



SHIVAJI UNIVERSITY, KOLHAPUR

**Faculty of Interdisciplinary Studies Structure, Scheme
and Syllabus for Bachelor of Vocation (B. Voc.)**

Nursing and Hospital Management

Part I- Sem. I & II

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

Syllabus to be implemented from June, 2020 onwards.

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

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

TITLE	:	B. Voc. (Nursing and Hospital Management) Syllabus (Semester Pattern) Under Faculty of Interdisciplinary Studies
YEAR OF IMPLEMENTATION	:	Syllabus will be implemented from August, 2020
DURATION: B. Voc. Part I, II and III	(Three Years)	B. Voc. Part I - Diploma (One Year) B. Voc. Part II - Advanced Diploma (Second Year) B. Voc. Part III – Degree (Third Year)
PATTERN OF EXAMINATION:		Semester Pattern
<ul style="list-style-type: none">• Theory Examination• Practical Examination	-	At the end of semester as per Shivaji University, Rules i) In the 1 st , 3 rd and 5 th semester of B. Voc. there will be internal assessment of practical record, related report submission and project reports at the end of semester ii) In the second semester of B. Voc. I, there will be internal practical examination at the end of semester iii) In the 4 th and 6 th semester of B. Voc. there will be external practical examination at the end of semester
MEDIUM OF INSTRUCTION:		English.
STRUCTURE OF COURSE	:	B. Voc. Part – I, II and III. Two Semester per Year, Two General Papers per year / semester Three Vocational Papers per Year/ Semester Three Practical papers per Year / Semester.

SCHEME OF EXAMINATION:

A) THEORY:

- The theory examination shall be at the end of each semester.
- All the general theory papers shall carry 40marks and all vocational theory papers shall carry 50marks.
- Evaluation of the performance of the students in theory shall be on the basis of semester examination as mentioned above.
- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.
- Nature of question paper for Theory examination (Excluding Business Communication Paper)
 - i) There will be seven questions carrying equal marks.
 - ii) Students will have to solve any five questions

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

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

Que. No. 7: Short Notes with internal choice (Two out of three)

B) PRACTICALS:

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

Standard of Passing:

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

Eligibility Criteria:

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

Structure of the Course:**B. Voc. –I (Diploma) Semester -I**

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Business Communication- I	Theory/ Practical	50	40	10	3	2
2	II	Fundamentals of Nursing	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Anatomy and Physiology	Theory	50	50	-	3	
4	IV	Microbiology	Theory	50	50	-	3	-
5	V	Introduction to Hospital Management	Theory	50	50	-	3	-
6	VI	Laboratory Work- Nursing	Practical	50	-	50	-	3
7	VII	Laboratory Work- Microbiology	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Anatomy and Physiology	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester –II

Sr.No.	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	X	Business Communication- II	Theory/ Practical	50	40	10	3	2
2	XI	Community Healthcare	Theory/ Practical	50	40	10	3	2
Skill Component								
3	XII	Psychology	Theory	50	50	-	3	
4	XIII	Midwifery	Theory	50	50	-	3	-
5	XIV	Health Management	Theory	50	50	-	3	-
6	XV	Laboratory work- Community Healthcare	Practical	50	-	50	-	3
7	XVI	Laboratory Work- Midwifery	Practical	50	-	50	-	3
8	XVII	Laboratory Work- Health management	Practical	50	-	50	-	3
9	XVIII	Project/ Industrial Visit /Nursery Visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester -III

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Computer Fundamentals	Theory/ Practical	50	40	10	3	2
2	II	Soft Skills and personality Development	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Nutrition and Dietetics	Theory	50	50	-	3	
4	IV	Introduction to Medical and surgical Nursing	Theory	50	50	-	3	-
5	V	Principles of Administration and supervision	Theory	50	50	-	3	-
6	VI	Laboratory Work- Nutrition and Dietetics	Practical	50	-	50	-	3
7	VII	Laboratory Work- Medical and surgical Nursing	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Administration and supervision	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester -IV

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Computer Fundamentals	Theory/ Practical	50	40	10	3	2
2	II	Environmental studies	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Biochemistry	Theory	50	50	-	3	
4	IV	Psychiatric Nursing	Theory	50	50	-	3	-
5	V	Principles of Management	Theory	50	50	-	3	-
6	VI	Laboratory Work- Biochemistry	Practical	50	-	50	-	3
7	VII	Laboratory Work- Psychiatric Nursing	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Management	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester -V

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Hospital Operation Management	Theory/ Practical	50	40	10	3	2
2	II	Marketing Management	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Pediatric Nursing	Theory	50	50	-	3	
4	IV	Public Health	Theory	50	50	-	3	-
5	V	Hospital and Health System	Theory	50	50	-	3	-
6	VI	Laboratory Work- Pediatric Nursing	Practical	50	-	50	-	3
7	VII	Laboratory Work- Public Health	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Hospital and Health System	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester - VI

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Health Economics	Theory/ Practical	50	40	10	3	2
2	II	Medical Record Science	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Healthcare services	Theory	50	50	-	3	
4	IV	Health education	Theory	50	50	-	3	-
5	V	Hospital support Services	Theory	50	50	-	3	-
6	VI	Laboratory Work- Healthcare services	Practical	50	-	50	-	3
7	VII	Laboratory Work-Health education	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Hospital Support services	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

Scheme of Teaching: B. Voc. – Part I
(Diploma) Semester – I

Sr.No.	Paper. No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	I	Business Communication- I	4	2	6
2	II	Fundamentals of Nursing	4	2	6
3	III	Anatomy and Physiology	4	-	4
4	IV	Microbiology	4	-	4
5	V	Introduction to Hospital management	4	-	4
6	VI	Laboratory Work- Nursing	-	4	4
7	VII	Laboratory Work- Anatomy and Physiology	-	4	4
8	VIII	Laboratory Work-Microbiology	-	4	4
9	IX	Project/ Industrial Visit/ Nursery Visit / Study Tour.	-	-	-
			20	16	36

B. Voc. - Part-I (Diploma) Semester – II

Sr.No.	Paper. No.	Title	Distribution of workload (Per Week)		
			Theory	Practical	Total
1	X	Business Communication- II	4	2	6
2	XI	Community Healthcare	4	2	6
3	XII	Psychology	4	-	4
4	XIII	Midwifery	4	-	4
5	XIV	Health Management	4	-	4
6	XV	Laboratory Work- Community healthcare	-	4	4
7	XVI	Laboratory Work- Midwifery	-	4	4
8	XVII	Laboratory Work- Health Management	-	4	4
9	XVI II	Project/ Industrial Visit / Nursery visit/ Study Tour.	-	-	-

			20	16	36
--	--	--	----	----	----

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

Students can take admission directly to second year who completed one year certificate course in nursing and Hospital Management

Eligibility for Faculty- M.Sc. (Nursing, Hospital management, Healthcare) with NET /SET/Ph.D.

M. A (English) with NET/SET for Business Communication

Eligibility for Laboratory
Assistant: B.Sc. (Agri.)/ Diploma in
Hospital management

Staffing Pattern: In 1st Year of B. Voc. - 1 Full Time and 1 Part Time

Lecturer and 1 CHB Lecturer for Business Communication

Laboratory Assistant: For 1st Year of B. Voc. - 1Part-time

Credit System

FOR B. Voc. – Nursing and Hospital Management

Credit system:

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

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

Course credits assignment:

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

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

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

The credits for each of the year of B.Voc. Degree Course will be as follows:

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

Subject wise credit assignment for B. Voc. –Part II (Diploma) (Semester–I)

Sr. No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	101	Business Communication – I	Theory / Practical	50	40	10	3	2
2	102	Fundamentals of Nursing– I	Theory / Practical	50	40	10	3	2
3	103	Anatomy and Physiology- I	Theory	50	50	--	3	--
4	104	Microbiology-I	Theory	50	50	--	3	--
5	105	Introduction to Hospital Management-I	Theory	50	50	--	3	--
6	106	Laboratory Work: Nursing-I	Practical	50	--	50	--	3
7	107	Laboratory Work: Anatomy and physiology-I	Practical	50	--	50	--	3
8	108	Laboratory Work :Microbiology-I	Practical	50	--	50	--	3
9	109	Project	--	50	--	50	--	2

Subjectwise credit assignment for B. Voc.-part I (Diploma) (Semester–II)

Sr. No.	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	201	Business Communication-II	Theory /Practical	50	40	10	3	2
2	202	Community Healthcare - I	Theory /Practical	50	40	10	3	2
3	203	Psychology- I	Theory	50	50	--	3	--
4	204	Midwifery-I	Theory	50	50	--	3	--
5	205	Health Management-I	Theory	50	50	--	3	--
6	206	Laboratory Work : Community Healthcare- I	Practical	50	--	50	--	3
7	207	Laboratory Work: Midwifery-I	Practical	50	--	50	--	3
8	208	Laboratory Work: Health Management-I	Practical	50	--	50	--	3
9	209	Industrial Visit/Study Tour	--	50	--	50	--	2

**For Project/ Industrial visit/study tour/internship, the workload includes self-study outside of class hours i.e.4 lectures per week.*

Evaluation system:

Standard of passing

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

To pass in each paper students are required to obtain 4 grade points in each paper, it means 18 to 20 Marks for 50 Marks Theory / Practical papers, 14.08 to 16 for 40 Marks Theory papers and 04 marks for 10 Marks

Practical Papers.

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

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

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

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0	50	0.0 to 2.5	D	Unsatisfactory
1	50	2.6 to 5.0		
1.5	50	5.1 to 7.5		
2	50	7.6 to 10.0		
2.5	50	10.1 to 12.5		
3	50	12.6 to 15.0		
3.5	50	15.1 to 17.5		
4	50	17.6 to 20.0	C	Fair
4.5	50	20.1 to 22.5	B	Satisfactory
5	50	22.6 to 25.0		
5.5	50	25.1 to 27.5	B+	Good
6	50	27.6 to 30.0		
6.5	50	30.1 to 32.5	A	Very Good
7	50	32.6 to 35.0		
7.5	50	35.1 to 37.5	A+	Excellent
8	50	37.6 to 40.0		
8.5	50	40.1 to 42.5		
9	50	42.6 to 45.0		

9.5	50	45.1 to 47.5		
10	50	47.6 to 50.0		

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

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

Calculation of SGPA and CGPA-

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

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

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

SGPA and CGPA Table

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

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

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester – I

Paper – I: Business Communication-I

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of 20 students

Units Prescribed for Theory:

Marks:40

Unit- I: Use of English in Business Environment.

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

What is a sentence? Elements of a sentence.

Types of sentence: Simple, compound, complex.

Unit- II: Writing a Letter of Application and CV/Resume

Structure of a letter of application for various spots

CV/ Resume and its essentials

Unit- III: Presenting Information / Data.

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

Unit - IV: Interview Technique

Dos and don'ts of an interview preparing for an interview

Presenting documents Language used in an interview

Practical: Based on the theory units:

Marks: 10

Reference Books:

- Sethi, Anjanee & Bhavana Adhikari. *Business Communication*. New Delhi: Tata McGraw Hill Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
- Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student Aid Publication, 2008.
- Herekar, Praksh. *Business Communication*. Pune: Mehta Publications, 2007.
- Herekar, Praksh. *Principals of Business Communication*. Pune: Mehta Public. 2003.

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester - I

Pattern of a Question Paper

B. Voc. Part-I

Business Communication-I

Semester–I Paper: I

Time: 2hours

Total Marks:40

Do as directed. Question items on Unit 1 to be asked. (10 out 12) 10

Write a letter of application. 10

OR

Draft a CV/ Resume for a particular post.

Presenting information or data using a table/chart/pie diagram, etc. 10

(Any one diagram to be drawn.)

Q.4 Fill in the blanks in the given interview. 10

Practical Evaluation: Marks: 10

Oral and Presentation based on the units prescribed

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester - I

Paper -II: Fundamentals of Nursing

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of 20students

Total Marks: 50 Marks (Theory 40 + Practical10)

Objectives:

- To study the fundamentals of nursing.
- To understand the physical, mental and social adjustment required of a sick individual and his family.
- To carry out basic nursing techniques and care with the application of sound scientific principle.
- To explain the concept of comprehensive nursing care.
- To develop skills in assessment, planning, implementation and evaluation of the nursing care rendered to the patients.
- To communicate effectively and establish good interpersonal relationship with the patients, their relatives and other health team members.
- To demonstrate skills in observation, recording and reporting.
- To recognize and utilize opportunities for planning and implementing need based health teaching programme (s) for individuals, groups, families and communities

UNIT -I Introduction to Nursing

- a) Nursing – concept, meaning, definitions, scope and functions.
- b) History of nursing in India
- c) Nursing as a profession
- d) Nursing professional – qualities and preparation.
- e) Ethics in Nursing-roles and responsibilities of a nurse.

- f) Health care agencies – hospital and community service – types and function of hospitals health team.

- g) Modern approaches to nursing care including holistic nursing care

- h) Health and Disease - Definition of health, determinants of health status. - Basic human needs - Illness and its effects on individual

UNIT-II Nursing Care and Needs of patients, assessments of patient

- a) Patient environment in the hospital, Patient Environment in the hospital: Patients unit
- b) Therapeutic environment - Physical factors – lighting temperature, ventilation, humidity, noise, pestilence. - Safety needs, prevention of environmental hazard - Psychosocial and aesthetic factors.
- c) Patient's Adjustment to the Hospital. - Understanding the patient as a person, socio-economic, and cultural background, health status etc. - Effect of hospitalization on patient and family. - Admission, transfer, discharge procedures
- d) Basic Nursing Skills- - Communication - Nursing interview - Recording and reporting
- e) Nursing Process - Meaning and importance - Assessment, Nursing diagnosis Planning, Implementation and Evaluation - Nursing care plan.

UNIT-III Meeting the Basic Needs of a patient

- a) Physical needs-** - Comfort, rest, sleep and exercise –Importance and its promotion - Body mechanics –moving, lifting, transferring - Position and posture maintenance - Comfort devices - Beds and bed making – Principles of bed making, types and care of bed linen - Safety devices, restraints and splints - Exercises – Active and Passive

- b) Hygienic needs** - Personal and environmental hygiene personal - Nurses note in maintaining personal and environmental hygiene. - Care of eyes, nose, ears, hands and feet. - Care of mouth, skin, hair and genitalia - Care of pressure areas, bed sores.

c) Elimination needs - Health and sickness - Problems – constipation and diarrhea, retention and incontinence of urine. - Nurse's role in meeting elimination needs. - Offering bed-pan and urinal, - Observing and recording abnormalities. - Preparation and giving of laxative, suppositories, enemas, bowel wash, flatus tube. - Perineal care, care of patient with urinary catheter, diapers. - Maintenance of intake and output records

d) Nutritional needs - Diet in health and disease - Factors affecting nutrition in illness, - Nurse's role in meeting patients nutritional needs. - Modification of diet in illness. - Diet planning and serving. - Feeding helpless patients including artificial methods of feeding.

e) Psychological and spiritual needs
Importance - Nurse's role - Divisional and Recreational therapy

f) Care of terminally ill and dying patient - Dying patient's signs and symptoms needs of dying patient and family, - Nursing care of dying-: special considerations; advance directives, euthanasia, will, dying declaration, organ donation etc. - Medico legal issues - Care of the dead body - Care of unit - Autopsy – Embalming

UNIT-IV Therapeutic Nursing Care

a) Care of patients with respiratory problems/dyspnoea - Deep breathing and coughing exercises - O₂ inhalation - Dry and moist inhalation - Oro nasal suctioning

b) Care of patient with altered body temperature-Hot and cold Applications

c) Care of patients with Fluid and Electrolyte imbalance

d) Care of unconscious patient

e) Care of the bed-ridden patient(traction, fractures etc.)

f) Care of patient with pain g) Care of patients with body elimination deviation

Reference Books:
Textbook of Microbiology by Surinder Kumar
Psychology for Nurses by R. Sreevani
Nursing Foundation by B.T. Basavanthappa
Communication and Educational Technology by Suresh Sharma
Textbook of Sociology by K.P. Neeraja
Nutrition and Dietetics. By Clement

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -I

Nursing and Hospital Management

Paper - III: Anatomy and Physiology

Distribution of Workload:

Theory: 04 lectures per week.

Total Marks: 50 Marks.

Objectives:

- To acquire knowledge of Anatomy.
- To know the importance of basics of anatomy and physiology.
- Describe in general the structure and functions of the human body. 2. Describe in detail the structure and functions of the different organs and systems in the human body. 3. Apply the anatomical and physiological principles in the practice of nursing

UNIT – I: Introduction to Anatomy

Introduction to anatomical terms organization of the human body a) Anatomical terms b) Systems and cavities of the human body Introduction to the detailed structure of the body a) The cell: Structure, reproduction and function b) Tissues including membranes and glands: types, structure and functions c) Body cavities and their contents

UNIT- II: Introduction to Physiology

Organization of body cell, organs, tissues etc. introduction and anatomical Terminology, The Cellular Level of Organisation, Tissues, Glands and Membranes, Skeletal System, Joints, Muscular System, The Blood Heart and Blood Vessels, Lymphatic System, The Respiratory System, The Digestive System, The Excretory System, The Nervous System, The Endocrine System, The Sense Organs, The Reproductive System Blood a) Composition and formation of blood b) Functions of blood c) Blood clotting, blood grouping and cross matching d) Blood products and their use.

Unit III: The Circulatory System

a) Heart: Structure, functions including conduction system and cardiac cycle b) Blood vessels : Types, Structure and position c) Circulation of blood d) Blood pressure and pulse The Lymphatic system - Structure and function of lymph vessels, Lymph nodes and lymph circulation, lymphatic tissue - spleen and thymus The Respiratory system a) The structure and functions of respiratory organs b) The physiology of respiration c) Characteristics of normal respiration and deviation. The Digestive system a) Structure and functions of the alimentary tract and its accessory organs. b) The process of digestion, absorption and metabolism of food constituents.

Unit IV: The Digestive system

a) Structure and functions of the alimentary tract and its accessory organs. b) The process of digestion, absorption and metabolism of food constituent's temperature. The Endocrine system - The structure and functions of the pituitary, thyroid, parathyroid and adrenal glands, pancreas (islets of Langerhans), ovaries and testes The Reproductive system a) Structure and functions of the female reproductive system b) Process of menstrual cycle, reproduction and menopause c) Structure and functions of breasts d) Structure and functions of the male reproductive system e) Reproductive health

Unit V: The nervous system

a) Types of nerves- structure and functions b) Brain and cranial nerves. c) Spinal cord and motor and sensory pathways of the spinal cord, autonomic nervous system. The sense organs a) Skin, eye, ear, nose and tongue b) Physiology of vision, hearing, smell, touch, taste and equilibrium Skeleton a) Formation and growth of bones b) Tendons, ligaments and cartilages

c) Classification of bones, joints d) Joint movement e) Axial and appendicle skeleton The Muscular System a) Type, structure and functions of muscle b) Origin, Insertion, and action of muscles

Reference Books:

Anatomy and Physiology for Dummies by Donna Rae Siegfried and Maggie Norris

Human Anatomy & Physiology by Elaine Nicpon Marieb

Gray's Anatomy by Henry Gray

The Anatomy Coloring Book by Lawrence M Elson and Wynn Kapit

Atlas of Human Anatomy by Frank H. Netter

Ross & Wilson Anatomy and Physiology in Health and Illness by Allison Wynn Grant, Anne Waugh, and Kathleen J. W. Wilson

Gray's Anatomy for Students by Adam W. M. Mitchell, Richard Drake, and Wayne Vogl

.....

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester -I
Nursing and Hospital Management
Paper - IV: Microbiology

Theory: 04 lectures per week 60 Minutes

Total Marks: 50 Marks

Objectives:

- To understand the basics of microbiology.
- To understand the relevance of current microbiology education to nursing practice.
- To study the proper application of knowledge in the healthcare workplace.

UNIT- I: Introduction

a) History of bacteriology and microbiology. b) Scope of microbiology in Nursing

UNIT-II: Micro Organisms

a) Classification, characteristics, (Structure, size, method and rate of reproduction) b) Normal flora of the body. c) Pathogenesis & common diseases. d) Methods for study of microbes, culture & isolation of microbes

UNIT-III: Infection and its Transmission

a) Sources and types of infection, no monomial infection. b) Factors affecting growth of microbes. c) Cycle of transmission of infection portals of entry, exit, and modes of transfer. d) Reaction of body to infection, mechanism of resistance. e) Collection of specimens.

UNIT-IV Immunity and introduction to laboratories technologies Immunity

a) Types of immunity – innate and acquired. b) Immunization schedule. Immune prophylaxis (vaccines, sera etc.) c) Hypersensitivity and auto immunity. d) Principles and uses of serological tests

Unit V Control and destruction of Microbes

a) Principles and methods of microbial control -Sterilization -Disinfection -Chemotherapy and antibiotics -Pasteurization b) Medical and surgical asepsis c) Bio-safety and waste management
Practical Microbiology a) Microscope – Parts, uses, handling and care of microscope b) Observation of staining procedure, preparation and examination of slides and smears c) Identification of common microbes under the microscope for morphology of different microbes.

Reference Book:

The Short Textbook of Medical Microbiology for Nurses by Satish Gupte
Textbook of Microbiology by C.K. Jayaram Paniker and R. Ananthanarayan
Textbook of Microbiology for Nursing Students by R.R.Rao
Applied Microbiology for Nurses by Christine Brooker and Dinah Gould
Microbiology and Infection Prevention and Control for Nursing Students by Deborah Ward.

SHIVAJI UNIVERSITY, KOLHAPUR
Nursing and Hospital Management (B. Voc. Part – I, Semester –I)
Paper-V: Introduction to Hospital Management

Total Workload: 04 lectures per week of 60 min.

Total Marks: 50 Marks

Objectives:

- To demonstrate a basic knowledge of the hospital management.
- To demonstrate a basic knowledge of the role of hospitals for the management.

UNIT- I: Principles of Management and Marketing management

UNIT-II: managerial communication and organizational Behavior

UNIT- III: Healthcare economics and health management

UNIT-IV: Hospital Planning

Reference Book:

1. Hospitals and Health Systems What They Are and How They Work by Charles R. McConnell
2. Introduction to Health Care Management by Sharon B. Buchbinder, Nancy H. Shanks
3. Clinical Anesthesia Procedures of the Massachusetts General Hospital by Richard M. Pino MD PhD
4. The Law of Healthcare Administration, Ninth Edition by Stuart Showalter
5. Health Care Administration Managing Organized Delivery Systems, 5th Edition by Lawrence F. Wolper
6. Hospital Administration Consultant by National Corporation
7. Hospitals What They Are and How They Work by Donald J. Griffin

SHIVAJI UNIVERSITY, KHOLAPUR
B.VOC. Part-I, Semester -I Nursing and Hospital Management
Paper- VI: Laboratory Work- Nursing (Practical)

Total Workload: 04 lectures per week of 60 min.

Marks: 10

Objectives:

Assess the nursing needs of the clients by collecting complete data, making relevant observation and analyze the data collected.

- Plan for appropriate nursing care by prioritizing the needs and executing competent nursing actions.
- Implement effective nursing care by integrating scientific principles for maintaining health optimum
- Promote the health of the individual and the community by giving appropriate health teaching.
- Evaluate the patient's response to nursing care provided.
- Apply the theoretical knowledge to the appropriate clinical nursing practice.
- Demonstrate skill in the use of problem-solving methods in nursing practice.
- Contribute for promotion of health prevention of illness & restoration of health of people by working with other health team members.
- Gain knowledge of health resources in the community and the country.

Practical's:

Hospital admission and discharge, Admission: • Prepare Unit for new patient • Prepare admission bed
• Perform admission procedure • New patient • Transfer in • Prepare patient records
Discharge/Transfer out • Gives discharge counseling • Perform discharge procedure (Planned discharge, LAMA and abscond, Referrals and transfers) • Prepare records of discharge/ transfer • Dismantle, and disinfect unit and equipment after discharge/transfer Perform assessment: • History taking, Nursing diagnosis, problem list, Prioritization, Goals & Expected Outcomes, selection of interventions • Write Nursing Care Plan • Gives care as per the plan Communication • Use verbal and non verbal communication techniques Prepare a plan for patient teaching session Write patient report • Change-of shift reports, • Transfer reports, Incident reports etc. • Present patient report Vital signs • Measure, records and interpret alterations in body temperature, pulse, respiration and blood pressure Health assessment • Open, closed, occupied, operation, amputation, • Cardiac, fracture, burn, Divided, & Fowler's bed • Pain assessment and provision for comfort Use comfort devices Hygienic care: • Oral hygiene: • Baths and care of pressure points • Hair wash, Pediculosis treatment

Reference Books:

- A textbook of Nursing foundations by Mr. Lakhwinder Kaur
- Anatomy and physiology by Dr. S.S. Radhawa
- A textbook of Nutrition by Mr. Darshan Sohi

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -I

Nursing and Hospital Management

Paper-VII: Laboratory work -Anatomy and Physiology (Practical) Total

Workload: 04 hours of per week of 60 Minutes

Distribution of Workload: Practical - 04 lectures per week per Batch

Total Marks: 50 Marks. (Practical 50)

Objectives:

- 1 To analysis, learn & study importance of anatomy and physiology for nursing
- 2 To acquire knowledge of Anatomy.
- 3 To know the importance of basics of anatomy and physiology.
- 4 Describe in general the structure and functions of the human body.
- 5 Describe in detail the structure and functions of the different organs and systems in the human body.
6. Apply the anatomical and physiological principles in the practice of nursing

Practical:

1. Study of compound microscope.
2. Microscopic study of epithelial and connective tissue
3. Microscopic study of muscular and nervous tissue
4. Identification of axial bones
5. Identification of appendicle bones
6. Introduction to haemocytometer.
7. Enumeration of white blood cell (WBC) count
8. Enumeration of total red blood corpuscles (RBC) count
9. Determination of bleeding time
10. Determination of clotting time
11. Estimation of haemoglobin content
12. Determination of blood group.
13. Determination of erythrocyte sedimentation rate (ESR).
14. Determination of heart rate and pulse rate.
15. Recording of blood pressure.

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -I

Nursing and Hospital Management

Paper- VIII: Laboratory work - Microbiology (Practical)

Total Workload: 04 lectures per week of 60 min.

Distribution of Workload:

Practical - 04 lectures per week per Batch Total

Marks: 50 Marks. (Practical 50)

Objectives:

Demonstrate skill in handling & care of microscopes Identify common microbes under the microscope

Practical:

- a) Microscope – Parts, uses, handling and care of microscope
- b) Observation of staining procedure, preparation and examination of slides and smears
- c) Identification of common microbes under the microscope for morphology of different microbes

Reference Books:

- Brock Biology of Microorganisms, 14th Edition by *Authors: Michael T. Madigan, John M. Martinko, Kelly S. Bender, Daniel H. Buckley, David A. Stahl and Thomas Brock*
- Microbiology: An Introduction, 13th Edition by *Authors: Gerard J. Tortora, Berdell R. Funke and Christine L. Case*
- Clinical Microbiology Made Ridiculously Simple, 6th Edition by *Authors: Mark Gladwin, Bill Trattler and C. Scott Mahan*
- Prescott's Microbiology, 10th Edition by *Authors: Joanne Willey, Linda Sherwood and Christopher J. Woolverton*
- Jawetz Melnick & Adelbergs Medical Microbiology 27 E (Lange) 27th Edition by [Karen Carroll](#) (Author), [Janet Butel](#) (Author), [Stephen Morse](#) (Author)
- Medical Microbiology E-Book: A Guide to Microbial Infections: Pathogenesis, Immunity, Laboratory Diagnosis and Control. With STUDENT CONSULT Online Access (Greenwood, Medical Microbiology) 18th Edition, Kindle Edition by [David Greenwood](#) (Author), [Richard C B Slack](#) (Author), [Michael R. Barer](#) (Author)

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -I Nursing and Hospital Management

Paper- IX: Project/ Field Visit/ Hospital visits.

Total Marks: 50 Marks

All necessary instruments should be collected and procedures should be followed. All techniques should be followed by the students. Necessary Hospital visits should be done within proper time limit of practicals. The work should be completed within a span of year.

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -I Nursing and Hospital Management

Advanced Diploma B. Voc. Part - I Semester II- Paper X

Business Communication-II

Work Load-6

Total Marks– 50

Theory – 4 Lectures/Week

Theory - 40Marks

Practical – 2Lectures/Week/Batch

Practical–10 Marks

Units Prescribed for Theory:

Unit I Group Discussion

- 1 Preparing for a Group Discussion
- 2 Initiating a Discussion
- 3 Eliciting Opinions, Views, etc.
- 4 Expressing Agreement/ Disagreement
- 5 Making Suggestions; Accepting and Declining Suggestions Summing up.

Unit II Business Correspondence

- 1 Writing, Memos, e-mails, complaints, inquiries, etc.
- 2 Inviting Quotations
- 3 Placing Orders, Tenders, etc.

Unit III English for Negotiation

1. Business Negotiations
2. Agenda for Negotiation Stages of Negotiation

Unit IV English for Marketing

- 1 Describing/ Explaining a Product/Service
- 2 Promotion of a Product
- 3 Dealing/ bargaining with Customers
- 4 Marketing a Product/ Service: Using Pamphlets, Hoardings, Advertisement, Public Function/Festival.

Practical: Based On the theory units Reference Books:

1. Herekar, Praksh. Business Communication. Pune: Mehta publications,2007
2. Herekar, Praksh.principals of Business Communication. Pune : Mehta Publications, 2003
3. John David. Group Discussions. New Dellhi: ArihantPublications.
4. Kumar, Varinder. Business Communication. New Delhi: Kalyani Pubhshers,2000
5. Pardeshl, P. C. Managerial Communication pune: NiraliPrakashan,2008.
6. Pradhan, N, S Business Communication. Mumbai: Himalaya Publishing House,2005
7. Rai, Urmila &S.M. Rai.Business Communication. Mumbai: HimalayaPublishing House,2007

Pattern of Question Paper

(Business Communication-II)

Semester-II

Time: 2 hours

Total Marks: 40

- | | |
|---|----|
| Q. 1 Fill in the blanks in the following Group Discussion. (On Unit 5) (10 out 12) | 10 |
| Q. 2 Attempt ANY ONE of the following (A or B): (On Unit 6) | 10 |
| Q.3 Fill in the blanks with appropriate responses: (On Unit 7) | 10 |
| Q. 4 Attempt ANY ONE of the following (A or B): 10 (On Unit 8) (10 out 12) | 10 |

Practical Evaluation:

Marks 10

Oral and Presentation based on the units prescribed.

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester – II
Paper -XI: Community Healthcare
Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 02 lectures per week per batch of students
Total Marks: 50 Marks (Theory40+Practical10)

Objectives:

Care during pregnancy and Child birth
Deliver neonatal and infant care services
Provide childhood and adolescence healthcare services
Manage and treat all communicable diseases linked in national health programmes

UNIT-I: Foundations of community health

Introduction, Need of community healthcare, concepts of community health, care at various levels environmental health and sanitation, Introduction to Epidemiology, epidemiological, approaches and processes Demography, Surveillance and interpretation of data

UNIT-II: Communicable diseases and management under national health programme

Epidemiology of specific communicable diseases
Communicable diseases -1
Communicable diseases-2
Communicable diseases -3

UNIT-III: Non communicable diseases and management under national health programme

Epidemiology of specific non- communicable diseases
Non-communicable diseases -1 Non- communicable diseases -2
Occupational diseases screening, management, prevention and referral for mental health disorders care of elderly

UNIT-IV: Management of Common conditions and emergencies including first aid

Common conditions-1Gastro intestinal system Common conditions -2 Repertory system
Common conditions -3 heart, blood urinary system Disorders common conditions of eye, ear, nose and throatiest aid in common emergency conditions, Disaster management.

Reference Books:

Public health nursing by Marcia Stanhope,Community health care Nursing
Community health Nursing:Caring for the Public's Health by Sharyan Janes,Community as Partner by Elizabeth T. Aderson,Health policy and Politics by Jeri A. Milstead,An Introduction to community Health by James F Mckenzie,Caring for the vulnerable : Perspectives in Nursing .

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester – II Paper -XII: Psychology

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 02lecturesperweekperbatchofstudents
Total Marks: 50Marks (Theory40+Practical10)

Objectives:

To Describe the concept of mental health and psychology.

To Explain the dynamics of human behavior, personality and learning.

To Discuss the role of adjustment mechanisms and emotions in health and illness.

To Demonstrate skills in the application of principle of psychology in nursing practice in all kind of health care settings.

UNIT: I Introduction

- History and origin of science of psychology
- Definition and Scope of psychology
- Relevance to nursing
- Methods of Psychology

UNIT: II Biology of behavior

- Body mind relationship modulation process in health and illness
- Genetics and behaviour: Nervous System, Neurons and synapse
- Association Cortex, Rt. And Lt. HemispheresPsychologyofSensations
- Muscular and glandular controls of behaviour
- Nature of behavior of an organism/Integrated responses

UNIT: III Cognitive Processes

- Attention : Types, determinants, Duration & Degree, Alterations
- Perception : Meaning, Principles, factors affecting, Errors
- Learning : Nature, Types, learner and learning, Factors infludecing, Laws and Theories, process, transfer, study habits
- Memory : Meaning, Types, Nature, Factors influencing, Development Theories and methods of Memorizing and Forgetting

- Thinking: Types and levels, Stages of development, Relationship with language and communication
- Intelligence: Meaning, Classification, Uses, Theories Aptitude; Concept, Types Individual differences and Variability
- Psychometric assessments of cognitive processes
- Alterations in cognitive processes
- Applications

UNIT: IV Motivation and Emotional Processes

- Motivation ; Meaning, Concepts, Types, Theories, Motives and behaviour, Conflicts and frustration, conflict resolution
- Emotion & Stress– Emotion: Definition, components, Changes in emotions, theories, emotional adjustments, emotions in health and illness– Stress: Stressors, cycle, effect, adaptation & coping
- Attitude : Meaning, nature, development, factors affecting– Behaviour and attitudes– Attitudinal change
- · Psychometric assessments of emotions and attitudes
- · Alterations in emotions
- · Applications

UNIT: V Personality

- Definitions, Topography, Types, Theories
- Psychometric assessments of personality
- Alterations in personality
- Applications

UNIT: VI Developmental Psychology

- Psychology of people at different ages from infancy to old age
- Psychology of vulnerable individuals- challenged, women, sick, etc.
- Psychology of groups

UNIT: VII Mental Health and Mental Hygiene

Concepts of mental hygiene and mental health, Characteristics of mentally healthy person

Warning signs of poor mental health Primitives and preventive mental health- strategies and services

Ego defence mechanisms and implications Personal and social adjustments Guidance and Counseling

· Role of Nurse

- Introduction
- Psychology of Human Behaviour
- Learning

Observation Intelligence

▪

Reference books:

Psychology for nurses Second Edition E book by Stephen Babu

Textbook On Psychology For Bsc Nursing Students by Clement

Principles & Practice Of Nursing Vol 1 Nursing Arts Procedures by Sr.Nancy

A text-book of psychology for nurses by Muse, M. B. (1925)

Psychology for Nursing by Wiley

Psychology for Graduate Nurses by Konnur RajeshG.

Essentials of Mental Health Nursing by B T Basavanhapa

Psychiatry and Mental Health Nursing by SM Raju, Bindu Raju

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester – II Paper -XIII: Midwifery

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of students

Total Marks: 50 Marks (Theory40+Practical10)

Objectives:

To acquire knowledge and skills to conduct health education lectures.

To acquire knowledge of the main terminology, philosophy and international work in the field of nursing/midwifery.

To develop readiness to provide independently and in co-operation with specialists in other fields midwifery/nursing aid on the level of primary health care.

To reinforce the theoretical knowledge of health promotion and organization of primary health care in practical work environment.

To acquire knowledge and skills of children's health promotion and the nursing principles of a healthy child.

To acquire readiness to provide a woman-centred and family-centred midwifery care involving health promotion and health maintenance, and prevention of illnesses and injuries.

Unit I Basics of Midwifery / nursing and Philosophy

1. Describes the historical development of nursing and midwifery in Estonia, Europe and in the world in general. 2. Knows the principles of nursing and midwifery and its integral connections. 3. Argues on the ethical principles of nursing and midwifery explaining one's viewpoints based on the moral value judgements of health care systems. 4. Gives an overview of modern trends in midwifery and nursing as well as main nursing theorists and their work. 5. Understands one's activities as a midwife according to the model of midwifery deriving from the philosophy of midwifery and is able to discuss and argue on the philosophical viewpoints of midwifery

Unit II Midwifery and Health Promotion

Knows the principles of communication and counselling and applies them according to the target groups. 2. Knows the stages of early developmental psychology and the factors affecting it. 3. Knows the areas discussed in health education in sexual health, family planning, STD-s, reproductive health of men and women. 4. Knows how to prepare and conduct a health education related lecture according to the target audience.

Unit III Primary health Care

1. Overview of the terminology used in public health, its legislation and work organization. 2. the patient/client research methods used in public health; knows how to prepare a patient. 3. Defines, plans, evaluates and performs independent midwife/nursing care in a form of a role play, taking into consideration the individual and family needs. 4. Analyses the limits and extent of responsibility while critically evaluating one's activities.

Unit IV Healthy Child Nursing

1. Associates children's anatomical and psychological peculiarities with living activities. 2. Is able to evaluate child's stature and development as well as factors affecting it. 3. Describes the principles of health promotion concerning a child and a family. 4. Uses different methods of teaching a child and a family in performing nursing procedures.

Unit V Gynecology

1. Describes the classification, etiology, pathogenesis, clinical manifestations, research methods, treatment and preventative principles of common gynaecological infections and sexually transmitted diseases (STD). 2. Defines the needs and problems of midwife care in gynaecological diseases and STD's. 3. Applies the principles of health education in patients with gynaecological diseases and STD's and patients' families. 4. Describes the nature of infertility treatment and ethics involved.

Reference books:

The Labor Progress Handbook Early Interventions to Prevent and Treat Dystocia
By **Penny Simkin, Lisa Hanson, Ruth Ancheta**

A Pocket Guide to Clinical Midwifery The Efficient Midwife by **Lauren A. Dutton, Jessica E. Densmore, Meredith B. Turner**

The Art of Midwifery Early Modern Midwives in Europe by **Hilary Marland**
Delivered by Midwives African American Midwifery in the Twentieth-Century South
By **Jenny M. Luke**

Myles Survival Guide to Midwifery by **Maureen D. Raynor MA PGCEA ADM RMN RN RM, Christine Catling RM MSc (Mid) PhD**

Baby Catcher Chronicles of a Modern Midwife by **Peggy Vincent**

Ina May's Guide to Childbirth "Updated With New Material" by **Ina May Gaskin**

Myles Textbook for Midwives, 16e by Jayne E. Marshall PFHEA PhD MA PGCEA ADM RM RGN,

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester – II Paper -XIV: Health Management

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of students

Total Marks: 50 Marks (Theory 40 + Practical 10)

Objectives:

1. To understand the modern concepts, components and changing trends in hospital organization
2. Principles and functions of management
3. Describe elements and process of management

Unit I: Hospital Organization

Definition, types and functions of hospital • Governing body Hospital administration •
• Control & line of authority • Hospital statistics including hospital utilization indices
• Role of hospital in comprehensive health care • Development of new management
practices: Marketing of Hospitals, Specialty Hospitals

Unit II: Management of nursing services in the hospital.

Planning $\frac{3}{4}$ Hospital & patient care units including ward management $\frac{3}{4}$ Emergency
and disaster management • Human resource management $\frac{3}{4}$ Recruiting, selecting,
deployment, retaining, promoting, superannuation $\frac{3}{4}$ Categories of nursing personnel
including job description of all levels $\frac{3}{4}$ Patients/ population classification system $\frac{3}{4}$
Patients/ population assignment and nursing care responsibilities $\frac{3}{4}$ Staff development
and welfare programmes • Budgeting: Proposal, projecting requirements for staff,
equipments and supplies for $\frac{3}{4}$ Hospital and patient care units $\frac{3}{4}$ Emergency and
disaster management • Material management: Procurement, inventory control,
auditing and maintenance in $\frac{3}{4}$ Hospital and patient care units $\frac{3}{4}$ Emergency and
disaster management • Directing & Leading: delegation, participatory management
 $\frac{3}{4}$ Assignments, rotations, delegations $\frac{3}{4}$ Supervision & guidance $\frac{3}{4}$ Implement
standards, policies, procedures and practices $\frac{3}{4}$ Staff development & welfare $\frac{3}{4}$
Maintenance of discipline • Controlling/ Evaluation $\frac{3}{4}$ Nursing rounds/ visits, Nursing
protocols, Manuals $\frac{3}{4}$ Quality assurance model, documentation $\frac{3}{4}$ Records and reports
• Performance appraisal

Unit III: Introduction to Management in Nursing •

History, Definition, concepts and theories • Functions of management • Principles of
management • Role of nurse as a manager and her qualities

Unit IV: Management Process

• Planning, mission, philosophy, objectives, operational plan • Staffing: Philosophy, staffing study, norms, activities, patient classification system, scheduling • Human resource management, recruiting, selecting, deployment, retaining, promoting, Superannuation. • Budgeting: Concept, principles, types, cost benefit analysis audit • Material management: equipment and supplies • Directing process (Leading) • Controlling: Quality management • Program Evaluation Review Technique (PERT), Bench marking, Activity Plan (Gantt chart)

Reference Book:

1. TNAI. Nursing Administration and Management, 1st edn, Academic Press: New Delhi, 2000.
2. Shakharkar, B M. Principles of Hospital Administration and Planning, Jaypee Brothers: Bangalore, 1998.
3. Pai, Pragna. Effective Hospital Management, 1st edn, The National Book Depot: Mumbai, 2002.
4. Srinivasan, A V. Managing a Modern Hospital, 1st edn, Sage Publications: New Delhi, 2002.
5. Basavanthappa, B T. Nursing Administration, 1st edn, J P Brothers Medical Publishers: New Delhi, 2000.
6. Goel, s & Kumar, R. Hospital Administration and Management, 1st edn, Deep and Deep Publications: New Delhi, 2000.
7. Park K. Park's Textbook of Preventive and Social Medicine, 17th edn, M/S Banarsidas Bhanot Publishers: Jabalpur, 2003.
8. Russels, C S. Management & Leadership for Nurse Managers, 3rd edn, Jones Bartlett Publishers: London, 2002.
9. Francis, E M & Desouza, Mario. Hospital Administration, 3rd edn, Jaypee Brothers Medical Publishers: New Delhi, 2000.
10. Goddard, H A. Principles of Administration applied to Nursing Practice, WHO: Geneva, 1966.
11. Hersey, P. , Blanchard, H K & Johnson, E D. Management of Organizational Behavior , Pearson Education Indian Branch: New Delhi, 2002.
12. Barret, Jean. Ward Management and Teaching, 2nd edn, English Book Society: New Delhi, 1967.

Laboratory work –Paper XIV Community Healthcare (Practical)

Total Workload: 04 lectures per week of 60 min.

Distribution of Workload:

Practical - 04 lectures per week per Batch Total Marks: 50 Marks. (Practical 50)

Objectives:

a) Organize home visit b) Prepare began demonstrate bag technique. c) Build up and maintain rapport with family. d) Identify needs of community e) Practice procedure f) Make referrals. g) Plan and conduct health education on identified health needs. h) Set up clinics with help of staff. i) Maintain records and reports j) Collect and record vital health statistics. k) Learn about various organizations of community health importance. l) Health Assessment family m) Identify the health needs of various age groups. n) Assess the environment o) Maintain family folders. p) Assessment nutritional needs q) Demonstrate different method of preparing food according to the nutritional need of family

Practical's

Daily Diary • Health talk -2 • Family care plan based on family study -2. • Health assessment of an individual -2 • Community Profile – 2 • Report of visit to water purification plant, sewage plant, milk dairy, panchayat. • Conducting Home visits. • Nutritional assessment of individuals. • Provide care at home as per Standing Orders / protocol. • Conduct health Education. • Set up of different Clinics. • Maintain Records & Reports. • Practice family health nursing. • Demonstrate different methods of preparation of meals

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -II Nursing and Hospital Management

Paper- XVI: Laboratory work -Midwifery (Practical)

Total Workload: 04 lectures per week of 60 min.

Distribution of Workload

Theory: 04 lectures per week per Batch.

Total Marks: 50 Marks. (Practical 50)

Objectives:

To reinforce the theoretical knowledge of gynaecological diseases in practical work environment developing hand skills and professional attitudes. To reinforce the theoretical knowledge of health promotion and organization of primary health care in practical work environment. Acquire the readiness to offer the independent midwifery/nursing care on postpartum period.

Practicals:

Practices under the supervision of college mentor and supervisor on the practice of gynaecological diseases, integrating theory into practice. 2. Prepares patients for gynaecological operations and procedures. 3. Observes and cares for patients during post-operative and postprocedural period. 4. Gives first aid in case of common gynaecological traumas and in critical conditions.. Performs gynaecological examinations and collects samples for investigations; ensures due transport. 6. Consults women in preventing spontaneous miscarriages, before and after an abortion. Practices under the supervision of college mentor and supervisor on establishments of public health, integrating theory into practice. 2. Defines and performs midwife/nursing care to healthy patients as well as to patients with acute and chronic diseases in concordance with principles of patient safety. 3. Plans and performs post-labour care to a mother, a newborn and the whole family, appreciating their needs and individual characteristics of the family's home. 4. Observes a child's/adolescent's development throughout human life span and prepares as well as conducts informative lectures on the topics of health education. 5. Has an overview of family school, gymnastics/swimming for pregnant women. 6. Teaches patients and patients' families on the topics of family planning and spontaneous abortion.

1. Evaluates and advises women giving birth, post-partum recovery and contraception. 2. Evaluates the status of newborn and the newborn environment and advises family to take care of newborn. 3. Recognizes the postpartum and newborn condition abnormalities and apply the principles of teamwork. 4. Values the nurse/midwife ethical attitudes by providing the nursing / midwifery care for women, newborn and family.

Shivaji University, Kolhapur

Laboratory work – Paper XVII Health Management (Practical)

Total Workload: 04 lectures per week of 60 min.

Distribution of Workload:

Practical - 04 lectures per week per Batch Total Marks: 50 Marks. (Practical 50)

Objectives:

1. Understand the principles and functions of management 2. Understand the elements and process of management 3. Appreciate the management of nursing services in the hospital and community. 4. Apply the concepts, theories and techniques of organizational behaviour and human relations. 5. Develop skills in planning and organizing in service education 6. Understand the management of nursing educational institutions. 7. Describe the ethical and legal responsibilities of a professional nurse 8. Understand the various opportunities for professional advancement.

Practical's

Demonstration Case studies • Supervised practice in ward writing indents, preparing rotation plan and duty roaster, ward supervision • Assignment on duties and responsibilities of ward sister • Writing report • Preparing diet sheets organization chart of the ward.

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester - II Nursing and Hospital Management

Paper-XVIII: Project/Field Visit/ Hospital Visit/

Total Marks: 50Marks

SHIVAJI UNIVERSITY, KOLHAPUR



NAAC accredited "B" (C.G.P.A. 2.48)

3rd Cycle UGC Recognized

**Faculty of Interdisciplinary Studies
Structure, Scheme and Syllabus for
Bachelor of Vocation (B. Voc.)
Diploma Course**

Nutrition and Dietetics

Part I- Sem. I & II

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

Syllabus to be implemented from 2020-2021 onwards.

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

Bachelor of Vocation (B.Voc.) – Diploma Course: Nutrition and Dietetics.

- TITLE** : B.Voc. (Nutrition and Dietetics)
Syllabus (Semester Pattern)
Under Faculty of Interdisciplinary Studies
- YEAR OF IMPLEMENTATION:** Syllabus will be implemented from June, 2020
- DURATION** : B. Voc. Part I, II and III (Three Years)
B. Voc. Part I - Diploma (One Year)
B. Voc. Part II - Advanced Diploma (Second Year)
B. Voc. Part III – Degree (Third Year)
- PATTERN OF EXAMINATION :** Semester Pattern
- **Theory Examination** - At the end of semester as per Shivaji University Rules
 - **Practical Examination** -
 - i) In the 1st, 3rd and 5th semester of B.Voc. there will be internal assessment of practical record, related report submission and project reports at the end of semester
 - ii) In the second semester of B. Voc. I, there will be internal practical examination at the end of semester
 - iii) In the 4th and 6th semester of B. Voc. there will be external practical examination at the end of semester
- MEDIUM OF INSTRUCTION** : English.
- STRUCTURE OF COURSE** : B. Voc. Part – I, II and III.
Two Semester Per Year, Two General Papers per year / semester Three Vocational Papers per Year / Semester Three Practical papers per Year / Semester.
- SCHEME OF EXAMINATION :**
- A) THEORY-**
- The theory examination shall be at the end of the each semester.

- All the general theory papers shall carry 40marks and all vocational theory papers shall carry 50marks.
- Evaluation of the performance of the students in theory shall be on the basis of semester examination as mentioned above.
- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.
- **Nature of question paper for Theory examination** (Excluding Business Communication Paper)
 - i) There will be seven questions carrying equal marks.
 - ii) Students will have to solve any five questions

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

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

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

B) PRACTICALS:

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

Standard of Passing:

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

Eligibility Criteria:

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

Structure of the Course:
B. Voc. –I (Diploma Course) Semester -I

Sr. No	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	101	Business Communication- I	Theory/ Practical	50	40	10	4	2
2	102	Fundamental of food science - I	Theory/ Practical	50	40	10	4	2
3	103	Human anatomy/ physiology - I	Theory	50	50	-	4	
4	104	Basic nutrition - I	Theory	50	50	-	4	-
5	105	Clinical nutrition/Diet therapy- I	Theory	50	50	-	4	-
6	106	Lab work – Human anatomy- I	Practical	50	-	50	-	4
7	107	Lab work – basic nutrition - I	Practical	50	-	50	-	4
8	108	Lab work – Clinical nutrition/Diet therapy- I	Practical	50	-	50	-	4
9	109	Project		50	-	50	-	-

Structure of the Course:
B. Voc. –I (Diploma Course) Semester -II

Sr. No	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	201	Business Communication- II	Theory/ Practical	50	40	10	4	2
2	202	Fundamental of food science - II	Theory/ Practical	50	40	10	4	2
3	203	Human anatomy/ physiology - II	Theory	50	50	-	4	
4	204	Basic nutrition - II	Theory	50	50	-	4	-
5	205	Clinical nutrition/Diet therapy- II	Theory	50	50	-	4	-
6	206	Lab work – Human anatomy- II	Practical	50	-	50	-	4
7	207	Lab work – basic nutrition - II	Practical	50	-	50	-	4
8	208	Lab work – Clinical nutrition/Diet therapy- II	Practical	50	-	50	-	4
9	209	Project		50	-	50	-	-

Scheme of Teaching: B. Voc. (Diploma Course) – Part I - Semester – I

Sr. No.	Paper No.	Title	Distribution of workload (Per Week)		
			Theory	Practical	Total
1	101	Business Communication- I	4	2	6
2	102	Fundamental of food science- I	4	2	6
3	103	Human anatomy/physiology- I	4	-	4
4	104	Basic nutrition- I	4	-	4
5	105	Clinical nutrition/Diet therapy - I	4	-	4
6	106	Lab work – Human anatomy- I	-	4	4
7	107	Lab work – basic nutrition - I	-	4	4
8	108	Lab work – Clinical nutrition/ Diet therapy - I	-	4	4
9	109	Project	-	-	-
			20	16	36

B. Voc. - Part-I - Semester – II

Sr. No.	Paper No.	Title	Distribution of workload (Per Week)		
			Theory	Practical	Total
1	201	Business Communication- II	4	2	6
2	202	Fundamental of food science-II	4	2	6
3	203	Human anatomy /physiology-II	4	-	4
4	204	Basic nutrition-II	4	-	4
5	205	Clinical nutrition/Diet therapy - II	4	-	4
6	206	Lab work – Human anatomy - II	-	4	4
7	207	Lab work – basic nutrition II	-	4	4
8	208	Lab work – Clinical nutrition/ Diet therapy - II	-	4	4
9	209	Project	-	-	-
			20	16	36

Structure of Course

B.Voc. - II (Advanced Diploma) Sem. III

Sr. no	Paper no.	Title	Theory/practical/project	Marks	Distribution of Marks		Distribution of Workload (per Week)		
					Theory	practical	Theory	Practical	Total
General Education Component									
1.	301	Computer Fundamentals	Theory/practical	50	40	10	4	2	6
2.	302	Soft Skills & Personality Development	Theory/practical	50	40	10	4	2	6
Skill Component									
3.	303	Nutritional Biochemistry-III	Theory	50	50	-	4	-	4
4.	304	Medical Nutrition Therapy-III	Theory	50	50	-	4	-	4
5.	305	Human devolvement/ Public health nutrition-III	Theory	50	50	-	4	-	4
6.	306	Lab work- Nutritional Biochemistry-III	practical	50	-	50	-	4	4
7.	307	Lab work - Medical Nutrition Therapy-III	practical	50	-	50	-	4	4
8.	308	Lab work - Human devolvement/ Public health nutrition-III	practical	50	-	50	-	4	4
9.	309	Health Survey		50	-	50	-	-	-

Structure of Course

B.Voc. - II (Advanced Diploma) Sem. IV

Sr. no	Paper no.	Title	Theory/practical/project	Marks	Distribution of Marks		Distribution of Workload (per Week)		
					Theory	practical	Theory	Practical	Total
General Education Component									
1.	401	Customer Relationship Management	Theory/practical	50	40	10	4	2	6
2.	402	Environmental Studies	Theory/practical	50	40	10	4	2	6
Skill Component									
3.	403	Nutritional Biochemistry-IV	Theory	50	50	-	4	-	4
4.	404	Medical Nutrition Therapy-IV	Theory	50	50	-	4	-	4
5.	405	Human devolvement/ Public health nutrition-IV	Theory	50	50	-	4	-	4
6.	406	Lab work- Nutritional Biochemistry-IV	practical	50	-	50	-	4	4
7.	407	Lab work - Medical Nutrition Therapy-IV	practical	50	-	50	-	4	4
8.	408	Lab work - Human devolvement/ Public health nutrition-IV	practical	50	-	50	-	4	4
9.	409	Health Survey		50	-	50	-	-	-

Scheme of Teaching : Advanced Diploma Part II (Advanced Diploma) Semester - III

Sr. no	Paper no.	Title	Distribution of Workload (per Week)		
			Theory	Practical	Total
1.	301	Computer Fundamentals	4	2	6
2.	302	Soft Skills & Personality Development	4	2	6
3.	303	Nutritional Biochemistry-III	4	-	4
4.	304	Medical Nutrition Therapy-III	4	-	4
5.	305	Human devolvement/ Public health nutrition-III	4	-	4
6.	306	Lab work- Nutritional Biochemistry-III	-	4	4
7.	307	Lab work - Medical Nutrition Therapy-III	-	4	4
8.	308	Lab work - Human devolvement/ Public health nutrition-III	-	4	4
9.	309	Health Survey	-	-	-
		Total	20	16	36

Scheme of Teaching : Advanced Diploma Part II (Advanced Diploma) Semester - IV

Sr. no	Paper no.	Title	Distribution of Workload (per Week)		
			Theory	Practical	Total
1.	401	Customer Relationship Management	4	2	6
2.	402	Environmental Studies	4	2	6
3.	403	Nutritional Biochemistry-IV	4	-	4
4.	404	Medical Nutrition Therapy-IV	4	-	4
5.	405	Human devolvement/ Public health nutrition-IV	4	-	4
6.	406	Lab work- Nutritional Biochemistry-IV	-	4	4
7.	407	Lab work - Medical Nutrition Therapy-IV	-	4	4
8.	408	Lab work - Human devolvement/ Public health nutrition-IV	-	4	4
9.	409	Health Survey	-	-	-
		Total	20	16	36

Structure of Course
B.Voc. - III (Degree) Sem. V

Sr. no	Paper no.	Title	Theory/practical/project	Marks	Distribution of Marks		Distribution of Workload (per Week)		
					Theory	practical	Theory	Practical	Total
1.	501	Nutritional Epidemiology	Theory/practical	50	40	10	4	2	6
2.	502	Research Methodology	Theory/practical	50	40	10	4	2	6
3.	503	Sport Nutrition (Psychology & Counseling)	Theory	50	50	-	4	-	4
4.	504	Clinical Testing / Food Analysis	Theory	50	50	-	4	-	4
5.	505	Food Quality Control	Theory	50	50	-	4	-	4
6.	506	Lab work- Sport Nutrition (Psychology & Counseling)	practical	50	-	50	-	4	4
7.	507	Lab work - Clinical Testing / Food Analysis	practical	50	-	50	-	4	4
8.	508	Lab work - Food Quality Control	practical	50	-	50	-	4	4
9.	509	Health Survey		50	-	50	-	-	-

Structure of Course
B.Voc. - III (Degree) Sem. VI

Sr. no	Paper no.	Title	Theory/practical/project	Marks	Distribution of Marks		Distribution of Workload (per Week)		
					Theory	practical	Theory	Practical	Total
1.	601	Nutritional Epidemiology	Theory/practical	50	40	10	4	2	6
2.	602	Business Management	Theory/practical	50	40	10	4	2	6
3.	603	Sport Nutrition (Psychology & Counseling)	Theory	50	50	-	4	-	4
4.	604	Clinical Testing / Food Analysis	Theory	50	50	-	4	-	4
5.	605	Food Quality Control	Theory	50	50	-	4	-	4
6.	606	Lab work- Sport Nutrition (Psychology & Counseling)	practical	50	-	50	-	4	4
7.	607	Lab work - Clinical Testing / Food Analysis	practical	50	-	50	-	4	4
8.	608	Lab work - Food Quality Control	practical	50	-	50	-	4	4
9.	609	Health Survey		50	-	50	-	-	-

Scheme of Teaching : Degree Part III (Degree) Semester - V

Sr. no	Paper no.	Title	Distribution of Workload (per Week)		
			Theory	Practical	Total
1.	501	Nutritional Epidemiology	4	2	6
2.	502	Research Methodology	4	2	6
3.	503	Sport Nutrition (Psychology & Counseling)	4	-	4
4.	504	Clinical Testing / Food Analysis	4	-	4
5.	505	Food Quality Control	4	-	4
6.	506	Lab work- Sport Nutrition (Psychology & Counseling)	-	4	4
7.	507	Lab work - Clinical Testing / Food Analysis	-	4	4
8.	508	Lab work - Food Quality Control	-	4	4
9.	509	Health Survey	-	-	-
		Total	20	16	36

Scheme of Teaching : Degree Part III (Degree) Semester - VI

Sr. no	Paper no.	Title	Distribution of Workload (per Week)		
			Theory	Practical	Total
1.	601	Nutritional Epidemiology	4	2	6
2.	602	Research Methodology	4	2	6
3.	603	Sport Nutrition (Psychology & Counseling)	4	-	4
4.	604	Clinical Testing / Food Analysis	4	-	4
5.	605	Food Quality Control	4	-	4
6.	606	Lab work- Sport Nutrition (Psychology & Counseling)	-	4	4
7.	607	Lab work - Clinical Testing / Food Analysis	-	4	4
8.	608	Lab work - Food Quality Control	-	4	4
9.	609	Health Survey	-	-	-
		Total	20	16	36

Eligibility for Admission	10 + 2 from any faculty or equivalent Diploma /Advanced Diploma in any related stream Students who have completed certificate course in nutrition and dietetics are eligible for the second year admission to the course of nutrition and dietetics
Eligibility for Faculty	M.Sc./M.B.A.(Agri., Horticulture, Agri. Economics, Agri. Business Management, Plant Pathology, Agri. Engineering, Agri. Extension)with NET / SET/Ph.D. M. A (English) with NET/SET for Business Communication
Eligibility for Laboratory Assistant:	B.Sc.(Agri.)/ Diploma in Agriculture
Staffing Pattern	: In 1 st Year of B. Voc. - 1 Full Time and 1 Part Time Lecturer and 1 CHB Lecturer for Business Communication
Laboratory Assistant	: For 1 st Year of B. Voc. - 1 Part-time

CREDIT SYSTEM FOR B. Voc. – Nutrition and Dietetics

Credit system:

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

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

Course credits assignment:

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

- a. One credit would mean equivalent to 15 periods for lectures, practical's/workshop.
- b. For internship/ field work, the credit weight age for equivalent hours shall be equal of that for lecture / practical.

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

Level	Awards	Normal calendar duration	Skill Component Credits	General Education Credits
Year 1	Diploma	Two Semesters	36	24
Year 2	Advanced Diploma	Four Semesters	36	24
Year 3	B. Voc.	Six Semesters	36	24
Total			108	72

Subject wise credit assignment for B. Voc. – Part II (Diploma) Semester – I

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	101	Business Communication- I	Theory /Practical	50	40	10	3	2
2	102	Fundamental of food science- I	Theory /Practical	50	40	10	3	2
3	103	Human anatomy/physiology- I	Theory	50	50	--	3	--
4	104	Basic nutrition- I	Theory	50	50	--	3	--
5	105	Clinical nutrition/Diet therapy - I	Theory	50	50	--	3	--
6	106	Lab work – Human anatomy- I	Practical	50	--	50	--	3
7	107	Lab work – basic nutrition - I	Practical	50	--	50	--	3
8	108	Lab work – Clinical nutrition/ Diet therapy - I	Practical	50	--	50	--	3
9	109	Project	--	50	--	50	--	2

Subject wise credit assignment for B. Voc. – Part I (Diploma) Semester – II

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	201	Business Communication- II	Theory /Practical	50	40	10	3	2
2	202	Fundamental of food science-II	Theory /Practical	50	40	10	3	2
3	203	Human anatomy /physiology-II	Theory	50	50	--	3	--
4	204	Basic nutrition-II	Theory	50	50	--	3	--
5	205	Clinical nutrition/Diet therapy - II	Theory	50	50	--	3	--
6	206	Lab work – Human anatomy - II	Practical	50	--	50	--	3
7	207	Lab work – basic nutrition II	Practical	50	--	50	--	3
8	208	Lab work – Clinical nutrition/ Diet therapy - II	Practical	50	--	50	--	3
9	209	Project	--	50	--	50	--	2

**For Project/Industrial visit /study tour /internship, the workload includes self-study outside of class hours i.e.4 lectures per week.*

Evaluation system:

1. Standard of passing

The maximum credits for B. Voc. Hotel Management and Catering Technology semester course (of six semesters) will be $30 \times 6 = 180$ credits.

To pass in each paper students are required to obtain 4 grade points in each paper, it means 18 to 20 Marks for 50 Marks Theory / Practical papers, 14.08 to 16 for 40 Marks Theory papers and 04 marks for 10 Marks Practical papers.

2. Assessment of Project / Industrial visit /study tour /Internship Report

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

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

• Table –I: for 50 Marks Theory or Practical

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0	50	0.0 to 2.5	D	Unsatisfactory
1	50	2.6 to 5.0		
1.5	50	5.1 to 7.5		
2	50	7.6 to 10.0		
2.5	50	10.1 to 12.5		
3	50	12.6 to 15.0		
3.5	50	15.1 to 17.5		
4	50	17.6 to 20.0	C	Fair
4.5	50	20.1 to 22.5		
5	50	22.6 to 25.0	B	Satisfactory
5.5	50	25.1 to 27.5		
6	50	27.6 to 30.0	B+	Good
6.5	50	30.1 to 32.5		
7	50	32.6 to 35.0	A	Very Good
7.5	50	35.1 to 37.5		
8	50	37.6 to 40.0	A+	Excellent
8.5	50	40.1 to 42.5		
9	50	42.6 to 45.0	O	Outstanding
9.5	50	45.1 to 47.5		
10	50	47.6 to 50.0		

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

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

Calculation of SGPA and CGPA-

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

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

3. At the end of each year of B. Voc. Program, student will be placed in any one of the divisions as detailed below:

SGPA and CGPA Table

Grade Point	Grade	Description of performance
0.00 to 3.49	D	Unsatisfactory
3.5to 4.49	C	Fair
4.5 to 5.49	B	Satisfactory
5.5 to 5.99	B ⁺	Good
6.0 to 6.99	A	Very Good
7.0 to 8.49	A ⁺	Excellent
8.5 to10.00	O	Outstanding

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

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester - I
Nutrition and Dietetics
Paper – 101 : Business Communication-I
Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 02 lectures per week per batch of 20 students

Units Prescribed for Theory:

Marks:40

Unit- I: Use of English in Business Environment.

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

What is a sentence? Elements of a sentence.

Types of sentence: Simple, compound, complex.

Unit- II: Writing a Letter of Application and CV/Resume

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

Unit- III: Presenting Information / Data.

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

Unit - IV: Interview Technique

Dos and don'ts of an interview preparing for an interview

Presenting documents Language used in an interview

Practical : Based on the theory units:

Marks: 10

Reference Books:

- Sethi, Anjanee & Bhavana Adhikari. *Business Communication*. New Delhi: Tata Mc Graw Hill Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
- Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student Aid Publication, 2008.
- Herekar, Prakash. *Business Communication*. Pune: Mehta Publications, 2007.
- Herekar, Prakash. *Principals of Business Communication*. Pune: Mehta Publi. 2003.

Pattern of a Question Paper

B. Voc. Part-I

Business Communication-I

Semester-I Paper:I

Time: 2 hours

Total Marks: 40

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

Q.2 Write a letter of application. 10

OR

Draft a CV/ Resume for a particular post.

Q.3 Present a given information or data using a table/chart/pie diagram, etc. 10
(Any one diagram to be drawn.)

Q.4 Fill in the blanks in the given interview. 10

Practical Evaluation:

Marks: 10

Oral and Presentation based on the units prescribed.

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester - I
Nutrition and Dietetics
Paper – 102 : Fundamentals of Food Science
Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 02 lectures per week per batch of 20 students

Marks:40

Unit I : Introduction to food science

- Definition of food, food science
- Study of food science
- Functions of food
-

Unit II : Food Groups

- Based on Food science
- Based on ICMR
- Based on Basic Five Group.

Unit III : Cooking food Methods

- Objectives and importance of food cooking Methods
- Classification of cooking methods
- Changes due to cooking in the following food groups: Milk and Milk products, eggs, meat, poultry, sea food,

Unit IV: Food processing and preservation

- Principles of food preservation
- Importance of food preservation
- Methods of preservation – Dehydration, freezing and canning, radiation, use of microwaves, home-scale methods of preservation and fermentation.

Practical : Based on the theory units:

Marks: 10

Reference Books:

- Chakroborty (1988). Post Harvest Technology of Cereals, Pulses and Oilseeds, (revised Ed.), Oxford & IBH publishing Co. Pvt. Ltd.
- Charley, H (1982), Food Science, (2nd), John Wiley & Sons Publication
- Frazier W.C. and Westhoff, D.C. (2004) Food Microbiology, TMH, New Delhi.
- Girdharilal, siddappaa, G.S. and Tanden, G.I. (1998), Preservation of fruits and vegetables, ICAR, New Delhi.
- Raw I. S. (2013), Food Quality Evaluation (1st Ed.)

Scheme of Internal Practical Evaluation:
Each one 2 practical's

Marks: 10

1. Introduction to equipments used in laboratory.
2. weight and Measures of raw and cooked food.
3. preparation of recipes from the boiling method.
4. preparation of recipes from the roasting method.
5. preparation of recipes from Baking method.
6. preparation of recipes from combination method.
7. preparation of food product by any preservation method

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester - I

Nutrition and Dietetics

Paper – 103 : Human Anatomy

Total Workload: 08 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 04 lectures per week per batch of 20students

Marks:50

Unit I : Lower Extremity

Abdomen -Quadrants of abdomen,
Stomach and duodenum,
Liver, Spleen
Pancreas
Small intestine, large intestine

Unit II: System

- Male Reproduction System
- Female reproduction System
- Bones of Lower Limb
- Muscles of Lower Limbs

Unit III: Renal System

- Physiological anatomy: nephrons – cortical and juxtamedullary. Juxtaglomerular apparatus, blood flow and its regulation, function of kidneys.
- Mechanism of Urine formation, Globular Filtration ,GFR, Insulin Clearance, Concentration and dilution of Urine, Acid base balance
- Endocrine system
Introduction, functions, local Hormones

Unit IV: Reproduction System

- Introduction ,Sex determination, sex differentiation
- Male and female reproduction system ,functions of testes, ovaries and uterus , menstrual cycle, menarche, menopause
- CNS and ANS
- Cerebellum, Thalamus and hypothalamus, nuclei functions
- Special senses

Practical : Based on the theory units:

Marks: 10

Reference Books:

- SNELL (Richard S), Clinical Anatomy for Medical Students. Ed. 5 Little Brown and Company Boston, 1995.
- MOORIE (Kieth L.) Clinically oriented Anatomy Ed. 3 williams and wilkins Baltimore 1952.
- Datta A. K. Essentials of human Anatomy : Head and Neck & Ed. 2 Vol. II Current Book International Calcutta 1954.
- SING (Inderbir). Textbook of anatomy with colour atlas : introduction, osteology upper extremity, Vol. I, JP Brothers, New Delhi 1996.
- B.D. CHAURASIA'S Human Anatomy - Regional, ANO Applied, Volume I, Volume II and Volume III.

**Scheme of Internal Practical Evaluation:
Each one 2 practical's**

Marks: 10

1. Determination of RBC and WBC count
2. Examination of Radial pulse
3. Recording of blood pressure
4. Normal ECG
5. Frog experiments (Kymograph, heart ,liver, Muscle, trough, Stimulator.)

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester - I

Nutrition and Dietetics

Paper – 104 : Basic Nutrition

Total Workload: 08 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 04 lectures per week per batch of 20 students

Marks:50

Basic Nutrition

Objectives

- To create a better understanding of the basic aspects of human nutrition by providing information on the current concepts of nutritional principles
- To give a simple account of the metabolism and functions of the major dietary constituents and their nutritional and clinical importance.
- To study the interrelationships between nutrients along with their recommended allowances and food sources so as to enable students to become aware of the importance of a balanced diet based on sound nutritional

Unit I : Introduction to Nutrition,

- Definitions: Food, nutrition, Health, Nutrients and functions of Nutrients, different status of nutrition, signs of good and poor nutritional status,
- Functions, digestion, absorption and metabolism of food
Buccal digestion, gastric digestion and intestinal digestion, factors that affect digestion, absorption and metabolism, Five food groups, dietary guidelines and food pyramid
- Energy Metabolism: Introduction, unit of measurement, energy value of food-calorimetric or Bi-proximate composition; energy needs of the body- reference man and reference woman; basal metabolic rate, factors affecting the BMR,RDA

Unit II : Carbohydrates

- Introduction, classification and functions of carbohydrates,
- Digestion, absorption and metabolism, deficiency, excess, RDA and source
- Role of dietary fiber in prevention and treatment of diseases

Unit III : Lipids:

- Introduction, classification of lipids, functions of fat,
- Digestion, absorption and metabolism of fat,
- Deficiency, excess, food sources and RDA

Unit IV : Proteins:

- Introduction, classifications of proteins, nutritional classification of amino acids protein quality - biological value, net protein utilization, protein efficiency ratio. Function,
- Digestion, absorption and metabolism of protein
- Deficiency, excess sources and requirements.

Practical : Based on the theory units:

Marks: 10

Reference Books:

- Agarwal A, & Udipi S.A. (2014). Text Book of Human Nutrition. New Delhi, Jaypee Brothers Medical Publisher (P) Ltd.
- Carolyn, D. (2013) Nutrition Decision, Burlington : Jones & Barlett learning.
- Dunn, C (2013). Nutrition Decisions Burlington : Jones & Barlett publishers.
- Edin, G & Golanty, E (2004) Health and Wellness, (8th Ed.) Burlington : Jones & Barlett publishers.
- Gopalan, C, Rama S & Balasubramaniam, S.C. (2004) Nutritive Value of Indian Foods, Hyderabad, NIN, ICMR.
- Joshi, S.A. (2000) Nutrition and Dietetics (8th Ed.) New Delhi, TATA McGraw Hill Publishing Co. Ltd.

Scheme of Internal Practical Evaluation:

Marks: 10

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester - I
Nutrition and Dietetics
Paper – 105 : Clinical Nutrition & Diet Therapy
Total Workload: 08 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 04 lectures per week per batch of 20 students

Marks:50

Clinical nutrition Or Diet Therapy Or applied nutrition Or Public health

Objectives

- To enable the students to understand Nutrition and Health situations in India.
- Their role as a dietitian in improving the nutritional and Health Status of the vulnerable groups and the overall community.
- Acquire skills in assessing Nutritional status of the people, skills in communications and planning, organizing abilities required for conducting nutrition education programmes
- Develop the right attitudes towards working in the communities.

Unit I : Relation of health and nutrition

- Concept of Health, Nutrition and Public Health Nutrition
- Demographic trends in India and the significance of certain indices of Health and Nutrition situation of a community. (IMR, MMR, TFR, Birth rate, Death rate, Life expectancy etc.)
- Major Nutritional problems in developing countries – PEM, Night blindness, Nutritional anaemia, Endemic, Goitre, Rickets, Osteomalacia, Beriberi, Pellagra etc.

Unit II : Role of a dietician

- Education and personal qualifications,
- Role and responsibilities of a dietitian, nutrition counseling
- Professional ethics and obligations, Career opportunities for dietitians

Unit III : Dietary surveys

- Methods, ways of interpretations
- Analysis, recommendations based on survey findings

Unit IV : Nutritional status

Assessment of Nutritional status – Nutritional Anthropometry, Biochemical assessment and **observations for clinical signs** – Interpretations of the result, comparisons with the standards, **Suggestions/ recommendations** – growth monitoring for children below 10 years. 15
Diet Therapy – rationale for diet therapy (The normal diet, Modifications of the diet to the light diet, soft diet, full liquid diet, clear liquid diet, Tube feedings);
Routes for diet therapy – enteral and parental; use of biochemical parameters in the planning of diets.

Practical : Based on the theory units:

Marks: 10

Reference Books:

- Anderson, Liennea, Dibble, Marjarie, Turkki, P.R. Mitchell, Helen & Rynbergen, Henderika (1982), "Nutrition in Health and Disease" 17th Edition J.B. Lippincott Co. Philadelphia.
- Antia F. P. (1989) "Clinical Dietetics and Nutrition" 3rd Edition Oxford University, Press, Bombay.
- Bennion Marion (1979) "Clinical Nutrition" Harper and Row Publishers Inc., New York.
- Swaminathan M.S.1985 Essential of foods and nutrition, the Bangalore Printing & Publishing Company Ltd.
- Shukla P.K. (1982) Nutritional Problems in India, Prentice - Hall of India, Private Limited, New Delhi.
- Barbara Luke (1986) Principles of Nutrition and Diet therapy, Little, Brown and Company, Boston.

Scheme of Internal Practical Evaluation:

Marks: 10

SHIVAJI UNIVERSITY, KOLHAPUR

Practical Syllabus

B. Voc. Part – I, Semester - I

Nutrition and Dietetics

Paper – 106: Lab Work - Human Anatomy - I

Total Workload: 06 Total Marks - 50 Practical - 4 Lectures / Week / Batch of 20 Students

Each one 2 practical's

1. Upper extremity including surface Anatomy
2. Head, Spinal cord, Neck and Brain Including Surface Anatomy
3. Embryology – models, chart and X- rays
 - Demonstration of the muscles of the whole body and organs in thorax and abdomen in a cadaver
 - Surface making of the lung, pleura, fissures and lobes of lungs, heart, liver, spleen

Scheme of Practical Evaluation

50 Marks

Internal Practical Evaluation

- | | |
|---|----------|
| 1) Prepare any one practical from the above | 20 Marks |
| 2) Practical record book | 20 Marks |
| 3) Viva - Voce | 10 Marks |

Reference Books:

- SNELL (Richard S), Clinical Anatomy for Medical Students. Ed. 5 Little Brown and Company Boston, 1995.
- MOORIE (Kieth L.) Clinically oriented Anatomy Ed. 3 williams and wilkins Baltimore 1952.
- Datta A. K. Essentials of human Anatomy : Head and Neck & Ed. 2 Vol. II Current Book International Calcutta 1954.
- SING (Inderbir). Textbook of anatomy with colour atlas : introduction, osteology upper extremity, Vol. I, JP Brothers, New Delhi 1996.
- B.D. CHAURASIA'S Human Anatomy - Regional, ANO Applied, Volume I, Volume II and Volume III.

SHIVAJI UNIVERSITY, KOLHAPUR

Practical Syllabus

B. Voc. Part – I, Semester - I

Nutrition and Dietetics

Paper – 107: Lab Work - Basic Nutrition - I

Total Workload: 06 Total Marks - 50 Practical - 4 Lectures / Week / Batch of 20 Students

Each one 2 practical's

1. Food types and source of nutrients.
2. Prepared a dish rich in carbohydrates
3. prepared a dish rich in protein.
4. Prepared a dish rich in fat.
5. Prepared a dish rich in dietary fiber.
6. Calculate the energy value of food product by using calorimeter.

Scheme of Practical Evaluation

50 Marks

Internal Practical Evaluation

- | | |
|---|----------|
| 1) Prepare any one practical from the above | 20 Marks |
| 2) Practical record book | 20 Marks |
| 3) Viva - Voce | 10 Marks |

Reference Books:

- Agarwal A, & Udipi S.A. (2014). Text Book of Human Nutrition. New Delhi, Jaypee Brothers Medical Publisher (P) Ltd.
- Carolyn, D. (2013) Nutrition Decision, Burlington : Jones & Barlett learning.
- Dunn, C (2013). Nutrition Decisions Burlington : Jones & Barlett publishers.
- Edin, G & Golanty, E (2004) Health and Wellness, (8th Ed.) Burlington : Jones & Barlett publishers.
- Gopalan, C, Rama S & Balasubramaniam, S.C. (2004) Nutritive Value of Indian Foods, Hyderabad, NIN, ICMR.
- Joshi, S.A. (2000) Nutrition and Dietetics (8th Ed.) New Delhi, TATA McGraw Hill Publishing Co. Ltd.

SHIVAJI UNIVERSITY, KOLHAPUR

Practical Syllabus

B. Voc. Part – I, Semester - I

Nutrition and Dietetics

Paper – 108: Lab Work - Clinical Nutrition & Diet Therapy - I

Total Workload: 06 Total Marks - 50 Practical - 4 Lectures / Week / Batch of 20 Students

Each one 2 practical's

1. Nutritional survey
2. Diet survey.
3. Assessment of nutritional status techniques – anthropometrical, clinical methods ,
biochemical methods
4. Prepared a soft diet
5. Prepared a full liquid diet.
6. Prepared a clear liquid diet.
7. Biochemical parameters in the planning of diets.

Scheme of Practical Evaluation

50 Marks

Internal Practical Evaluation

- | | |
|---|----------|
| 1) Prepare any one practical from the above | 20 Marks |
| 2) Practical record book | 20 Marks |
| 3) Viva - Voce | 10 Marks |

Reference Books:

- Anderson, Liennea, Dibble, Marjarie, Turkki, P.R. Mitchell, Helen & Rynbergen, Henderika (1982), "Nutrition in Health and Disease" 17th Edition J.B. Lippincott Co. Philadelphia.
- Antia F. P. (1989) "Clinical Dietetics and Nutrition" 3rd Edition Oxford University, Press, Bombay.
- Bennion Marion (1979) "Clinical Nutrition" Harper and Row Publishers Inc., New York.
- Swaminathan M.S.1985 Essential of foods and nutrition, the Bangalore Printing & Publishing Company Ltd.
- Shukla P.K. (1982) Nutritional Problems in India, Prentice - Hall of India, Private Limited, New Delhi.
- Barbara Luke (1986) Principles of Nutrition and Diet therapy, Little, Brown and Company, Boston.

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester - II
Nutrition and Dietetics
Paper – 201 : Business Communication-II
Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of 20 students

Units Prescribed for Theory:

Marks:40

Unit- I: Group Discussion

Preparing for a Group Discussion Initiating a Discussion
Eliciting Opinions, views etc. Expressing Agreement /Disagreement
Making Suggestions; Accepting and Declining Suggestions
Summing up.

Unit- II: Business Correspondence

Writing Memos, e-mails, complaints, inquiries, etc.
Inviting Quotations Placing Orders, Tenders, etc

Unit- III: English for Negotiation.

Business Negotiations Agenda for Negotiation Stages of Negotiation

Unit - IV: English for Marketing

Describing/Explaining a Product/Service Promotion of a Product
Dealing/ bargaining with Customers
Marketing a Product/Service: Using Pamphlets, Hoardings,
Advertisement, Public Function/Festival

Practical: Based on the theory units

Marks: 10

Reference Books:

- Herekar, Prakash. *Business Communication*. Pune: Mehta Publications, 2007.
- Herekar, Prakash. *Principals of Business Communication*. Pune: Mehta Publications, 2003.
- John, David. *Group Discussions*. New Delhi: Arihant Publications.
- Kumar, Varinder. *Business Communication*. New Delhi: Kalyani Publishers, 2000.
- Pardeshi, P.C. *Managerial Communication*. Pune: Nirali Prakashan, 2008.
- Pradhan, N. S. *Business Communication*. Mumbai: Himalaya Publishing House, 2005.
- Rai, Urmila & S. M. Rai. *Business Communication*. Mumbai: Himalaya Publishing House, 2007.
- Sethi, A. & B. Adhikari. *Business Communication*. New Delhi: Tata Mc Graw Hill.
- Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student Aid Publication, 2008.
- Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
- Whitehead, Jeffrey & David H. Whitehead. *Business Correspondence*. Allahabad: Wheeler publishing 1996

Pattern of a Question Paper
B. Voc. (Diploma) Part-I, Semester-II
Paper-201:Business Communication-II

Time:2hours

Total Marks:40

- | | | |
|------|--|----|
| Q. 1 | Fill in the blanks in the following Group Discussion.
(On Unit 5) (10 out 12) | 10 |
| Q. 2 | Attempt ANY ONE of the following (A or B):
(On Unit 6) | 10 |
| Q. 3 | Fill in the blanks with appropriate responses:
(On Unit 7) | 10 |
| Q. 4 | Attempt ANY ONE of the following (A or B):
(On Unit 8) (10 out 12) | 10 |

Practical Evaluation:

Marks: 10

Oral and Presentation based on the units prescribed.

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester - II
Nutrition and Dietetics
Paper – 202 : Fundamental of Food Science-II
Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 02 lectures per week per batch of 20 students

Marks:40

Unit I : Food storage and spoilage

- Raw and cooked food storage
- Classification and applications Food spoilage and factors affecting food spoilage
- Food acceptability and sensory evaluation
-

Unit II : Food quality

- Introduction of food quality
- Factors affecting food quality.
- Control of food quality.
- Role of packaging in maintaining quality of processed foods

Unit III : Processed foods

- Use of processed foods and their contribution to the daily diet
- Use of processing technology for breakfast cereals, Alcoholic beverages, vegetable and fruit products, flesh foods, milk and milk products, egg and egg products.
- Use of food additives

Unit IV : Concept of Diet

- Concepts of an adequate diet,
- food budget proportionate cost of various foods in relation to their nutrient content.
- Principles involved in Planning diets.

Practical : Based on the theory units:

Marks: 10

Reference Books:

- Early, R (1995) Guide to Quality Management system for the food industry, Blackie, academic and professional, London.
- Food safety and standards Act 2006, Rules 2011, Regulation 2011, International law book company.
- Frazier W. C. and Westhor D.C. (2004) food microbiology, TMH. New Delhi.
- Garbutt, J. (1997) Essential or Food microbiology, Arnold, London.
- Jay. J. M. (2000) Modern Food Microbiology, CBS Publication, New Delhi.

Practical Evaluation:
Each one 2 practical's

Marks: 10

1. Check the storage capacity of any raw food.
2. Check the storage capacity of any cooked food.
3. Make a album of packaging materials.
4. Prepare a food product by using any food processing technology
5. Preservation of food by using food additives.
6. Use a principle involved in planning a diets.
7. visit to food preservation unit.

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester - II
Nutrition and Dietetics
Paper – 203: Human Physiology II
Total Workload: 08 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 04 lectures per week per batch of 20 students

Marks:50

Unit I : Introduction of Human Anatomy

Tissues of body

Unit II : Upper Extremity

- Arteries of the body
- Veins of the body
- Head, Neck and Brain
- Special sense (Skin, eyes , nose ,ears ,tongue)
- Bone of Upper limb and muscle of upper limb
- Thorax (Thoracic Wall, Part of Heart, Part of lungs, Trachea, Esophagus)

Unit III : Human Physiology

- Blood and Nerve Muscle
- Composition and function of blood
- Introduction of nerve muscle : resting membrane potential .
Action Potential –ionic basis and properties
- Nerve : structure and function of neurons
- Cardiovascular system- functions and Physiological anatomy, cardiac Cycle

Unit IV : Systems

- Respiratory system (Introduction, functions, Pulmonary Circulation ,ventilation – perfusion ratio and its importance)
- Digestive System (Introduction ,anatomy and nerve supply of alimentary canal, Enteric nervous system , salivary secretion – saliva ,composition ,function regulation , mastication
- Mechanism of Defecation

Practical : Based on the theory units:

Marks: 10

Reference Books:

- Guyton A.C., Hall J.E., Text Book OR Medical Physiology (1996), 9th Edition Prism Books Pvt. Ltd. Bangalore.
- Winwood, Sears Anatomy and physiology for Nurses (1988)m Edward Arnold. London.
- Chattarjee C.C., Text book of Medical Physiology (1988) W.B. Saeinder's Co. London.
- Tortora G.J. Grabowski RS. Principles of anatomy and physiology (2000) 9th edition Tolhn Wiley and sans the.
- Western T. Atlas OR Anatomy (1988), Sunnie books, Publishers, London.

Practical Evaluation:

Marks: 10

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester - II
Nutrition and Dietetics
Paper – 204 : Basic Nutrition-II
Total Workload: 08 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 04 lectures per week per batch of 20students

Marks:50

Unit I : Vitamins

- Classification of vitamins ,characteristics of vitamins
- Fat soluble vitamins, A, D, E and K - introduction, function, deficiency, sources, RDA
- Water soluble vitamins- B complex and C-introduction, functions, deficiency, sources, RDA

Unit II : Minerals:

- Classification and General functions of minerals,
- Major minerals
- Minor minerals

Unit III : Water

- Introduction, functions, water, daily intake of water, daily loss of water, body water,
- Water balance, deficiency of water, retention of water, daily requirements.
- Fluid and electrolyte balance, acid –base balance

Unit IV : Interrelationship between nutrients

- Protein and energy, vitamin E and PUFA
- Vitamin C and Iron
- Vitamin B12 and Folic acid

Practical : Based on the theory units:

Marks: 10

Reference Books:

- Sharma O. P. (2005). Geriatric care A textbook of Geriatrics gerontology viva books. Private Limited, New Delhi.
- Watson, R.R. (2001). Handbook of Nutrition in the aged (3rd) CRC Press, Washington D.C.
- Birren J.E. (1996) Encyclopedia of gerontology : age, aging and the aged Vol. 1 & 2 California, USA : Academic Press, INC.
- Bond, J. Coleman P. & Pcaee S. (Eds.) (1993) Ageing in society (2nd Ed.) London : SAGE Publication Ltd.
- Bourne, W & Kauss, S (1985) the aging body - physiological change and psychological consequences New York : Spurger Verlary.

Practical Evaluation:

Marks: 10

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester - II
Nutrition and Dietetics
Paper – 205: Clinical Nutrition & Diet Therapy
Total Workload: 08 lectures per week of 60 min.

Distribution of Workload:

- Theory: 04 lectures per week
Practical: 04 lectures per week per batch of 20 students

Marks:50

Unit I : Health and Nutrition policies

- Health and Nutrition policies of the Govt. and their implementation and problems encountered.
- Impact of following factors on food consumption and nutritional status of people (Agricultural production, storage distributions, population, science and technology, socio cultural and economic factors.)
- Steps taken by the Govt. and N.G.O.'s to overcome the problem faced due to the above factors

Unit II : Nutrition Programme

- Nutrition feeding Programmes in India and their role in Improving Nutritional status of the weaker sections and vulnerable groups of any community (ANP, SNP, BNP, ICDS, MDM, Vit a prophylaxis, Goitre and anaemic control)
National and International agencies involved in promoting Nutrition and health status of a community – UNICEF, FAO, WHO, CARE, NIN, CFTRI, ICMR, etc.

Unit III : Nutrition Extension and Education

- Objectives, plan and methods of nutrition education.

Unit IV : Nutrition through Lifecycle

- Balanced diet, Meal planning, different nutritional status
- RDA and factors affecting RDA
- Nutrition during pregnancy, lactation, infancy, toddlerhood, preschool stage, school going children, adolescence, adults, older adults and old populations.

Practical : Based on the theory units:

Marks: 10

Reference Books:

- Eva Medved (1986) Food Preparation and theory, Prentice Hall, Inc. Englewood Cliffs, New Jersey.
- Marion Bennion and Osee Hughes (1985) Introductory Foods (6th Edition) Macmillan Publishing Co. Inc. New York. Collier Macmillan Publisher, London.
- Norman N. Potter (1986) Food science 4th Edition Van Nostrand Reinhold Company, New York.
- Shankatal N. Manay and Shadakshara swamy M. (1987) Foods - Facts and Principals Wiley eastern Limited.

Practical Evaluation:

Marks: 10

SHIVAJI UNIVERSITY, KOLHAPUR

Practical Syllabus

B. Voc. Part – I, Semester - II

Nutrition and Dietetics

Paper – 206: Lab Work - Human Physiology - II

Total Workload: 06 Total Marks - 50 Practical - 4 Lectures / Week / Batch of 20 Students

Each one 2 practical's

1. Determination of RBC and WBC count
2. Examination of Radial pulse
3. Recording of blood pressure
4. Normal ECG
5. Frog experiments (Kymograph, heart ,liver, Muscle, trough, Stimulator.)

Scheme of Practical Evaluation

50 Marks

Internal Practical Evaluation

- | | |
|---|----------|
| 1) Prepare any one practical from the above | 20 Marks |
| 2) Practical record book | 20 Marks |
| 3) Viva - Voce | 10 Marks |

Reference Books:

- Guyton A.C., Hall J.E., Text Book OR Medical Physiology (1996), 9th Edition Prism Books Pvt. Ltd. Bangalore.
- Winwood, Sears Anatomy and physiology for Nurses (1988)m Edward Arnold. London.
- Chattarjee C.C., Text book of Medical Physiology (1988) W.B. Saeinder's Co. London.
- Tortora G.J. Grabowski RS. Principles of anatomy and physiology (2000) 9th edition Tolhn Wiley and sans the.
- Western T. Atlas OR Anatomy (1988), Sunnie books, Publishers, London.

SHIVAJI UNIVERSITY, KOLHAPUR

Practical Syllabus

B. Voc. Part – I, Semester - II

Nutrition and Dietetics

Paper – 207 : Lab Work - Basic Nutrition

Total Workload: 06 Total Marks - 50 Practical - 4 Lectures / Week / Batch of 20 Students

Each one 2 practical's

1. Prepared a dish rich in any fat soluble vitamin(A,D,E,K)
2. Prepared a dish rich in B complex vitamin
3. Prepared a dish rich in Vitamin C
4. Prepared a dish rich in major minerals.
5. Prepared a dish rich in minor minerals.
6. Prepared a dish rich in water content.
7. Prepared a dish rich in protein and energy

Scheme of Practical Evaluation

50 Marks

Internal Practical Evaluation

- | | |
|---|----------|
| 1) Prepare any one practical from the above | 20 Marks |
| 2) Practical record book | 20 Marks |
| 3) Viva - Voce | 10 Marks |

Reference Books:

- Sharma O. P. (2005). Geriatric care A textbook of Geriatrics gerontology viva books. Private Limited, New Delhi.
- Watson, R.R. (2001). Handbook of Nutrition in the aged (3rd) CRC Press, Washington D.C.
- Birren J.E. (1996) Encyclopedia of gerontology : age, aging and the aged Vol. 1 & 2 California, USA : Academic Press, INC.
- Bond, J. Coleman P. & Pcaee S. (Eds.) (1993) Ageing in society (2nd Ed.) London : SAGE Publication Ltd.
- Bourne, W & Kauss, S (1985) the aging body - physiological change and psychological consequences New York : Spurger Verlary.

SHIVAJI UNIVERSITY, KOLHAPUR

Practical Syllabus

B. Voc. Part – I, Semester - II

Nutrition and Dietetics

Paper – 208 : Lab Work - Clinical nutrition/Diet therapy

Total Workload: 06 Total Marks - 50 Practical - 4 Lectures / Week / Batch of 20 Students

Each one 2 practical's

1. Planning ,preparation and demonstration of low cost nutrient rich recipes
2. Plan a diet for pregnant, lactating women
3. Plan a diet for different stages of school going children
4. Plan a diet for adults.
5. Plan a diet for Older.
6. Nutrition Education
 - Arrange Nutritional Programme
 - Teaching Aids
 - Nutrition message
 - Street play
7. Visit to different N.G.O's

Scheme of Practical Evaluation

50 Marks

Internal Practical Evaluation

- | | |
|---|----------|
| 1) Prepare any one practical from the above | 20 Marks |
| 2) Practical record book | 20 Marks |
| 3) Viva - Voce | 10 Marks |

Reference Books:

- Eva Medved (1986) Food Preparation and theory, Prentice Hall, Inc. Englewood Cliffs, New Jersey.
- Marion Bennion and Osee Hughes (1985) Introductory Foods (6th Edition) Macmillan Publishing Co. Inc. New York. Collier Macmillan Publisher, London.
- Norman N. Potter (1986) Food science 4th Edition Van Nostrand Reinhold Company, New York.
- Shankatal N. Manay and Shadakshara swamy M. (1987) Foods - Facts and Principals Wiley eastern Limited.

SHIVAJI UNIVERSITY,
KOLHAPUR



“A” Re accredited by NAAC
(2014) with CGPA 3.16

Faculty of Interdisciplinary studies
Structure, Scheme and Syllabus for
Advanced Diploma

in

Catering and Hospitality Management
(Diploma for First year)

Part I- Sem. I&II

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

Syllabus to be implemented from June, 2020
onwards.

Advanced Diploma in Catering and Hospitality Management

<i>TITLE</i>	Advanced Diploma in Catering and Hospitality Management Syllabus (Semester Pattern)
<i>YEAR OF IMPLEMENTATION</i>	Syllabus will be implemented from academic year 2020-2021
<i>DURATION</i>	Advanced Diploma - Part I and II (two Years) Advanced Diploma Part I - Diploma (One Year) NSQF Level 5 Advanced Diploma Part II - Advanced Diploma (Second Year) NSQF Level 6
<i>PATTERN OF EXAMINATION</i>	Semester Pattern
<i>Theory Examination</i>	At the end of semester as per Shivaji University Rules
<i>Practical Examination</i>	<p>i) In the first and third semester of Advanced Diploma there will be internal assessment of practical record, related Report submission and Project reports at the end of semester.</p> <p>ii) In the second semester of Advanced Diploma there will be internal practical examination at the end of semester.</p> <p>In the fourth semester, there will be external practical examination at the end of semester</p>
<i>MEDIUM OF INSTRUCTION</i>	English /Marathi
<i>STRUCTURE OF COURSE</i> <i>Part – I and II</i>	<p>Two Semesters Per Year</p> <p>Two General Papers per year / semester</p> <p>Three Vocational Papers per Year / Semester</p> <p>Three Practical papers per Year / Semester</p> <p>One Project/Study Tour/ Survey/Industry Visit</p>

SCHEME OF EXAMINATION

A) THEORY

- The theory examination shall be at the end of the each semester.
- All the general theory papers shall carry 40 marks and all vocational theory papers shall carry 50 marks.
- Evaluation of the performance of the students in theory shall be on the basis of semester examination as mentioned above.
- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.
- **Nature of question paper for Theory examination** (Excluding Business Communication Paper)–
 - Q. No. 1: Multiple choice questions (ten questions)
 - Q. No. 2: Long answer type questions (any two out of four)
 - Q. No. 3: Short Notes (any four out of six)

B) PRACTICAL: Evaluation of the performance of the students in practical shall be on the basis of semester examination.

Standard of Passing:

As per the guidelines and rules for Advanced Diploma (Attached Separately – Annexure I)

Structure of the Course

Advanced Diploma– I Year (Diploma), Semester – I

Sr. No	Paper No.	Title	Theory /Practical/Project	Marks (Total)	Distribution of Marks Theory Practical	
General Education Component :						
1	101	Business Communication – I	Theory /Practical	50	40	10
2	102	Fundamentals of Food Science – I	Theory/Practical	50	40	10
Skill Component:						
3	103	Food Production- I	Theory	50	50	--
4	104	Food and Beverage Service-I	Theory	50	50	--
5	105	Front office Operation-I	Theory	50	50	--
6	106	Laboratory Work : Food Production- I	Practical	50	--	50
7	107	Laboratory Work: Food and Beverage Service-I	Practical	50	--	50
8	108	Laboratory Work : Front office Operation-I	Practical	50	--	50
9	109	Project	-	50	--	50

Advanced Diploma– I Year (Diploma), Semester – II

Sr. No.	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	201	Business Communication - II	Theory /Practical	50	40	10
2	202	Fundamentals of Food Science -II	Theory /Practical	50	40	10
Skill Component:						
3	203	Food Production- II	Theory	50	50	--
4	204	Food and Beverage Service-II	Theory	50	50	--
5	205	Housekeeping Operation-I	Theory	50	50	--
6	206	Laboratory Work : Food Production- II	Practical	50	--	50
7	207	Laboratory Work: Food and Beverage Service-II	Practical	50	--	50
8	208	Laboratory Work: Housekeeping Operation-I	Practical	50	--	50
9	209	Industrial Visit/Study Tour	-	50	--	50

Scheme of Teaching: Advanced Diploma– Part I (Diploma), Semester – I

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	101	Business Communication - I	4	2	6
2	102	Fundamentals of Food Science - I	4	2	6
3	103	Food Production- I	4	-	4
4	104	Food and Beverage Service-I	4	-	4
5	105	Front office Operation-I	4	-	4
6	106	Laboratory Work: Food Production- I	-	4	4
7	107	Laboratory Work: Food and Beverage Service-I	-	4	4
8	108	Laboratory Work: Front office Operation-I	-	4	4
9	109	Project	-	-	-
		Total --	20	16	36

Scheme of Teaching: Advanced Diploma– Part I (Diploma), Semester – II

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	201	Business Communication - II	4	2	6
2	202	Fundamentals of Food Science - II	4	2	6
3	203	Food Production- II	4	-	4
4	204	Food and Beverage Service-II	4	-	4
5	205	Housekeeping Operation-I	4	-	4
6	206	Laboratory Work: Food Production- II	-	4	4
7	207	Laboratory Work: Food and Beverage Service-II	-	4	4
8	208	Laboratory Work: Housekeeping Operation-I	-	4	4
9	209	Industrial Visit/Study Tour	-	-	-
Total-			20	16	36

Advanced Diploma– II (Advanced Diploma) Semester – III

Sr. No	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	301	Computer Fundamentals	Theory /Practical	50	40	10
2	302	Soft Skills & Personality Development	Theory /Practical	50	40	10
Skill Component:						
3	303	Food Production - III	Theory	50	50	--
4	304	Food & Beverage Service - III	Theory	50	50	--
5	305	Front Office Operation – II	Theory	50	50	--
6	306	Laboratory work : Food Production – III	Practical	50	--	50
7	307	Laboratory Work: Food & Beverage Service - III	Practical	50	--	50
8	308	Laboratory Work: Front Office Operation- II	Practical	50	--	50
9	309	Project	-	50	--	50

Advanced Diploma– II (Advanced Diploma) Semester – IV

Sr. No.	Paper No.	Title	Theory /Practical/Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	401	Customer Relationship Management	Theory /Practical	50	40	10
2	402	Environmental Studies	Theory/Practical	50	40	10
Skill Component:						
3	403	Food Production –IV	Theory	50	50	--
4	404	Food & Beverage Service -IV	Theory	50	50	--
5	405	House Keeping Operation – II	Theory	50	50	--
6	406	Laboratory Work : Food Production –IV	Practical	50	--	50
7	407	Laboratory Work: Food & Beverage Service -IV	Practical	50	--	50
8	408	Laboratory Work : House Keeping Operation – II	Practical	50	--	50
9	409	Industrial Visit/Study Tour	-	50	--	50

Scheme of Teaching : Advanced Diploma– Part II (Advanced Diploma) Semester – III

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	301	Computer Fundamentals	4	2	6
2	302	Soft Skills & Personality Development	4	2	6
3	303	Food Production - III	4	-	4
4	304	Food & Beverage Service - III	4	-	4
5	305	Front Office Operation – II	4	-	4
6	306	Laboratory work : Food Production III	-	4	4
7	307	Laboratory Work: Food & Beverage Service - III	-	4	4
8	308	Laboratory Work: Front Office Operation- II	-	4	4
9	309	Project	-	-	-
		Total --	20	16	36

Scheme of Teaching: Advanced Diploma– Part II (Advanced Diploma) Semester – IV

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	401	Customer Relationship Management	4	2	6
2	402	Environmental Studies	4	2	6
3	403	Food Production -IV	4	-	4
4	404	Food & Beverage Service -IV	4	-	4
5	405	House Keeping Operation - II	4	-	4
6	406	Laboratory Work : Food Production -IV	-	4	4
7	407	Laboratory Work: Food & Beverage Service -IV	-	4	4
8	408	Laboratory Work : House Keeping Operation - II	-	4	4
9	409	Industrial Visit/Study Tour	-	-	-
		Total-	20	16	36

Eligibility for Admission:

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

Eligibility for Faculty:

- 1) M.Sc. in Hotel and Tourism Management / Hotel Management and Catering Technology with SET/NET/Ph.D. or 05 years of experience in the relevant field or B.Sc. in Hotel and Tourism Management / Catering and Hospitality Management/Hospitality and Tourism Studies with 10 years of experience in the relevant field
- 2) M.A. (English) with SET/NET/Ph.D. for Business Communication
- 3) M.Com./MBA/MCA with SET/NET/Ph.D. for Principles of Management, Computer Fundamentals, Organizational Behavior

Eligibility for Laboratory Assistant:

B.Sc. in Hotel and Tourism Management / Hotel Management and Catering Technology/ Hospitality and Tourism Studies or Diploma in the relevant field

Staffing Pattern:

- a) In 1st Year of Advanced Diploma- 1 Full Time and 1 Part Time Assistant Professor for Hotel Management and Catering Technology and 1 CHB Assistant Professor for Business Communication
- b) In 2nd Year of Advanced Diploma– Total requirement of faculty (Inclusive of 1st Year) will be 2 Full time for Catering and Hospitality Management and CHB Assistant Professors for Computer Fundamental/ Customer Relationship Management/ Environmental Studies

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

For 2nd Year (Inclusive of 1st Year) of Advanced Diploma– 1 Full Time

CREDIT SYSTEM

FOR Advanced Diploma– Hotel Management and Catering Technology

Credit system:

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

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

Course credits assignment:

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

- a. One credit would mean equivalent to 15 periods for lectures, practicals/workshop.
- b. For internship/fieldwork, the credit weightage for equivalent hours shall be equal of that for lecture /practical.

The credits for each of the year of Advanced Diploma Course will be as follows:

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

Subjectwise credit assignment for Advanced Diploma –Part II (Diploma) Semester –I

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	101	Business Communication – I	Theory /Practical	50	40	10	3	2
2	102	Fundamentals of Food Science – I	Theory /Practical	50	40	10	3	2
3	103	Food Production- I	Theory	50	50	--	3	--
4	104	Food and Beverage Service-I	Theory	50	50	--	3	--
5	105	Front office Operation-I	Theory	50	50	--	3	--
6	106	Laboratory Work: Food Production-I	Practical	50	--	50	--	3
7	107	Laboratory Work: Food and Beverage Service-I	Practical	50	--	50	--	3
8	108	Laboratory Work : Front office Operation-I	Practical	50	--	50	--	3
9	109	Project	--	50	--	50	--	2

Subjectwise credit assignment for Advanced Diploma –Part I (Diploma) Semester –II

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	201	Business Communication-II	Theory /Practical	50	40	10	3	2
2	202	Fundamentals of Food Science - II	Theory /Practical	50	40	10	3	2
3	203	Food Production- II	Theory	50	50	--	3	--
4	204	Food and Beverage Service-II	Theory	50	50	--	3	--
5	205	Housekeeping Operation-I	Theory	50	50	--	3	--
6	206	Laboratory Work : Food Production- II	Practical	50	--	50	--	3
7	207	Laboratory Work: Food and Beverage Service-II	Practical	50	--	50	--	3
8	208	Laboratory Work: Housekeeping Operation-I	Practical	50	--	50	--	3
9	209	Industrial Visit/Study Tour	--	50	--	50	--	2

**For Project/Industrial visit/study tour/internship, the workload includes self-study outside of class hours i.e. 4 lectures per week.*

Evaluation system:

1. Standard of passing

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

To pass in each paper students are required to obtain 4 grade points in each paper, it means 18 to 20 Marks for 50 Marks Theory / Practical papers, 14.08 to 16 for 40 Marks Theory papers and 04 marks for 10 Marks Practical papers.

2. Assessment of Project/Industrial visit/study tour/Internship Report

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

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

- Table –I: for 50 Marks Theory or Practical

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0	50	0.0 to 2.5	D	Unsatisfactory
1	50	2.6 to 5.0		
1.5	50	5.1 to 7.5		
2	50	7.6 to 10.0		
2.5	50	10.1 to 12.5		
3	50	12.6 to 15.0		
3.5	50	15.1 to 17.5		
4	50	17.6 to 20.0	C	Fair
4.5	50	20.1 to 22.5	B	Satisfactory
5	50	22.6 to 25.0		
5.5	50	25.1 to 27.5	B+	Good
6	50	27.6 to 30.0		
6.5	50	30.1 to 32.5	A	Very Good
7	50	32.6 to 35.0		
7.5	50	35.1 to 37.5	A+	Excellent
8	50	37.6 to 40.0		
8.5	50	40.1 to 42.5	O	Outstanding
9	50	42.6 to 45.0		
9.5	50	45.1 to 47.5		
10	50	47.6 to 50.0		

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

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

Calculation of SGPA and CGPA-

1. SemesterGradePointAverage(SGPA)= $\frac{\Sigma(\text{coursecreditsinpassedcourses} \times \text{earnedgradepoints})}{\Sigma(\text{Course credits in registered courses})}$

2. CumulativeGradePointAverage= $\frac{\Sigma(\text{coursecreditsinpassedcourses} \times \text{earnedgradepoints}) \text{ of all Semesters}}{\Sigma(\text{Course credits in registered courses}) \text{ of all Semesters}}$
(CGPA)

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

SGPA and CGPA Table

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

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

Shivaji University, Kolhapur
Diploma :
Catering and Hospitality Management
Part I, Semester I - Paper – 101
Business Communication- I

Work Load - 6 Lectures / Week, 1 Lecture =60minutes

Total Marks –50

Theory – 4 Lectures/Week

Theory - 40Marks

Practical – 2 Lectures/Week/Batch of 20 student

Practical – 10Marks

Units Prescribed for Theory:

Unit 1: Use of English in Business Environment

- 1 Business Vocabulary: Vocabulary for banking, marketing and for maintaining public relations
- 2 What is a sentence?
- 3 Elements of a sentence
- 4 Types of sentence: Simple, compound, complex

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

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

Unit 3: Presenting Information/Data

- 1 Presenting information/data using graphics like tables, pie charts, tree diagrams, bar diagrams, graphs, flowcharts

Unit 4: Interview Technique

- 1 Dos and don'ts of an interview
- 2 Preparing for an interview
- 3 Presenting documents
- 4 Language used in an interview

Practical: Based on the theory units

10Marks.

Reference Books:

1. Sethi, Anjane & Bhavana Adhikari. *Business Communication*. New Delhi: Tata McGraw Hill
2. Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
3. Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student Aid Publication, 2008.
4. Herekar, Praksh. *Business Communication*. Pune: Mehta Publications, 2007.
5. Herekar, Praksh. *Principals of Business Communication*. Pune: Mehta Publications, 2003.
6. Rai, Urmila & S.M. Rai. *Business Communication*. Himalaya Publishing House, 2007.
7. Pradhan, N. S. *Business Communication*. Mumbai: Himalaya Publishing House, 2005.
8. Pardeshi, P. C. *Managerial Communication*. Pune: Nirali Prakashan, 2008.

Pattern of Question Paper

Diploma:

Catering and Hospitality Management

Part-I, Semester –I, Paper: I

Business Communication-I

Time:2 hours

Total Marks: 40

Q.1 Do as directed. Question items on **Unit 1** to be asked. 10

(10 out 12)

Q.2 Write a letter of application. 10

OR

Draft a CV/ Resume for a particular post.

Q.3 Present a given information or data using a table/ chart/ pie diagram,etc 10

(Any one diagram to be drawn.)

Q.4 Fill in the blanks in the given interview. 10

Practical Evaluation:

10 Marks

Oral and Presentation based on the units prescribed.

Diploma:
Catering and Hospitality Management
Part-I, Semester I, Paper – 102
Fundamentals of Food Science - I

Work Load- 6

Total Marks –50

Theory – 4 Lectures/Week

Theory - 40Marks

Practical – 2Lectures/Week/Batch

Practical – 10Marks

Objectives:

To enable students to –

1. Understand the basic concept, functions, and classification of food.
2. Familiar with different methods of cooking.

Course content :

- Unit-I** - **Introduction to Food Science**
- Concept of food, food science
 - Objectives of food science
 - Functions of food
- Unit-II** - **Classification of Food**
- According to food science
 - Basic five food groups
 - Selection of food
- Unit-III** - **Methods of Cooking**
- Traditional cooking methods
 - Modern cooking methods
 - Objectives and importance of cooking
- Unit – IV** - **Food Preparation and Storage**
- Basic terms used in food preparation
 - Pre-preparation for cooking
 - Storage of raw and cooked food

Practicals :

1. Introduction to laboratory rules.
2. Equipments used in cooking
3. Terms used in cooking.
4. Weights and Measures of raw and cooked food.
5. Methods of cooking –
 - 1) Traditional methods – Preparation of any two recipes from the following:
 - a) Boiling
 - b) Roasting
 - c) Frying
 - d) Steaming
 - 2) Modern methods - Preparation of any two recipes from the following:
 - a) Baking
 - b) Solar
 - c) Microwave
 - d) Combination

Reference Books :

- 1) B. Shreelakshmi : ``Food Science`` (second edition), New Age International, New Delhi.
- 2) Swaminathan : ``Text book of Food Science``, Vol-1, BAPPCO, Bangalore
- 3) Devendrakumar Bhatt & Priyanka Tomar : An Introduction to Food Science, Technology & Quality Management, Kalyani Publishers.
- 4) Sumati R. Mudambi : Fundamentals of Food & Nutrition wiley Eastern Ltd., New Delhi.

Scheme of Internal Practical Evaluation

10 marks

- 1) Submission of Record book 5 marks
- 2) Viva – Voce 5 marks

Diploma:
Catering and Hospitality Management

Part – I, Semester I - Paper – 103

Food Production I

Work Load-4

Total Marks –50

Theory – 4 Lectures / Week

Objective:

To enable student

1. To acquire knowledge of foodproduction
2. To know the principle of foodproduction

Course content:

Unit- I Introduction To Professional Cookery

- 1 History of Cookery
- 2 Origins of Modern Cookery
- 3 hygiene and safe practices in handling food
- 4 Attitude & Behavior in the Kitchen
- 5 Kitchen uniforms
- 6 Safety Procedure for Handling Equipments

Unit-II Kitchen Staffing

- 1 Classical kitchen Brigade for a 5 stars and 3 starshotels
- 2 Kitchen Staffing in Various CategoryHotels
- 3 Duties & Responsibilities of Executive Chef and VariousChefs
- 4 Inter-departmentalCo-ordination.

Unit-III Kitchen HandTools

- 1 Tools & utensils used in theKitchen.
- 2 Different Types of Fuel used inKitchen
- 3 Precaution and care in handling and maintenance ofequipments

Unit-IV A Aims & Objectives of CookingFood

- 1 Aims and objective of CookingFood.
- 2 Classification of Raw Materials according to theirFunctions.
- 3 VariousTextures.

Unit-IV B B Spices, Herbs &Condiments

- 1 Role of Spices / Herbs inIndia.
- 2 Local names ofspices.

Reference Books:

1. Practical Cookery- Victor Ceserani& Ronald Kinton,ELBS
2. Theory of Catering- Victor Ceserani& Ronald Kinton,ELBS
3. Theory of Catering- Mrs. K. Arora, FranckBrothers
4. Modern Cookery for Teaching & Trade Vol I -Ms. Thangam Philip, OrientLongman.
5. The Professional Chef (4th Edition)-Le R01 A.Polsom
6. The book of Ingredients- JaneGrigson
7. Food Commodities-BernardDavis.

Diploma:

Catering and Hospitality Management

Part - I Semester I - Paper – 104

Food and Beverage Service I

Work Load-4

Theory – 4 Lectures / Week

Total Marks –50

Objective

To enable student to develop skill in food and beverage service.

Course content:

Unit-I

The Food & Beverage Service Industry

- 1 Introduction to the Food & Beverage Industry
- 2 Classification of Catering Establishments (Commercial & Non-Commercial)
- 3 Introduction to Food & Beverage Operations (Types of F&B Outlets)

Unit-II

Food & Beverage Service areas in a Hotel

- 1 Restaurant, Coffee Shop, Room Service, Bars, Banquets, Snack Bar, Executive Lounges, Business Centers, Discotheques & Night Clubs.
- 2 Auxiliary areas

Unit-III

Food & Beverage Service Equipment

- 1 Types & Usage of Equipments Furniture, Chinaware, Silverware & Glassware, Linen, Disposables,
- 2 Special Equipment
- 3 Care & maintenance

Unit-IV A

Food & Beverage Service Personnel

1. Food & Beverage Service Organization Staff Job Descriptions & Job specifications & Beverage
2. Attitudes & Attributes of Food personnel, competencies.
3. Basic Etiquettes .
4. Interdepartmental relationship

Unit-IV B

Types of Food & Beverage Service

1. Table Service -English / Silver, American, French, Russian
2. Self Service Buffet & Cafeteria
3. Specialized Service Gueridon, Tray, Tray, Lounge, Room etc
4. .Single Point Service -Take Away, Vending Kiosks, Food Courts & Bars, Automats
5. Mis-en-place & Mis-en-scene

Reference Books:

1. Food & Beverage Service - Lillicrap & Cousins, ELBS Modern
2. Restaurant Service -John Fuller, Hutchinson Food & Beverage Service
3. Training Manual - Sudhir Andrews, Tata McGraw Hill.

Diploma:
Catering and Hospitality Management

Part- I, Semester I - Paper – 105

Front Office Operation-I

Work Load - 4
Theory – 4 Lectures / Week

Total Marks – 50

Objective

To enable student to develop skill in front office.

Unit-I Introduction to Front Office Department

The term ‘Hotel’, Introduction To Hospitality Industry evolution & development of hospitality industry and tourism, famous hotels worldwide

Classification of hotels. (based On various categories like size) location, clientele, length of stay, facilities, .

Organizational chart of hotels (Large, Medium, Small)

Unit-II Front Office Department

- 1 Sections and layout of Front Office
- 2 Organizational chart of front office department (small, medium and large hotels)
- 3 Duties and responsibilities of various staff
- 4 Attributes of front office personnel
- 5 Co-ordination of front office With other departments of the hotel
- 6 Equipments used (Manual and Automated)

Unit-III Room Types & Tariffs

- 1 Types of rooms.
- 2 Food / Meal plans.
- 3 Types of room rates . (Rack, FIT, crew, group, corporate, weekend etc.)

Unit-IV A Role of Front Office

- 1 Key control and key handling procedures Mail and message handling
- 2 Mail and message handling
- 3 Paging and luggage handling
- 4 Rules of the house [for guest and staff]
- 5 Black list Bell Desk and Concierge
- 6 Bell Desk and Concierge

Unit-IV B Reservation

- 1 Importance of guest cycle (Various stages, sectional staff in contact during each stage)
- 2 Modes and sources of reservation
- 3 Procedure for taking reservations (Reservation form, conventional chart, density chart, booking diary with their detailed working and formats)
- 4 computerized system (CRS, Instant reservations)
- 5 Types of reservation (guaranteed, confirmed, groups, FIT)
- 6 Procedure for amendments, cancellation and overbooking.

Reference Books:

1. Check in Checkout (Jerome Vallen)
2. Hotel front Office Training Manual. (Sudhir Andrews)
3. Principles of Hotel Front Office Operations (Sue Baker, P. Bradley, J.Huyton)
4. Hotel Front Office (Bruce Braham)
5. Managing Front Office Operations (Michael Kasavana, Charles Steadmon)
6. Front Office Procedures and Management (Peter Abbott)
7. Front Office operations/Accommodations Operations (Colin Dix)
8. Front Office operation and Administration (Dennis Foster)

Diploma:
Catering and Hospitality Management

Practical Syllabus

Part – I, Sem. I : Paper – 106
Laboratory work (Food Production I)

Work Load – 6, Total Marks – 50 Practical – 4 Lectures/Week/Batch of 20 students

Practicals:

It is recommended that Demonstrations be conducted in the initial stages to make the students familiar with the following:

1. Introduction to various tools and their usage.
2. Introduction to various commodities. (Physical Characteristics, weight & volume conversion, yield testing, etc.)
3. Food pre-preparation methods
4. Use of different cooking methods.
5. Basic Indian masalas & gravies (Dry & wet)
6. Basic Stocks, soups & sauces.
7. Visit to Vegetable market

Minimum 18 Individual Practical's consisting of 70% Indian & 30% Continental Menus be accomplished, over and above the demonstrations. Practical Examination be conducted on Indian Menus consisting of a Meat, Vegetable, Rice and Sweet Preparation.

Reference Books:

1. Practical Cookery- Victor Ceserani & Ronald Kinton, ELBS
2. Theory of Catering- Victor Ceserani & Ronald Kinton, ELBS
3. Theory of Catering- Mrs. K. Arora, Franck Brothers
4. Modern Cookery for Teaching & Trade Vol I - Ms. Thangam Philip, Orient Longman.
5. The Professional Chef (4th Edition)- Le R01 A. Polson
6. The book of Ingredients- Jane Grigson
7. Food Commodities- Bernard Davis.

Scheme of Practical Evaluation

50 Marks

Internal Practical Evaluation

Q.1: Prepare any one practical from the above

20 Marks

Q.2: Practical record book

20 Marks

Q.3: Viva-voce

10 Marks

Diploma:
Catering and Hospitality Management
Part – I, Sem.- I : Paper – 107
Laboratory work (Food and Beverage Service-I)

Work Load - 6 Total Marks –50 Practical – 4 Lectures/Week/Batch of 20 students

Practicals:

1. Restaurant Etiquettes
2. Restaurant Hygiene practices
3. Mis-En-Palce & Mis-En-Scenc
4. Identification of Equipments
5. Laying & Relaying of Tablecloth
6. Napkin Folds
7. Rules for laying a table
8. Carrying a Salver/Tray
9. Service of Water
10. Handling the Service Gear
11. Carrying Plates, Glasses & other Equipments
12. Clearing an Ashtray
13. Situations like spillage
14. Setting of Table d’hote & A La Carte covers.
15. Service of Hot & Cold Non Alcoholic Beverages
16. Indian Cuisine Accompaniments & Service
17. Visit to Restaurant

Reference Books:

1. Food & Beverage Service - Lillicrap & Cousins, ELBS Modern
2. Restaurant Service - John Fuller, Hutchinson Food & Beverage Service
3. Training Manual - Sudhir Andrews, Tata McGraw Hill.

Scheme of Practical Evaluation

Internal Practical Evaluation

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

Diploma:
Catering and Hospitality Management
Part – I, Sem.- I : Paper – 108
Laboratory work (Front Office Operation –I)

Work Load-6 Total Marks – 50

Practical – 4 Lectures/Week/Batch

Practicals:

1. Telephone Etiquettes and telephone handling
2. Handling room keys (issuing, receiving, missing keys. computerized keycards)
3. Handling guest mail (of guests who have checked out, in-house and expected)
4. Handling messages and paging for guests.
5. Luggage handling (along with left luggage procedure)
6. Handling guest enquiries.
7. Handling guests who are blacklisted.
8. Situations on basis of charging.
9. Bell desk activities.
10. Visit to Front office Department of Hotel

Reference Books:

1. Check in Checkout (Jerome Vallen)
2. Hotel front Office Training Manual. (Sudhir Andrews)
3. Principles of Hotel Front Office Operations (Sue Baker, P. Bradley, J.Huyton)
4. Hotel Front Office (Bruce Braham)
5. Managing Front Office Operations (Michael Kasavana, Charles Steadmon)
6. Front Office Procedures and Management (Peter Abbott)
7. Front Office operations/Accommodations Operations (Colin Dix)
8. Front Office operation and Administration (Dennis Foster)

Scheme of Practical Evaluation

Internal Practical Evaluation

- | | |
|---|----------|
| Q.1: Prepare any one practical from the above | 20 Marks |
| Q.2: Practical record book | 20 Marks |
| Q.3: Viva – voce | 10 Marks |

Diploma:

Catering and Hospitality Management

Part – I, Sem. II - Paper –201

Business Communication -II

Work Load-6	TotalMarks– 50
Theory – 4 Lectures/Week	Theory - 40Marks
Practical – 2Lectures/Week/Batch	Practical–10 Marks

Units Prescribed for Theory:

Unit -I Group Discussion

- 1 Preparing for a Group Discussion
- 2 Initiating a Discussion
- 3 Eliciting Opinions, Views, etc.
- 4 Expressing Agreement/ Disagreement
- 5 Making Suggestions; Accepting and Declining Suggestions Summing up.

Unit- II Business Correspondence

- 1 Writing, Memos, e-mails, complaints, inquiries, etc.
- 2 Inviting Quotations
- 3 Placing Orders, Tenders, etc.

Unit -III English for Negotiation

- 1 BusinessNegotiations
- 2 Agenda for Negotiation
Stages ofNegotiation

Unit-IV English forMarketing

- 1 Describing/ Explaining a Product/Service
- 2 Promotion of aProduct
- 3 Dealing/ bargaining withCustomers
- 4 Marketing a Product/ Service: Using Pamphlets, Hoardings,Advertisement, Public Function/Festival

Practical: Based On the theory units

Reference Books:

1. Herekar, Praksh. Business Communication. Pune: Mehta publications,2007
2. Herekar, Praksh.principals of Business Communication. Pune : Mehta Publications, 2003
3. John David. Group Discussions. New Dellhi: ArihantPublications.
4. Kumar, Varinder. Business Communication. New Delhi: KalyaniPubhshers,2000
5. Pardeshl, P. C. Managerial Communication pune: NiraliPrakashan,2008.
6. Pradhan, N, S Business Communication. Mumbai: Himalaya Publishing House,2005
7. Rai, Urmila& S.M. Rai.Business Communication. Mumbai: HimalayaPublishing House,2007

Pattern of Question Paper
Diploma: Catering and Hospitality Management

Part – I, Semester-II, Paper – 202

Business
Communication-II

Time :2 hours

Total Marks:40

- | | |
|---|----|
| Q. 1 Fill in the blanks in the following Group Discussion. (On Unit 5) (10 out 12) | 10 |
| Q. 2 Attempt ANY ONE of the following (A or B): (On Unit 6) | 10 |
| Q.3 Fill in the blanks with appropriate responses: (On Unit 7) | 10 |
| Q. 4 Attempt ANY ONE of the following (A or B): 10 (On Unit 8) (10 out 12) | 10 |

Practical Evaluation:

Marks 10

Oral and Presentation based on the units prescribed.

Diploma: Catering and Hospitality Management

Part – I, Semester- II, - Paper – 202

Fundamentals of Food Science - II

Work Load- 6

Theory – 4 Lectures/Week

Practical – 2Lectures/Week/Batch

Total Marks –50

Theory - 40Marks

Practical – 10Marks

Objectives:

To enable students –

1. To understand the basic concept of various cookery
2. To become familiar with preparation of various cookery

Course Content:

Unit-I-

Cereal cookery

- 1 Structure, composition and importance of cereal grains
- 2 Types of cereals used in cooking
- 3 Cereal cookery Gelatinization. Dextrinization and identity of grain
- 4 Processed cereals, millets and Ready-To Eat cereals used in cooking

Unit-II

Pulse and Legume Cookery

- 1 Definition. composition and structure of pulses
- 2 Cooking of Legumes
- 3 Factors Affecting cooking time of pulses and legumes
- 4 Uses of legumes in cookery

Unit- III

Nuts and Oil seeds Cookery

- 1 Types and composition of Nuts and Oil seeds
- 2 Toxic substances in Nuts and Oil seeds
- 3 Changes during cooking and storage
- 4 Function of Nuts and Oil seeds in cookery

Unit-IV

Fruits and Vegetables Cookery

- 1 Classification of Fruits and vegetables
- 2 Color pigments in Fruits and vegetables
- 3 Effect of heat, acid and alkali on fruits and vegetable
- 4 Changes during cooking and storage

References:

1. B. Shreelakshmi :“Food Science” (second edition). New Age international, New Delhi.
2. Swaminathan : “Text book of Food Science”, Vol-1, BAPPCO, Bangalore
3. Devendrakumar Bhatt & Priyanka Tomar : An introduction to Food Science. Technology & Quality Management, Kalyani Publishers.
4. Sumati R. Mudambi : Fundamentals of Food & Nutrition wiley Eastern Ltd., New Delhi.
5. Philips T E. Modern Cooking for teaching and trade, Volit orient longman, Bombay

Scheme of Internal Practical Evaluation

10 Marks

1. Product preparation by Germinated pulses/milled pulses/nuts and oil seeds/green leafy vegetable/roots and tuber/fruits

6

Marks

2. Submission of Record book

4 Marks

Diploma: Catering and Hospitality Management

Part- I, Semester II - Paper – 203

Food Production- II

Work Load- 4

Total Marks –50

Theory – 4 Lectures / Week

Objective: To enable student

1. To acquire knowledge of food production
2. To know the principle of food production

Unit-I Stocks

- 1 Definition & uses of stocks
- 2 Classification
- 3 Rules of stock making table
- 4 Recipes of 1 liter of various stocks (White, brown, fish and vegetable)
- 5 Glazes & Aspic
- 6 Storage Care

Unit-II Sauces

- 1 Classification & uses of sauces
- 2 Composition
- 3 Thickening agents
- 4 Recipes of mother sauces.
- 5 Finishing of sauces (reducing, straining, deglazing, enriching and seasoning)
- 6 Precautions & rectification, handling & storage
- 7 Derivatives (five each)
- 8 Pan gravies
- 9 Flavored butters

Unit-III Soups

- 1 Aim of soup making
- 2 Classification of soups Cream, Puree, Veloute, Chowder, Consommé, National soups

Unit-IV A Basic Masalas & Gravies used in Indian Cooking

- 1 Blending of spices and concept of masala
- 2 Composition of different masala used in Indian Cooking (wet & dry)
- 3 Proprietary masala blends
- 4 Preparation of different masalas- Basic Garam Masala, Madras Curry Powder, Sambar Masala, Chat Masala, Goda Masala, Kolhapuri Masala, Vindaloo Masala
- 5 Popular Gravies used in Indian Cooking -White, Brown, Tomato, Green, Moghlai

Unit-IV B Accompaniments & Garnishes

1. Importance & Characteristics
2. Difference between Accompaniments & Garnishes

Reference Books

1. Practical Cookery -Victor Ceserani& Ronald Kinton,ELBS
2. Theory of Catering- Victor Ceserani& Ronald Kinton,ELBS
3. Theory of Catering-Mrs. K. Arora, Franck Brothers
4. Modern Cookery for Teaching & Trade Vol I - MsThangam Philip, Onent Longman.
5. The Professional Chef (4th Edition)-Le Rol A.Polsom
6. The book of Ingredients- Jane Grigson
7. Success in Principles of catering Michael Colleer& Colin Saussarns

Diploma: Catering and Hospitality Management
Part- I, Semester II - Paper – 204
Food and Beverage Service- II

Work Load- 6

Total Marks –50

Theory – 4 Lectures/Week

Theory -

50 Marks Practical – 2Lectures/Week/Batch

Objective

To enable student To develop skill in food and beverage service.

Unit-I

Types of Meals

1. Breakfast Introduction, Types, ServiceMethods,
2. Brunch
3. Lunch
4. Hi Tea
5. Dinner
6. Supper

Unit-II

Menu knowledge

1. Introduction
2. Types -Ala Carte & TableD’hote
3. Menu Planning, considerations andconstraints
4. Menu Terms. Classical French Menu..
5. Classical Foods & its Accompaniments withCover.

Unit-III

Non-alcoholicBeverages

1. Stimulating Tea, Coffee,Cocoa
2. Nourishing Healthdrinks
3. Refreshing Juices, Squashes, Crushes,Syrup
4. Mineral water & carbonateddrinks
5. Classification Chart Alcoholic &Non alcoholicdrinks

Unit-IV A

Cigars &Cigarettes

1. Theory Introduction to Cigars andCigarettes
2. Brands & codes
3. ServiceProcedures

Unit-IV B

ControlMethods

1. Necessity and functions of a controlsystem,
2. Billing Methods -Duplicate & Triplicate System, KOTs & BOTs,
Computerized KOTs (Kitchen Order Ticket, Beverage OrderTicket)
3. Flow chart ofKOT.
4. Presentation ofbill.

Reference Books:

1. Food & Beverage Service –Lillicrap&Cousins
2. Modern Restaurant Service -JohnFuller
3. Food & Beverage Service Training Manual Sudhir Andrews, Tata McGrawHill
4. The Restaurant (from Concept to Operation)-Lipinski
5. Bar and Beverage Book -C. Katsigris, MaryPorter

Diploma: Catering and Hospitality Management

Part- I, Semester II - Paper – 205

House Keeping Operation- I

Work Load – 4
Theory – 4 Lectures / Week

Total Marks – 50

Objective: To enable student to Develop Skill In House Keeping

Unit-I Introduction To Housekeeping

1. Importance & functions of housekeeping
2. Layout of housekeeping department
3. Co-ordination with other department- front office, kitchen, F & B and other department

Unit-II Organization of Housekeeping Department

1. Hierarchy in large, medium and small hotels
2. Attributes of staffs
3. Job description and job specification

Unit-III Guest rooms

1. Types of guest room
2. Amenities & facilities for standard and VIP guestrooms

Unit-IV A Cleaning Agents And Equipments

1. Classification, use, care and storage of cleaning agent
2. Classification, use, care and storage of cleaning equipments
3. Selection and purchase criteria

Unit-IV B key control

1. Computerized keys
2. Manual keys
3. Key control procedures

Reference Books:

1. Housekeeping Training Manual Sudhir Andrews
2. Hotel, Hostel & Hospital Housekeeping Brenson & Lanox.

Diploma: Catering and Hospitality Management
Part – I, Semester II - Paper – 206
Laboratory work (Food Production-II)

Work Load – 6 Total Marks – 50 Practical – 4 Lectures/Week/Batch Practicals

Minimum 24 individual practical's be accomplished consisting of

1. 50 % Continental menus

- | | |
|----------------------------------|----------------------------|
| 1) Scrambled Egg. | 6) Falafel |
| 2) Soya Toast | 7) Salman Bruscheta |
| 3) Buttermilk Pancakes | 8) Pasta |
| 4) Cinnamon Raisian French Toast | 9) Manakish |
| 5) Kheema toast | 10) Grilled eggplant Salad |

2. 30% Indian Menus

- 1) Punjabi cuisine/South Indian/North Indian
- 2) Tawa Sabji-Indian Cuisine
- 3) All Types of Rice
- 4) Chapati / Roti/Paratha
- 5) Dal- 5 Types of dal

3. 20 % Break Fast Menus.

- 1) Maharashtra Breakfast
- 2) South Indian Breakfast
- 3) Continental Breakfast

Visit to a Star Hotel (Kitchen Department)

Reference Books

1. Practical Cookery - Victor Ceserani & Ronald Kinton, ELBS
2. Theory of Catering- Victor Ceserani & Ronald Kinton, ELBS
3. Theory of Catering- Mrs. K. Arora, Franck Brothers
4. Modern Cookery for Teaching & Trade Vol I - Ms Thangam Philip, Orient Longman.
5. The Professional Chef (4th Edition)- Le Rol A. Polson
6. The book of Ingredients- Jane Grigson
7. Success in Principles of catering Michael Colleer & Colin Saussarns

Scheme of Practical Evaluation: Internal Practical Evaluation

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

Diploma: Catering and Hospitality Management
Part - I Semester II - Paper – 207
Laboratory work (Food and Beverage III)

Work Load - 6 Total Marks – 50 Practical – 4 Lectures/Week/Batch

Practicals:

1. Breakfast Table Lay up & Service (Indian, American, English, Continental) Table D'Hotel & A la Carte Cover
2. Receiving the guests
3. Sequence of Service
4. Silver Service (Hors d'oeuvre - (Classical and Hors d'oeuvres) varies to Coffee)
5. Crumbing, Clearing, Presenting the bill
6. Side board Organization
7. Taking an Order - Food & Making a KOT
8. Writing a Menu in French & its Equivalent in
9. English Revision of practical's from the first semester.
10. Points to be remembered while setting a cover and during service
11. Visit to beverage section of Hotel

Reference Books:

1. Food & Beverage Service – Lillicrap & Cousins
2. Modern Restaurant Service - John Fuller
3. Food & Beverage Service Training Manual Sudhir Andrews, Tata McGraw Hill
4. The Restaurant (from Concept to Operation) - Lipinski
5. Bar and Beverage Book - C. Katsigris, Mary Porter

Scheme of practical evaluation : Internal practical evaluation

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

Diploma: Catering and Hospitality Management
Part-I, Semester II - Paper – 208
Laboratory work (Housekeeping Operation I)

Work Load - 6 Total Marks – 50 Practical – 4 Lectures/Week/Batch

Practicals:

1. Introduction to the Housekeeping department
2. Introduction to Cleaning Equipments
3. Introduction to Cleaning Agents
4. Introduction to Guest Room and supplies & placement
5. Sweeping and Mopping -dry, wet.
6. Polishing of Laminated surfaces.
7. Polishing of Brass Articles.
8. Polishing of Copper articles.
9. Cleaning of Glass surfaces. Cleaning of oil painted surfaces.
10. Cleaning of plastic painted surfaces.
11. Vacuum Cleaning
12. Bed making
13. Cleaning of different floor finishes, & use of floor scrubbing machine
14. Visit to types of accommodation of hotel

Reference Books:

1. Housekeeping Training Manual by Sudhir Andrews
2. Hotel, Hostel & Hospital Housekeeping by Brenson & Lanox
3. Hotel Industry in India by Anand M. M.
4. Modern Restaurant Service –John Fuller
5. The Restaurant (from Concept to Operation)-Lipinski

Scheme of practical evaluation: Internal practical evaluation

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

Note: Subjects for project work.

Sem.I : 1) Industrial visit to 5 star hotels
2) Industrial visit to Sula wines

Sem. II : 3) Visit to cheese factory
4) Visit to classic utensil shop
5) Visit to vegetable and fruit market.

Shivaji University, Kolhapur



“A” Re accredited by NAAC
(2014) With CGPA 3.16

**Faculty of Interdisciplinary Studies
Structure, Scheme and Syllabus for
Bachelor of Vocation (B. Voc.)
Diploma in Medical
Laboratory Technology**

Part I- Sem. I & II

(Subject to the modifications that will be made from time to time)
Syllabus to be implemented from, 2020-2021 onwards.

**STRUCTURE AND SYLLABUS OF
DIPLOMA IN MEDICAL LABORATORY
TECHNOLOGY**

TITLE : Diploma in Medical Laboratory
Technology (DMLT)
Syllabus (Semester Pattern)

YEAR OF IMPLEMENTATION: Syllabus will be implemented from 2020-2021

DURATION : Diploma in Medical Laboratory Technology (DMLT)
Part I and II (TwoYears)
Certificate course in medical laboratory technology (Part I
Sem I- 6 Months)
Diploma in Medical Laboratory Technology
(DMLT) (part I Sem II- One Year)

PATTERN OF EXAMINATION : Semester Pattern

- **Theory Examination** - At the end of semester as per Shivaji University Rules
- **Practical Examination** -
 - i) In the 1st and 3rd semester of DMLT there will be internal assessment of practical record, related report submission and project reports at the end of semester
 - ii) In the second semester of DMLT there will be internal practical examination at the end of semester.
 - iii) In the 2th and 4th semester of DMLT there will be external practical examination at the end of semester

MEDIUM OF INSTRUCTION : English.

STRUCTURE OF COURSE : DMLT Part – I and II.
Two Semester Per Year, One General Papers per year / semester Four Papers per Year/ Semester
Two Practical papers per Year / Semester.

SCHEME OF EXAMINATION :

A) THEORY-

- The theory examination shall be at the end of the each semester.
- All the general theory papers shall carry 40 marks and vocational theory papers shall carry 50 marks.
- Evaluation of the performance of the students in theory shall be on the basis of semester examination as mentioned above.
- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.
- **Nature of question paper for Theory examination:** Excluding Spoken English and Communication

Q. No. 1: Multiple choice questions (ten questions)

Q. No. 2: Long answer type questions (any two out of four)

Q. No. 3: Short Notes (any four out of six)

B) PRACTICALS:

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

Standard of Passing:

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

Eligibility Criteria:

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

Structure of the Course

Diploma– I (Diploma) Semester – I

Sr. No	Paper No.	Title	Theory /Practical/Project	Marks (Total)	Distribution of Marks Theory Practical	
General Education Component :						
1	101	Business Communication- I	Theory /Practical	50	40	10
2	102	Basic of Medical Laboratory Technology	Theory/Practical	50	40	10
Skill Component:						
3	103	Biochemistry	Theory	50	50	--
4	104	Human Anatomy and Physiology	Theory	50	50	--
5	105	Hematology	Theory	50	50	--
6	106	Laboratory Work : Biochemistry	Practical	50	--	50
7	107	Laboratory Work: Human Anatomy and Physiology	Practical	50	--	50
8	108	Laboratory Work : Hematology	Practical	50	--	50
9	109	Project	-	50	--	50

Diploma- I (Diploma) Semester – II

Sr. No.	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	201	Business Communication- II	Theory /Practical	50	40	10
2	202	Blood Banking and Services	Theory /Practical	50	40	10
Skill Component:						
3	203	Microbiology	Theory	50	50	--
4	204	Histotechnology	Theory	50	50	--
5	205	Parasitology	Theory	50	50	--
6	206	Laboratory Work : Microbiology	Practical	50	--	50
7	207	Laboratory Work: Histotechnology	Practical	50	--	50
8	208	Laboratory Work: Parasitology	Practical	50	--	50
9	209	Industrial Visit/Study Tour	-	50	--	50

Scheme of Teaching : Diploma– Part I (Diploma) Semester – I

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	101	Business Communication- I	4	2	6
2	102	Basic of Medical Laboratory Technology	4	2	6
3	103	Biochemistry	4	-	4
4	104	Human Anatomy and Physiology	4	-	4
5	105	Hematology	4	-	4
6	106	Laboratory Work : Biochemistry	-	4	4
7	107	Laboratory Work: Human Anatomy and Physiology	-	4	4
8	108	Laboratory Work : Hematology	-	4	4
9	109	Project	-	-	-
			20	16	36

Scheme of Teaching : Diploma– Part I (Diploma) Semester – II

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	201	Business Communication- II	4	2	6
2	202	Blood Banking and Services	4	2	6
3	203	Microbiology	4	-	4
4	204	Histotechnology	4	-	4
5	205	Parasitology	4	-	4
6	206	Laboratory Work : Microbiology	-	4	4
7	207	Laboratory Work: Histotechnology	-	4	4
8	208	Laboratory Work: Parasitology	-	4	4
9	209	Industrial Visit/Study Tour	-	-	-
		Total-	20	16	36

Diploma– I (Diploma) Semester – III

Sr. No	Paper No.	Title	Theory /Practical/Project	Marks (Total)	Distribution of Marks Theory Practical	
General Education Component :						
1	301	Computer Fundamentals	Theory /Practical	50	40	10
2	302	Soft Skills & Personality Development	Theory/Practical	50	40	10
3	303	Clinical Biochemistry	Theory	50	50	--
4	304	Pathology	Theory	50	50	--
5	305	Immunology	Theory	50	50	--
6	306	Laboratory Work : Clinical Biochemistry	Practical	50	--	50
7	307	Laboratory Work: Pathology	Practical	50	--	50
8	308	Laboratory Work : Immunology	Practical	50	--	50
9	309	Project	-	50	--	50

Diploma– I (Diploma) Semester –IV

Sr. No.	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks	
					Theory	Practical
General Education Component :						
1	401	Customer Relationship Management	Theory /Practical	50	40	10
2	402	Environmental Studies	Theory /Practical	50	40	10
Skill Component:						
3	403	Laboratory Management and quality control	Theory	50	50	--
4	404	Clinical Mycology and Virology	Theory	50	50	--
5	405	General Pharmacology and Statistics	Theory	50	50	--
6	406	Laboratory Work : Laboratory Management and quality control	Practical	50	--	50
7	407	Laboratory Work: Clinical Mycology and Virology	Practical	50	--	50
8	408	Laboratory Work: General Pharmacology and Statistics	Practical	50	--	50
9	409	Industrial Visit/Study Tour	-	50	--	50

Scheme of Teaching : Diploma– Part I (Diploma) Semester – III

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	301	Computer Fundamentals	4	2	6
2	302	Soft Skills & Personality Development	4	2	6
3	303	Clinical Biochemistry	4	-	4
4	304	Pathology	4	-	4
5	305	Immunology	4	-	4
6	306	Laboratory Work : Clinical Biochemistry	-	4	4
7	307	Laboratory Work: Pathology	-	4	4
8	308	Laboratory Work : Immunology	-	4	4
9	309	Project	-	-	-
			20	16	36

Scheme of Teaching : Diploma– Part I (Diploma) Semester – II

Sr. No.	Paper No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	401	Customer Relationship Management	4	2	6
2	402	Environmental Studies	4	2	6
3	403	Laboratory Management and quality control	4	-	4
4	404	Clinical Mycology and Virology	4	-	4
5	405	General Pharmacology and Statistics	4	-	4
6	406	Laboratory Work : Laboratory Management and quality control	-	4	4
7	407	Laboratory Work: Clinical Mycology and Virology	-	4	4
8	408	Laboratory Work: General Pharmacology and Statistics	-	4	4
9	409	Industrial Visit/Study Tour	-	-	-
		Total-	20	16	36

Eligibility for Faculty

M.Sc./M. L.T. with NET / SET/Ph.D.
M. A (English) with NET/SET for English

Eligibility for Laboratory Assistant:

Staffing Pattern

Laboratory Assistant

B.Sc./DMLT/MLT

In 1st Year of DMLT - 1 Full Time and 1 Part Time
Lecturer and 1 CHB Lecturer for English

For 1st Year of DMLT Part-time

CREDIT SYSTEM

FOR Diploma– Medical Laboratory Technoogy

Credit system:

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

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

Course credits assignment:

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

- a. One credit would mean equivalent to 15 periods for lectures, practicals/workshop.
- b. For internship/ field work, the credit weightage for equivalent hours shall be equal of that for lecture / practical.

The credits for each of the year of Diploma Course will be as follows:

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

Subject wise credit assignment for Diploma– Part I (Diploma) Semester – I

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	101	Business Communication- II	Theory /Practical	50	40	10	3	2
2	102	Basic of Medical Laboratory Technology	Theory /Practical	50	40	10	3	2
3	103	Biochemistry	Theory	50	50	--	3	--
4	104	Human Anatomy and Physiology	Theory	50	50	--	3	--
5	105	Hematology	Theory	50	50	--	3	--
6	106	Laboratory Work : Biochemistry	Practical	50	--	50	--	3
7	107	Laboratory Work: Human Anatomy and Physiology	Practical	50	--	50	--	3
8	108	Laboratory Work : Hematology	Practical	50	--	50	--	3
9	109	Project	--	50	--	50	--	2

Subject wise credit assignment for Diploma– Part I (Diploma) Semester – II

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	201	Business Communication-II	Theory /Practical	50	40	10	3	2
2	202	Blood Banking and Services	Theory /Practical	50	40	10	3	2
3	203	Microbiology	Theory	50	50	--	3	--
4	204	Histotechnology	Theory	50	50	--	3	--
5	205	Parasitology	Theory	50	50	--	3	--
6	206	Laboratory Work : Microbiology	Practical	50	--	50	--	3
7	207	Laboratory Work: Histotechnology	Practical	50	--	50	--	3
8	208	Laboratory Work: Parasitology	Practical	50	--	50	--	3
9	209	Industrial Visit/Study Tour	- -	50	--	50	--	2

**For Project/Industrial visit /study tour /internship, the workload includes self-study outside of class hours i.e.4 lectures per week.*

Subject wise credit assignment for Diploma– Part II (Diploma) Semester – III

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	301	Computer Fundamentals	Theory /Practical	50	40	10	3	2
2	302	Soft Skills & Personality Development	Theory /Practical	50	40	10	3	2
3	303	Clinical Biochemistry	Theory	50	50	--	3	--
4	304	Pathology	Theory	50	50	--	3	--
5	305	Immunology	Theory	50	50	--	3	--
6	306	Laboratory Work : Clinical Biochemistry	Practical	50	--	50	--	3
7	307	Laboratory Work: Pathology	Practical	50	--	50	--	3
8	308	Laboratory Work : Immunology	Practical	50	--	50	--	3
9	309	Project	- -	50	--	50	--	2

Subject wise credit assignment for Diploma– Part II (Diploma) Semester – IV

Sr No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	401	Customer Relationship Management	Theory /Practical	50	40	10	3	2
2	402	Environmental Studies	Theory /Practical	50	40	10	3	2
3	403	Laboratory Management and quality control	Theory	50	50	--	3	--
4	404	Clinical Mycology and Virology	Theory	50	50	--	3	--
5	405	General Pharmacology and Statistics	Theory	50	50	--	3	--
6	406	Laboratory Work : Laboratory Management and quality control	Practical	50	--	50	--	3
7	407	Laboratory Work: Clinical Mycology and Virology	Practical	50	--	50	--	3
8	408	Laboratory Work: General Pharmacology and Statistics	Practical	50	--	50	--	3
9	409	Industrial Visit/Study Tour	- -	50	--	50	--	2

Evaluation system:

Standard of passing

The maximum credits for Diploma in Diploma in Medical Laboratory Technology semester course (of four semesters) will be $30 \times 4 = 120$ credits.

To pass in each paper students are required to obtain 4 grade points in each paper, it means 18 to 20 Marks for 50 Marks Theory / Practical papers, 14.08 to 16 for 40 Marks Theory papers and 04 marks for 10 Marks Practical papers.

1. Assessment of Project / Industrial visit /study tour /Internship Report

- i) The Project/Industrial visit/study tour/Internship report must be submitted

by the prescribed date usually two weeks before the end of academic session of the semester.

ii) It is desirable that the topics for Project/Industrial visit/study tour/Internship report shall be assigned by the end of previous semester.

iii) The Project/Industrial visit/study tour/Internship report and its presentation shall be evaluated by the coordinator of the course and concerned faculty.

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

• Table –I: for 50 Marks Theory or Practical

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0	50	0.0 to 2.5	D	Unsatisfactory
1	50	2.6 to 5.0		
1.5	50	5.1 to 7.5		
2	50	7.6 to 10.0		
2.5	50	10.1 to 12.5		
3	50	12.6 to 15.0		
3.5	50	15.1 to 17.5		
4	50	17.6 to 20.0		
4.5	50	20.1 to 22.5	C	Fair
5	50	22.6 to 25.0	B	Satisfactory
5.5	50	25.1 to 27.5		
6	50	27.6 to 30.0	B+	Good
6.5	50	30.1 to 32.5		
7	50	32.6 to 35.0	A	Very Good
7.5	50	35.1 to 37.5		
8	50	37.6 to 40.0	+	Excellent
8.5	50	40.1 to 42.5	A	
9	50	42.6 to 45.0	O	
9.5	50	45.1 to 47.5		
10	50	47.6 to 50.0		Outstanding

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

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

Calculation of SGPA and CGPA-

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

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

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

SGPA and CGPA Table

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

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

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology

English Compulsory Semester-I

Paper 101

Business Communication- I

Work Load - 6 Lectures / Week, 1 Lecture = 60 minutes

Total Marks – 50

Theory – 4 Lectures / Week

Theory - 40 Marks

Practical – 2 Lectures/Week/Batch of 20 student

Practical – 10 Marks

Units Prescribed for Theory:

Unit 1: Use of English in Business Environment

- 1 Business Vocabulary: Vocabulary for banking, marketing and for maintaining public relations
- 2 What is a sentence?
- 3 Elements of a sentence
- 4 Types of sentence: Simple, compound, complex

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

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

Unit 3: Presenting Information/Data

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

Unit 4: Interview Technique

- 1 Dos and don'ts of an interview
- 2 Preparing for an interview
- 3 Presenting documents
- 4 Language used in an interview

Practical: Based on the theory units

10 Marks.

Reference Books:

1. Sethi, Anjanee & Bhavana Adhikari. *Business Communication*. New Delhi: Tata McGraw Hill

2. Tickoo, Champa& Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
3. Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student Aid Publication, 2008.
4. Herekar, Praksh. *Business Communication*. Pune: Mehta Publications, 2007.
5. Herekar, Praksh. *Principals of Business Communication*. Pune: Mehta Publications, 2003.
6. Rai, Urmila& S. M. Rai. *Business Communication*. Himalaya Publishing House, 2007.
7. Pradhan, N. S. *Business Communication*. Mumbai: Himalaya Publishing House, 2005.
8. Pardeshi, P. C. *Managerial Communication*. Pune: Nirali Prakashan, 2008.

**Pattern of Question Paper
Diploma Part-I Semester I,
Business Communication-I
Paper: 101**

Time: 2 hours

Total Marks: 40

- | | | |
|------|--|----------------|
| Q. 1 | Do as directed. Question items on Unit 1 to be asked. | 10 |
| | (10 out 12) | |
| Q. 2 | Write a letter of application. | 10 |
| | OR | |
| | Draft a CV/ Resume for a particular post. | |
| Q. 3 | Present a given information or data using a table/ chart/ pie diagram, etc | 10 |
| | (Any one diagram to be drawn.) | |
| Q. 4 | Fill in the blanks in the given interview. | 10 |
| | Practical Evaluation: | 10Marks |
| | Oral and Presentation based on the units prescribed. | |

SHIVAJI UNIVERSITY, KOLHAPUR

Diploma in Medical Laboratory Technology Part-I Semester-I

Paper-102: Basics of medical Laboratory Technology

Work Load - 6 Lectures / Week, 1 Lecture = 60 minutes	Total Marks – 50
Theory – 4 Lectures / Week Marks	Theory - 40
Practical – 2 Lectures/Week/Batch of 20 student Marks	Practical – 10

Unit I: Introduction to Clinical laboratory and management

1. Introduction of the clinical laboratory, components & department of clinical Laboratory. 2. Basic principles of laboratories:
2. Laboratory quality control. Collection and handling of specimens. Laboratory safety & biohazards: Safety manuals of a clinical laboratory, Management of physical, chemical & biological hazards of clinical laboratory.
3. Maintenance of cleanliness of the laboratory: maintenance of cleanliness, Personal Health and hygiene, cleaning of laboratory glassware, cleaning pipette.
4. Proper clinical waste disposal. Components, uses and management of First Aid Box in the laboratory

Unit II: Training of technician, Sterilization & disinfection

1. Scope of medical laboratory technology, Role of technician in clinical laboratory, basic ethics of laboratory technician. Training of clinical laboratory technicians.
2. Sterilization & disinfection: Introduction of sterilization & disinfection. Differences between sterilization & disinfection, different methods and procedure of sterilization. Different disinfectants & their procedure of disinfection.
3. Procedure for sterilization of glassware's, infected materials, plastic materials, culture media & solutions.
4. Process of sterilization in autoclave & hot air oven.
5. Concept of septic & aseptic conditions.

Unit III: Common Laboratory Equipment's

1. Incubator, Hot Air Oven, Water Bath, Centrifuge, Autoclave, Spectrophotometer, Balance.
2. Microscope – Fundamentals of Microscopy, Resolution & Magnification Light Microscopy,
3. Glassware – Description of Glassware, its use, handling and care,
4. Colorimeter,
5. Blood cell counter.

Unit IV: Manual Vs Automation in Clinical Laboratory

1. Types of analyzers - Semi-auto analyzer, Batch analyzer, Random Access autoanalyzers.
2. Steps in the automated systems
3. Responsibilities of a technician in the maintenance of the analyzers.

Practicals:

1. Laboratory management – Sample Collection, Labeling,
2. Transport, Screening, Reporting and Dispatch of Reports.
3. Principles and uses of various laboratory equipment's
4. Cleaning of laboratory glasswares.
5. Washing of hands using seven step rules.
6. Preparation of First Aid Box.
7. Sterilization of glasswares using hot air oven.
8. Sterilization of materials using autoclave.
9. Preparation of 70% ethanol.

Reference Book:

1. Maithi, Text book of medical laboratory Technology.
2. V.H Talib, A hand book of Medical laboratory Technology, CBS Publishers & distributors, New Delhi.
3. Fichbach, 2005 Manual of Lab and Diagnostic Tests, Lippincott Williams Wilkins, New York.
4. Gradwohls, 2000 Clinical Laboratory Methods and Diagnosis (Ed) Ales C. Sonn Enwirth and Leonard Jarret, M.D.B.O, New York.
5. J. Ochei and Kolhatka, 2002 Medical Laboratory Science Theory And Practice, Tata McGraw Hill, New Delhi.
6. Kanai L. Mukharjee, 2007 Medical Laboratory Technology Vol. 1 Tata McGraw Hill

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-III
Semester-I
Paper-103: Biochemistry

Work Load - 6

Total Marks – 50

Theory – 6 Lectures / Week

Unit I: Introduction of basic Biomolecules

1. Carbohydrates: Classification, Glucose and Glycogen Metabolism
2. Proteins: Classification of proteins and functions
3. Lipids: Classification of lipids and functions

Unit II: Enzymes and Vitamins

1. Enzymes Definition, Nomenclature, Classification, Factors affecting enzyme activity, Active site, Coenzyme, Enzyme Inhibition, Units of enzyme, Isoenzymes, Enzyme pattern in diseases.
2. Vitamins & Minerals: Fat soluble vitamins(A,D,E,K) – Water soluble vitamins – B-complex vitamins- principal elements(Calcium, Phosphorus, Magnesium, Sodium, Potassium, Chlorine and sulphur)- Trace elements – Calorific value of foods – Basal metabolic rate(BMR) – respiratory quotient(RQ) Specific dynamic action(SDA) – Balanced diet – Marasmus – Kwashiorkor

Unit III: Nucleic acid and Hormones

1. Nucleic acid- DNA, RNA Structure, Gene coding, Transcription & Translation Genetic Disorders
2. Hormones : Types and biochemical functions.

Unit IV: Minerals electrolyte

1. Minerals and Electrolytes: Na, K, Cl, Ca, Mg, I₂, P, Fe and iron binding capacity
2. Acid-Base Balance: Regulation of blood pH, renal, respiratory and buffer system, importance of arterial blood gases.

Reference Books:

1. Teitz, *Clinical Chemistry*. W.B. Saunders Company Harcourt (India) Private Limited New Delhi.
2. Vasudevan D. & Sree Kumari S., *Text Book of Bio Chemistry for Medical Students*, Jaypee Brothers, New Delhi.
3. Biochemistry, U. Satyanarayan, Books and Allied (P) Ltd. Kolkata-India
4. Das Debajyothi, *Biochemistry*, Academic Publishers Calcutta.
5. Text book of Medical Laboratory Technology, P.B. Godkar 2nd Edn. 2003 Bhalani Publication.
6. Handbook of Biochemistry, M. A. Siddique 8th Edn.1993 Vijay Bhagat Scientific Book Co., Patna.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-I
Paper-104: Human Anatomy and Physiology

Work Load - 6

Total Marks – 50

Theory – 6 Lectures / Week

Unit I: Introduction to anatomy and cardiovascular System

1. **Introduction to anatomy:** Scope of Anatomy and Physiology – Definitions and Terms in Anatomy and Physiology structure and function of human cell – Elementary tissues of human body.
2. **Cardio Vascular System:** Brief account on composition blood – function of blood elements – blood group and Rh typing, Coagulation of blood. Structure and functions of various parts of the heart & its function & Blood pressure.

Unit II: Respiratory and Digestive system

1. **Respiratory System:** Structure & function of lungs, Physiology of breathing, Lung volume & capacity.
2. **Digestive System:** Name and various parts of digestive system Liver, Spleen, gall bladder, Pancreas, Buccal Cavity, tongue, tonsil, Pharynx, Oesophagus, Stomach, intestine etc. – Physiology of digestion and absorption.

Unit III: urinary and Reproductive System

1. **Urinary System:** Structure and function of kidneys, its role in urine formation, ureter, urinary bladder, Mechanism of Micturition.
2. **Reproductive System:** Anatomy & Physiology of Male & Female reproductive system, menstrual cycle, Contraceptives.

Unit IV: Nervous and Endocrine system

1. **Nervous System:** Elementary knowledge of structure – functions of nervous system – Brain, Spinal Cord & Nerves.
2. **Endocrine System:** Endocrine glands their hormones and functions – Thyroid, Parathyroid, suprarenal, Pituitary and Thymus.

Reference Book:

1. Solon on E.A. (2008) Introduction to Human Anatomy and Physiology 3rd Ed. Saunders: St Louis.
2. Chaurasia, B.D. & Garg, K., (2012) Human Anatomy Regional and Applied CBS Publications: New Delhi
3. T.S. Ranganathan – A text book of Human Anatomy
4. Fattana, Human anatomy (Description and applied) Saunder's & C. P. Prism Publishers, Bangalore – 1991
5. W. F. Ganong - Review of Medical Physiology Human Physiology (Vol. I, IV) C.C. Chatterjee 1992. 11th Edn. Medical Allied Agencies, Calcutta.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-I
Paper-105: Hematology

Work Load - 6

Total Marks – 50

Theory – 6 Lectures / Week

Unit I: Composition of Blood

1. Introduction - Composition of blood, its formation and functions.
2. Collection of blood - Different routes, difference between capillary and venous sample.
3. Anticoagulants - Different types, method of preparation and uses.

Unit II: Erythrocytes

1. Haemoglobin - Normal and abnormal values and Physiological variations; Estimation by (a) Colorimetric Method, (b) Sahli's Method, and (c) Specific Gravity Method. Clinical importance.
2. Red Blood Cells : Total Count - Normal, abnormal values, and Physiological variations, Haemocytometer - method and calculation; Anemia – Classification, Sickle cell anemia – Sickling test, Haematocrit – Normal and abnormal values,
3. Red Cell indices – MCV, MCH & MCHC & its Importance

Unit III: leucocytes

1. White Blood Cells: Differential Count :- Normal, abnormal values and physiological variation; Preparation of peripheral blood smear, Staining by different methods, Methods of Examinations and reporting;
2. Total White Blood Cell Count : Normal and abnormal values
3. Haemocytometer: method and calculation.

Unit IV: Reticulocytes and Coagulation Mechanism

1. Reticulocytes : Methods, Normal values and significance.
2. Haemostasis and Coagulation Mechanism- Coagulation Factors, Coagulation Test
–
(a) Bleeding time, (b) Clotting time, (c) Whole Blood Coagulation time, (d)
(b) Tourniquet test, (e) Clot retraction test (f) Prothrombin time (PT).

Reference Book:

1. Roitt's Essential Immunology by Ivan Roitt & Peter J Delves, Oxford, Blackwell science publication London. 10e.

2. Elgert: Immunology understanding the immune system, John Willy & Sons, Inc. Publication, New York 1996.
3. Abbas et al. Cellular & Molecular Immunology (3rd Ed.) W.B. Saunders Company, 2000.
4. Kuby Immunology 4 Ed.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-I

Paper- 106: Laboratory work - Biochemistry

No. of Lecture: 04 Lecture/ week

Total Marks: 50

Objectives of practical:

- (1) Demonstration of Kidney function test. Gastric function test & liver function test.
- (2) Demonstration of Enzyme Analysis -Acid and Alkaline phosphates, SGOT/SGPT. Lactic dehydrogenase, CPK.
- (3) Lipid profile.
- (4) Estimation of Blood/ serum-Glucose, G.T.T. Urea, creatinine, uric Acid, Cholesterol. BillRubin.protin & A/G Ratio, Glycosylated Hb.
- (5) Demostration of semi automated, Fully automated Biochemical Analyzers.
- (6) Demonstration/ Exposure to Radioimmuno assay laboratory.
- (7) Visit to Laboratory

References:

1. Evangelin Jones, Manual of Practical Medical Biochemistry.
2. Wolters Kluwer, South Asian Edition of Clinical Chemistry, Principles, Techniques and Correctionaltions.
3. Willey, Basic Technique in Medical Biochemistry and Molecular Biology.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-I

Paper- 107 Laboratory work – Human Anatomy and Physiology

No. of Lecture: 04 Lecture/ week

Total Marks: 50

Objectives of practical:

4. Demonstration of parts of body and land marks on the surface.
5. The skeletal system
6. Identification of models like those of Brain, Heart, embryology, Kidney.
7. The microscope, its usage, cleaning & maintenance
8. Identification of blood cells under Microscope. RBC, various types of WBC, pallets, Reticulocytes
9. Preparation of anti- coagulants
10. Demonstration of blood pressure recording and pulse
11. Ruling area of Neubaur chamber

References:

1. S.R. Kale and R. R. Kale, Practical human anatomy and physiology
2. BD Chaurasis Human Anatomy: Regional and applied Dissection and clinical.
3. Everest publications- A practical Book on Human Anatomy and Physiology
4. V. D. Sharma and S. K. Panday, Human Anatomy and Physiology, Practical Note book.

SHIVAJI UNIVERSITY, KOLHAPUR

Diploma in Medical Laboratory Technology Part-I Semester-I

Paper- 108: Laboratory work – Hematology

No. of Lecture: 04 Lecture/ week

Total Marks: 50

Objectives of practical:

1. Collection of blood samples
2. Estimation of hemoglobin percentage
3. Determination of RBC
4. Determination of WBC
5. Differential leucocytes count
6. ESR
7. Demonstration of PCV
8. Determination of bleeding time and clotting time

References:

1. K Sri Nageswari and A. Kthari, Practical Manual of Haematology, Jaypee.
2. Dr. B. K. Prasad, Practical Physiology and Hematology.
3. R. P. Jayaswal, Hematology Manual
4. Dr. Tejinder Singh, Text and Practical Hematology.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-I

Paper- 109: Project or Visit to Clinical Laboratory

No. of Lecture: 04 Lecture/ week

Total Marks: 50

1. Visit to pathological Laboratory
2. Introduction to different laboratory instruments, its structure and function.
3. Collection of data regarding patient's blood investigations.
4. Observation of laboratory procedures.

References:

1. Nanda Maheshwari, Clinical Pathology Hematology and Blood banking
2. R. P. Jayaswal, Basics of Medical Laboratory Science
3. P. Deshmukh, Principle of Good Laboratory Practice
4. Drew Provan, Oxford handbook of Clinical and Laboratory Investigation.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-II
Paper 201: Business Communication-II

Work Load - 6

Theory – 4 Lectures / Week

Practical – 2 Lectures/Week/Batch

Total Marks – 50

Theory - 40 Marks

Practical – 10
Marks

Units Prescribed for Theory:

Unit I Group Discussion

- 1 Preparing for a Group Discussion
- 2 Initiating a Discussion
- 3 Eliciting Opinions, Views, etc.
- 4 Expressing Agreement/ Disagreement
- 5 Making Suggestions; Accepting and Declining Suggestions Summing up.

Unit II Business Correspondence

- 1 Writing, Memos, e-mails, complaints, inquiries, etc.
- 2 Inviting Quotations
- 3 Placing Orders, Tenders, etc.

Unit III English for Negotiation

- 1 Business Negotiations

Unit IV English for Marketing

- 1 Describing/ Explaining a Product/ Service
- 2 Promotion of a Product
- 3 Dealing/ bargaining with Customers
- 4 Marketing a Product/ Service: Using Pamphlets, Hoardings, Advertisement, Public Function/ Festival

Practical: Based On the theory

Reference:

1. Herekar, Praksh. Business Communication. Pune: Mehta publications, 2007

2. Herekar, Praksh.principals of Business Communication.
Pune : Mehta Publications, 2003
3. John David. Group Discussions. New Delhi: Arihant Publications.
4. Kumar, Varinder. Business Communication. New Delhi: Kalyani Pubhshers, 2000
5. Pardeshl, P. C. Managerial Communication pune: Nirali Prakashan, 2008.
6. Pradhan, N, S Business Communication. Mumbai: Himalaya Publishing House, 2005
7. Rai, Urmila & S.M. Rai.Business Communication.
Mumbai: Himalaya Publishing House, 2007

Pattern of Question Paper
**Diploma Part - I Business
 Communication-II
 Semester-II**

Time : 2 hours

Total Marks: 40

- | | |
|---|----|
| Q. 1 Fill in the blanks in the following Group Discussion. (On Unit 5) (10 out 12) | 10 |
| Q. 2 Attempt ANY ONE of the following (A or B): (On Unit 6) | 10 |
| Q.3 Fill in the blanks with appropriate responses: (On Unit 7) | 10 |
| Q. 4 Attempt ANY ONE of the following (A or B): 10 (On Unit 8) (10 out 12) | 10 |

Practical Evaluation:

Marks 10

Oral and Presentation based on the units prescribed.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-II

Paper 202: Blood Banking and Services

Work Load - 6

Theory – 4 Lectures / Week

Practical – 2 Lectures/Week/Batch

Total Marks – 50

Theory - 40 Marks

Practical – 10 Marks

Unit I: Blood Collection and Blood Grouping

1. Blood Collection (i) Collection of Blood (ii) Storage of Blood (iii) Anticoagulation use for collection of Blood (iv) Screening of doner
2. ABO & Rh Blood Group System – (i) ABO Grouping by Slide Method & Tube Method (ii) Antigen and type of Antibodies (iii) Rh system with slide method (iv) Type of Antibodies (v) One/Two stage Albumin Technique for Rh Factor .

Unit II: Blood Donation

1. Blood Donation Introduction -Blood donor requirements - Criteria for selection & rejection-Medical history & personal details -Self-exclusion-Health checks before donating blood-Screening for TTI.
2. Testing Donor Blood: Screening donor's blood for infectious agents - HIV, HCV, HBV, Trepanoma palladium, Plasmodium, HTLV-Bacterially contaminated Blood.

Unit III: Storage and Transport of blood

1. Storage, preservation & Transport of blood: Whole Blood - Platelets - Leucocytes - Plasma - Fresh Frozen Plasma
2. Anticoagulant & Preservatives

Unit IV: Blood Bank Refrigerator and Compatibility Testing

1. Changes in blood after storage
2. Lay out of a blood bank refrigerator
3. Compatibility Testing: Purpose - Single tube compatibility techniques using AHG reagent.- Emergency compatibility testing.

Practical:

1. Screening of donors.
2. Preparation of anticoagulant fluids
3. Grouping of blood.
4. Cross matching of blood samples.

Reference Book:

1. Blood Bank Operations, G. Guru 1st Edn.1991, NCERT, New Delhi.
2. Blood Banking Training Manual, Indian Society for Blood Banking, 1st Edn.1995,Dr. Dilip Wani, Janakalyan Bldg. , Pune.
3. Modern Blood Banking & Transfusion Practices by Denise & M. Harmening
4. Text Book of Blood Banking & Transfusion Medicine by Sally V. Rudmann.
5. Mollison's Blood Transfusion in Clinical Medicine by Klein, Mollison's.
6. Essentials of Blood grouping & Clinical Application by K. P. Ranganathan.
7. Blood Bank Technology by Williams & Williams.
8. Blood Transfusion- A guide to formation & Operation of transfusion devices by C. L. Bowley.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-II
Paper 203: Microbiology

No. of Lecture: 04 Lecture/ week

Total Marks: 50

Unit I: Introduction to Microbiology

1. Introduction to Microbiology, Morphological classification of Bacteria.
2. Culture media, types of media, special media.

Unit II: Growth and staining of bacteria

1. Nutrition and growth of bacteria
2. Sterilization and Disinfection (Physical and Chemical methods)
3. Staining of Bacteria: Gram stain, Negative Stain, Ziehl – Neelsen, Albert and Spore Stain.
4. Composition and preparation of staining Reagents and their composition.

Unit III: Morphology and Pathogenicity Bacteria

- a) Gram positive cocci-Staphylococci, Streptococci,
- b) Gram negative cocci- Neisseria
- c) Gram positive bacilli- Corynebacterium, Actinomy, Listeria, Bacillus, Clostridia, Mycobacterium tuberculosis and Mycobacterium leprae.

Unit IV: Pathogenic Gram negative bacilli and Antimicrobial susceptibility test

1. Gram negative bacilli- Pseudomonas, Vibrio, Aerononas, Plesiomonas, Brucella, Haemophilus, Rickettsia, Mycoplasma Salmonella, Shigella, Vibrio
2. Antimicrobial susceptibility test.

Reference Book

1. Medical Microbiology by Patric R. Murray, Ken S. Rosenthal, Michael A. Pfaller.
2. Text Book of Microbiology by Chakraborty.
3. Microbiology An introduction by Tortora Funk, Case 12ed.
4. Mackie & Mc Carthey - Medical Microbiology,
5. Ananthansarayana, R., Jayaram Pumkar - Test Book of Microbiology.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-II
Paper 204: Histotechnology

No. of Lecture: 04 Lecture/ week

Total Marks: 50

Unit I: Basics of Histotechnology

1. Cells, Tissues & their function.
2. Methods of examination of tissue and cells

Unit II: Fixation and Processing of tissue

1. Fixation of tissue: Simple fixatives, Cytological fixatives, Histochemical fixatives
2. Tissue processing: Collection of specimen, Labeling and fixation, Dehydration, Clearing Impregnation, Embedding.

Unit III: Sectioning and Staining

1. Section Cutting: Microtomes and microtomes knives, Techniques of section cutting, mounting of sections, frozen section.
2. Staining: Dyes and their properties, Basic theory of staining, Staining technique with haematoxyline and eosin, Common special stains.

Unit IV: Autopsy

Autopsy Techniques (i) Processing of Tissues (ii) Preservation of Orange

Reference Book:

1. Hand Book of Histopathological and Histochemical Technique C.F.A. Culling
2. Introduction of Medical Labotaroy Technology F.J. Baker and R.E. Silverton.
3. Theory and Practice of Histological Technique. John D. Baneroft and Alan Steven,
4. An Introduction to Histotechnology. Geoffrey G. Brown.,
5. A Manual for Histologic Technician. Aun Preece, J
6. Hand book of MLT by V.H. Talib.
7. Hand book of MLT by R. Sood.
8. Hand book of MLT by Mukherjee.
9. WHO technical manual of Laboratory technology.
10. WHO technical manual of Blood banking transfusion medicine.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-II
Paper 205: Parasitology

No. of Lecture: 04 Lecture/ week

Total Marks: 50

Unit I: Introduction to Parasitology

1. Introduction and types of parasites
2. Host and their types
3. Host-parasite interaction

Unit II: Morphology, Life-cycle, Pathogenicity and Laboratory diagnosis of protozoa

E. histolytica and Entamoeba coli and Giardia, Trichomonas, Toxoplasma, Plasmodia and Leishmania

Unit III: Morphology, Life-cycle, Pathogenicity and Laboratory diagnosis of some helminthes and nematodes

Hook worm, Round worm, Whip worm, Thread worm, Pin worm. (b) Tapeworm and *Echinococcus, Wucheria bancrofti and B. malayi.*

Unit IV: Morphology, Life-cycle, Pathogenicity and Laboratory diagnosis of Trematodes and Sporozoa

1. Morphology, Life-cycle, Pathogenicity and Laboratory diagnosis of Trematodes of Flukes :Fasciola hepatica, Fasciola gigantica, Gestrodiscoides hominis
2. Morphology, Life-cycle, Pathogenicity and Laboratory diagnosis of Sporozoa: Malaria Parasite and *Balatidium Coli.*

Reference Books

1. Parasitology - K. D. Chatterji ,11th Edn. 1976 Chatterji Medical Publisher, Kolkata
2. Medical Parasitology- V. Baveja and C.P. Baveja, 4th Edn. 2019, Arya Publishing Company.
3. Medical Parasitology- Arora D. R., 5th Edn. 2020, CBS publisher and distributor Pvt. Ltd.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-II

Paper- 206: Laboratory work – Microbiology

No. of Lecture: 04 Lecture/ week

Total Marks: 50

Objectives of practical:

1. Identification of bacterial culture a. Colony characteristic. b. Morphological characteristic.
2. Types and preparation of media
3. Bacterial Staining: a) Gram staining technique b) Acid fast staining (Z-N).
4. Bacteria spore staining
5. Interpretation of biochemical reaction.
6. Antibiotic sensitivity test
7. Preparation of some stains solution.
8. Pathogenicity of some bacteria.

References:

1. Rajesh Bareja, Practical Medical Microbiology
2. Mackie and McCartney, Practical Medical Microbiology
3. Mukesh Kumar, Practical Manual for undergraduate Microbiology.
4. J. Cappuccino and N. Sherman, Microbiology A laboratory Manual.

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-II

Paper- 207: Laboratory work – Histotechnology

No. of Lecture: 04 Lecture/ week

Total Marks: 50

Objectives of practical:

1. Embedding and preparation of blocks
2. Study the type of microtome
3. Section cutting and use and care of microtome
4. H & E staining
5. PAS staining
6. AFB staining [TB and leprosy}
7. Frozen section and care of cryostat
8. Preparation of fixative.

References:

1. B. Sheety and S. Poonja, Histology Practical Manual
2. N. Vasudeva and S. Mishra, Indebirs Sings Textbook of Human Histology with colour atlas and Practical Guide
3. S. R. Prasad, Practical Histology for Medical Students
4. Hina Sharma, Practical Manual of Histology

SHIVAJI UNIVERSITY, KOLHAPUR
Diploma in Medical Laboratory Technology Part-I
Semester-II

Paper- 208: Laboratory work – Parasitology

No. of Lecture: 04 Lecture/ week

Total Marks: 50

Objectives of practical:

1. Demonstration of gross specimen of- Hookworm, Roundworm, Whip worm, Thread worm, Pin worm and Tape worm,
 - a. worm, Pin worm and Tape worm,
2. Demonstration of following parasites / ova / cyst under microscope
3. *G. lamblia*, (b) *T. vaginalis*,
4. Demonstration of following parasites / ova / cyst under microscope: Malarial parasites and *Leishmania*
5. Demonstration of following parasites / ova / cyst under microscope: Roundworm and) Pin worm
6. Demonstration of following parasites / ova / cyst under microscope: Whipworm, Threadworm and Tapeworm
7. Study the life cycle and Pathogenicity of malarial parasite.
8. Study the life cycle and Pathogenicity of , *Wucheria bancrofti*
9. Study the life cycle and Pathogenicity of *Fasciola hepatica*.

References:

1. Elizabeth A. Zeibig, Clinical Parasitology
2. D. R. Arora and B. B. Arora, Medical Parasitology
3. Rajesh Karyakarate and Ajit Damale, Medical Parasitology
4. K. D. Chatterjee, Parasitology (Protozoology and Helminthology)

SHIVAJI UNIVERSITY, KOLHAPUR
Advanced Diploma in Medical Laboratory Technology
Part-I Semester-II

Paper- 209: Laboratory work – Industrial Visit or Study tour

No. of Lecture: 04 Lecture/ week

Total Marks: 50

1. Visit to pathological Laboratory
2. Introduction to different laboratory instruments, its structure and function.
3. Collection of data regarding patient's blood investigations.
4. Observation of laboratory procedures.

References:

1. Nanda Maheshwari, Clinical Pathology Hematology and Blood banking
2. R. P. Jayaswal, Basics of Medical Laboratory Science
3. P. Deshmukh, Principle of Good Laboratory Practice
4. Drew Provan, Oxford handbook of Clinical and Laboratory Investigation.

Practical Examination

- i. There will be a separate practical examination of 50 marks for each practical course.
- ii. Examination for two subjects will be conducted on two consecutive days separately.
- iii. The examination will be of three hours duration for each subject.
- iv. Student should submit duly certified Journal at the time of Practical Examination.
- v. Nature of Practical Question Paper for all the practical courses will be as follows-

Scheme of practical evaluation

Internal practical evaluation

Q.1: Prepare any one practical from the above	20 Marks
Q.2: Practical record book	20 Marks
Q.3: Viva – voce	10 Marks

शिक्षण प्रसारक मंडळाचे,
गोपाळ कृष्ण गोखले महाविद्यालय, कोल्हापूर
विषय :- हिंदी अनुवाद (सर्टिफिकेट कोर्स)



पाठ्यक्रम का उद्देश :- (हिंदी अनुवादक)

1. हिंदी में कार्य करने की रुचि विकसित करना ।
2. रोजगार उन्मुख शिक्षा एवं कौशल्य प्रधान करना ।
3. अनुवाद स्वरूप, महत्व तथा उपयोगिता से परिचित कराना ।
4. पारभाषिक शब्दावली से परिचित करना ।
5. रोजगारपरक हिंदी की उपयोगिता स्पष्ट करना ।
6. अनुवाद की सैध्दानिक जानकारी से अवगत कराना ।

I अनुवाद स्वरूप

(20 अंक)

1. परिभाषाएँ
2. पर्यावाची शब्दों का विवेचन
3. अनुवाद कला या विज्ञा
4. अनुवाद का महत्व
5. उपयोगिता एवं महत्व

II अनुवाद के प्रकार

1. भाषा की अभिव्यक्ति के आधारपर
2. गद्यानुवाद :- नाटयानुवाद । कथानुवाद
3. काव्यानुवाद, छायानुवाद, रूपानुवाद, आशुअनुवाद
4. नाटयानुवाद, सारानुवाद, लिप्यानुवाद
5. कथानुवाद
6. साहित्येत्तर
7. कार्यालयों
8. वैज्ञानिक - तकनीकी
9. व्यवसाय - वाणिज्य
10. विधि

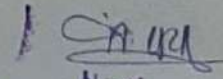
II अनुवाद की प्रक्रिया

(20 अंक)

1. अनुवाद प्रक्रिया के चरण
2. अनुवाद के विविध आयाम
3. सरकारी कामकाज और अनुवाद - सरकारी कामकाज में अनुवाद का महत्व
4. संचार माध्यमों में अनुवाद का महत्व
5. विधि साहित्य का अनुवाद
6. अनुवाद कार्य में सहायक साधनों के उपयो का महत्व
7. कोश :- दविभाषीक, त्रिभाषिक, संकल्पनाएँ
8. सूचियाँ :- विषय विशेष के संदर्भग्रंथ

IV साहित्य के अनुवाद की समस्याएँ

1. काव्यानुवाद की समस्याएँ
2. नाटयानुवाद की समस्याएँ :- गद्यानुवाद की समस्याएँ


Head,
Department of Hindi
Gopal Krishna Gokhale
Kolhapur.

Department of Sociology

Women's Health and Human Rights



About this Course :-

This course focuses on Women's health and human rights issues from infancy through old age including information about positive interventions relating to those issues. Hearners are incourses to interest with each other through interactive discussing .

Introduction faculty members – Time table syllabus – what you will learn from this course.

Week 1 – 1 hours to complete :-

Introduction – Welcome to the course 10 pm.

- Practice Exercise
Complete the survey – 40 m.
- Reading :- About this module – 10 m.
- Practice exercises.
Check your learning :- Women's
Rights – Human Rights – 30 m.

Week – 2

Education – 4 hours to complete.

10 Reading – about this module – 10 m.

Practice exercise – Check your learning – Education – 30 m.

Week – 3 - Childhood and Adolescence :-

Female Genital Mutilation

Hours to complete.

Female Genital Mutilation – 4 m.

2 practice exercise -

Week - 4- Childhood and Adolescence :-

HIV/AIDS

5 hours to complete:-

Vulnerability to HIV/AIDS – 4 m

About years AID-23 m

Why South Africa – 5 m.

Week – 5

- Reprod active Health –

6 hours to complete –

- Introduction to Reproductive Health – 4 m.
- Readings – About this modale – 10 m.
- Practice Exercise –
- Check your learning :- Reproductive Health – 30 m.



Week – 6 - Violence Against Women in the Home and community

- 5 hours to completes
- Violence Against women – 4 m.
- From fear to freedom - 15 m.
- About this modale – 10 m.

Week - 7 – Women in War and Refugees Settings –

- 6 hours to complete
- War and Refugee settings – 5 m.
- 15 Reading –
- 2 Practice exercises

Week – 8 Women's Quests to Escape Poverty :-

Work and Economics Empowerment – 6

- 4 hours to complete.
- 10 Readings
- 1 Practice Exercise

Week – 9 Women's Quest to Poverty – Sex X

Work, Sex X trafficking

- 5 hours to complete.
- 7 Readings –
- 4 Practice Exercise.

Week – 10 Women Aging and End of Life –

- 5 hours to Complete.
- 10 Readings –
- 3 Practice exercise
- Check your learning chorsing Priorities, making a difference – 30 m.

S.P.D. social work
H. O. P.
23 / 11 / 2021

[Handwritten signature]

गोपाळ कृष्ण गोखले महाविद्यालय, कोल्हापूर
इतिहास विभाग
सर्टिफिकेट कोर्स [3 महिने]
सहल नियोजन व प्रकल्प लेखन
२०२० -२०२१



अभ्यासक्रमाचे उद्देश

- १] पर्यटन उद्योगाच्या विविध अंगाची माहिती देणे
- २] स्वयंरोजगाराच्या संधी उपलब्ध होण्यासाठी पर्यटन उद्योगातील कौशल्याची विद्यार्थ्यांना माहिती करून देणे
- ३] पर्यटन उद्योगातील विविध घटकांची व्यवहारिक ओळख विद्यार्थ्यांना करून देणे
- ४] स्थानिक सहलीचे नियोजन करून स्थानिक इतिहासाची माहिती देणे
- ५] गडकोट किल्ल्यांच्या सहलीचे नियोजन करू त्याविषयी विद्यार्थ्यांना माहिती देऊन गडकोटांच्या वडल जागृती निर्माण करणे

कोर्स कालावधी [तीन महिने]

१०० तास

३० मिनिटाचे आठवड्यात दोन तास

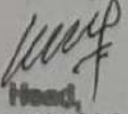
प्रवेश पात्रता इयत्ता १२ वी पास

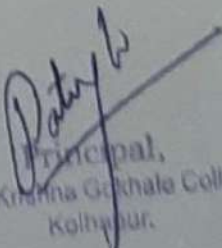
प्रवेश संख्या किमान १० कमाल ५०

प्रवेश शुल्क रु. २५

शैक्षणिक शुल्क ५०० रु.

परीक्षा शुल्क १०० रु.


Head,
Department of History
Gopal Krishna Gokhale College,
Kolhapur.


Principal,
Gopal Krishna Gokhale College,
Kolhapur.

गोपाळ कृष्ण गोखले महाविद्यालय, कोल्हापूर
इतिहास विभाग
सर्टिफिकेट कोर्स [3 महिने]
सहल नियोजन व प्रकल्प लेखन
२०२० -२०२१



गुण - १००

अभ्यासक्रम

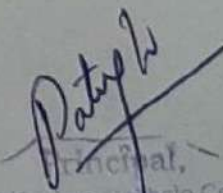
भाग - 1 [५० गुण]

- १] पर्यटन म्हणजे काय १० गुण
- २] सहल नियोजन विशेष माहिती १० गुण
- ३] सहल कोठे केव्हा प्रवास करावा १० गुण
- ४] प्रवासाच्या पद्धती १० गुण
- ५] पर्यटन स्थळाची निवड व महत्त्व १० गुण

भाग - 2 [५० गुण]

- १] सहलीसाठी संगणकाचा उपयोग १० गुण
 - २] रेल्वे, बस हॉटेल, धर्मशाळा शाळा इतर गोष्टीचे आरक्षण करण्याचे प्रात्यक्षिक करून वृत्तान्त देणे १० गुण
 - ३] शहरातील प्रवास व व पर्यटन कंपन्यांच्या कार्यालय यांना भेटी देणे व संक्षिप्त अहवाल सादर करणे १० गुण
 - ४] स्थानिक / जिल्ह्यातील एका पर्यटन स्थळी एक दिवशीय भेट देणे १० गुण
 - ५] अहवाल लेखन प्रस्तावना, उद्देश, पर्यटन स्थळाची माहिती निष्कर्ष फोटोसहीत १० पानी अहवाल १० गुण
- टीप - [सहलीचा खर्च संबंधित विद्यार्थ्यांनी वैयक्तिक रित्या करण्याचा आहे


Head
Department of History
Gopal Krishna Gokhale College,
Kolhapur.


Principal,
Gopal Krishna Gokhale College
Kolhapur.

परीक्षा पद्धती



लिखित प्रश्नपत्रिका एक ५० गुण

प्रकल्प, प्रात्यक्षिक परीक्षा ५० गुण

प्रश्नपत्रिका स्वरूप

प्रश्न - १ अ] योग्य पर्याय निवडा १० गुण

ब] जोड्या जुळवा ०५ गुण

प्रश्न - २ अ] एका वाक्यात उत्तरे लिहा लिहा - ५० गुण

प्रश्न - २ अ] एका वाक्यात उत्तरे लिहा १५ गुण.

ब] विधाने चूक की बरोबर लिहा १० गुण

प्रश्न - ३] अ] संकल्पना स्पष्ट करा ०५ गुण

ब] व्याख्या लिहा ०५ गुण

प्रकल्प लेखन ५० गुण

प्रात्यक्षिक परीक्षा २५ गुण

Head,
Department of History
Gopal Krishna Gokhale College,
Kolhapur

Principal,
Gopal Krishna Gokhale College
Kolhapur.