


 Estd. 1962 "A ⁺⁺ " Accredited by NAAC (2021) With CGPA 3.52	SHIVAJI UNIVERSITY, KOLHAPUR 416 004, MAHARASHTRA PHONE : EPABX - 2609000, BOS Section - 0231-2609094, 2609487 Web : www.unishivaji.ac.in Email: bos@unishivaji.ac.in शिवाजी विद्यापीठ, कोल्हापूर, ४१६ ००४, महाराष्ट्र दूरध्वनी - इपीबीएक्स - २०६०९०००, अभ्यासमंडळे विभाग : ०२३१- २६०९०९४. २६०९४८७ वेबसाईट : www.unishivaji.ac.in ईमेल : bos@unishivaji.ac.in	
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Ref.: SU/BOS/Voc./508

Date: 10- 09- 2024

To,

The Principals,
 All Concerned Affiliated Colleges /Institutions.
 Shivaji University, Kolhapur.

**Subject : Regarding syllabi of B. Voc. Part III Courses under the Faculty of
 Inter-Disciplinary Studies as per National Education Policy, 2020. (1.0)**

Sir/Madam,

With reference to the subject, mentioned above, I am directed to inform you that the university authorities have accepted and granted approval to the syllabi of B.Voc. Part III Courses under the Faculty of Inter-Disciplinary Studies. as per National Education Policy, 2020. (1.0)

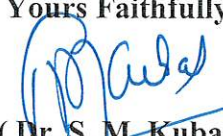
1	B.Voc. in Tourism and Service Industry
2	B.Voc. in Sustainable Agriculture Management
3	B.Voc. in Nutrition and Dietetics
4	B.Voc. in Nursing and Hospital Management
5	B.Voc. in Building Technology & Interior Design
6	B.Voc. in Agriculture
7	B.Voc. in Printing & Publishing
8	B.Voc. in Sustainable Agriculture
9	B.Voc. in Graphic Design
10	B.Voc. in Automobile

This syllabi shall be implemented from the academic year 2024-2025 onwards. A soft copy containing the syllabi is attached herewith and it is also available on university website www.unishivaji.ac.in. (NEP-2020@suk / Online Syllabus)

You are, therefore, requested to bring this to the notice of all students and teachers concerned.

Thanking you,

Yours Faithfully


 (Dr. S. M. Kubal)
 Dy Registrar

Copy to:

1	The Dean, Faculty of IDS	6	Affiliation T. 1 & T. 2 Section
2	Director, Board of Examination and Evaluation	7	P.G.Admission Section
3	The Chairman, Respective Board of Studies	8	Appointment A & B Section
4	All On Exam Section <i>O.E.I Section</i>	9	P.G.Seminar Section
5	Eligibility Section	10	Computer Centre /I.T.cell

SHIVAJI UNIVERSITY, KOLHAPUR



**National Education Policy (NEP-2020)
Degree in Nursing and Hospital Management
Third Year Bachelor of Vocation (B. Voc. Degree)
Course Structure for (Level-7)
With Multiple Entry and Multiple Exit option**

Nursing and Hospital Management

Part III - Sem. V and VI

(To be implemented from the Academic Year 2024-25)

National Education Policy(NEP-2020)

Third Year Bachelor of Vocation (B. Voc.- Degree)Course Structure for (Level-7)

With Multiple Entry and Multiple Exit option (To be implemented from the Academic Year 2024-25)

Semester V – Duration: 6 Months											
Sr. No.	Teaching Scheme					Evaluation Scheme					
	Course	No. of Lectures		Hours (T + P)	Credits	Theory	Internal/ Practical	Total Marks	Min Marks (Separate passing)	Exam Duration(Hrs.)	
		T	P							T	P
1.	AECC-E Business Communication English III	4	-	6	4	40	10	50	18	2	-
2.	GEC –E Hospital Operation Management	4	2	6	4	40	10	50	18	2	-
3.	DSC –E-I Child Health Nursing	4	-	4	4	50	-	50	18	2	-
4.	DSC –E Public Health	4	-	4	4	50	-	50	18	2	-
5.	DSC –E Healthcare Services	4	-	4	4	50	-	50	18	2	-
6.	SEC-E-I: Lab Work I	-	4	4	2	-	50	50	18	-	3
7.	SEC-E-II: Lab Work II	-	4	4	2	-	50	50	18	-	3
8.	SEC-E-III:Lab Work III	-	4	4	2	-	50	50	18	-	3
9.	SEC-E-IV: Project	-	-	2	2	-	50	50	18	-	-
	Total	20	14	36	28	230	220	450	-	-	

Semester VI – Duration: 6 Months											
	Teaching Scheme					Evaluation Scheme					
Sr. No.	Course	No. of Lectures		Hours (T + P)	Credits	Theory	Internal/ Practical	Total Marks	Min Marks (Separate passing)	Exam Duration(Hrs.)	
		T	P							T	P
1.	AECC-F English IV	4	-	6	4	40	10	50	18	2	-
2.	GEC –F Medical Record Science	4	2	6	4	40	10	50	18	2	-
3.	DSC –F-I Hospital Support Services	4	-	4	4	50	-	50	18	2	-
4.	DSC –F Emergency Service Department	4	-	4	4	50	-	50	18	2	-
5.	DSC –F Pharmacology	4	-	4	4	50	-	50	18	2	-
6.	SEC-F-I: Lab Work I	-	4	4	2	-	50	50	18	-	3
7.	SEC-F-II : Lab Work II	-	4	4	2	-	50	50	18	-	3
8.	SEC-F-III Lab Work III	-	4	4	2	-	50	50	18	-	3
9.	SEC-F-IV	-	-	2	2	-	50	50	18	-	-
	Total	20	14	36	28	230	220	450	-	-	

• Student Contact Hrs Per week: 36 hrs	• Total marks for B.Voc.- Degree: 900
• Theory and Practical Lectures: 48 Minutes Each	• Total credits for B.Voc.- Degree: 56
• AECC: Ability Enhancement Compulsory Course (Compulsory English)	
• Practical workload will for batch of 20 students	
• Practical Examination will be conducted Semester wise for 50 Marks per course (subject).	
• DSC: Discipline Specific Core Course - Candidate can opt three courses (Subjects) from DSC.	
• GEC: Generic Elective Compulsory Course - Candidate can opt any one course (Subject).	
• There shall be separate passing for theory and practical courses.	
• AECC & GEC Internal Evaluation should be done at college or respective departmental level	
• SEC-E & SEC-F are two parts of Vocational Degree Course	

Eligibility:

Eligibility for Admission: Advance Diploma

Eligibility for Faculty: 1) Post Graduate with NET / SET/Ph. D. Or
 2) Five Year Industry Experienced Personal
 2) M. A. (English) with NET/SET/Ph.D for Buiness Communication
 in English

Eligibility for Lab Assistant: Graduation with related field

Staffing Pattern: Teaching: In the 1st year of B. Voc. – One Full Time
 one C. H. B. for Business Communication

Lab. Assistant: For 1st Year of B. Voc. – 1 Part Time
 For 2nd and 3rd Year (Inclusive of 1st Year) of B. Voc. – 1 Full Time

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
(AECC-ED)

Paper – I: Business Communication in English -III

Paper No: XXXVII

Credits: 04

Theory: 4 lectures/week

Total Marks: 50 (Theory 40 + Internal 10)

Units Prescribed for Theory: 40 Marks.

Course Outcomes: The students will acquire knowledge of

1. To develop awareness of the complexity of the communication process
2. To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener
3. To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups
4. To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centered manner
5. To develop ability to communicate effectively with the help of electronic media

Content of syllabus:

Unit–I: Concept of Communication (15 Hrs.)

Meaning, Definition, Process, Need, Feedback, Emergence of Communication as a key concept in the Corporate and Global world

Unit – II Impact of technological advancements on Communication (15 Hrs.) Types- Internet, Blogs, E-mails, Moodle, Social media (Facebook, Tweeter & WhatsApp) Advantages and Disadvantages

Unit – III Problems in Communication (15 Hrs.)

Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers Ways to Overcome these Barriers

Unit – IV Listening Skills (15 Hrs.)

Importance of Listening Skills, Obstacles to listening, cultivating good Listening Skills

Practical: Based on the theory units: Marks: 10

Books Recommended: (List of Minimum 5 Books)

1. Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
2. Alien, R.K. (1970) Organizational Management through Communication.
3. Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press.
4. Aswal thapa, K (1991) Organizational Behavior, Himalayan Publication, Mumbai.
5. Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.

Note: (If any - such as

(1. In theory examination, the weightage to numerical problems should not exceed 30%. (2. Students can use scientific calculators in theory examination.)

Pattern of a Question Paper
B. Voc. Part-III Semester –V
Nursing and Hospital Management
Business Communication in English -III(AECC-E)

Paper No: XXXVII

Time: 2 hours

Total Marks: 40

Q.1 Do as directed questions items on unit 1 to be asked **10 (10 out of 12)**

Q.2 Write a letter of application **10**

OR

Draft a CV / Resume for a particular post **10**

Q.3 Present a given information or a 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:

Oral and presentation based on units prescribed **10 Marks**

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Generic Elective Compulsory Course (GEC– E)
Paper Title: Hospital Operation Management

Paper No: XXXVIII

Credits: 04

Theory: 4 lectures/week
Internal 10)

Total Marks: 50 (Theory 40 +

Practical: 2 lectures/week/batch

Course Outcomes: The students will acquire knowledge of

1. Management system in Hospital.
2. Management system and equipment of the operation theatre
3. Planning in the hospital committees
4. Management structure
5. Documentation and duties and responsibilities of various positions

Content of syllabus:

Unit I: Hospital Planning (04 Hrs)

- Guiding principles on planning hospital facilities and services
- Planning the hospital building: Stages in planning, finance, location, need assessment, survey of community, factors, determining sites, legal requirement, design consideration, project management and implementation, grant chart.
- Planning the operational units, engineering, lighting etc.

Unit II: Organisation of the hospital (03 Hrs)

- Management structure
- Types of hospital, governing body, hospital committees and hospital functionaries
- Duties and responsibilities of various positions

Unit III: Hospital operational (04 Hrs)

- Management of quality assured services of professional service units
- Function, location , flow chart of operation, design based on flow chart, organisation, physical facilities and space requirement, statutory requirement, special features, problem situation
- Staff requirement, auxiliary requirement, workload estimation, documentation, equipment and supplies emergency services
- Outpatient and Inpatient services in the following field (the basic knowledge only) . Radio therapy medical units, critical care units, skin, neurology, endoscopy, nephrology and dialysis, transplant units

Unit IV: Disaster and mass casualty management (04Hrs)

- Classification of Disaster
- Principle of disaster Management plan
- Plan for disaster management
- Specific problems of disaster management

Books Recommended:

1. Principles of Hospital Administration & Planning: B.M.Sakharkar
2. Park's textbook of Preventive & Social medicine
3. Management of Hospitals: S.L.Goel, R.Kumar
4. Hospital & Health Services administration-Principles & practices, Tabish, O

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Discipline Specific Core Course (GEC– E)
Paper title: Hospital Operation Management
Paper No. XXXVIII

Time: 2 hours

Total Marks: 40

Q. 1	Multiple choice Questions (10 out of 12)	10
Q.2	Write in Brief. (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.3	Short Notes (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.4	Descriptive (Any One)	10
	A.	
	B.	

Practical Evaluation: 10 Marks

Oral and Presentation based on the units prescribe

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Discipline Specific Core Course (DSC– E-I)
Paper Title: Child Health Nursing

Paper No: XXXIX
Theory: 4 lectures/week

Credits: 04
Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

1. To understand the concept of Nutrients
2. Child health care
3. National programs related to child Health and welfare
4. Nursing care of new born
5. Kangaroo mother care

Content of syllabus:

Unit I: Modern concepts of childcare (04Hrs)

- Internationality accepted rights of the child
- National policy and legislations in relation to child health and welfare
- National Programs related to child health and welfare
- Agencies related to welfare services to the children
- Changing trends in hospital care, preventive, promotive and curative aspects of child health
- Child morbidity and mortality rates

Unit II: The healthy child (04Hrs)

- Principles of growth and development
- Factors affecting growth and development
- Growth and development from birth to adolescence
- The need of normal children through the stages of developmental and parental guidance
- Nutritional needs of children and infants : breast feeding exclusive breast feeding, supplementary /artificial feeding and weaning

Unit III: **Nursing care of Neonate** (03 Hrs)

- Nursing care of normal new born/essential new born care
- Neonatal resuscitation
- Nursing management of low birth weight baby

- Kangaroo mother care
- Nursing management of common neonatal disorders
- Organisation of neonatal units

Unit IV: Nursing management in common childhood disorders (04 Hrs)

- Nutritional deficiency disorders
- Respiratory disorders and infections
- Gastrointestinal infections, infestations and congenital disorders
- Cardio vascular problem: Congenital defects and rheumatic fever, rheumatic heart diseases
- Genito-urinary disorders: acute glomerulonephritis, nephrotic syndrome, Wilm's tumour infection and congenital disorders

Books Recommended:

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

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Discipline Specific Core Course (DSC– E-I)
Paper Title: Child Health Nursing
Pattern of Question paper
Paper No: XXXIX

Time: 2 hours

Total Marks: 50

Q. 1	Multiple Choice questions.	10
Q.2	Write in Brief. (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.3	Short Notes (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.4	Descriptive question (Any One)	10
	A.	
	B.	
Q.5	Essay type question (Any One)	10
	A.	
	B.	

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Discipline Specific Core Course (DSC– E)
Paper Title: Public Health

Paper No: XXXX

Theory: 4 lectures/week

Credits: 04

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

1. Public health concept
2. Public healthcare services in India
3. Evolution in public health system India
4. Health planning in India
5. Health system models

Content of syllabus:

Unit I: Concept of public Health (04 Hrs)

- Meaning and definition of public health
- Approaches of public health
- Epidemiological basis for healthcare management
- Right to health, responsibilities of health

Unit II: Public health care services in India (04 Hrs)

- Evolution of public health systems in India (ancient, colonial and post-independence
- Health planning in India (committees, planning commission, five year plans, National Health policies)
- Public health system in India (Centre, State and village level)
- Health system models: Full state provision and funding model, NHS Model, social health insurance model, Minimal state intervention model)
- Global health models

Unit III: Health policies and Programs (03Hrs)

- Health programs and policies
- Health planning
- National health policy -2017
- National health programs

Unit IV: (04 Hrs)

- Concept of disease
- Concept of disease causation
- Natural history of diseases
- Iceberg phenomenon of diseases: Mode of intervention
- Infectious diseases Epidemiology (Epidemic, endemic, Pandemic, sporadic)
- Measurements of epidemiology(mortality, morbidity)
- Epidemiological methods (observational, analytical, experimental (basic knowledge)
- Dynamics of diseases Communicable diseases (diabetes, obesity, coronary heart diseases, cancer, blindness)

Books Recommended:

1. Preventive and social Medicine, K. Park-Bhanot
2. Medical Records organization and management, GD Mogli-JAYPEE
3. Community medicine, AHSuryakantha-JAYPEE
4. Community Medicine, AH Suryakantha-JAYPEE
5. Principles and practice of community medicine, Asma Rahim-JAYPEEUNIT

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part II - Sem. V
Nursing and Hospital Management
Discipline Specific Core Course (DSC– E-)
Paper Title: Public Health
Pattern of Question paper
Paper No: XXXX

Time: 2 hours

Total Marks: 50

Q. 1	Multiple Choice questions.	10
Q.2	Write in Brief. (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.3	Short Notes (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.4	Descriptive question (Any One)	10
	A.	
	B.	
Q.5	Essay type question (Any One)	10
	A.	
	B.	

Bachelor of Vocation (B. Voc.) Part II - Sem. V

Nursing and Hospital Management

Discipline Specific Core Course (DSC– E-)

Paper Title: Healthcare services

Paper No XXXXI

Credits: 04

Theory: 4 lectures/week

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

1. Concept of Healthcare
2. World health Organisation
3. Medical sociology
4. Different models of Healthcare
5. Population studies

Content of syllabus:

Unit I: Health and diseases (04 Hrs)

- Concept , definition and dimensions of health
- Wellbeing, determinants of health
- Evolution of medicine
- Public health: health indicators, health philosophies
- Diseases and causation, natural history of disease control and prevention
- Medical sociology : Introduction sociological perspective of health, illness and healing, institutional perspective and organisational perspective

Unit II: WHO World Health Organisation (04 Hrs)

- WHO- Objectives, Function
- UNiCEF- Objectives and Functions
- Different Models of Healthcare-Beveridge Model, The Bismarck model, The out of pocket model,
- Brief introduction of Health system of Different countries: USA, UK, Canada, Australia, Sweden and Germany

Unit III: Population Health (04 Hrs)

- Introduction to Population studies
- Issues of Indian society and culture. Nuptiality and Fertility,
- Reproductive Health

- Population and development (policies., program, and evaluation
- Introduction to Epidemiology (concept terms, aims and uses)

Unit IV: Contemporary Issues in Health Service management (03 Hrs)

- National Health policy
- Reproductive ,Maternal, Newborn , Child and Adolescent Health (RMNCH+ A)
- National Vector Bornee Disease control program (NVBDCP)

Books Recommended:

Park K: 2005. Text Book of Preventive and Social Medicine. Banarsidas Bhanot Publishers: Jabalpur. 18th Ed.

Beaglehole R & Bonita R. 1997. Public Health at the Crossroads: Achievements and Prospects. Cambridge University Press: United Kingdom

Gupta M C, Chen L C & Krishnan T N. 1996. Health Poverty and Development in India. Oxford University Press: Bombay

White K. 2006. The Sage Dictionary of Health and Society. Sage Publications: New Delhi Kumar R. 1998. Medicine and the Raj: British Medical Policy in India (1835-1911). Sage Publications: New Delhi

Goel S L. 2001. Health Care System and Management: Primary Health Care management. Deep & Deep Publications: New Delhi. Vol 4

Harris M G & Assoc. 2003. Managing Health Service: Concepts & Practices. MacLennan + Petty: Sydney

Beaglehole R, Bonita R & Kjellstrom T. 1993. Basic Epidemiology. WHO: Geneva

Gwatkin D R, Wagstaff A & Yazbeck A S. 2005. Reaching the Poor with Health, Nutrition & Population Services: What works, What doesn't & Why. WB: Washington DC

Bhende A & Kanitkar T. 1992. Principles of Population Studies. Himalaya Publishing House: Bombay. 5 th Ed.

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part II - Sem. V
Nursing and Hospital Management
Discipline Specific Core Course (DSC– E-)
Paper Title: Healthcare services
Pattern of Question paper
Paper No: XXXXI

Time: 2 hours

Total Marks: 50

-
- | | | |
|-------------|--------------------------------|-----------|
| Q. 1 | Multiple Choice questions. | 10 |
| Q.2 | Write in Brief. (Any Two) | 10 |
| | A. | |
| | B. | |
| | C. | |
| | D. | |
| Q.3 | Short Notes (Any Two) | 10 |
| | A. | |
| | B. | |
| | C. | |
| | D. | |
| Q.4 | Descriptive question (Any One) | 10 |
| | A. | |
| | B. | |
| Q.5 | Essay type question (Any One) | 10 |
| | A. | |
| | B. | |

Bachelor of Vocation (B. Voc.) Part III - Sem. V

Nursing and Hospital Management

Skill Enhancement Courses (SEC– E)

Paper Title: Child Health Nursing

Paper No:XXXXII

Credits: 02

Practical: 4 lectures/week

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

1. Calculation of fluid requirement
2. Play therapy
3. Immunization schedule
4. Gastrostomy
5. Specific disease conditions

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals:

1. Physical examination and assessment of children
2. Calculation of fluid requirement
3. Apply restraints
4. Give baby bath, feed children by katori , spoon etc.
5. Mal nutrition
6. Oral rehydration therapy
7. Feeding and weaning
8. Immunization schedule
9. Play therapy
- 10 Specific disease conditions
11. Do Bowel wash

Student Instructions:

1. Put a mask, gloves and apron before you work in laboratory/ hospital
2. Always wash your hand before you work with specimen or in the ward.
3. Be very careful with needles, blood lancet and dispose of them properly.

Laboratory Requirements:

1. Glassware, slides, beakers, cylinder, pipettes, bottles, microscopes, reagents, test kit, gloves, blood lancet, etc.
2. hemostats, forceps, retractors etc are there to teach general trolley set up

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Skill Enhancement Courses (SEC– E-I)
Paper Title: Child Health Nursing
Practical Examination

Nature of Practical Question Paper:

-Details Time: 3 hours

Total Marks: 50

-Internal Practical Evaluation

Q.1: Perform any four practical from the above

20marks

Q.2: Practical record book

20marks

Q.3: Viva–voce

10 marks

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Skill Enhancement Courses (SEC– E-II)
Paper Title: Public Health

Paper No: XXXXIII
Practical: 4 lectures/week

Credits: 02
Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

1. case studies
2. observation reports
3. field visit
4. Health rights
5. Healthcare system in India

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals:

1. Patient care assignments
2. Writing case studies
3. Writing observation reports
4. Writing field visit reports
5. Planning health teaching Individual and group
6. National health policy
7. Various National Health Programmes
8. Iceberg phenomenon of disease model explanation
9. Health rights
10. Healthcare system in India (village and state)

Student instructions:

1. Put a mask, gloves and apron before you work in laboratory
2. Always wash your hand before you work with specimen.
3. Be very careful with needles, blood lancet and dispose of them properly.

Laboratory Requirements:

1. Glassware, slides, beakers, cylinder, pipettes, bottles, microscopes, reagents, test kit, gloves, blood lancet, etc.

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Skill Enhancement Courses (SEC– E-II)
Paper Title: Pubic Health
Practical Examination

Nature of Practical Question Paper:

-Details Time: 3 hours

Total Marks: 50

-Internal Practical Evaluation

Q.1: Perform any four practical from the above

20marks

Q.2: Practical record book

20marks

Q.3: Viva–voce

10 marks

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Skill Enhancement Courses (SEC– E-III)
Paper Title: Healthcare services

Paper No: XXXXIV
Practical: 4 lectures/week

Credits: 02
Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

1. Documentation
2. National Health Insurance model
3. Ambulance management and billing
4. population studies
5. Formalities of procedures

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals:

1. Documentation of registration for Admission of patients
2. Preparation of Files with relevant papers
3. Observing the process of receiving advance payment during admission either by cashier credit card
4. Formalities of procedures for ensuring availability of Payee;s fund
5. Distribution of visiting card, literatures, cards brochure etc. to the client
6. National Insurance Health model
7. Ambulance management and billing
8. Health indicator
9. Population studies
10. Dimensions of Health

Student instructions:

1. Put a mask, gloves and apron before you work in laboratory
2. Always wash your hand before you work with specimen.
3. Be very careful with needles, blood lancet and dispose of them properly.

Laboratory Requirements:

1. Glassware, slides, beakers, cylinder, pipettes, bottles, microscopes, reagents, test kit, gloves, blood lancet, etc.

Bachelor of Vocation (B. Voc.) Part III - Sem. V
Nursing and Hospital Management
Skill Enhancement Courses (SEC– E-III)
Paper Title: Healthcare services

Nature of Practical Question Paper:

Time: 3 hours

Total Marks: 50

-Internal Practical Evaluation

Q.1: Perform any four practical from the above

20marks

Q.2: Practical record book

20marks

Q.3: Viva–voce

10 marks

Bachelor of Vocation (B. Voc.) Part III - Sem. V

Nursing and Hospital Management

Skill Enhancement Courses (SEC– E-IV)

Paper Title: Internship/Field Work/Industrial Visit/Study Tour.

Paper No:XXXXV

Credits: 02

Term Work: 2 lectures/week

Total Marks: 50(Internal)

----- **Course Outcomes:** The students will acquire knowledge of

1. Hospital administration
2. Child Health care
3. Emergency patient care
4. Clinical Services
5. Legal Aspects in Hospital Management

Important Note: Field Work/ Hospital Visittudy Tour should be of **minimum five days** in or out of Maharashtra.

Suggested Places:

1. In Maharashtra:
2. Out of Maharashtra

Student instructions:

1. Put a mask, gloves and apron before you work in laboratory
2. Always wash your hand before you work with specimen.
3. be very careful with needles, blood lancet and dispose of them properly.

Laboratory Requirements:

1. Glassware, slides, beakers, cylinder, pipettes, bottles, microscopes, reagents, test kit, gloves, blood lancet, etc.

Nature of Evaluation: INTERNAL

Project Writing 30 Marks

Viva voce 20 Marks

**Business Communication in English -
IV(AECC-F)**

Time: 2 hour

Total Marks: 40

Units Prescribed for Theory: 40 Marks.

Course Outcomes: The students will acquire knowledge of

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, reflective thinking, and responding.
5. To develop the ability to research and write a documented paper and/or to give an oral presentation.

Content of syllabus:

Unit-I: Theory of Business Letter Writing

(15 Hrs.)

Parts, Structure, Layouts—Full Block, Modified Block,
Semi - Block Principles of Effective Letter Writing,
Principles of effective Email Writing

Unit – II Personnel Correspondence

(15 Hrs.)

Statement of Purpose
Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation

Unit – III Language and Writing Skills

(15 Hrs.)

Paragraph Writing -Developing an idea, using appropriate linking devices, etc. Cohesion and Coherence, self-editing, etc.[Interpretation of technical data, Composition on a given situation, a short informal report etc.]

Unit – IV Interviews

(15 Hrs.)

Preparing for an Interview
Types of Interviews – Selection, Appraisal, Grievance, Exit, Group Discussion

Practical: Based on the theory units:

Marks:

Books Recommended: (List of Minimum 5 Books)

1. Bahl, J. C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
2. Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
3. Basu, C.R. (1998) Business Organisation and Management, T.M.H. New Delhi.
4. Banerjee, Bani P (2005) Foundation of Ethics in Management Excel Books
5. Businessworld Special Collector's Issue: Ethics and the Manager

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
- (2. Students can use scientific calculators in

theory examination.)

Pattern of a Question Paper
B. Voc. Part-III Semester –VI
Nursing and Hospital Management
Business Communication in English –IV (AECC-F)

Time: 2 hours

Total Marks: 40

Paper No: XXXXVI

Q.1 Do as directed questions items on unit 1 to be asked	10 (10 out of 12)
Q.2 Write a letter of application	10
OR	
Draft a CV / Resume for a particular post	10
Q.3 Present a given information or a 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:	
Oral and presentation based on units prescribed	10 Marks

Bachelor of Vocation (B. Voc.) Part II - Sem. VI (Degree)
Nursing and Hospital Management
Generic Elective Compulsory Course (GEC– F)
Paper Title: Medical Record Science

Paper No: XXXXVII

Credits: 04

Theory: 4 lectures/week

Total Marks: 50 (Theory 40 + Internal 10)

Practical: 2 lectures/week/batch

Course Outcomes: The students will acquire knowledge of

1. Medical record keeping
2. Definition and types of medical record.
3. Consumer protection Act
4. Flow chart of Function, Assembling and deficiency check
5. Organization and management of Medical records department

Content of syllabus:

Unit I: Introduction (04 Hrs)

- Definition and types of medical record, Importance of Medical record
- Flow chart of Function, assembling and deficiency check
- Formal types of MR , characteristics of MR, ownership of MR
- Maintenance of records in the ward, Content of MR

Unit II: (04Hrs)

- Coding, Indexing, filling, computerization of MR, microfilming Report and returns by the record department, statistical information of hospital
- ICD 10
- Organizations and management of medical records department
- Process of arranging medical record

Unit III: (03 Hrs)

- Retention of MR
- Preservation of MR
- Role of MRD personnel in Medical record Keeping

Unit IV: Legal aspects (04Hrs)

- Basic knowledge of legal aspects of medical records including
- Factories Act, workmen,
- Compensation Act
- Consumer protection act

Books Recommended:

1. Prevention and social Medicine, K. Park Bhanot
2. Medical Records organization and management, G D Mogli- JAYPEE
3. Principles of Internal Medicine, Harrison
4. Clinical Methods, Hutchison
5. Guide to Physical Education and History Taking, Bates

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part II - Sem. VI (Degree)
Nursing and Hospital Management
Generic Elective Compulsory Course (GEC– F)
Paper Title: Medical Record Science
Pattern of Question paper
Paper No : XXXXVII

Time: 2 hours

Total Marks: 40

Q. 1	Multiple choice Questions (10 out of 12)	10
Q.2	Write in Brief. (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.3	Short Notes (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.4	Descriptive (Any One)	10
	A.	
	B.	

Practical Evaluation: 10 Marks

Oral and Presentation based on the units prescribed

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)

Nursing and Hospital Management

Discipline Specific Core Course (DSC– F-I)

Paper Title: Hospital Support Services

Paper No: XXXXVIII

Credits: 04

Theory: 4 lectures/week

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

1. Importance of organisation in hospital support services
2. Methods of organisation in hospital support services
3. physical facilities utilization
4. Clinical services
5. Management skills

Content of syllabus:

Unit I: Clinical Services (04 Hrs)

- Functions and location
- Work flow
- Physical facilities
- Design and space requirement
- Staffing
- Equipment

Unit II: Managerial Issues of the following departments (04 Hrs)

- Ward Management
- Intensive care unit
- Nursing Services
- Blood Bank
- Pharmacy
- Physical medicine and rehabilitation

Unit III: Support Services (04 Hrs)

- Functions and location
- Work flow
- Physical facilities
- Design and space requirement
- Staffing

- Equipment

Unit IV: Utility Services (03 Hrs)

- Functions and location
- Work flow
- Physical facilities
- Design and space requirement
- Staffing
- Equipment

Books Recommended:

1. Hospital facilities planning and management, Gd Kunders-TMH
2. Principles of Hospital administration ng planning, BM Shakhar kar-JAYPEE
3. Hospital Administration, C Joshi and Mamata Joshi-JAYPEE
4. Essentials for Hospital Support Services and physical infrastructure, Madhuri Sharmal JAYPEE
5. The Hospital Administrator MA George-JAYPEE
6. Hospital Administration, CM Francis and Mario C

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)
Nursing and Hospital Management
Discipline Specific Core Course (DSC– F-I)
Paper Title: Hospital Support Services
Pattern of Question paper
Paper No: XXXXVIII

Time: 2 hours

Total Marks: 50

-
- | | | |
|-------------|--------------------------------|-----------|
| Q. 1 | Multiple Choice questions. | 10 |
| Q.2 | Write in Brief. (Any Two) | 10 |
| | A. | |
| | B. | |
| | C. | |
| | D. | |
| Q.3 | Short Notes (Any Two) | 10 |
| | A. | |
| | B. | |
| | C. | |
| | D. | |
| Q.4 | Descriptive question (Any One) | 10 |
| | A. | |
| | B. | |
| Q.5 | Essay type question (Any One) | 10 |
| | A. | |
| | B. | |

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)

Nursing and Hospital Management

Discipline Specific Core Course (DSC– F)

Paper Title: Emergency Service Department

Paper No:XXXXIX

Credits: 04

Theory: 4 lectures/week

Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

1. examination and investigation zone
2. Layout and function in emergency
3. Nursing office and nursing station
4. Emergency operation theatre
5. sterilization and fumigation of OT room

Content of syllabus:

Unit I: Location of Emergency in Hospital (05 Hrs)

- Basic layout and functions in emergency
- Receiving patients
- Patient examination and investigation Zone
- Procedure room
- Cardio pulmonary resuscitation unit
- Dead patient barrier
- EMO's office
- Nursing station

Unit II: Infrastructural facilities (03 Hrs)

- Office of EMO
- Nursing office
- Equipment, legal procedure system

Unit III: Admission procedure (03 Hrs)

- Billing for day care procedure in emergency department
- Staffing-medical, paramedical, security

Unit IV: Emergency operation theatre (04 Hrs)

- - instruments and oxygen for minor operation
- Sterilization and fumigation of O. T. room

Books Recommended:

1. Hospital facilities planning and management, GKunders- TMH
2. Principles of hospital administration and planning BM Shakharkar -JAYEE
3. Hospital administration, D c Joshi and Mamata Joshi _ JAYEE
4. Essentials for Hospital support services and physical infrastructure, Madhuri Sharma
5. The hospital Administrator, M A George JAYPEE
6. Hospitals and Nursing homes planning, organizations and management, Syed Amin Tabish – JAYPEE

Note: (If any - such as

- (1. In theory examination, the weightage to numerical problems should not exceed 30%.
2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)
Nursing and Hospital Management
Discipline Specific Core Course (DSC– F)
Paper Title: Emergency Service Department
Pattern of Question paper
Paper No: XXXXIX

Time: 2 hours

Total Marks: 50

Q. 1	Multiple Choice questions.	10
Q.2	Write in Brief. (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.3	Short Notes (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.4	Descriptive question (Any One)	10
	A.	
	B.	
Q.5	Essay type question (Any One)	10
	A.	
	B.	

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)
Nursing and Hospital Management
Discipline Specific Core Course (DSC– F)
Paper Title: Pharmacology

Paper No:XXXXX
Theory: 4 lectures/week

Credits: 04
Total Marks: 50 (Theory)

Course Outcomes: The students will acquire knowledge of

1. Basics of pharmacology
2. Use of antiseptics, metabolism, interaction
3. Use of disinfectants
4. Drugs used in G I. system
5. Terminology used in medical field

Content of syllabus:

Unit I: Introduction (04 Hrs)

- Definition and sources
- Terminology used
- Types: classification
- Pharmacodynamics: Actions, therapeutic
- Adverse toxic
- Pharmacokinetics: absorption, distribution metabolism, interaction, excretion

Unit II: Pharmacology of commonly used antiseptics, disinfectants and insecticides (03 Hrs)

- Antiseptics, composition, action, dosage, route, indication
- Contradiction, drug interactions, side effects adverse effects, toxicity and role of nurse
- Disinfectants
- insecticides

Unit III: Drugs acting on G. I. system (04 Hrs)

- pharmacology of common used-
Antimetotics,emetics,purgatives,antacids, cholinergic,

anticholinergics, fluid and electrolyte therapy, anti diarrhoeals,
histamines

- composition, action, dosage, route, indications, contradictions, drug interactions, side effects, toxicity and role of nurse

Unit IV: Miscellaneous (04 Hrs)

- Drugs used in de-addiction
- Drugs used in CPR and emergency
- Vitamins and minerals
- Immunosuppressant
- Antidotes
- Antivenom
- Vaccines and sera

Books Recommended:

1. Satoshkar, Pharmacology & Pharmacotherapeutics, 20th Edition, 2007.
2. Bennett (PN), Clinical Pharmacology, Churchill Livingstone, New Delhi, 9th Edition, 2003.
3. Tripathi (KD), Essential of Medical Pharmacology, Jaypee Brothers, New Delhi, 6th Edition, 2007.
4. Craig (CR), Modern Pharmacology with Clinical Application, Little Brown & Co., New York, 5th Edition, 1997.
5. Goodman & Gilman's Pharmacological Basis of therapeutics, McGrawhill, New York, 10th Edition, 2001

Note: (If any - such as

(1. In theory examination, the weightage to numerical problems should not exceed 30%.

2. Students can use scientific calculators in theory examination.)

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)
Nursing and Hospital Management
Discipline Specific Core Course (DSC– F)
Paper Title: Pharmacology
Pattern of question paper
Paper No : XXXXX

Time: 2 hours

Total Marks: 50

Q. 1	Multiple Choice questions.	10
Q.2	Write in Brief. (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.3	Short Notes (Any Two)	10
	A.	
	B.	
	C.	
	D.	
Q.4	Descriptive question (Any One)	10
	A.	
	B.	
Q.5	Essay type question (Any One)	10
	A.	
	B.	

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)

Nursing and Hospital Management

Skill Enhancement Courses (SEC– F-I)

Paper Title: Hospital Support Services

Paper No:XXXXXI

Credits: 02

Practical: 4 lectures/week

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

1. Reception counter
2. Billing and discharge system
3. OPD services
4. Blood bank facilities
5. Medical transcription

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals:

1. EDP / ID department
2. Reception
3. Registration
4. Admission
5. Billing and Discharge
6. OPD services
7. Public relation officer
8. Intensive care unit
9. Blood bank facilities
10. Medical transcriptions

Student instructions:

1. Put a mask, gloves and apron before you work in laboratory
2. Always wash your hand before you work with specimen.
3. Be very careful with needles, blood lancet and dispose of them properly.

Laboratory Requirements:

1. Glassware, slides, beakers, cylinder, pipettes, bottles, microscopes, reagents, test kit, gloves, blood lancet, etc.

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)
Nursing and Hospital Management
Skill Enhancement Courses (SEC– F-I)
Paper Title: Hospital Support Services
Practical examination
Parper No: XXXXXI

Nature of Practical Question Paper:

-Details Time: 3 hours

Total Marks: 50

-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

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)

Nursing and Hospital Management

Skill Enhancement Courses (SEC– F-II)

Paper Title: Emergency Department management

Paper No: XXXXXII

Credits: 02

Practical: 4 lectures/week

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

1. Basic layout of emergency
2. Legal procedure system
3. Admission procedure
4. Emergency operation theatre
5. Staffing: medical and paramedical

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals:

1. Observation of Location of Emergency in hospital
2. Basic layout of emergency- receiving patients, procedure room, patient examination and ,Nursing station, equipment
3. Infrastructural facilities- Office of EMO and Nursing Office
4. Equipment
5. Legal procedure system
6. Emergency operation theatre
7. Admission procedure
8. Billing for day care procedure in emergency department
9. Staffing: a medical, paramedical
10. Security

Student instructions:

1. Put a mask, gloves and apron before you work in laboratory
2. Always wash your hand before you work with specimen.
3. Be very careful with needles, blood lancet and dispose of them properly.

Laboratory Requirements:

1. Glassware, slides, beakers, cylinder, pipettes, bottles, microscopes, reagents, test kit, gloves, blood lancet, etc.

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)

Nursing and Hospital Management

Skill Enhancement Courses (SEC– F-II)

Paper Title: Emergency Department management

Practical Examination

Paper No. XXXXXII

Nature of Practical Question Paper:

-Details Time: 3 hours

Total Marks: 50

-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

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)

Nursing and Hospital Management

Skill Enhancement Courses (SEC– F-III)

Paper Title: Pharmacology

Paper No: XXXXXIII

Credits: 02

Practical: 4 lectures/week

Total Marks: 50 (Practical)

Course Outcomes: The students will acquire knowledge of

1. Administrative skills
2. Emergency drugs
3. record keeping in the hospital
4. Medical terminologies
5. Storage facilities in hospitals

Pre requisites Note: (If Any- such as Knowledge of the topics in the theory papers.)

List of Practicals:

1. Identification of medicine
2. Action of the medicine
3. Nurses role during Administration of drugs
4. Storage of Narcotic drugs
5. Keeping record of narcotic drugs
6. Storage of vaccines
7. Emergency drugs
8. Seven rights of administration of drugs
9. Various abbreviations used during drug administration
10. Drugs reaction used during de- addiction

Student instructions:

1. Put a mask, gloves and apron before you work in laboratory
2. Always wash your hand before you work with specimen.
3. Be very careful with needles, blood lancet and dispose of them properly.

Laboratory Requirements:

1. Glassware, slides, beakers, cylinder, pipettes, bottles, microscopes, reagents, test kit, gloves, blood lancet, etc.

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)
Nursing and Hospital Management
Skill Enhancement Courses (SEC– F-III)
Paper Title: Pharmacology
Paper No. XXXXXXIII

Nature of Practical Question Paper:

Time: 3 hours

Total Marks: 50

-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

Bachelor of Vocation (B. Voc.) Part III - Sem. VI (Degree)
Nursing and Hospital Management
Skill Enhancement Courses (SEC– F-IV)
Paper Title: Project

Paper No:XXXXXXIV

Term Work: 2 lectures/week

Credits: 02

Total Marks: 50(Internal)

Course Outcomes: The students will acquire knowledge of

1. Pharmacology
2. Emergency ward management
3. Administration in hospital.
4. Clinical services
5. Health policies

Important Note: Field Work/Industrial Visit/Study Tour should be of **minimum five days** in or out of Maharashtra.

Suggested Places:

1. In Maharashtra:
2. Out of Maharashtra:

Student instructions:

1. Put a mask, gloves and apron before you work in laboratory
2. Always wash your hand before you work with specimen.
3. Be very careful with needles, blood lancet and dispose of them properly.

Laboratory Requirements:

1. Glassware, slides, beakers, cylinder, pipettes, bottles, microscopes, reagents, test kit, gloves, blood lancet, etc.

Nature of Evaluation: INTERNAL

Q1 Perform any three practical from the above	30 Marks
Q 2. Practical record book	10 Marks
Q. 3 Viva-voce	10 Marks

Date: 16.07.2024

To,
The Registrar
Shivaji University, Kolhapur

Subject: Submission of B. Voc. - III Year Degree in Nursing and hospital management (Gopal Krishna Gokhale College, Kolhapur, structure as per NEP guidelines)

Dear Sir,

I'm submitting herewith Third Year **Bachelor of Vocation (B. Voc.) – Degree** Course in Nursing and Hospital Management structure (LEVEL-7) to be implemented from Academic Year 2024-25.

Kindly accept it and Acknowledge.

Thanking You.

Yours Faithfully,

(BOS Chairman- IDS)

Course Coordinator,
B. Voc. Nursing and Hospital Management,
Gopal Krishna Gokhale College,
Kolhapur