title	Theory/Practical /Project	Marks (450)	Theory	Practical
1.	I	Business Communication –I	Theory/practical	50	40	10
2.	II	Health Education Part- I	Theory / Practical	50	40	10
3.	III	Community health nursing	<b>Theory</b>	50	50	-
4.	IV	Need of first aid	<b>Theory</b>	50	50	-
5.	V	Primary medical care	<b>Theory</b>	50	50	-
6.	VI	Laboratory Work Paper No. IV	<b>Practical</b>	50	-	50
7.	VII	Laboratory Work Paper No. IV	<b>Practical</b>	50	-	50
8.	VIII	Laboratory Work Paper No. V	<b>Practical</b>	50	-	50
9.	IX	Project	<b>Project</b>	50	-	50

**1. B. Voc. Part I****2. (Diploma inPARAMEDICAL & HEALTH ADMINISTRATION)****Semester – II**

Sr No.	Paper No.	Title	Theory/Practical/Project	Marks (Total)	Theory	Practical
<b>10</b>	<b>X</b>	Business Communication - II	Theory /Practical	<b>50</b>	<b>40</b>	<b>10</b>
<b>11</b>	<b>XI</b>	Health Education Part- II	Theory /Practical	<b>50</b>	<b>40</b>	<b>10</b>
<b>12</b>	<b>XII</b>	Community Health Nursing part II	Theory	<b>50</b>	<b>50</b>	<b>-</b>
<b>13</b>	<b>XIII</b>	Nutrition	Theory	<b>50</b>	<b>50</b>	<b>-</b>
<b>14</b>	<b>XIV</b>	Mental health care	Theory	<b>50</b>	<b>50</b>	<b>-</b>
<b>15</b>	<b>XV</b>	Laboratory Work Paper No. XII	Practical	<b>50</b>	<b>-</b>	<b>50</b>
<b>16</b>	<b>XVI</b>	Laboratory Work Paper No. XIII	Practical	<b>50</b>	<b>-</b>	<b>50</b>
<b>17</b>	<b>XVII</b>	Laboratory Work Paper No. XIV	Practical	<b>50</b>	<b>-</b>	<b>50</b>
<b>18</b>	<b>XVIII</b>	Industrial Visit /Study Tour	Practical	<b>50</b>	<b>-</b>	<b>50</b>

**SCHEME OF TEACHING :****B. Voc. Part I (Diploma inPARAMEDICAL & HEALTH ADMINISTRATION)****Semester – I**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
1	I	Business Communication - I	4	2	6
2	II	Health Education Part- I	4	2	6
3	III	Community health nursing	4	-	4
4	IV	Need of first aid	4	-	4
5	V	Primary medical care	4	-	4
6	VI	Laboratory Work Paper No. III	-	4	4
7	VII	Laboratory Work Paper No. IV	-	4	4
8	VIII	Laboratory Work Paper No. V	-	4	4
9	IX	Project	-	-	-
			20	16	36

**B. Voc. Part I (Diploma inPARAMEDICAL & HEALTH ADMINISTRATION)****Semester – II**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
<b>10</b>	<b>X</b>	Business Communication - II	<b>4</b>	<b>2</b>	<b>6</b>
<b>11</b>	<b>XI</b>	Health Education Part- II	<b>4</b>	<b>2</b>	<b>6</b>
<b>12</b>	<b>XII</b>	Community Health Nursing part II	<b>4</b>	<b>-</b>	<b>4</b>
<b>13</b>	<b>XIII</b>	Nutrition	<b>4</b>	<b>-</b>	<b>4</b>
<b>14</b>	<b>XIV</b>	Mental health care	<b>4</b>	<b>-</b>	<b>4</b>
<b>15</b>	<b>XV</b>	Laboratory Work Paper No. XII	<b>-</b>	<b>4</b>	<b>4</b>
<b>16</b>	<b>XVI</b>	Laboratory Work	<b>-</b>	<b>4</b>	<b>4</b>

		Paper No. XIII			
<b>17</b>	<b>XVII</b>	Laboratory Work Paper No. XIV	<b>-</b>	<b>4</b>	<b>4</b>
<b>18</b>	<b>XVIII</b>	Industrial Visit /Study Tour	<b>-</b>	<b>-</b>	<b>-</b>
			<b>20</b>	<b>16</b>	<b>36</b>



**Eligibility for Admission :** 10 + 2 from any faculty or equivalent Diploma / Advanced Diploma in any related stream.

**Eligibility for Faculty :**

- 1) M.Sc. Nursing
- 2) B.Sc. Nursing
- 3) GNM
- 4) ANM
- 5) Doctor from any branch or Specialty (BHMS, BAMS, MBBS)
- 6) PGDMLT

**Eligibility for Lab Assistant :** Graduation with related field

## Staffing Pattern

Teaching : In the 1<sup>st</sup> year of B. Voc. – One FullTime  
one C. H. B. for Business Communication

Lab. Assistant : For 1<sup>st</sup> Year of B. Voc. – 1 PartTime  
For 2<sup>nd</sup> and 3<sup>rd</sup> Year (Inclusive of 1<sup>st</sup> Year ) of B. Voc. – 1 Full Time

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**Paper – I: Business Communication-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.

**Unit 1: Use of English in Business Environment**

**Topics:**

Business Vocabulary: Vocabulary for banking, marketing and for maintaining public relations

What is a sentence?

Elements of a sentence

Types of sentence: Simple, compound, complex

**Unit 2: Writing a Letter of Application and CV/ Resume**

**Topics:**

Structure of a letter of application for various posts CV/ Resume and its essentials

**Unit 3: Presenting Information/Data**

**Topics:**

Presenting information/data using graphics like tables, pie charts, tree diagrams, bar diagrams, graphs, flow charts

**Unit 4: Interview Technique**

**Topics:**

Dos and don'ts of an interview

Preparing for an interview

Presenting documents

Language used in an interview

**Practical: Based on the theory units** 10 Marks.

**Reference Books:**

- Sethi, Anjanee & Bhavana Adhikari. *Business Communication*. New Delhi: Tata McGrawHill
- Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
- Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student
- Aid Publication, 2008.
- Herekar, Praksh. *Business*

*Communication.* Pune:  
Mehta  
Publications,  
2007.

- Herekar,  
Praksh.  
*Principals of  
Business  
Communication.* Pune:  
Mehta  
Publications,  
2003.

- Rai, Urmila & S. M. Rai. *Business Communication*. Himalaya Publishing House, 2007.
  - Pradhan, N. S. *Business Communication*. Mumbai: Himalaya Publishing House, 2005.
  - Pardeshi, P. C. *Managerial Communication*. Pune: Nirali Prakashan, 2008.
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**Pattern of a Question Paper**  
**B. Voc. Part-I**  
**Business Communication-I**  
**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.

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## **Bachelor of Vocation (B. Voc.) Part I - Sem. I**

### **Paper – II:**

### **Health Education Part- I**

**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 )

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#### **Unit 1      Health Education**

Preface

What's is health education

    Aims of health education

    Scope of health education

    Importance of health education

#### **Unit 2      Basic principal in health education**

Interested

    Participation in health educational programs

    Known to known

    Comprehension , Rein for cement

#### **Unit 3      Approaches used in health education**

Individual approach towards health education

    Group approach towards health education

    Mass approach towards health education

    Planning of health educational activities

#### **Unit 4      Teaching learning process**

The teaching & learning process

    Characteristics of learning process

    Methods of learning process

    Characteristics of learning

#### **Reference Book List:**

- Health promotion
- Clinical Nursing
- Medical Surgical Nursing
- Fundamentals of Nursing
- Community Health care
- Easy ann

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

## **Paper III**

### **Community health nursing I**

Total Workload: 06 lectures per week of 60 mins.

**Theory : 4 lectures/ week**

**Total Marks : 50 (Theory)**

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#### **Unit 1. Nursing and nurse**

- Definition of nurse
- Aim and objective
- Qualities of good nurse
- Health promotion
- Elements of health

#### **Unit 2. Concept of health**

- Health promotion
- Health changing concepts
- Human health
- Philosophy of health
- Health effects
- Individual physical examination

#### **Unit 3. Community health practices**

- National health programs
- The concept of health
- Health habits
- Features of health
- Levels of behaviour

#### **Unit 4. Home visit**

- Method of home visits
- Disadvantages of home home visit
- The purpose of the home visit
- Kit bag
- Home visits evaluation

#### **Reference Book:**

- Community health
- Anatomy
- Easy ANM
- Community Health Nursing

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

## Paper IV Need of first aid

Total Workload: 06 lectures per week of 60 mins.

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**Theory : 4 lectures/ week**

**Total Marks : 50 (Theory)**

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### Unit 1. First aid

Definition of first aid

Principal of first aid

Mobilisation of resources

Drugs used at supplies

### Unit 2 Bandages

Definition of bandage

Types of bandage

Principal of bandage

Rules of bandage

### Unit 3 Minor injuries and ailments

Foreign bodies

Foreign body in the eye

Foreign body in nose

Foreign body in the ear

Foreign body in the air way

Health education and referral

### Unit 4 Fractures

Skeletal system and different bones

Types of fractures

Definition of fractures

Axial skeletal

Appendicular skeletal

### Reference Book :

**First Aid by St John Ambulance St Andrew's First Aid**

Osteology Authors: Tim D. White, Michael T. Black

Pieter A. Folkens

Easy ANMsarajmome

Biradevdevkate

Anatomy

1. Atlas of Human Anatomy, Professional Edition, 7th Edition. The first anatomy book in our list ...
2. Ross & Wilson Anatomy and Physiology in Health and Illness, 13th Edition. This anatomy and ...
3. Clinical Anatomy: Applied Anatomy for Students and Junior Doctors, 14th Edition. This ...
4. Gray's Anatomy for Students, 4th Edition.



**Bachelor of Vocation (B.Voc.) Part I – Sem I**  
**Paper V**  
**Primary medical care**

**Total Workload:** 06 lectures per week of 60 mins.

**Theory :** 4 lectures/ week

**Total Marks : 50 (Theory)**

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**Unit 1; Types of drug used in nursing care**

Different types of medicine  
Classification of drugs  
Forms of drugs  
and characteristics policies and regulation

**Unit 2: Administration of drug**

Routes of Administration of drugs  
Principals of injection  
Observation of Administration of drugs  
Recording of drug

**Unit 3: Drugs used in minor ailments**

Furazolidone use & side effects of  
use & side effects of Domperidone  
use & side effects of Chloroquine  
use & side effects of Paracetamol  
use & side effects of Cotrimoxazole

**Unit 4 Common emergency drugs**

deriphylline  
magnesium sulphate  
injection oxytocin  
I V Fluids DNS NS D5 RL

**Reference Book :**

First Aid

Anatomy:

Atlas of Human Anatomy, Professional Edition, 7th Edition.

Ross & Wilson Anatomy and Physiology in Health and Illness, 13th Edition. ...

Clinical Anatomy: Applied Anatomy for Students and Junior Doctors, 14th Edition.

Gray's Anatomy for Students, 4th Edition.

Easy ANM

Drugs Book

Primary Medical Care

**Bachelor of Vocation (B.Voc.) Part I – Sem I**  
**Paper VI**  
**Laboratory Work Paper.III**

Total Marks : 50

Practical : 4 lectures / week/Batch

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**Practical -**



**Beds :**

Bed-making is the act of arranging the bedsheets and other bedding on a bed, to prepare it for use. It is a household chore, but is also performed in establishments including hospitals.



**Seen B P :**

- Blood pressure is the force of blood against the arteries. An individual should maintain a normal blood pressure from 90 – 120 / 60 – 80 mm Hg
- Procedure to measuring blood pressure



**Home visits :**

Chief complaint or a specific, reasonable, and medical necessity is required for each visit Visit will be regarded as a social visit unless medical record clearly documents medical necessity for every visit Service/visit must be medically reasonable and necessary and not for physician or qualified NPP convenience

**Reference Book :**

First Aid  
Anatomy  
Easy ANM  
Community health nursing  
Practical handbook of physiology

**Bachelor of Vocation (B.Voc.) Part I – Sem I**  
**Paper VII**  
**Laboratory Work PaperIV**

Total Marks : 50

Practical : 4 lectures / week/Batch

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**Practical -**

- **Mouth care:**

1. Gently brush your teeth on all sides with a soft-bristle brush and fluoride toothpaste Use small circular motions and short back-and-forth strokes.
2. Brush carefully and gently along your gum line.
3. Lightly brush your tongue or use a tongue scraper to help keep your mouth clean.
4. Clean between your teeth with dental floss, prethreadedflossers, a water flosser, or a similar product. Rinse after you floss.

- **Hair care:**

Shampoo: Wash the hair with shampoo as often as needed. This will typically be when the hair becomes oily, which can...

Condition: A person should use a conditioner after each shampoo. Concentrate the conditioner on the tips of the hair.

Dry: People can either wrap their hair in a towel and let it air dry or use a blow-dryer on the lowest setting. Using a...

Brush: Brush the hair when it is damp using a..

**Reference Book :**

COMMUNITY HEALTH NURSING

S. BHAGYA LAKSHMI

HEALTH PROMOTION

M. I. MOMIN

PRIMARY HEALTH CARE

M. I. MOMIN

**Bachelor of Vocation (B.Voc.) Part I – Sem I**  
**Paper VIII**  
**Laboratory Work Paper V**

Total Marks : 50

Practical : 4 lectures /week/Batch

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**Practical -**



**Seen Temperature**

Normal human body-temperature (normo thermia, euthermia) is the typical temperature range found in humans. The normal human body temperature range is typically stated as 36.5–37 °C (97.7–98.6 °...



**Seen pulse**

How Can You Measure Your Pulse Rate? You can feel the fluttering of your pulse in your –. Wrist. Crook of the elbow. The top portion of the foot. The side of the neck. Gently feel the pulse and count the number of times it throbs in a minute. Now you know what heart or pulse rate is and what is the usual benchmark for a normal heart rate, ...



**Nail care**

**nail care** in the **nursing** interventions classification, a **nursing** intervention defined as promotion of clean, neat, attractive nails and prevention of skin lesions related to improper care of nails.



**Drug oral exam**

Dosage & Calculation Quiz for Oral Liquid Drugs Nursing Students This dosage and calculation quiz is to help you solve drug calculation for drugs that are prepared in the liquid form. It will test your knowledge on how to convert ounces to milliliters, teaspoons to milliliters using the pharmacy dispensed dose.

**Reference Book :**

COMMUNITY HEALTH NURSING  
HEALTH CENTRE MANAGEMENT  
MICROBIOLOGY FOR NURSES

S. BHAGYA LAKSHMI  
M. I. MOMIN  
PARIERA

**Bachelor of Vocation (B.Voc.) Part I – Sem I**  
**Paper IX**  
**Project**

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**Internal Practical evolution 50 Marks**

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

## **SEM - II**

**Bachelor of Vocation (B.Voc.) Part I – Sem II**  
**Paper X**  
**English For Business Communication- 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.

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**Unit 5 : Group Discussion**

**Topics:**

Preparing for a Group Discussion

Initiating a Discussion

Eliciting Opinions, Views, etc.

Expressing Agreement/ Disagreement

Making Suggestions; Accepting and Declining Suggestion Summing up.

**Unit 6 : Business Correspondence**

**Topics:**

Writing Memos, e-mails, complaints, inquiries, etc.

Inviting Quotations

Placing Orders, Tenders, etc.

**Unit 7 : English for Negotiation**

**Topics:**

Business Negotiations

Agenda for Negotiation

Stages of Negotiation

**Unit 8 : English for Marketing**

**Topics:**

Describing/ Explaining a Product/ Service

Promotion of a Product

Dealing/ bargaining with Customers

Marketing a Product/ Service: Using Pamphlets, Hoardings, Advertisement, Public Function/ Festival

**Practical:** Based on the theory units 10 Marks.

**Reference Books :**

“Business Communication -.Herekar, Praksh Mehta Publications 2007.

“Principals of Business Communication” -Herekar, Praksh Mehta Publications 2003

" Group Discussions."-Stephen Quiller John, David.2002

" Managerial Communication. "-Pardeshi, P. C.NiraliPrakashan2008

**Bachelor of Vocation (B.Voc.) Part I– Sem II**  
**Paper XI**  
**Health Education Part- II**

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)

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**Unit 1 Communication Skills**

Concept of communication  
Key Elements of Communication  
Channels of communication  
Types of communication

**Unit 2 Audio Visual aids**

Novelty, attraction, Appeal etc.  
Characteristics of Audio Aids  
Purposes of Audio – Visual Aids  
Limitations of audio Visual

**Unit 3 Practical Application of Audio- Visual Aids in health programme**

Collecting picture & using them  
Using humorous pictures  
Creating a poster  
Making dolls out of paper bags with the help of cardboard

**Unit 4 Motivation**

Principles of motivation  
Innate motives, acquired motives  
Classification of motives  
Physiological drives, social motives,

**Practical :**

- Practical Application of Audio- Visual Aids
- Making dolls out of paper bags
- Creating a poster

**Reference Book List :**

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



**Bachelor of Vocation (B.Voc.) Part I– Sem II**  
**Paper XII**

**Community Health Nursing part II**

Total Workload: 06 lectures per week of 60 mins.

**Theory : 4 lectures/ week**

**Total Marks : 50 (Theory)**

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**Unit 1 Health team**

Team concept  
function of the health team  
Role of the health team  
Role and responsibilities of ANW / FHW  
Code of ethics of nurse

**Unit 2 Structure of community**

Family cycle  
Types of family  
Community  
Structure  
Basic needs  
Body mind relation

**Unit 3 Dynamic of community**

Dynamics of social change  
Interaction between different social groups in the village  
Traditions , customs and their influence on health  
Social stratification ;influence of class caste and race on health and practices  
Family and marriages

**Unit 4 Community need assessment**

Scope for community assessment  
Methods of social survey  
Survey  
Principles of social survey  
Method of data collection

**Reference;**

- 1) Easy ANM
- 2) Community health care
- 3) Handbook of nursing care
- 4) Health promotion

**Bachelor of Vocation (B.Voc.) Part I– Sem II**  
**Paper XIII**  
**Nutrition**

**Total Workload:** 06 lectures per week of 60 mins.

**Theory :** 4 lectures/ week

**Total Marks : 50 (Theory)**

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**Unit 1          Essential nutrients**

Essential nutrients

Introduction to nutrition

Normal requirement of nutrition at different ages

Types of diet

Vitamins

**Unit 2          Nutritional deficiencies and correction**

Properties of Carbohydrates

Properties of Fats

Properties of Proteins

Properties of Vitamins

Nutritional anemia in women

**Unit 3          Balance diet**

Definition diet planning

A balanced diet for mothers

The benefits of breastfeeding

The benefits of breastfeeding for the mother

**Unit 4          Malnutrition and nutritional assessment**

Malnutrition

Types of Malnutrition

Causes of Malnutrition

Food fast taboos customs and their influence on health

**Reference books:**

1) Easy ANM

2) Health promotion

3) Nutrition

4) Biochemistry

# **Bachelor of Vocation (B.Voc.) Part I– Sem II**

## **Paper XIV**

### **Mental health care**

**Total Workload:** 06 lectures per week of 60 mins.

Marks. **Theory** : 4 lectures/ week

**Total Marks : 50** (Theory)

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#### **Unit 1      Mental health**

Concept of mental health  
Body mind relationship  
Factors influencing on mental health  
Characteristics of mentally healthy person

#### **Unit 2Maladjustment**

Definition of maladjustment  
Features of mal adjusted individual  
Common causes of maladjustment  
Community therapy

#### **Unit 3      Mental illness**

Abnormal behavior  
To identify abnormal behavior  
Types of mental illnesses and treatments  
Organic / function / psychosis

#### **Unit 4      Old age care**

Physical and psychological changes  
Older persons needs and health problems  
Home care for the older persons  
Rehabilitation of the elderly

#### **Referencebooks :**

Mental Health  
Anatomy & Physiology  
Nutrition  
Community health nursing  
Health pramotion

**Bachelor of Vocation (B.Voc.) Part I – Sem I**  
**Paper XV**  
**Laboratory Work Paper XII**

Total Marks :50

**Practical** :4 lectures / week /Batch

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**Practical -**

**Nutrition oral exam**

Nutrition is nourishment or energy that is obtained from food consumed or the process of consuming the proper amount of nourishment and energy. An example of nutrition is **the nutrients found in fruits and vegetables**. An example of nutrition is eating a healthy diet.

**Visit of community health [ home visits ]**

A home visit is considered as the backbone of community health service. A home visit is **a family –nurse contact which allows the health worker to assess the home and family situation in order to provide the necessary nursing care and health-related activities.**

**Reference books :**

Clinical Nursing Procedures  
Anatomy & Physiology  
Nutrition  
Community health nursing  
Health promotion

**Bachelor of Vocation (B.Voc.) Part I – Sem I**  
**Paper XVI**  
**Laboratory Work Paper XIII**

Total Marks :50

**Practical** :4 lectures / week /Batch

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**Practical -**

1) Visits of old age care :

Here are 11 nursing care plans(NCP) and nursing diagnosis for geriatric nursing or nursing care of the elderly (older adult):

1. Risk for Falls 2. **Impaired** Gas Exchange 3. **Hypothermia** 4. Disturbed Sleep Pattern 5. Constipation 6. Adult Failure to Thrive 7. Risk for Aspiration 8. Risk for Deficient Fluid Volume 9. Risk for Injury 10. Risk for Infect

2) Hospital work 1 :

- A hospital community case worker, also sometimes referred to as a medical case worker or case manager, plays an important role in the delivery of services to patients and their families
- A correctional facility is an environment where many people are housed in close proximity. Here, community health nurses often work to limit the spread of communicable disease. They run educational programs for inmates and staff, implement infectious disease control protocols, and work closely with state and local health departments.

**Reference books :**

Clinical Nursing Procedures  
Paediatric  
Community health nursing  
Psychology

**Bachelor of Vocation (B.Voc.) Part I – Sem I**  
**Paper XVII**  
**Laboratory Work Paper XIV**

Total Marks :50

**Practical** :4 lectures / week /Batch

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**Practical -**

1) Hospital work 2 :

- Here are 5 examples of organizations and facilities that rely on community health nurses: 1. Community health centers In this setting, a community health nurse may work directly with members of the community to address their medical needs.
- Typically, a nursing case study contains three main categories, such as the items below. 1. The Status of a Patient In this section, you will provide the patient's information, such as medical history, and give the current patient's diagnosis, condition, and treatment. Always remember to write down all the relevant information about the patient

Visits of community kitchen :

- Community food assessments are one approach to grounding your approaches in the geographies and constituencies to be targeted. Fitting a community assessment into some phase of project planning is an increasingly integral aspect of Community Food Projects.

**Reference books :**

Clinical Nursing Procedures  
Paediatric  
Community health nursing  
Psychology

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

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**Internal Practical evaluation 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:**

- Marks obtained  $\geq 0.5$  shall be rounded off to next higher digit.
- The SGPA & CGPA shall be rounded off to 2 decimal points.
- 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)**

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

**2. Cumulative Grade Point Average (CGPA)**

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