

Annexure "A" Syllabus for Medical officer -ATF

The syllabus will cover all topics of all the subjects prescribed for the educational qualification of MBBS degree viz Anatomy, Physiology, Biochemistry, Pathology, Microbiology, Pharmacology, Forensic Medicine, Social & Preventive Medicine, Ophthalmology, ENT, Medicine including Pediatrics, Surgery including Orthopaedics, and Gynaecology.

Phatansh

Phatansh

Phatansh

~~*Phatansh*~~

✓

(B)

DATA MANAGER

Annexure B - Syllabus for Data Manager

Unit-I GENERAL ENGLISH

- (I) Tenses
- (II) Rearranging of jumbled sentences.
- (III) Narration
- (IV) Models
- (V) Articles
- (VI) Comprehension with blanks to be filled in with Phrases, Pronouns, Homonyms / homophones.
- (VII) Clauses
- (VIII) Synonyms and antonyms
- (IX) Pairs of words and their use in meaningful sentences.
- (X) Idioms and phrases.
- (XI) Uses of Prepositions.

Unit-II GENERAL KNOWLEDGE AND CURRENT AFFAIRS

- (I) Important dates in Indian History / Freedom struggle, different dates and events.
- (II) First in world (Adventure, Sports, Discoveries).
First in India (Adventure, Sports, Discoveries).
- (III) Popular names of Personalities (Religion, Politics, Scientific discoveries, Geographical, Sports, History)
- (IV) The Newspaper world - (Current Dailies & Weeklies of India).
- (V) Books & Authors - General
- (VI) Languages.
- (VII) Capitals & Currencies.
- (VIII) United Nations Organisations - Veto Powers
No. of Countries as its Members.
Principal organs and their functions.
- (IX) SAARC, ASEAN.
- (X) Everyday Science
- (XI) World famous Awards - (1. in Science)
(2. in Literature)
(3. in Sports)
- (XII) National Awards- (1. in Science)
(2. in Literature)
(3. in Sports)
- (XIII) The world of Sports
- (XIV) Climate & Crops in India.
- (XV) Democratic institutions
- (XVI) Forms of Government
- (XVII) Political & Physical divisions of world & India
- (XVIII) Important rivers & Lakes in India.
- (XIX) Current Events of National and International Level.
- (XX) Role of Mathematics in Economics.
- (XXI) Agriculture in economic development; Industrialization and economic development.

Handwritten signatures and marks:
A large checkmark is visible on the right side.
Below it, there are several handwritten signatures and initials, including one that appears to be "Raj" and another that looks like "Raj" or "Raj" with a flourish.

- (XXII) Indian Foreign Trade
- (XXIII) New economic reforms and growth of foreign trade.
- (XXIV) Inflation - Concept and types; Causes and consequences

UNIT-III GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K

- (I) Abbreviations, Important dates, popular names of personalities and their achievements/Contribution (National and International).
- (II) Constitution of J&K - Formation, Fundamental rights, Directive Principles.
- (III) Weather, Climate, Crops, Means of Transport.
- (IV) Important power projects and their impact on State Economy.
- (V) Rivers and Lakes.
- (VI) Important Tourist Destinations.
- (VII) History of J&K State.
- (VIII) Historical places of the State and their importance.
- (IX) RTI Act.
- (X) Indus Water Treaty and its impact on State economy.

Unit-VI GENERAL SCIENCE

- (i) Various sources of energy; conventional sources of energy; improvement in technology for using conventional source of energy (Biomass and wind energy)
- (ii) Non-conventional sources of energy (Solar energy, Tidal energy).
- (iii) Mechanics, Rest, motion, Velocities, acceleration, Newton Laws of motion.
- (iv) Voltage, Current, Resistance, Power, D.C Batteries
- (v) Waves, light as a wave, Sound waves, Transverse and longitudinal waves.
- (vi) Structure of Atom
- (vii) Solids, Liquids and Gases(Basics)
- (viii) Life processes: Nutrition and its types, Respiration, Transportation of water, food and minerals in plants.
- (ix) Vitamins- Diseases related to vitamin deficiency.
- (x) Environmental pollution.
- (xi) Ecosystem - Its components, Food chains and Food webs.
- (xii) Ozone layer, its depletion, Green House Effect.
- (xiii) Importance of water in life

Unit-V MENTAL ABILITY TEST

- (I) Number series.
- (II) Letter series.
- (III) Coding decoding.
- (IV) Direction sense.
- (V) Blood relations.
- (VI) Mathematical reasoning.
- (VII) Speed, Distance and Time.
- (VIII) Statements and conclusions.
- (IX) Logical Reasoning.
- (X) Mental Reasoning.

Unit-VII Computer Applications

- (I) Fundamentals of computer sciences
- (II) Hardware & Software
- (III) Input and output devices
- (IV) Operating system
- (V) M.S Word, M.S Excel, M.S Access and Powerpoint Presentation
- (VI) E_mail & Internet

The bottom of the page contains several handwritten marks. On the left, there are two signatures: one in blue ink that appears to be 'Aas' and another in black ink that appears to be 'Raj'. In the center, there is a crossed-out signature in black ink. On the right, there is a simple checkmark in black ink.

Annexure-"C" Nurse-ATF

Science -I

- Anatomy and Physiology
- Microbiology
- Psychology
- Sociology
- Hygiene
- Nutrition.

Fundamentals of Nursing-I

- Section "A" introduction to Nursing and Nursing procedures.
- Section "B" Nursing techniques
- Section "C" First aid and emergency nursing.

Fundamentals of Nursing-II

- Section A introduction to Child Health.
- Section B introduction to Maternal Health.
- Section C introduction to Family Health and Community Health.

Community Health Nursing-I

- Section A Domiciliary Midwifery.
- Section B Midwifery and Hepernitoy Nursing.
- Section C Family planning and family welfare.

Community Health Nursing-II

Handwritten signatures and marks:
A signature that appears to be "Anita S.K." with a checkmark to its right.
A signature that appears to be "A.S." with a checkmark to its right.
A signature that appears to be "Rajesh" below the first signature.

- Section A Nutrition Education.
- Section B Health Education.
- Section C Communication skills and Audio-visual aids.

Community Health Nursing-III

- Section A Basic Medicine and Pharmacology.
- Section B Health Problems and Plans.
- Section C Communicable Diseases.
- Section D Mental Diseases.

ANATOMY

- i) Introduction.
- ii) Skeletal system over view of skeletal system, Bones, bone development and the repair, axial skeleton, appendicular Skeleton, surface anatomy and landmarks.
- iii) Structure and function of joints, types of joints, muscular system introduction over vies of skeletal muscles chief muscles and group of muscles.
- iv) Heart, Structure.
- v) Respiratory system structure
- vi) Human Reproductive System structure and Embryology (Prenatal).

PHYSIOLOGY

- i) Introduction.
- ii) Organization of living things.
- iii) Cells, tissues, organs, cavities and body system.
- iv) Typical cell structure, properties of cell, living processes, tissues, types, structure and functions, the skin.
- v) Muscular system-Structure.
- vi) Muscle contraction and properties of muscle.
- vii) Nervous System –division of the nervous system, brain and its functions, oriental nerves, spinal nerves.
- viii) Special senses structure function and location of organs of special senses, eye structure and function of visual apparatus, ear structure and function of auditory apparatus.
- ix) Maintaining the metabolism of the body circulatory system-blood composition, blood cells and plasma, hemoglobin , blood coagulation bleeding time, blood grouping and cross- matching physiological structure of heart and function, heart sounds and heart rates, circulation – systematic and pulmonary, blood vessels, pulse, venous and capillary system.

The bottom of the page contains several handwritten marks. On the left, there are two signatures in blue ink. In the center, there is a signature in black ink with a checkmark to its right.

- x) *Digestive system the alimentary tract oral cavity stomach, small and large intestines peristalsis digestion salivary glands. Liver pancreas and gallbladder enzymes absorption and assimilation of food.*
- xi) **Excretory system** –Excretory organs location, structure and function. The urinary tract, urine formation composition of urine, micturition . Water and salt balance.
- xii) *Endocrine system-overview of the endocrine system, endocrine glands location, structure and function body temperature regulation.*
- xiii) *Human Reproduction*
Embryology, parental Development, maturation of reproduction Organs.

The male reproductive tract external, organs. The Female reproductive tract external organs, menstrual cycle, hamones and reproduction.

Principles of organizing care according to head of the patient. (Seriously ill, Chronically ill)

Moderately ill, terminally.

Principles of organizing care according at patient group.

Maintenance of supplies, equipments and other facilities.

Records and Reports.

Health records, family care records, medical records, use of diaries by health workers understanding the system of reporting and recording referral system.

Maintaining a Healthy environment cleanliness of unit and sick room cleanliness of furniture, floors, space and surfaces doors and windows disposal of waste, garbage.

NURSING PROCEDURES AND TECHNIQUES

- i) *Meeting hygienic and comfort needs care of skin , care of hair, care of hands, care of eyes, nutrition mouth care elimination, exercise , body.*
- ii) *Maternal heath factors.*
Socio-economic factors affecting maternal health.
Section C- Introduction to family health and Community health.
 - a) *Family health care.*
The family as integral unit of the health services,
 - *Prevention and control of communicable diseases.*
 - *Home visiting and domiciliary health.*
 - b) *Introduction to Community health.*
 - c) *Environmental Health and Sanitation.*
 - d) *School health Services.*

COMMUNITY HEALTH NURSING - (I)

- i) Domiciliary Midwifery
Contacting antenatal mothers.

Handwritten signatures and marks:
 - A large blue checkmark.
 - A signature that looks like "A.K." in blue ink.
 - A signature that looks like "W. R." in blue ink.
 - Some other scribbles and initials in blue ink.

- ii) Conducting a delivery in the home.
- iii) Post -Natal care.
Records to be maintained.

Midwifery and maternity nursing

- i) The reproductive system
- ii) Growth and development of foetus
- iii) Pregnancy
- iv) Labour
- v) Normal puerperium
- vi) Complication of pregnancy
- vii) Complication of labour.
- viii) Obstetric operations.
- ix) Drugs used in obstetrics

Family planning and welfare.

- i) Introduction.
- ii) National family welfare programme.
- iii) Organizing family welfare work.
- iv) Family planning methods.

COMMUNITY HEALTH NURSING

Nutrition Education:

- i) Introduction to nutrition education.
- ii) Nutrition education for material and cold health.
- iii) Nutrition education (method and media)

Health Education:

- i) Introduction
- ii) The Teaching (Learning Proceed)
- iii) Approaches used in health education.
- iv) Planning health education activites.
- v) Community resources for health education.

Communication Skills & Audio -Visual AIDS :

- i) Introduction to communication.
- ii) Communication skill for health work.
- iii) Introduction to Audio-visual aids.
- iv) Selection and utilization of audio-visual aids selecting suitable aids for health work.
- v) Preparation of audio- visual aids for health work basic skill/competencies.

Health Problems and Plans :

- i) Health problems.
- ii) Organization and structure of health services and related welfare services.

- iii) Health planning and programme.

Communicable Diseases:

- i) Introduction to communicable diseases.
- ii) Immunity and immunization.
- iii) Care and treatment of patients with infection.
- iv) Specific Communicable diseases and infections, symptoms, prevention and control and care in specific communicable diseases and infections.
Malaria, filarial, dengue, typhoid, cholera infections hepatitis, other gastrage intestinal infections-acute waste enteritis, dysenteries small-pox, chicken pox mumps, measles, diphtheria. Trachoma, conjunctivitis, worm infestations hoolworm rouun worn. Threadworm, amoebiasis, rabies, tuberculosis, pertustis.

Mental diseases:

- i) Introduction
- ii) Resources and facilities for prevention and early delection of mental illness, use of family health care services.
- iii) Maternal and child health services.
 - School health services.
 - Primary health centre facilities.
 - Community, health worker as a resource.
- iv) Prevention of mental illness.
- v) Early direction of mental disorders.
- vi) Mental diseases.

COMMUNITY HEALTH NURSING I (II)

Environmental sanitation:

- i) Basic sanitation needs all village level towns and sen:- Urban areas.
- ii) Disinfection and disinfectants, sterilization, antiseptics, disinfectants acodorant, etergent, sterilization.
- iii) Environmental sanitation aspects of communicable diseases communicable diseases control.
- iv) Venereal diseases.

Microbiology:

- i) Introduction
Classification of micro-organisms, characteristic, of bacteria, viruses, conditions affecting and growth of bacteria, parasites, fungi yeasts and mold.
- ii) Universal presence of Micro-organisms useful bacteria and micro-organism in the environment. Micro-organism in the human body normal flora, Micro-organism in water food and mild.
- iii) Sources and mode of infection.
Sources of infection, mode of transmission infectin-factors which favour and hinder infection immunity, vicunas.

Handwritten signatures and marks:
A large blue checkmark is present at the top right of the signature area.
Below it, there are several scribbles and initials in blue ink, including what appears to be "A/B" and "P/and".

- iv) *Pathogenic Micro-organism.*
Transmitted from, respiratory tract. Alimentary tract, food, food poisoning
blood-borne pathogenic organism.
- v) *Collection of specimens for bacteriological examination.*

Sociology:

- i) *Introduction.*
Group-primary and secondary, in group and out groups, structure, activities of
groups organization of groups Urban and rural administrative pattern pattern
panchyats and corporations, crowd public and audience.
- ii) *Social process.*
- iii) *Social controls.*
- iv) *Social stratification.*
- v) *Marriage and family.*
- vi) *Community rural and urban community.*

Psychology:

- i) *Factors influencing human behavior.*
- ii) *Life stages and behavioral patterns.*
- iii) *Emotions and behavior.*
- iv) *Defence mechanism and behavior.*
- v) *Social behavior and interpersonal relations.*
- vi) *Learning, motivation and change in behavior.*

Hygiene:

- i) *Introduction to hygiene and healthful living, consents of health and disease.*
Factors influencing health and healthful living. Health habits and practice.
Scientific principles related to maintenance of normal circulation, respiration,
digestion sensory functions, normal skeletal alignment joint function and
motor function.
- ii) *Physical health:- Skin care, cleanliness clothing care of the hair, prevention*
of Pediculosis. Dental care and oral hygiene, care of hands, hygiene of
elimination and menstrual hygiene, mental hygiene.
- iii) *Mental hygiene and health in childhood ensuring mentally healthy growth in*
later childhood, need for friendship, games and plays, affection and
recognition. Mental hygiene, approach to some problems speed problems,
reading difficulties, learning problems, day dreaming.
- iv) *Mental hygiene and health in adolescence. Preparation of girls for*
menstruation, sex-education.
- v) *Mental hygiene and health in adulthood. Ensuring mental health in adulthood*
satisfaction on the job, marriage, marital life, parental responsibilities.
- vi) *Mental hygiene and health in old age ensuring health in old age and need for*
preparation for retirement.
- vii) *Physical health, feature, exercise, rest relaxation and sleep care of the fact,*
foot wear, care of eyes, ear more and throat food values.
- viii) *Periodic Health Examination.*

Health records, delection and correction of defects. Prevention and early treatments of common ailments, common could, indigestion constipation, headache.

ix) Health in home.

- Disposal of refuse, waste.
- Latrines and sanitation, ventilation.
- Safety in the home.
- Sanitation in animal sheds.

x) Mental hygiene and health.

In adults, in-infancy and early childhood. Like, feeding weaving, thumbsucking, toilet-training, need for security, affection, love, adventure.

Nutrition:

i) Introduction to the study of nutrition, definition, relation of nutrition of health classification and functions of food-body building, energy yielding and protective foods

Nutrients- Carbohydrates, protein, fats, Eatmine.

Mineral- functions, sources and daily requirements of each caloric requirements, water and cellulose.

ii) Nutritive valve of foodstuffs

| | | |
|------------|------------------------|----------------------|
| Cereals | Fruits | Fats and oils |
| Pluses | Milk and Milk products | Sugars condiments |
| Vegetables | Egg, meat and Fish | Spices and beverages |

iii) The balance diet.

Definition, factors to be considered in planning meals, improvement of diars, selection of foods, cultural factors improving maternal nutrition and child nutrition. Modified diets- liquid bland, soft, full.

iv) Preparation and preservation of foods general.

General principles of cooking.

Methods of cooking.

Effects of cooking on nutrients and common foodstuffs, preservations of food- house-hold methods.

Food hygiene simple household measures.

v) Malnutrition.

- Malnutrition and ;under nutrition.
- Deficiency diseases in the country.
- Cultural factors in nutrition, food fats, food habits, food adulteration practive injurious to health.
- Nutrition education-principles of imparting nutrition knowledge.

Handwritten signatures and marks:
A large checkmark is visible at the top right.
Below it, there are several handwritten signatures and initials, including one that appears to be "P. S. S." and another that looks like "P. S. S." with a flourish.

Annexure "D"- Syllabus for Counsellor-ATF

Sociology

1. Introduction: Group-primary and secondary, in group and out groups, structure, activities of groups organization of groups Urban and rural administrative pattern panchayats and corporations, crowd public and audience.
2. Social process.
3. Social controls.
4. Social stratification.
5. Marriage and family.
6. Community rural and urban community.

Psychology

1. Origin and development of psychology.
2. Psychology as a science.
3. Perspectives: Cognitive, Behavioural, Psychoanalytic, Humanistic & Socio-cultural.
4. Learning & Memory, Motivation & Emotion.
5. Intelligence Theories (Spearman, Gardner & Sternberg).
6. Theories of Personality.
7. Attribution Theories (Heider, Jones & Davis and Kelly).
8. Leadership: nature & theories of leadership.
9. Anxiety disorders (separation anxiety disorder, specific phobia, and social phobia).
10. Panic Disorder, Obsessive compulsive disorder and body dysmorphic disorder.
11. Types of psychological tests used in clinical & non-clinical settings.
12. Stress, Pain, Wellbeing & its components.
13. Job satisfaction and organizational commitment.

Social Work

1. Medical Social Work: Key Concepts
2. Gender inequality and issues.
3. Theories of Economic Development.
4. Social Networking and its Impact.
5. Macdonalisation and its effect.
6. Human rights: Concept and Evolution.
7. Women and Child Rights.
8. Poverty and Unemployment.
9. Human Resource Development Index.
10. Human rights: Concept and Evolution.
11. Child and Women Welfare Schemes.
12. Health and Family Welfare Programmes.

Photostat
SB ✓
Asp