

Baba Farid University of Health Sciences



Ordinances & Syllabus

Certificate Course in Home-based Care Helper
(Six Months' Certificate Course)

Faridkot -151203

Signature

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Ordinances

(Certificate Course in Home-Based Care Helper)

1. Duration of course

There shall be a course leading to Certificate Course in Home-Based Care Helper under the Faculty of Medical Sciences. The duration of the course shall be Six Months.

2. Eligibility

- a) A person who attains the age of 17 years or more as on 31st of December of the year of admission and has passed the Matriculation with Science Examination or any recognized examination as equivalent thereto shall be eligible to join the Certificate Course in Home-Based Health Care Helper.

OR

- a) Any other examination recognized by the Board of Management of this University as an equivalent course / examination thereto, from time to time.

3. Medium of Instructions:

The medium of instruction during the course and examinations shall be English/Punjabi.

4. Examination Schedule:

- 4.1 The examination shall be held twice a year in the months of May/June and November/December or on such other dates as may be decided by the Board of Management on the recommendation of Faculty of Medical Sciences and Academic Council.
- 4.2 Normally, the University shall conduct not more than two examinations in a year, for any subject, with an interval of not less than four and not more than six months between the two examinations.
- 4.3 The last date by which examination forms and fee must reach the Registrar shall be as follows :-

Examinations	without late fee	with late fee of Rs.200/-	with late fee of Rs.500/-	with late fee of Rs.1500/-
May/June	March 1	March 15	March 31	April 15
Nov./Dec.	Sept. 15	Sept. 30	Oct. 15	Oct. 31

Note: Vice-Chancellor may permit acceptance of examination form and fee ten days before the commencement of examination with a late fee of Rs.2000/-. The fee structure is revisable by the University from time to time.

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5. Six Months' Certificate Course in Home-Based Care Helper

The Six Months Certificate Course in Home-Based Care Helper shall be open to a person who

- a) has been enrolled for a period of six months preceding the examination in affiliated Colleges/Institutions to this University.
- b) has submitted his/her name to the Controller of Examination/Registrar by the Principal of the College/Institutions with the following certificates:-
 - i) of having attended separately in theory and practical/clinical not less than 75% percent of the lectures delivered and practicals conducted in each of the subjects prescribed for the examination provided that deficiency in the number of lectures delivered and practicals conducted may be condoned by the Principal to the extent of 10% of the lectures delivered.
 - ii) of having secured at least 50% marks of the total marks fixed for internal assessment in each subject, separately, in order to be eligible to appear in all University examinations.
 - iii) of good moral character.

Note:

- 1) Internal Assessment shall be submitted to the University at least two weeks before the commencement of theory examinations or within one week from the issuance of Roll Numbers by the University. All the colleges shall adopt uniform criteria for Internal Assessment as follows:-

- a) Attendance above 90% to be acknowledged with 10% extra weight-age for Internal Assessment.
- b) At least two tests to be held in each year in addition to the pre-final (send up) examination. The Internal Assessment should be the average of all awards of these tests taken together.
- c) **Criteria for calculation of Internal Assessment**

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|--|-------|
| 1. House Examinations | |
| 2. Attendance (above 90%) | - 80% |
| 3. Subject assessment (candidate's conduct and extra curricular participation) | - 10% |

- d) Additional mandatory requirement for Internal Assessment to be observed by all colleges.

- i) All test marks obtained by candidates will be displayed on Notice Boards of respective departments as and when they are awarded.
- ii) All computations of Internal Assessment of the entire class made by the HOD of the department shall be displayed on the notice board of the department showing individual test marks, advantage of all tests, attendance advantage and subjective assessment and the total Internal Assessment thus

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derived for at least one week before sending the awards to the Principal's office.

- iii) Professor Incharge/HOD preparing Internal Assessment shall certify that the detailed assessment of the entire class has been displayed on the department Notice Board for at least one week prior to its being submitted for onward transmission to the University and that adequate opportunity has been given to all the students to file any objections and that the same have been addressed satisfactory.
 - iv) The Principal forwarding the Internal Assessment to the University shall countersign the above referred certificate of the HOD/Professor Incharge preparing the Internal Assessment.
 - e) The re-appear/fail students will be re-assessed every time for the purpose of Internal Assessment.
2. If a candidate fulfils the condition laid down in clause 5 above for one or more subject (s) he/ she may be allowed to take the examination in such subject (s) in which he/ she fulfils the requirements.
 3. Every candidate before appearing in First Year Examination must have cleared House Examination securing at least 50 percent marks in both theory as well as practical separately.
- c) The Six Months' Certificate Course in Home-Based Health Care Attendant Examination shall be held in Nov/Dec and the supplementary within six months of the Final Examination.
 - d) The Six Months' Certificate Course in Home-Based Health Care Attendant examination shall be held in the following subjects and candidate shall be required to pass all the subjects:-

Subject Code / Paper	Subject	Theory			Practical			Grand Total
		Marks	Int. Assessment	Total	Marks	Int. Assessment	Total	
CCHBHCA-01/ Paper I	Basics of Home Based Care	80	20	100				100
CCHBHCA-02/ Paper II	Health Conditions / Problems Requiring Home Based Care	80	20	100				100
CCHBHCA-03/ Paper III	Components of Basic Care – I	80	20	100				100
CCHBHCA-04/ Paper IV	Components of Basic Care – II	80	20	100				100
CCHBHCA-05/ Paper V	Skills related to home based care Practical Manual – I	-	-	-	80	20	100	100
CCHBHCA-06/ Paper VI	Skills related to home based care Practical Manual – II	-	-	-	80	20	100	100

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- i) Each theory paper shall be of three hours duration.
- ii) The minimum number of marks to pass the examination shall be 50% in theory including Internal Assessment and 50% in practical including Internal Assessment in each subject separately.
- iii) The candidate who will absent himself/herself from the examination will be deemed to have been failed in that subject.
- iv) A candidate who passes in one or more subjects shall be exempted from appearing in these subject at a subsequent examination, but the candidate must pass the examination in a maximum of three (1+2) +1 (mercy chance on the discretion of Vice-Chancellor), failing which he/she will not be allowed to continue his studies.

7. **Grace Marks:**

There shall be grace marks up to 5 (five) be given to the best advantage of the students irrespective of Theory or Practical examinations.

8. **Appointment of Examiners:**

- i) There shall be two examiners –one internal and one external.
- ii) Internal Examiner shall be appointed by annual rotation from amongst the Professor & Head /Professors/Associate Professors and Assistant Professors with at least three years teaching experience. In case of non-availability of Professors/Associate Professors/Assistant Professor in the department the teacher working in another Medical College affiliate to this University, who fulfils the minimum requirements to be an examiner may be appointed as Internal Examiner.
- iii) The examiners shall be appointed by the University from the teachers working in the Medical Colleges affiliated to it, preferably from the colleges where this course is being run, on the recommendations of the Board of Studies in Medical Sciences and Faculty of Medical Sciences.

9. **Paper setting and moderation of Question Papers:**

The University may get each paper set from External Examiner only. The moderation of question papers may be got done under the directions of the Vice-Chancellor, if necessary.

10. **Evaluation of Answer Books:**

The answer books shall be got evaluated by putting fictitious roll numbers thereon or spot evaluation (table marking) or any other method under the directions of the Vice-Chancellor.

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11. Minimum pass marks:

A candidate shall be declared successful who has obtained a minimum of 50% in theory and 50% in practical including Internal Assessment separately.

A successful candidate on the basis of theory and practical marks taken together shall be classified as under: -

Second Class : A candidate obtaining 50% or more marks but less than 60% marks

First Class : A candidate obtaining 60% or more marks

First Class : A candidate obtaining 80% or more marks

with Distinction

12. Declaration of Result:

The Registrar/Controller of Examinations shall publish the result after the examination. The candidates shall be issued Detailed Marks Certificate through their Principals of colleges.

13. Award of Certificate:

On successfully passing the Six Months' Certificate Course in Home-Based Health Care Attendant, the candidate shall be awarded the Certificate in Hospital Care Attendant.

Signature

SYLLABUS

INTRODUCTION

Long-term care is an integral part of health and social systems. It includes activities undertaken for people requiring care by informal caregivers (family, friends, and neighbours); by formal caregivers, including professionals and auxiliaries (health, social, and other workers), and by traditional caregivers and volunteers. The goal of long-term care is to ensure that an individual who is not fully capable of long-term self-care can maintain the best possible quality of life, with the greatest possible degree of independence, autonomy, participation, personal fulfillment, and human dignity. Appropriate long-term care therefore includes respect for that individual's values, preferences, and needs; it may be home-based or institutional.

The next 20 years will see dramatic changes in the health needs of the world's populations. Non-communicable diseases will become the leading cause of disability, although HIV/AIDS, tuberculosis, and malaria will continue to be major causes of morbidity (and death). With increase of up to 300% in the older population of many developing countries and the continuing — though less dramatic — increase in the numbers of elderly people in developed countries, there will be marked and universal growth in the need for long-term care.

There is an increasing need of home based care due to epidemiological transition of diseases.

Also, in developed countries, there is a shift from hospital-based care to home and community care for economic reasons. Public health services, and especially hospital services, in developing countries are of poor quality, primarily because of diminishing resources, and most of the population cannot afford private health care. Cost considerations thus tend to shift the burden of both acute and long-term care to the family.

In very poor countries, health centres are overworked, staffs are not paid for months, drugs and equipment are often unavailable, patients' expectations of service quality are not met, etc.

Most common ailments are, therefore, treated in the home and most people die at home. In all countries, families have always been, and remain, the major providers of long term care. However, families cannot shoulder the increasingly heavy burden of care alone. Because of a wide range of social, economic, demographic and epidemiological factors (e.g. migration, changing rural and urban social environments, poverty, ageing, or health problems affecting family members themselves), family resources are decreasing.

In all WHO regions there is great interest in, and rapidly growing need for, homecare. WHO, in collaboration with Member States, therefore, proposes to develop policies and programmes to address the growing need for home-based care. In partnerships with Member States, other United Nations Agencies, Non-Governmental Organizations (NGOs), Academia, and other sectors, WHO is also committed to

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developing standards for effective home care based on research and experience in countries, regardless of patterns of development.

Beneficiary groups include:

- Individuals who are chronically ill, whether with communicable diseases such as Tuberculosis or with Non-Communicable conditions such as cardiovascular diseases and cancer;
- Individuals with disabilities, regardless of etiology, including developmental disabilities and disabilities caused by poliomyelitis and other diseases;
- People with HIV/AIDS;
- People disabled by accidental injuries, e.g. victims of traffic accidents;
- People with sensory limitations;
- Mentally ill individuals, including those suffering from depression and dementia;
- Substance-dependent individuals;
- Victims of natural and other disasters;
- Perhaps most importantly, informal caregivers for any of the above, such as family, friends, and neighbours.

OBJECTIVES OF THE COURSE

- To prepare a work force in the country with the skills required to look after anyone and people suffering from all illnesses (sickness).
- To provide care to people at home setting after discharge from hospital.
- To help the family members and patients to cope with the stress of care to their long term ailing relatives.
- To provide quality of life for the patient and the family members.

EMPLOYMENT OPPORTUNITIES

A certified Home Based Health Care Attendant can take gainful employment in following:

- At residential places
- Old Age Homes

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SYLLABUS

Certificate Course in Home -Based Care Helper

INSTRUCTIONS TO PAPER SETTER

Note: The question paper covering the entire course shall be divided into two sections. Each section to be attempted in a separate answer book and to be evaluated by separate examiners.

Section A:

This will consist of eight short answer questions with answer to each question up to five lines in length. All questions will be compulsory. Each question will carry 5 marks total weight age being 40 marks.

Section B:

This will consist of eight short answer questions with answer to each question up to five lines in length. All questions will be compulsory. Each question will carry 5 marks total weight age being 40 marks.

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SYLLABUS

Certificate Course in Home-Based Care Helper
CCHBHCA -01, PAPER I
Basics of Home Based Care Helper

- Block 1: Basics of Home Based Care**
- Unit 1: Introduction to Home Based Care
 - Unit 2: Communication and Interpersonal Relationship
 - Unit 3: Infection prevention and Control
 - Unit 4: First Aid at Home
 - Unit 5: Care of special groups e.g. care of mother, child, elderly etc.

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SYLLABUS

Certificate Course in Home-Based Care Helper
CCHBHCA -02, PAPER II
Health Conditions/Problems requiring Home Based Care

Block 2: Health Conditions / Problems Requiring Home Based Care

Unit 1: Introduction to Human Body Systems

Unit 2: Introduction to Health Conditions/ Problems Related to brain (Nervous System)

Unit 3: Introduction to Health Conditions / Problems Related to Digestive and Urinary Organs

Unit 4: Introduction to Health Conditions Related to Heart, Blood vessels and Lungs

Unit 5: Introduction to Health Condition/ Problems Related to Bones, Joints, muscles and other conditions

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SYLLABUS

Certificate Course in Home-Based Care Helper
CCHBHCA -03, PAPER III
Health Conditions/Problems requiring Home Based Care

Block 3: Components of Basic Care – I

- Unit 1: Hygienic Measure
- Unit 2: Comfort and Safety Measures
- Unit 3: Administration of Medicine
- Unit 4: Dietary Management

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SYLLABUS
Certificate Course in Home-Based Care Helper
CCHBHCA -04, PAPER IV
Health Conditions/Problems requiring Home Based Care

- Block 4: Components of Basic Care – II**
Unit 1: Supportive Care
Unit 2: Care of Dying Person
Unit 3: Monitoring and Follow Up

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Certificate Course in Home-Based Care Helper**CCHBHCA -05, PAPER V****PRACTICAL****Skills related to Home Based Care - I****Practical Manual – I**

- Skill 1: History Taking skills
- Skill 2: Housekeeping skills
- Skill 3: Skills Related to Personal Hygiene
- Skill 4: Measurement of Vital Signs - TPR
- Skill 5: Measurement of Blood Pressure
- Skill 6: Giving Positions with Use of Comfort Devices
- Skill 7: Helping the Patient in Physiotherapy
- Skill 8: Skills in Giving Medicines

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**Certificate Course in Home-Based Care Helper
CCHBHCA -06, PAPER VI**

**PRACTICAL
Skills related to Home Based Care - II**

Practical Manual - II

- Skill 9: Skills related to collection and testing of samples at home.
- Skill 10: Skills Related to the Nutritional Needs
- Skill 11: Skills Related to the Elimination Needs
- Skill 12: Skills in Giving Inhalation
- Skill 13: Skills in Dressing and Suction
- Skill 14: Skills Related to Hot and Cold Application
- Skill 15: Assist the Patient in Ambulation
- Skill 16: Education to the Patient
- Skill 17: Help seeking
- Skill 18: Education related to MCH (Mother & Child Health), and elderly patient

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BABA FARID UNIVERSITY OF HEALTH SCIENCES
FARIDKOT

Sub: Regarding conduct of Certificate Courses

Please find enclosed herewith a copy of the minutes of committee meeting constituted by the Registrar, regarding conduct of examination for the students of certificate courses in Nursing/ Para Medical Colleges affiliated to Baba Farid University of Health Sciences, Faridkot approved by the worthy Vice-Chancellor dated 17.8.2017.

Submitted to meeting branch to put the same in the forthcoming meeting. of Nursing!

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14/9/17

Supdt. (Exams)

14/9/17

Controller of Examinations

S/Sydr
14/9/17

Meeting Branch

S/Sydr
14/9/17
DEO (Exam)

Jr. Asstt. (Exam)

14/9/17

BABA FARID UNIVERSITY OF HEALTH SCIENCES

FARIDKOT

In continuation of the meeting regarding conduct of examinations for the students of Certificate Courses in Nursing Colleges affiliated to this University, held on 13.2.2017 in the office of the Registrar, BFUHS, a meeting of the following members was held to-day (17th August, 2017) to review the same.

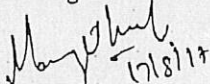
Present:-

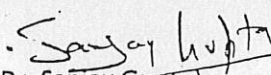
1. Dr. S. P. Singh, Registrar, BFUHS, Faridkot, Chairperson
2. Dr. Deepak John Bhatti, Sub-Dean (Colleges) BFUHS, Faridkot, Member
3. Dr. Arvind Sharma, In-charge (Admission)/Registration Branch, BFUHS, Faridkot, Member
4. Dr. Sanjay Gupta, Co-ordinator, Para Medical Courses, BFUHS, Faridkot, Member
5. Shri Rajiv Grover, Superintendent, GGSMCH, Faridkot, Member
6. Shri Manjit Singh, Superintendent, Examination Branch, Member-Secretary

After some discussion, it was decided as under:-

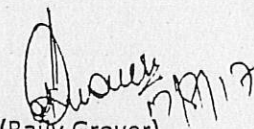
1. That the Nursing Colleges will conduct the examination of the students of Certificate Courses at their own level.
2. That all the concerned Nursing Colleges will send the examination forms along with requisite fee to the University and the University will issue Roll Numbers to the students. After conducting the examinations, the Nursing Colleges will send the result in a sealed cover to the Controller of the Examinations.
3. That the minimum eligibility criteria for appointment as Examiner will be Lecturer.
4. That the Nursing Colleges will send the names of the Examiners at the time of submission of Examination forms for approval by the Controller of Examinations.

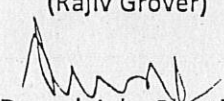
The meeting ended with a vote of thanks to the Chair.

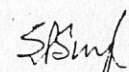

(Manjit Singh)

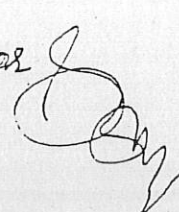

(Dr. Sanjay Gupta)


(Dr. Arvind Sharma)


(Rajiv Grover)


(Dr. Deepak John Bhatti)


(Dr. S. P. Singh)
Chairperson

Honble Vice Chancellor 

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Baba Farid University of Health Sciences, Faridkot

MINUTES of a meeting of a Committee held on 13.2.2017 at 3.00 pm in the office of the Registrar, BFUHS, Faridkot regarding conduct of examination for Certificate Courses in Nursing, College affiliated to this University.

Present:

- | | |
|---|-----------------|
| 1. Dr S.P. Singh, Registrar, BFUHS, Faridkot | Chairman |
| 2. Dr Deepak J. Bharti, Sub-Dean (Colleges), BFUHS, Faridkot | Member |
| 3. Dr Rajiv Joshi, Principal, GGSMCH, Faridkot | Special Invitee |
| 4. Sh. Sat Pal Singh, Joint Registrar, BFUHS, Faridkot | Member |
| 5. Dr Arvind Sharma, Incharge Registration/Admission Branch | Special Invitee |
| 6. Dr Sanjay Gupta, Coordinator, Para-medical Course, BFUHS, Faridkot | Member |
| 7. Sh. Surinder Pal Kapoor, Assistant Registrar (Meetings), BFUHS, Faridkot | Member |
| 8. Sh. Rajiv Grover, Superintendent, GGSMCH, Faridkot | Member |

At the outset, Dr S.P. Singh, Chairman extended hearty welcome to the members for attending the meeting. Dr Sanjay Gupta, Coordinator, Para-medical Courses informed the members that as approved by worthy Vice-Chancellor following certificate courses were started in different Colleges of Nursing-affiliated to this University:-

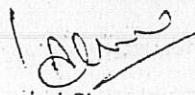
1. Certificate Course in Home Based Care Helper (6 months)
2. Certificate Course in Emergency-cum-Ambulance Attendant (1 year)
3. Certificate Course in Operation Theatre Attendant (1 year)
4. Certificate Course in Hospital and Home Based Attendant (1 year)

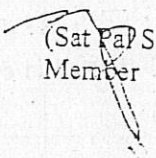
He further said that the cut off date for admission in these courses was 30th December, 2016 for the session 2016-17 and admission was made in few colleges of Nursing as per schedule. These courses were started first time in the colleges and there is communication gap regarding registration and conduct of theory examination, in between various branches of the University. After a long discussion it was **RESOLVED** that

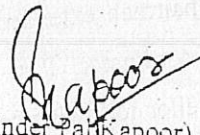
- i) The Registration Branch will allot the Registration Numbers, immediately, to the students whose Registration Return has been received in the University, after verification of their documents and send the list of registered students to Sub-Dean (Colleges) and Controller of Examination for information. The Controller of Examination will write to all the colleges concerned to send the Examination Forms of the students along with requisite fee of Rs.2000/- (Rupees Two Thousand only) on or before 1.3.2017 (without late fee). This will be one time exception and will not be made precedent. In future colleges will submit examination forms of the students as per Schedule for submission of Examination Forms available on the University website.

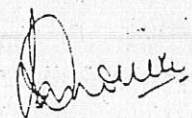
- ii) In future registration will be allowed to those students only who will be admitted by the colleges after completion of prescribed formalities for admission in these courses.
- iii) Dr Sanjay Gupta, Convener, Para-medical Courses, BFUHS, Faridkot will set three Question Papers for each subject and submit the same to Controller of Examination in a sealed cover. This will also be one time exception and in future Question Papers will be got set by the Controller of Examination.
- iv) Examination Branch will issue Date Sheet for conduct of Theory Examination of these courses. The evaluation of theory papers will be got done by the Controller of Examinations under the direction of worthy Vice-Chancellor.
- v) In future theory examination will be conducted by the University as per schedule of examination prescribed by the University.

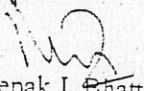
The meeting ended with a vote of thanks to the Chair.

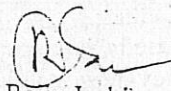

(Dr Arvind Sharma)
Special Invitee

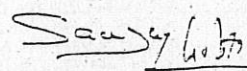

(Sat Pal Singh)
Member

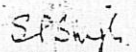

(Surinder Park Kapoor)
Member

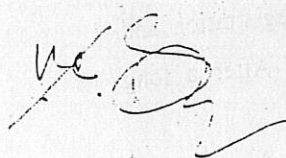

(Rajiv Grover)
Member


(Dr Deepak J. Bhatti)
Member


(Dr Rajiv Joshi)
Member


(Dr Sanjay Gupta)
Member


(Dr S.P. Singh)
Chairman



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Office Order

A meeting regarding conduct of examinations of various certificate courses in the colleges affiliated to this University will be held on 17.8.2017 at 3.00pm under the chairmanship of the undersigned.

The following members are requested to attend the meeting on the ibid date and time.

1. Dr. S. P. Singh. Controller of Examination BFUHS, Faridkot
2. Dr. Deepak J. Bhatti. Sub Dean (Colleges), BFUHS, Faridkot
3. Dr. Arvind Sharma. Incharge Registration Admission Branch
4. Dr. Sanjay Gupta. Coordination Para. Medical Courses, BFUHS, Faridkot
5. Sh. Rajiv Grover. Superintendent, UGSMCH, Faridkot.

This meeting is being conducted in continuation of earlier meeting held on 13.2.2017.

SP Singh
Registrar 16/8/17

Endst. No. 07-BFUHS/E8/17/ 9347-48

Date: 16/8/17

1. SVC for kind information of the Worthy Vice-Chancellor
2. All Concerned.

SP Singh
Registrar 16/8

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BABA FARID UNIVERSITY
OF HEALTH SCIENCES

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No. 06-(BFUHS-DEO)16/ 26211

Date: 24/11/16

The Director Health Services
Chandigarh
Punjab

Subject: Permission of certificate courses to Nursing colleges and District hospital

In reference to the Meeting held at the office of the Principal Secretary, Health, Civil Secretariat II Chandigarh, Punjab under the chairmanship of Dr. K.K. Talwar, Advisor Health and medical education, Punjab regarding skill development in the health sector on 5th November, 2016, the university has decided to permit the following certificate courses to the nursing colleges affiliated to BFUHS, Faridkot where at least course of B.Sc. Nursing is running and in the District hospitals of Punjab.

The approval letter of same by the worthy vice-chancellor in original is attached here. You are requested to make it convenient to start these courses as early as possible. The ordinances of the courses can be obtained through e-mail from Dr. Sanjay Gupta (sanjayguptaggs@yahoo.in) or from the University.

Encl: As above

Endst. No. 06-(BFUHS-DEO)16/ 26212 - 312

The above information is forwarded to:

Sub-Dean (Colleges)

Date: 24/11/16

1. The Principals, all nursing colleges affiliated to Baba Farid University of Health Sciences Faridkot for your information.
2. Dr. Sanjay Gupta, Conycnor for Paramedical courses BFUHS, vide your letter no. ParaMedical/2016/1 dated 23.11.2016 regarding.
3. Master copy

Sub-Dean (Colleges)

24/11/16