



SHIVAJI UNIVERSITY, KOLHAPUR - 416 004,  
MAHARASHTRA

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शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४, महाराष्ट्र

दूरध्वनी - ईपीएबीएक्स - २६०९०००, अभ्यासमंडळे विभाग दुरध्वनी ०२३१-२६०९०९३/९४



Ref.No. SUK/BOS/ 655

Date: 02/09/2023

To,

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

**Subject : Regarding syllabi of Vocational Education Part-II under the Faculty of Inter-Disciplinary Studies.**

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 Vocational Education Part-II under the Faculty of Inter-Disciplinary Studies. as per National Education Policy 2020.(NEP)

|    |  |
|----|--|
| 1) | Advanced Diploma in Catering and Hospitality Management. |
| 2) | Advanced Diploma in Medical Laboratory technology        |
| 3) | Advanced Diploma in Nutrition and Dietetics.             |
| 4) | Advanced Diploma in Nursing and Hospital Management.     |
| 5) | Advanced Diploma in Sustainable Agriculture Management.  |
| 6) | Advanced Diploma in Tourism and Service Industry         |
| 7) | Advanced Diploma in Agriculture                          |
| 8) | Advanced Diploma in Food Processing Technology           |
| 9) | Bachelor of Design Part-II                               |

This syllabi shall be implemented from the academic year 2023-2024 onwards. A soft copy containing the syllabi is attached herewith and it is also available on university website [www.unishivaji.ac.in](http://www.unishivaji.ac.in). (Online Syllabus)

The question papers on the pre-revised syllabi of above mentioned course will be set for the examinations to be held in October /November 2023 & March/April 2024. These chances are available for repeater students, if any.

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 | Director, Board of Evaluation and Examination | 7  | Centre for Distance Education       |
| 2 | The Dean, Faculty of IDS                      | 8  | Computer Centre / I.T.cell          |
| 3 | The Chairman, Respective Board of Studies     | 9  | Affiliation Section (U.G.) / (P.G.) |
| 4 | B.A.,B.Com.,B.Sc. Exam                        | 10 | P.G.Admission / P.G.Seminar Section |
| 5 | Eligibility Section                           | 11 | Appointment Section -A/B            |
| 6 | O.E. I, II, III, IV Section                   | 12 | Dy.registrar (On/ Pre.Exam)         |

# SHIVAJI UNIVERSITY, KOLHAPUR



NAAC Accredited with A++ ( )

National Education Policy (NEP-2020)

Advanced Diploma in Nursing and Hospital Management

Second Year Bachelor of Vocation (B. Voc-Advanced Diploma)

Course Structure for (Level-6)

With Multiple Entry and Multiple Exit Option

**Nursing and Hospital Management**

Part II - Sem. III and IV

(To be implemented from the Academic Year 2023-24)

## Shivaji University Kolhapur

Advanced Diploma in Nursing and Hospital Management  
National Education Policy (NEP-2020)

Second Year Bachelor of Vocation (B. Voc.- Advanced Diploma) Course Structure for  
(Level-6)

With Multiple Entry and Multiple Exit option  
(To be implemented from the Academic Year 2023-24)

| <b>Semester III – Duration: 6 Months</b> |   |                 |    |               |         |                          |                    |             |                              |                      |   |
|--|---|-----------------|----|---------------|---------|--------------------------|--------------------|-------------|------------------------------|----------------------|---|
| Sr. No                                   | <b>Teaching Scheme</b>  |                 |    |               |         | <b>Evaluation Scheme</b> |                    |             |                              |                      |   |
|  | 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-CD<br>(Environmental Science-I)                            | 4               | 2  | 6             | -       | -                        | -                  | -           | -                            | -                    | - |
| 2.                                       | GEC-C<br>(Fundamental of Financial Accounting-I)                | 4               | 2  | 6             | 4       | 40                       | 10                 | 50          | 18                           | 2                    | - |
| 3.                                       | DSC-C-I<br>(Nutrition and Dietetics-III)                        | 4               | -  | 4             | 4       | 50                       | -                  | 50          | 18                           | 2                    | - |
| 4.                                       | DSC-C-II<br>(Medical Surgical Nursing-III)                      | 4               | -  | 4             | 4       | 50                       | -                  | 50          | 18                           | 2                    | - |
| 5.                                       | DSC-C-III<br>(Principles of Administration and Supervision-III) | 4               | -  | 4             | 4       | 50                       | -                  | 50          | 18                           | 2                    | - |
| 6.                                       | SEC-C-I<br>(Lab work- Nutrition and dietetics-III)              | -               | 4  | 4             | 2       | -                        | 50                 | 50          | 18                           | -                    | 3 |
| 7.                                       | SEC-C-II<br>(Lab work - Medical Surgical Nursing-III)           | -               | 4  | 4             | 2       | -                        | 50                 | 50          | 18                           | -                    | 3 |
| 8.                                       | SEC-C-III<br>(Lab work - Administration and Supervision-III)    | -               | 4  | 4             | 2       | -                        | 50                 | 50          | 18                           | -                    | 3 |
| 9.                                       | SEC-C-IV<br>(Field Visit/Study Tour/Project/)                   | -               | -  | 2             | 2       | -                        | 50                 | 50          | 18                           | -                    | - |
| <b>Total</b>                             |   | 20              | 16 | 38            | 24      | 190                      | 210                | 400         | -                            | -                    |   |

| Semester IV – Duration: 6 Months (Advance Diploma) |   |                 |    |               |           |                   |                     |             |                              |                      |   |
|--|---|-----------------|----|---------------|-----------|-------------------|---------------------|-------------|------------------------------|----------------------|---|
| Sr. No.  | Course  | Teaching Scheme |    |               |           | Evaluation Scheme |                     |             |                              |                      |   |
|  |   | 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-CD<br>(Environmental Science-II)                 | 4               | 2  | 6             | 4+4       | 70                | 30                  | 100         | 28+14                        | 3                    | - |
| 2.   | GEC –D<br>(Fundamental of Financial Accounting-II)    | 4               | 2  | 6             | 4         | 40                | 10                  | 50          | 18                           | 2                    | - |
| 3.   | DSC –D-I<br>( Biochemistry-IV)                        | 4               | -  | 4             | 4         | 50                | -                   | 50          | 18                           | 2                    | - |
| 4.   | DSC –D-II<br>(Psychiatric Nursing-IV)                 | 4               | -  | 4             | 4         | 50                | -                   | 50          | 18                           | 2                    | - |
| 5.   | DSC –D-III<br>(Medical Surgical Nursing-IV)           | 4               | -  | 4             | 4         | 50                | -                   | 50          | 18                           | 2                    | - |
| 6.   | SEC-D-I<br>( Lab work- Biochemistry-IV)               | -               | 4  | 4             | 2         | -                 | 50                  | 50          | 18                           | -                    | 3 |
| 7.   | SEC-D-II<br>( Lab work – Psychiatric Nursing-IV)      | -               | 4  | 4             | 2         | -                 | 50                  | 50          | 18                           | -                    | 3 |
| 8.   | SEC-D-III<br>(Lab work - Medical Surgical Nursing-IV) | -               | 4  | 4             | 2         | -                 | 50                  | 50          | 18                           | -                    | 3 |
| 9.   | SEC-D-IV<br>(Field Visit/Study Tour/Project)          | -               | -  | 2             | 2         | -                 | 50                  | 50          | 18                           | -                    | - |
|  | <b>Total</b>  | 20              | 16 | <b>38</b>     | <b>32</b> | <b>260</b>        | <b>240</b>          | <b>500</b>  | -                            | -                    |   |
|  | <b>Grand Total</b>                                    | 40              | 32 | <b>76</b>     | <b>56</b> | <b>450</b>        | <b>450</b>          | <b>900</b>  | -                            | -                    |   |

|  |   |
|--|---|
| • Student Contact Hrs Per week: 36 hrs   | • Total marks for B. Voc.- Advanced Diploma: 900  |
| • Theory and Practical Lectures: 48 Minutes Each   | • Total credits for B. Voc.- Advanced Diploma: 56 |
| • AECC: Ability Enhancement Compulsory Course ( <b>Compulsory Environmental Science</b> )  |   |
| • 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  |   |
| • <b>Exit option after Level 6: Students can exit with Advance Diploma Course in Bachelor of Vocation with the completion of courses equal to minimum of 56 credits and also shall have to acquire additional CCC credits by successfully completing CCC-I and CCC-II courses which are assisted by Compulsory Civic Courses</b> |   |
| • <b>SEC-C&amp; SEC-D are two parts of Vocational Advance Diploma Course-II.</b>   |   |

**Eligibility:**

**Eligibility for Admission:** For Advance Diploma: Diploma or equivalent in any related stream.

**Eligibility for Faculty:**

- 1) Post Graduate with NET / SET/Ph. D. Or
- 2) Five Year Industry Experienced Personal
- 2) M. A. (Environment Science) with NET/SET for Environment Science

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

**Staffing Pattern:**

**Teaching:** In the 2<sup>nd</sup> year of B. Voc. – One Full Time  
one C. H. B. for Environment Science

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

**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. III**  
**Nursing and Hospital Management**  
**(AECC-CD)**  
**Paper – I: Environmental Science-I**

**Paper No: I**

**Theory: 4 Lectures/week**

**Practical: 02 lectures per week per batch of 20 students**

**Credits: 08**

**Total Marks: 100**

**(Theory 70 + Project30)**

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**Units Prescribed for Theory: 70 Marks.**

\*\*\*\*\*COMMON TO ALL\*\*\*\*\*

**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. III**  
**Nursing and Hospital Management**  
**Pattern of a Question Paper**  
**Environmental Science (AECC-CD)**

**Paper No:**

**Time: 3 hours**

**Total Marks: 70**

- |   |    |
|---|----|
| Q. 1 Select a correct answer of the following from given alternatives (10 out 12) | 10 |
| Q. 2 Answer three questions form the following                                    | 15 |
| Q. 3 Write short notes any three from the following.                              | 15 |
| Q. 4 Write in detail.   |    |
| OR  |    |
| Q. 4 Discuss in detail  | 10 |
| <b>Q.5 Write</b> broad answer type question                                       | 10 |
| OR  |    |
| Q 5 Write in detail.  |    |
| Q 6 Question set to be o project writing process.                                 | 10 |

**Project Evaluation: 30 Marks**

Oral and Presentation based on the units prescribed.

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**Note:**

The above structure is designed as per the guidelines of NSQF and NEP. The structure may be flexible for B. Voc.-II courses as per their requirements.

**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. III**  
**Nursing and Hospital Management**  
**Generic Elective Compulsory Course(GEC–C)**  
**Paper Title: Fundamental of Financial Accounting-I**

**Paper No: II**

**Credits: 04**

**Theory: 4 lectures/week  
10)**

**Total Marks: 50 (Theory 40 + Internal**

**Practical: 2 lectures/week/batch**

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

1. Importance of accounting in medical laboratory
2. Types of Journals & Ledger
3. Types of Subsidiary books
4. Preparation of final account
5. Concept of depreciation.

**Content of syllabus:**

**Module I: Introduction to accounting**

**(15 Hrs)**

1. Meaning, nature and advantages of accounting, branches of accounting.
2. Accounting concepts and conventions, types of accounts.
3. Rules of journalizing, source documents – cash vouchers, cash memo.
4. Receipts, debit notes, credit notes.
5. Paying slips, withdrawals, Cheque

**Module II: Journals & Ledger**

**(15 Hrs)**

1. Preparation of journal entries and ledger accounts
2. Subsidiary books- purchase books, purchase return book, sales book, sales return book, cash book, bills receivable book, bills payable book, journal proper.

**Module III: Depreciation**

**(15 Hrs)**

1. Meaning,
2. Methods- straight line method- reducing balance method, change in depreciation method.

**Module IV: Final Accounts**

**(15Hrs)**

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

**Books Recommended:**

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
5. Jawahar Lal and Dr. Seema Shivastava- Financial Accounting- S-chand.

**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.)**

**Nursing and Hospital Management: Part II - Sem. III  
Ability Enhancement Compulsory Course (AECC -A)**

**Fundamentals of Financial Accounting**

**Pattern of a Question Paper**

**Paper No:**

**Credits: 04**

**Time: 2 hours**

**Total Marks: 40**

- 
- Q.1** Fill in the Blanks / Write Long Forms. **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.

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**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. III**  
**Nursing and Hospital Management**  
**Discipline Specific Core Course (DSC-C-I)**  
**Paper Title: Nutrition and Dietetics**

**Paper No: III**

**Theory: 4 lectures/week**  
**(Theory)**

**Credits: 04**

**Total Marks: 50**

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

1. Nutritional and health science skills
2. Understanding the microbiology, parasitological and toxicology of food.
3. Communication and information management skills
4. Interpreting and using food composition tables and databases properly.
5. Interpreting a nutritional diagnosis, evaluating nutritional aspects of a clinical record and implementing a dietary treatment plan.

**Content of syllabus:**

|   |          |
|---|----------|
| <b>Module I: Introduction to Nutrition</b>  | (15 Hrs) |
| <ul style="list-style-type: none"><li>- Definition of nutrition, nutrients, RDA</li><li>- Relation of nutrition and Health</li><li>- Classification of nutrients (Major, minor)</li></ul> |          |
| <b>Module II: Carbohydrates</b>   | (15 Hrs) |
| <ul style="list-style-type: none"><li>- Composition, Sources, Classification</li><li>- Functions, RDA</li><li>- Deficiency, excess</li></ul>  |          |
| <b>Module III: Proteins</b>   | (15 Hrs) |
| <ul style="list-style-type: none"><li>- Composition, Sources, Classification</li><li>- Functions, RDA</li><li>- Deficiency, excess</li></ul>  |          |
| <b>Module IV Fats</b>   | (15Hrs)  |
| <ul style="list-style-type: none"><li>- Composition, Sources, Classification</li><li>- Functions, RDA</li><li>- Deficiency, excess</li></ul>  |          |

**Reference Books:**

- 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

**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.)**  
**Nursing and Hospital Management: Part II - Sem. III**  
**Generic Elective Compulsory Course (GEC- C)**  
**Nutrition and Dietetics**  
Pattern of a Question Paper

Paper No:  
Time: **2 hours**

Credits: **04**  
Total Marks: **50**

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|            |  |           |
|------------|--|-----------|
| <b>Q.1</b> | Fill in the Blanks / Write Long Forms. | <b>10</b> |
| <b>Q.2</b> | Write in Brief. (Any Two)              | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.3</b> | Short Notes (Any Two)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.4</b> | Descriptive (Any One)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
| <b>Q.5</b> | Easy type (Any One)                    | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |

# Shivaji University Kolhapur

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

**Nursing and Hospital Management**

**Discipline Specific Core Course (DSC-C-II)**

**Paper Title: Introduction to Medical Surgical Nursing**

**Paper No: IV**

**Credits: 04**

**Theory: 4 lectures/week**

**Total Marks: 50 (Practical)**

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

1. Appreciates the trends and issues in the field of Medical Surgical Nursing.
2. Apply concepts & theories related to health promotion.
3. Appreciate the client as a holistic individual.
4. Perform physical, psychosocial assessment of Medical Surgical patient.
5. Apply Nursing process in providing care to patients.

**Content of syllabus:**

**Content of syllabus:**

Module I: Introduction (15 Hrs)

- 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.

Module II: **Health Assessment of patients** (15Hrs)

- Physical examination of various systems.
- Nutritional assessment.
- Related investigations and diagnostics
- History taking.

Module III **Care in hospital settings:** (15 Hrs)

- 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 and family

Module IV **Management of patients with disorders of nervous system** (15 Hrs.)

- Review of anatomy and physiology.
- Common Disorders- etiology, Pathophysiology Clinical manifestations, complications, prognosis
- Health assessment-History taking, physical examination, investigation and diagnostic assessment.

- Treatment modalities and trends.

### **REFERENCE BOOKS**

1. Swaminathan (1995): "Food & Nutrition", The Bangalore Printing & publishing co ltd., Vol I, Second Edition, Bangalore.
2. Srilakshmi (1997): "Food Science", New Age International (P) Ltd, Publishers, Pune.
3. Mudambi R. Sumathi & Rajagpal M.V (1983), "Foods & Nutrition", Willey Eastern Ltd, Second Edition, New Delhi.
4. Thangam, E. Philip (1965): Modern Cookery, Orient Longman, II edition. Vol II, Bombay

### **NOTE**

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.)**  
**Nursing and Hospital Management: Part II - Sem. III**  
**Discipline Specific Core Course (DSC - C – II)**  
**Introduction to Medical Surgical Nursing**  
**Pattern of a Question Paper**

**Paper No:**  
**Time: 2 hours**

**Credits: 04**  
**Total Marks: 50**

- |            |  |           |
|------------|--|-----------|
| <b>Q.1</b> | Fill in the Blanks / Write Long Forms. | <b>10</b> |
| <b>Q.2</b> | Write in Brief. (Any Two)              | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.3</b> | Short Notes (Any Two)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.4</b> | Descriptive (Any One)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
| <b>Q.5</b> | Easy type (Any One)                    | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |

# Shivaji University Kolhapur

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

### Nursing and hospital Management

#### Skill Enhancement Courses (SEC–C-III)

#### Paper Title: Principles of Administration and Supervision

**Paper No: V**

**Credits: 02**

**Theory: 4 lectures/week**

**Total Marks: 50 (Theory)**

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

- 1) Administration.
- 2) the principles and practices essential for managing a hospital organization
- 3) Professional approach amongst students towards hospital management
- 4) effective and efficient management of healthcare organization
- 5) Knowledge of community health programme.

**Module I** Definition of management; Productivity, Efficiency and Effectiveness; Managerial Skills (15 Hrs)

- 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),

#### **Module II Management functions:**

Nature of management process and managerial functions —

#### **Planning and organizing** (15Hrs)

- 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, functional and matrix, line and staff, 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

**Module-III: Behavioral concepts and theories:**

(15 Hrs.)

- Concept of OB.
- Challenges and opportunity for OB

**Module-IV: Motivational Theories**

(15 Hrs)

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

**Perception**

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

**Reference Books**

- 1) Basic Approaches to Leadership., Trait Theory. Behavioral Theory
- 2) Types. Formation
- 3) Syed Amin Tabish, Hospital and Health Services Administration Principles and Practice, *Oxford* university press, New Delhi, 2001.GrawHill, NewDelhi,1998
- 4) James A.F .Stoner, R. Edward Freeman and Denier R. Gilbert Jr., Management, Prentice Hall India, New Delhi, 1997.
- 5) Kountz Harold, Heinz Weihrich, Management-Aglobalperspective,19th edition, McGraw Hill International ,New Delhi, 2005.
- 6) Srinivasan A.V. Japanese management - The Indian context, Tata Me Oraw Hill, New Delhi, 2000.
- 7) Koontz Harold, Heinz Weihrich, Essentials of management, McOraw Hill International, New Delhi, 2004.
- 8) M. Prasad, Principles and Practice of Management, 6th edition, Sultan Chand Publisher, New Delhi, 2001.

**Bachelor of Vocation(B. Voc.)**  
**Nursing and Hospital Management: Part II - Sem. III**  
**Discipline Specific Core Course (DSC - C – III)**  
**Principles of Administration and Supervision**  
**Pattern of a Question Paper**

**Paper No:**  
**Time: 2 hours**

**Credits: 04**  
**Total Marks: 50**

- |            |  |           |
|------------|--|-----------|
| <b>Q.1</b> | Fill in the Blanks / Write Long Forms. | <b>10</b> |
| <b>Q.2</b> | Write in Brief. (Any Two)              | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.3</b> | Short Notes (Any Two)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.4</b> | Descriptive (Any One)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
| <b>Q.5</b> | Easy type (Any One)                    | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |

# Shivaji University Kolhapur

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

**Nursing and Hospital Management**

**Skill Enhancement Courses (SEC-C-I)**

**Paper Title: Lab Work- Nutrition and Dietetics**

**Paper No: VI**

**Credits: 04**

**Theory: 4 lectures/week**

**Total Marks: 50 (Practical)**

---

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

1. Describe the relationship between Nutrition & Health
2. Describe the classification, functions, sources and recommended daily allowances (RDA) of carbohydrates, Fats, Proteins, Vitamins, Minerals
3. Describe the daily calorie requirement for different categories of people
4. Describe the sources, functions and requirements of water & electrolytes
5. Describe the Cookery rules and preservation of nutrients
6. Prepare and serve simple beverages and different types of foods

## **List of Practical**

- 1) Preparation of list of nutrient rich food sources (Carbohydrate s, 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 fiber 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

## **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 Practical Question Paper:**  
**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. III**  
**Advanced Diploma in Nursing and Hospital Management**  
**Skill Enhancement Courses (SEC- C-I)**  
**Nutrition and Dietetics**  
**Practical Examination**  
**Paper No: IX**

**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 |

# Shivaji University Kolhapur

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

**Nursing and Hospital Management**

**Skill Enhancement Courses (SEC-C-II)**

**Paper Title: Lab work-Medical surgical Nursing**

**Paper No: VII**

**Credits: 02**

**Theory: 4 lectures/week**

**Total Marks: 50 (Practical)**

---

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

1. the trends in medical and surgical nursing
2. the role of nurse in caring for adult patient in hospital and community
3. the concepts of medical surgical asepsis
4. the common signs, symptoms, problems and their Specific nursing interventions
5. the etiology, pathophysiology, clinical manifestations, diagnostic measures and management of patients (adults including elderly) with disorders of respiratory systems, digestive systems, blood and cardio vascular problems

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

**List of Practical:**

1. Pre operative preparation of patients
2. Post operative care- Receiving patient, assessment, monitoring, care
3. Care of wounds and drainage,
4. Suture removal
5. Naso gastric aspiration
6. Care of chest drainage
7. Ostomy care
8. Physical examination of the cardio vascular system Recording and interpreting ECG
9. Monitoring of patients
10. Preparation and assisting in non-invasive and invasive diagnosis procedures.
11. Administer cardiac drugs
12. Cardio pulmonary Resuscitation

**Student Instructions:**

1. Apron is necessary
2. Carefully handle needles, forceps, microscope and any other dissecting instrument
3. Always use hand wash
4. Put a mask, gloves and apron before you work in laboratory/ hospital.

**Laboratory Requirements:**

1. hemostats, forceps, retractors etc are there to teach general trolley set up

**Nature of Practical Question Paper:**  
**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. III**  
**Advanced Diploma in Nursing and Hospital Management**  
**Skill Enhancement Courses (SEC– C-II)**  
**Medical Surgical Nursing**  
**Practical Examination**

**Paper No: X**

**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 |

# Shivaji University Kolhapur

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

**Nursing and Hospital Management**

**Skill Enhancement Courses (SEC-C-III)**

**Paper Title: Administration and Supervision**

**Paper No: VIII**

**Credits: 02**

**Theory: 4 lectures/week**

**Total Marks: 50 (Theory)**

---

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

1. Describe concept of nursing unit
2. Define the nursing unit
3. Draw the physical layout of ideal nursing unit and special unit
4. Determine the staffing pattern of nursing unit and special unit
5. Prepare a checklist to assess the functioning of nursing unit.

**List of Practicals: (Minimum 10)**

1. Welcoming and rooming a guest
2. Handling check-ins (FIT, VIP group & foreigners)
3. Handling of different situations at the reception counter
4. Handling guest at GRE desk.
5. Handling check-outs.
6. Handling payment of bills through (cash, credit cards, traveler vouchers, bill to company and foreign currency)
7. Handling express check outs and late charges.
8. Check List
9. Rating Scale
10. Supervisory Nursing Round
11. Nursing Report

**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.
4. Students should wear apron
5. Keep documents properly

**Nature of Practical Question Paper:**  
**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. III**  
**Advanced Diploma in Nursing and Hospital management**  
**Skill Enhancement Courses (SEC– C-III)**  
**Administration and Supervision**  
**Practical Examination**

**Paper No: XI**  
**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 |

# Shivaji University Kolhapur

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

**Nursing and Hospital Management**

**Skill Enhancement Courses (SEC-C-IV)**

**Paper Title: Project/Field Work/Industrial Visit/Study Tour**

**Paper No: IX**

**Credits: 02**

**Theory: 2 lectures/week**

**Total Marks: 50 (Internal)**

---

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

1. Provide huge practical experience and theoretical knowledge in different circumstances.
2. Improve the skills, growth, development and communication process.
3. Stimulate interest and motivation.
4. Strengthen observations and perception skills.
5. Know the opportunity in the health care sector.

**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:

Students must submit detailed project report related to topics on Nutrition and Dietetics /Medical and Surgical Nursing / Administration and Supervision.

**Nature of Evaluation: INTERNAL**

## **Scheme of Project Evaluation Internal Evaluation**

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

**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. IV**  
**Nursing and Hospital Management**  
**(AECC-CD)**

**Paper – I: Environmental Science-II**

**Paper No: X**

**Credits: 08**

**Theory: 4 lectures/week**

**Total Marks: 100 (Theory 70 + Project30)**

Practical: 02 lectures per week per batch of 20 students

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**Units Prescribed for Theory: 70 Marks.**

\*\*\*\*\*COMMON TO ALL\*\*\*\*\*

**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. IV**  
**Nursing and Hospital management**  
**Pattern of a Question Paper**  
**Environmental Science (AECC-CD)**

**Paper No:**

**Time: 3 hours**

**Total Marks: 70**

- Q. 1 Select a correct answer of the following from given alternatives (10 out 12) 10
- Q. 2 Answer three questions form the following 15
- Q. 3 Write short notes any three from the following. 15
- Q. 4 Write in detail.  
OR  
Q. 4 Discuss in detail 10
- Q.5 Write** broad answer type question 10  
OR  
Q 5 Write in detail.
- Q 6 Question set to be o project writing process. 10

**Project Evaluation: 30 Marks**

Oral and Presentation based on the units prescribed.

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**Note:**

The above structure is designed as per the guidelines of NSQF and NEP. The structure may be flexible for B. Voc.-II courses as per their requirements.

**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. IV**  
**Nursing and Hospital Management**  
**Generic Elective Compulsory Course (GEC-C)**

**Paper Title: Fundamental of Financial Accounting-II**

**Paper No: XI**

**Credits: 04**

**Theory: 4 lectures/week**

**Total Marks: 50 (Theory 40 + Internal 10)**

**Practical: 2 lectures/week/batch**

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

1. Importance of accounting in medical laboratory
2. Types of Journals & Ledger
3. Types of Subsidiary books
4. Preparation of final account
5. Concept of depreciation.

**Content of syllabus:**

**Module I: Introduction to accounting** (15 Hrs)

1. Meaning, nature and advantages of accounting, branches of accounting.
2. Accounting concepts and conventions, types of accounts.
3. Rules of journalizing, source documents – cash vouchers, cash memo.
4. Receipts, debit notes, credit notes.
5. Paying slips, withdrawals, cheque

**Module II: Journals & Ledger** (15Hrs)

1. Preparation of journal entries and ledger accounts
2. Subsidiary books- purchase books, purchase return book, sales book, sales return book, cash book, bills receivable book, bills payable book, journal proper.

**Module III: Depreciation** (15 Hrs)

1. Meaning,
2. Methods-straight line method- reducing balance method, change in deprecation method.

**Module IV: Final Accounts** (15 Hrs)

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

**Books Recommended:**

- 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 McGrawHill
- 5) Jawahar Lal and Dr. Seema Shivastava- Financial Accounting- S-chand.

**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.)**  
**Nursing and Hospital Management: Part II - Sem. IV**  
**Generic Elective Compulsory Course (GEC–D)**  
**Fundamentals of Financial Accounting**  
**Pattern of a Question Paper**

**Paper No:**  
**Time: 2 hours**

**Credits: 04**  
**TotalMarks: 40**

- |            |  |           |
|------------|--|-----------|
| <b>Q.1</b> | Fill in the Blanks / Write Long Forms. | <b>10</b> |
| <b>Q.2</b> | Write in Brief. (Any Two)              | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.3</b> | Short Notes (Any Two)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.4</b> | Descriptive (Any One)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |

**PracticalEvaluation:10 Marks**

Oral and Presentation based on the units prescribed.

**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. IV**  
**Nursing and Hospital Management**  
**Discipline Specific Core Course (DSC–D-I)**  
**Paper Title: Biochemistry-IV**

**Paper No: XII**

**Theory: 4 lectures/week**

**Credits: 04**

**Total Marks: 50 (Theory)**

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

1. Clinical instruments
2. Nutritional disorders
3. Organ profile test for liver, kidney, thyroid, etc.
4. Basic concept in biochemistry

**Content of syllabus:**

**Module I: Introduction and General Aspect (15 Hrs)**

1. Introduction to clinical biochemistry, biochemical test and its application, Application of biochemistry in hospital setting.
2. Elementary knowledge of chemistry- Structure of atoms, atomic weight, molecular weight and equivalent weight.
3. Types of solution- Molar, Normal, Buffer, percentage and standard solution.

**Module II: Clinical Instrumentation: Principle, care, use and Maintenances (15 Hrs)**

Clinical Instrumentation: Principle, care, use and Maintenances

1. Balance, Centrifuge, pH meter, colorimeter
2. Spectrophotometer, fluorimeter, photometer, ion selective electrodes.
3. Chromatography and electrophoresis
4. Urinometer and Densitometer

**Module III: Nutritional Disorders (15 Hrs)**

1. Disorder related to carbohydrate metabolism
2. Disorder related to protein and nitrogen metabolism
3. Lipid profile and its significance to various disorder.

**Module IV: Organ Profile (15 Hrs)**

1. Liver function test
2. Kidney function test
3. Thyroid function test
4. Cardiac function test

**Books Recommended:**

1. Handbook of Christen Medical Association, India (CMAI) Medical Laboratory Technology- Robert H. Carman. 2nd Edn. CMAI, New Delhi.
2. Handbook of Biochemistry, M. A. Siddique 8th Edn.1993 Vijay Bhagat Scientific Book Co., Patna.
3. Biochemical Techniques, K. Choudhary 1st Edn.1989, Medical Publishers, New Delhi.
4. Clinical Biochemistry, G. Guru 1st Edn.1989, Secretary, National Council of

- Educational Research & Training, New Delhi.
5. Gardwohl's Clinical Laboratory Methods & Diagnosis - Vol - I & II, A. C. Sonnenwirth & Leonard Jarett, 8<sup>th</sup> End 1980, C. V. Mosby Co., USA.
  6. Clinical Diagnosis & Management by Laboratory Methods, J. Bernard Henry, 17<sup>th</sup> End 1984, W. B. Saunders Co., London.
  7. Text Book of Medical Laboratory Technology, P.B. Godkar, 2<sup>nd</sup> End 2003, Bhalani Publication.

**Bachelor of Vocation (B. Voc.)**  
**Nursing and Hospital Management: Part II - Sem. IV**  
**Discipline Specific Core Course (DSC - D – I)**

**Biochemistry**  
**Pattern of a Question Paper**

**Paper No:**  
**Time: 2 hours**

**Credits: 04**  
**Total Marks: 50**

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|            |  |           |
|------------|--|-----------|
| <b>Q.1</b> | Fill in the Blanks / Write Long Forms. | <b>10</b> |
| <b>Q.2</b> | Write in Brief. (Any Two)              | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.3</b> | Short Notes (Any Two)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.4</b> | Descriptive (Any One)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
| <b>Q.5</b> | Easy type (Any One)                    | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |

**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. IV**  
**Nursing and Hospital Management**  
**Discipline Specific Core Course (DSC–D-II)**  
**Paper Title: Psychiatric Nursing**

**Paper No: XIII**

**Theory: 4 lectures/week**

**Credits: 04**

**Total Marks: 50 (Practical)**

---

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

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 communication 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

**Content of syllabus:**

**Module I Introduction**

**(15 Hrs)**

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

**Module II Concepts of Psychobiology**

**(15 Hrs)**

- 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
- Psycho immunology
- Normal Immune response
- Implications for psychiatric Illness
- Implications for Nursing

**Module III Theories of Personality Development and relevance to nursing Practice**

**(15 Hrs)**

- Psychoanalytic Theory-Freud's
- Interpersonal Theory-Sullivan's
- Theory of Psycho social Development-Erikson's

- Theory of object relations
- Cognitive Development Theory

**Module IV Stress and its management**

**(15 Hrs)**

- 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. New Delhi.
2. Marlow Dorothy & Redding. (2001) Textbook of Paed. Nsg. 6th edn. Harbarcourt India ltd. New Delhi
3. Parthasarathy et al. (2000) IAP Textbook of Paediatric Nsg. Jaypee bros., 2nd ed. New Delhi.
4. Vishwanathan & Desai. (1999) Achar's Textbook of Paediatrics 3rd 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.)**  
**Nursing and Hospital Management: Part II - Sem. IV**  
**Discipline Specific Core Course (DSC - D – II)**  
**Psychiatric Nursing**  
**Pattern of a Question Paper**

**Paper No:**  
**Time: 2 hours**

**Credits: 04**  
**Total Marks: 50**

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|            |  |           |
|------------|--|-----------|
| <b>Q.1</b> | Fill in the Blanks / Write Long Forms. | <b>10</b> |
| <b>Q.2</b> | Write in Brief. (Any Two)              | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.3</b> | Short Notes (Any Two)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.4</b> | Descriptive (Any One)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
| <b>Q.5</b> | Easy type (Any One)                    | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |

**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. IV**  
**Nursing and Hospital Management**  
**Discipline Specific Core Courses (DSC–D-III)**  
**Paper Title: Medical Surgical Nursing**

**Paper No: XIV**

**Theory: 4 lectures/week**

**Credits: 02**

**Total Marks: 50 (Theory)**

---

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

1. the trends in medical and surgical nursing
2. the role of nurse in caring for adult patient in hospital and community
3. the concepts of medical surgical asepsis
4. the common signs, symptoms, problems and their Specific nursing interventions
5. the etiology, pathophysiology, clinical manifestations, diagnostic measures and management of patients (adults including elderly) with disorders of respiratory systems, digestive systems, blood and cardio vascular problems

**Module I Emergency Nursing**

**(15 Hrs)**

- 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

**Module II Nursing care of the elderly**

**(15Hrs)**

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

**Module III Nursing management of patient in critical care units**

**(15 Hrs)**

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

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

**(15 Hrs)**

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

**Reference Books:**

1. 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 7<sup>th</sup> edition
6. Ignatavicius, Critical Thinking for Collaborative Care, Elsevier, 5th Edition.
7. Monahan, Phipp's Medical Surgical Nursing: Health & illness perspectives practice, Jaypee, 8<sup>th</sup> Edition.
8. Gulanick, Nursing Care Plans: Nursing Diagnosis & Interventions, Mosby, 5th edition
9. Lippincott's Manual of Nursing Practice, Jaypee, Edition.

**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.)**  
**Nursing and Hospital Management: Part II - Sem. IV**  
**Discipline Specific Core Course (DSC - D – III)**  
**Medical Surgical Nursing**  
**Pattern of a Question Paper**

**Paper No:**  
**Time: 2 hours**

**Credits: 04**  
**Total Marks: 50**

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|            |  |           |
|------------|--|-----------|
| <b>Q.1</b> | Fill in the Blanks / Write Long Forms. | <b>10</b> |
| <b>Q.2</b> | Write in Brief. (Any Two)              | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.3</b> | Short Notes (Any Two)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
|            | C.                                     |           |
|            | D.                                     |           |
| <b>Q.4</b> | Descriptive (Any One)                  | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |
| <b>Q.5</b> | Easy type (Any One)                    | <b>10</b> |
|            | A.                                     |           |
|            | B.                                     |           |

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**Bachelor of Vocation (B. Voc.) Part II - Sem. IV (Advanced Diploma)**  
**Advanced Diploma in Nursing and Hospital Management**  
**Skill Enhancement Courses (SEC–D-I)**  
**Paper Title: Biochemistry - IV.**

**Paper No XV**

Practical: 4 lectures/week

**Credits: 02**

Total Marks: 50 (Practical)

---

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

1. Clinical laboratory instruments
2. Concept of acid, base and buffer
3. Technique of enzyme estimation to analyse organ function.

**List of Practicals:**

1. Principle and working of clinical laboratory instruments.
2. Preparation and standardization of volumetric solutions.
3. Basic titrations acid Vs alkali
4. Preparation of buffer solution.
5. Measurement of solution pH.
6. Estimation of serum transaminase (SGOT and SGPT)
7. Estimation of serum acid phosphatase
8. Estimation of serum alkaline phosphatase.
9. Preparation of different molar solution.
10. Preparation of different normality solution.

**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 Practical Question Paper**  
**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. IV**  
**Advanced Diploma in Nursing and Hospital management**  
**Skill Enhancement Courses (SEC-D-I)**  
**Paper Title: Biochemistry**  
**Practical Examination**

**Paper No: XIII**  
**Time: 3 hours**

**Total Marks: 50**

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

**Bachelor of Vocation (B. Voc.) Part II - Sem. IV (Advanced Diploma)**  
**Advanced Diploma in Nursing and Hospital Management**  
**Skill Enhancement Courses (SEC-D-II)**  
**Paper Title Psychiatric Nursing**

**Paper No: XVI.**

**Practical: 4 lectures/week**

**Credits: 02**

**Total Marks: 50 (Practical)**

---

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

- 1 Apply the nursing process in the care of patients with mental disorders in hospital and community
2. Demonstrate advanced skills/competence in nursing management of patients with mental disorders
3. Identify and care for special groups like children, adolescents, women, elderly, abused and neglected, people living with HIV/AIDS.
4. Identify and manage psychiatric emergencies.
5. Provide nursing care to critically ill patients with mental disorders
6. Utilize the recent technology and various treatment modalities in the management of patients with mental disorders

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

**List of Practicals: (Minimum 10):**

1. Unit/Half way home/ Day care centre.
2. Conducting intake screening and evaluation
3. Working with interdisciplinary teams
4. Educating patients and their families
5. Providing community education
6. Practicing crisis intervention
7. Providing case management
8. Promoting general/overall health
9. Administering and monitoring treatment regimes
10. Teaching self-care and helping patients achieve individual goals

**Student Instructions:**

1. Good Behaviour with Patients and relatives
2. Proper Nursing Care

**Nature of Practical Question Paper:**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. IV (Advanced Diploma)**  
**Advanced Diploma in Nursing and Hospital Management**  
**Skill Enhancement Courses (SEC– D-II)**  
**Paper Title Psychiatric Nursing**

**Paper No: XIV**

**Practical: 4 lectures/week**

**Credits: 02**

**Total Marks: 50 (Practical)**

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**Internal Practical Evaluation**

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

**Bachelor of Vocation (B. Voc.) Part II - Sem. IV (Advanced Diploma)**  
**Advance Diploma in Nursing and Hospital management**  
**Skill Enhancement Courses (SEC–D-III)**  
**Paper Title: Medical Surgical Nursing.**

**Paper No: XVII**

**Practical: 4 lectures/week**

**Credits: 02**

**Total Marks: 50 (Practical)**

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

- 1 Appreciate trends and issues related to Critical Care Nursing.
2. Describe the epidemiology, ethology, Pathophysiology and diagnostic assessment of critically ill patients
3. Describe the various drugs used in critical care and nurses' responsibility
4. Perform physical, psychosocial & spiritual assessment
5. Demonstrate advance skills/competence in managing critically ill patients including Advance Cardiac Life Support.

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

**List of Practicals**

1. Care of patients on ventilators
2. Perform End tracheal suction Practice "triage"
3. Assist with assessment examination, investigations & their interpretations, in emergency and disaster situations
4. Assist in documentations
5. Demonstrates use of ventilators, cardiac monitors etc
6. Collect specimens and interprets ABG analysis
7. Assist with arterial puncture
8. Maintain CVP line
9. Pulse oximetry
10. COR-ALS
11. Maintain flow sheet
12. Monitoring of patients in ICU.

**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.

**Nature of Practical Question Paper**  
**Shivaji University Kolhapur**  
**Bachelor of Vocation (B. Voc.) Part II - Sem. IV (Advanced Diploma)**  
**Advanced Diploma in Nursing and Hospital Management**  
**Skill Enhancement Courses (SEC– D-III)**  
**Paper Title: Medical Surgical Nursing**  
**Practical Examination**

**Paper No: XV**

**Time: 3 hours**

**Total Marks: 50**

**Internal Evaluation System**

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

**Bachelor of Vocation (B. Voc.) Part II - Sem. IV (Advanced Diploma)**  
**Advanced Diploma in Nursing and Hospital Management**  
**Skill Enhancement Courses (SEC-D-IV)**

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

Paper No: XVIII

**Term Work: 2 lectures/week**

**Credits: 02**

**Total Marks: 50(Internal)**

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

1. Provide huge practical experience and theoretical knowledge in different circumstances.
2. Improve the skills, growth, development and communication process.
3. Stimulate interest and motivation.
4. Strengthen observations and perception skills.
5. Know the opportunity in the health care sector.

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

**Suggested Places:** Government or private hospitals, pathological labs, Blood donor centre, clinical research facility centre, pharmaceutical companies and industry, forensic laboratory, clinical universities and colleges, etc.

1. In Maharashtra: Any suitable place.
2. Out of Maharashtra: Any suitable place.

**Nature of Evaluation: INTERNAL**

**Date:**

To,  
The Registrar  
Shivaji University, Kolhapur

**Subject: Submission of B. Voc. - II Year Advanced Diploma in Nursing and Hospital Management course structure as per NEP guidelines**

Dear Sir,

I am submitting herewith Second Year **Bachelor of Vocation (B. Voc.-II)– Advanced Diploma in Nursing and Hospital Management Course** structure (LEVEL-6) to be implemented from Academic Year 2023-24.

Kindly accept it and acknowledge.

Thanking You

Yours Faithfully

(BOS Chairman- IDS)