



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
MANONMANIAM SUNDARANAR UNIVERSITY

**SYLLABUS FOR DIPLOMA IN GENERAL DUTY ASSISTANCE PROGRAMME
OFFERED THROUGH DIRECTORATE OF VOCATIONAL EDUCATION
(COMMUNITY COLLEGES AND VOCATIONAL SKILL DEVELOPMENT CENTRES)
FROM 2022 - 2023**



கல்விசார் நிலைக்குழுக் கூட்டம்

**MEETING OF THE STANDING COMMITTEE ON
ACADEMIC AFFAIRS HELD ON WEDNESDAY THE
20th JULY 2022**

DIPLOMA IN GENERAL DUTY ASSISTANCE

பொது சுகாதார உதவியியல் பட்டயம்

SCHEME OF EXAMINATION

Subject Code	Title of the Paper	Credit	Hours	Passing Minimum
Semester I				
C22GD11/E22GD01	Anatomy and Physiology	6	90	40/100
C22GD12/E22GD02	Basic Fundamentals of Health	6	90	40/100
C22GD13/E22GD03	Microbiology and Infection Control	6	90	40/100
C19CE10/ E19CE10	Communicative English	6	90	40/100
C22GDP1/E22GDP1	Basic Procedures - Practical- I	4	90	40/100
Semester II				
C22GD21/E22GD04	Nutrition	6	90	40/100
C22GD22/E22GD05	Advanced Fundamentals of Health	6	90	40/100
C19LS23/E19LS05	Life Skills	6	90	40/100
C22GDP2/E22GDP2	Advanced Procedures - Practical - II	4	60	40/100
C22GDPW/E22GDPW	Mini Project - Types of Diet	10	150	40/100

Eligibility for admission: Passed in 10th std examination conducted by the Govt. of Tamil Nadu (Board of Secondary Education, Government of Tamil Nadu) or any other equivalent examination.

Examination: Passing Minimum for each paper is 40%. Classification will be done on the basis of percentage marks of the total marks obtained in all the papers and as given below:

- 40 % but less than 50 % - Third class
 50 % but less than 60 % - Second class
 60 % and above - First class

Theory Paper

Internal Marks-25

External Marks-75

Syllabus**First Semester:-**

- Paper I - Anatomy and Physiology
 Paper II - Basic Fundamentals of Health
 Paper III - Microbiology and Infection Control
 Paper IV - Communicative English
 Paper V - Basic Procedures - Practical- I

Second Semester:-

- Paper VI - Nutrition
 Paper VII - Advanced Fundamentals of Health
 Paper VIII - Life Skills
 Paper IX - Advanced Procedures - Practical - II
 Paper X - Mini Project - Types of Diet

***(Semester Pattern for Community College Only)**

Programme Objectives

1. Communicate effectively using interpersonal skills.
2. Utilize evidence-based interventions to achieve optimal adaptation.
3. Safely perform and prioritize appropriate health care skills.
4. Employ appropriate thinking to safely and effectively provide health care.

Paper I - Anatomy and Physiology - C22GD11/E22GD01

Objectives:

- To know about the basics of anatomy
- To understand the function of various structure of the human body

Unit I

The Body as a whole - Cavities of the body and their Contents – Cells and tissues – Organs and systems – The skin and appendages – Structure and function of skeleton - The skull – The Vertebral column – The Thorax – Bones of the upper limbs – Bones of the lower limbs.

Joints and Muscles – Types of Joints – The muscular system.

UNIT II

Nervous system– The brain – cerebrum – cerebellum – mid brain – brain stem – pons and Medulla.

The spinal cord and spinal nerves - The meninges and cerebrospinal fluid.

The eye – The ear – The sense of smell and taste

UNIT III

Circulatory system -The blood – Blood clotting – Blood grouping – Cross matching - The heart and blood vessels.

Respiratory System-The nose pharynx – larynx – The Trachea – Bronchi – Lungs.

Unit IV

Digestive System – structure and functions-The mouth – pharynx – Oesophagus – The stomach – small intestine- large intestine –rectum-anus- liver-salivary glands-gall bladder-pancreas

Unit V

The Endocrine glands – Thyroid – Parathyroid – Pituitary – Adrenal gland. Male and female reproductive system,– The Excretory system –Kidneys-ureters-urinary bladder-urethra- Urine and micturation - water and salt balance

Reference Books

1. Text Book for health workers – A.M Chalkey Vols I & II
2. Manual for Health worker –Ministry of Health and Family welfare
- Bruce Forciea (2012) An text of Human Anatomy and Physiology, Creative Commons Attribution
- Eldon D Enger, FC Ross and DB Bailey (2005) Concepts in Biology, (11thEdn), TMH
- Tortora Gerald J and Bryan Derrick son (2014) Anatomy and Physiology, India Edn , Wiley India

Paper II - BASIC FUNDAMENTALS OF HEALTH - C22GD12/E22GD02

Objectives

- 1 Safely perform and prioritize appropriate health care skills.
- 2 To have appropriate thinking to safely and effectively provide health care.

Unit I

Health-definition -Cleanliness of unit –types of bed-Bed making-types-Meeting nutritional needs-feeding the sick-Vital signs-temperature-pulse-respiration-tepid sponge-cold sponge

Unit II

Blood pressure – Spo2-weight checking – height checking – history taking –methods of physical examination-types of positions-preparation for diagnostic procedures

Unit III

Care of the skin –observation- Care of the hair –grooming-hair wash-pediculosis treatment- Care of the mouth - nail care- bath-types of bath-

Unit IV

Meeting eliminational needs –bedpan-urinal-cleaning –perineal care-catheter care-menstrual hygiene-comfort devices-use of comfort devices

Unit V

18 Hrs

Hospital-types-departments-functions-admission-discharge-transfer in and out-death-importance of records and reports –Collection specimen – blood, urine, stool, sputum& discharges.

Reference Books

1. Text Book for health workers – A.M Chalkey Vols I & II
2. Introduction to patients care – Dugas
3. Manual for Nursing procedures – Teluram
- 4 Manual for Health worker –Ministry of Health and Family welfare
- 5 Potter and Perry's Fundamentals of Nursing: Second South Asia Edition4
- 6Principles & Practice Of Nursing Vol 1 Nursing Arts Procedures Sr.Nancy 7th Edition

PAPER III - MICRO BIOLOGY AND INFECTION CONTROL - C22GD13/E22GD03

Objectives

- 1 Safely perform and prioritize appropriate precautions .
- 2 To have appropriate thinking to safely and effectively provide health care.

UNIT I

Micro organism – classification of micro organism and their characteristics – pathogenic micro organism – paths of infection – portal of entry – portal of exit.

Unit II

18 Hrs

Disinfection – methods of disinfection – sterilization – methods of sterilization – natural agents - physical agents – chemical agents-autoclave-cleaning –packing and sterilization

Unit III

18 Hrs

Immunity – types of immunity – Immunoglobulin, vaccines, types of vaccines, national immunization schedule. Food poisoning – blood borne infection –

Unit IV

18 Hrs

Hand Hygiene-types-PPE-Needle stick injury-spill management-Bio medical waste management-linen management-documentation.

Unit V

Prevention of CAUTI-CLABSI-SSI-VAP-maintenance of bundle book

Reference Books

1. Text Book for health workers – A.M Chalkey Vols I & II

Paper IV - Communicative English - C19CE10/ E19CE10

1. Basic Grammar:
 - a. Review of grammar
 - b. Remedial study of grammar
 - c. Simple sentence
 - d. Word passive voice etc.

2. Bubbling Vocabulary:
 - a. Synonyms
 - b. Antonyms
 - c. One – work Institution

3. Reading and Understanding English
 - a. Comprehension passage
 - b. Précis – writing
 - c. Developing a story from hints.

4. Writing English
 - a. Writing Business letters.
 - b. Paragraph writing
 - c. Essay writing
 - d. Dialogue writing

5. Speaking English
 - a. Expressions used under different circumstances
 - b. Phonetics

Reference

1. V.H.Baskaran – “English Made Easy”
2. V.H.Baskaran – “English Composition Made Easy”
(Shakespeare Institute of English Studies, Chennai)
3. N.Krishnaswamy – “Teaching English Grammar”
(T.R.Publication, Chennai)
4. “Life Skill” – P.Ravi, S.Prabakar and T.TamzilChelvam,
M.S.University, Tirunelveli.

Paper V - Practical I Basic Procedures - C22GDP1/E22GDP1

Objectives

- The student gain more skills about Basic procedures
- The student practice the procedures thoroughly

History taking and physical examination

Vital Signs

Height, Weight Monitoring

Blood Pressure

Pulse

Temperature

Respiration

checking Spo2

Hygienic Procedure

Oral Hygiene

Sponge Bath

Hair Wash

Pressure Sore Care

Giving bed pan and urinal

Feeding the sick

Hot and cold applications

Back care

Nail care

Bed making-4types

Admission

Discharge

Transfer in and out

Semester II

Paper VI – Nutrition - C22GD21/E22GD04

Objectives

- The student gain knowledge about basic nutritive values
- To gain information about nutritional problems

Unit I

18 Hrs

Classification and functions of food nutrients – carbohydrates – protein –fat – vitamins – minerals – water and cellulose – good nutrition – mal nutrition

Unit II

18 Hrs

Nutritive value of foodstuffs – the balanced diet – food groups for the family – cultural factors – food fads and habits – calorie intake for the venerable groups – sample balance diet – special diet for the patient.

Unit III

18 Hrs

Protein energy malnutrition – vitamins deficiencies – mineral deficiencies – anemia in women – Health worker Role in prevention of deficiencies and mal nutrition.

Unit IV

18 Hrs

Food adulteration – selection – storage – preparation of foods – methods of cooking – preservation of foods.

Unit V

18 Hrs

Nutrition education - principles of nutrition education - methods and media used for nutrition education – types of diets – diets in special condition – preparation of special diets.

Reference Books

1. Text Book for health workers – A.M Chalkey Vols I & II
2. Manual for Health worker –Ministry of Health and Family welfare.
3. Food Science and Nutrition” by SunetraRoday
4. Fundamentals of Foods, Nutrition and Diet Therapy” by Sumati R Mudambi,
5. Food Science, Nutrition and Safety” by Suri/ Malhotra ...

Paper VII - ADVANCED FUNDAMENTALS OF HEALTH - C22GD22/E22GD05

Objectives

1. Safely perform and prioritize appropriate health care skills.
2. To have appropriate thinking to safely and effectively provide health care.

Unit I

Medication-Purposes-sources-terminologies-medication-routes- rights10-administration of oral medication-suppositories-assisting for IM ,IV,SC&ID injection-care of drug cupboards-documentation

Unit II

Qxygen therapy-types-procedure-Ryle's tube feeding-Baby bath-Enema-Nebulizer-Wound dressing-Preparation for IV infusions

Unit III

Urinary Catheterization -Catheter Care- Checking blood sugar-glucometer-sitz bath-

Unit IV

Eye care-eye irrigation-eye ointment-pre operative care-post operative care-bandages-types-

Unit V

Assisting for rectal ,vaginal examination-assisting for biopsy-paracentesis-thoracentesis-lumbar puncture-intubation-suctioning-

Reference Books

1. Text Book for health workers – A.M Chalkey Vols I & II
2. Introduction to patients care – Dugas
3. Manual for Nursing procedures – Teluram
- 4 Manual for Health worker –Ministry of Health and Family welfare
- 5 Potter and Perry's Fundamentals of Nursing: Second South Asia Edition4
- 6Principles & Practice Of Nursing Vol 1 Nursing Arts Procedures Sr.Nancy 7th Edition

Paper VIII - Life Skill - C19LS23/E19LS05

I Life Coping or adjustment

- (a) External and internal influence in one's life
- (b) Process of coping or adjustment
- (c) Coping with physical change and sexuality
- (d) Coping with stress, shyness, fear, anger far live and criticism.

II Attitude

- (a) Attitude
- (b) Self acceptance, self – esteem and self actualization
- (c) Positive thinking

III Problem Solving

- (a) Goal Setting
- (b) Decision Making
- (c) Time Management and stress Management.

IV Computers

- (a) Introduction to Computers
- (b) M.S.Office
- (c) Power Point

V Internet

- (a) Introduction to internet
- (b) E – mail
- (c) Browsing

References

- 1) Life Skill Programme course I & II by Dr. Xavier Alphona MCRDCE Publications. R.K.Mutt Road, Chennai – 28
- 2) ஆளுமை பண்பு வளர்த்தல் மற்றும் தகவல் தொடர்பு: by M.Selvaraj Community College, Palayamkottai
- 3) “Life Skill” –P.Ravi, S.Prabahar&T.TamilChelvam, M.S. University, Tirunelveli

Paper IX - Practical II Advanced procedures - C22GDP2/E22GDP2

Oral medication

Oxygen therapy

Ryle's tube feeding

Perineal care

Baby bath

Enema

Nebulizer

Handwashing

Mask, gown, gloving techniques

Wound dressing

Preparation for IV infusions

Subcutaneous injection-insulin

Catheterization

Checking blood sugar-glucometer

Catheter Care

Eye care

Sitz bath-

Eye care-eye irrigation-eye ointment

Pre operative care-

Post operative care-

Bandages-types-

Assisting for rectal ,vaginal examination-

Assisting for biopsy

Assisting for Paracentesis

Assisting for Thoracentesis

Assisting for Lumbar puncture

Assisting for Intubation

Suctioning

Reference

Principles and Practice of Nursing. Vol I , Vol II , - Sr .Nancy

[Http// .En. M. Wikipedia.Org/Wiki/.Care Giver](http://.En. M. Wikipedia.Org/Wiki/.Care Giver)

Paper X - Mini Project-Types of Diet - C22GDPW/E22GDPW

DIABETIC DIET

SALT RESTRICTED DIET

FLUID PLAN

LOW PROTEIN DIET

HIGH PROTEIN DIET

SOFT SOLID DIET

FLUID DIET

LOW RESIDUE DIET

IRON RICH DIET

RENAL DIET

LOW RESIDUE DIET

FEVER DIET

LOW FAT DIET

HIGH CARBOHYDRATE DIET