

APPENDICES

BSc Nursing (Post Basic) Programme Course Outline – Theory & Practical

Primary Health Nursing (HS 1P1) - Theory

Block 1: Health for All

- Unit 1 Health concept and prerequisites
- Unit 2 Primary health care concept and principles
- Unit 3 Health for all
- Unit 4 Organisation of health system based on primary health
- Unit 5 Health care resources and monitoring and evaluation of health Services

Block 2: Family Health care

- Unit 1 Concept and principles of family health care
- Unit 2 Assessment of family health care
- Unit 3 Health risk families
- Unit 4 Nursing interventions for family health care
- Unit 5 Family health records
- Unit 6 Family Health care in old age

Block 3: Maternal and Child Health Care

- Unit 1 Review of reproductive system
- Unit 2 Safe motherhood
- Unit 3 Safe childhood and adolescence
- Unit 4 Care of the girl child and woman
- Unit 5 Immunization programme
- Unit 6 School health programme

Block 4 : Role of the Nurse in Primary Health Care

- Unit 1 Information, education and communication
- Unit 2 Provision of safe drinking water and sanitation
- Unit 3 Maternal and child health, nutrition and family planning
- Unit 4 Prevention and control of locally endemic diseases
- Unit 5 Treatment of minor ailments and accidents
- Unit 6 Provision of essential drugs and vaccines

HS 1P2 (Practical)

Section 1: Nursing in Health for All

- Practical 1 Participating in and organising community health Projects
- Practical 2 Participating in and organising health camps and Campaigns
- Practical 3 Participating in and organising immunisation Sessions/campaigns

Section 2: Family Nursing Care

- Practical 4 Identification of risk factors
- Practical 5 Interview technique
- Practical 6 Bag Technique
- Practical 7 Nursing process and counselling in Family Health
- Practical 8 Family Health records

Section 3 : Maternal and Child Health

- Practical 9 Identification of health risk of women during Pregnancy
- Practical 10 Domesticity intranatal care
- Practical 11 Care of the new born
- Practical 12 Immunization of mother and children
- Practical 13 Maintaining maternal and child health records

Section 4 : Nursing Practice in Primary Health Care

- Practical 14 Home Care of minor ailments and emergencies
- Practical 15 Health teaching
- Practical 16 Organizing educational visit to community health Agencies

Applied Sciences (HSIT2) - Theory

Block 1: Chemistry

- Unit 1 Molecular nature of matter
- Unit 2 Atomic theory
- Unit 3 Water and electrolytes
- Unit 4 Food Chemistry- I: Biological Functions of Carbohydrates, Lipids And Proteins
- Unit 5 Food Chemistry- II : Biological Functions of Vitamins
- Unit 6 Metabolism of Carbohydrates, Lipids and Proteins

Block 2: Physics

- Unit 1 Measurement and accuracy
- Unit 2 Force, motion and Gravity
- Unit 3 Work, Energy and Pressure
- Unit 4 Heat and Sound
- Unit 5 Light
- Unit 6 Electricity and Nuclear Physics

Block 3: Microbiology

- Unit 1 Morphology, Classification and identification of microbes
- Unit 2 Disease producing microbes
- Unit 3 Growth, transmission and destruction of microbes
- Unit 4 Parasites and vectors
- Unit 5 Viruses
- Unit 6 Immunity

Block 4: Nutrition and Diets

- Unit 1 Nutrition and Diets- principles and definitions
- Unit 2 Planning diets
- Unit 3 Assessment of nutritional status
- Unit 4 Dietary management of diseases-I
- Unit 5 Dietary management of diseases-II
- Unit 6 Food safety

HSIP2 (Practical)

Section 1: Chemistry

- Practical 1 Laboratory techniques
- Practical 2 Properties of matter
- Practical 3 Qualitative tests for proteins, carbohydrates and triglyceride
- Practical 4 Collection and analysis of urine samples

- Practical 5 Clinical analysis of blood
- Practical 6 Clinical analysis of Cerebrospinal Fluid

Section 2 : Physics

- Practical 1 The Equilibrium of forces
- Practical 2 Liquid pressure
- Practical 3 The Specific Gravity of a Liquid
- Practical 4 Image formed by a concave mirror and a convex lens
- Practical 5 Electric Current

Section 3 : Microbiology

- Practical 1 Use and care of microscope
- Practical 2 Examination of living and stained microorganisms
- Practical 3 Examination of blood smear
- Practical 4 Serological Methods
- Practical 5 The Control of microbes in nursing practice
- Practical 6 Collection of Clinical Specimens

Section 4: Nutrition and Dietetics

- Practical 1 Planning and evaluation of balanced diet
- Practical 2 Diet for Adults
- Practical 3 Diet for pregnancy and lactating period
- Practical 4 Feeding of infants and preschoolers
- Practical 5 Diet for children and adolescents
- Practical 6 Planning therapeutic diets

Functional English HSIT4 (Theory)

Block 1: Reading Comprehension (6 Units)

Block 2: Writing Skills

- Unit 1 Writing Paragraphs 1
- Unit 2 Writing Paragraphs 2: The Development of a Paragraph
- Unit 3 Formal Letters 1
- Unit 4 Formal Letters 2
- Unit 5 Writing Reports 1: Reporting events
- Unit 6 Writing Reports 2

Block 3: Study Skills

- Unit 1 Note Taking 1
- Unit 2 Note Taking 2: Use of Tables and Diagrams
- Unit 3 Note Taking 3
- Unit 4 Writing Summaries 1
- Unit 5 Writing Summaries 2
- Unit 6 Tables, Charts and Graphs

Block 4: Conversation –Speaking skills

- Unit 1 Formal Conversation-Face to Face-1
- Unit 2 Formal Conversation Face to-Face 2
- Unit 3 Informal Conversation: Face-to-Face
- Unit 4 Telephone conversation
- Unit 5 Interviews
- Unit 6 Seminar Talks

Medical Surgical Nursing HS2T1 (Theory)

Block 1: Concept of Advanced Medical Surgical Nursing

- Unit 1 Concepts of nursing care
- Unit 2 Nursing process
- Unit 3 Expanded role of nurses
- Unit 4 Emergency care

Block 2: Neurological, Cardiothoracic and Nephrological Nursing

- Unit 1 Clinical Problems and Diagnostic Procedures in Musculo-skeletal disorders
- Unit 2 Nursing in Specific Musculo-skeletal disorders
- Unit 3 Clinical Problems and Diagnostic Procedures in Gastro-intestinal System
- Unit 4 Nursing in Specific Gastro-intestinal Disorders
- Unit 5 Basic Concepts and Common Diagnostic Procedures of Cancer
- Unit 6 Caring for Patients with Cancer

Block-4: Plastic and Reconstructive Surgery, Emergency and Disaster Nursing

- Unit 1 Nursing in Plastic and reconstructive surgery
- Unit 2 Nursing in medical emergencies
- Unit 3 Nursing care in trauma
- Unit 4 Disaster nursing

HS2P1 (Practical)

Section 1: Documenting the Nursing Practice

- Practical 1 Developing nursing care plan (based on nursing process)
- Practical 2 Documenting nursing care activities
- Practical 3 Preparing case study
- Practical 4 Preparing for drug therapy

Section 2: Caring in Medical Surgical Conditions

- Practical 5 Preoperative care
- Practical 6 Postoperative care
- Practical 7 Gastric and intestinal decompression
- Practical 8 Care of the surgical wound
- Practical 9 Caring of Patients with Medical and Surgical Emergencies
- Practical 10 Care of a Dying Patient

Section 3: Assisting with Diagnostic Procedures

- Practical 11 Preparation of Patient for Diagnostic test
- Practical 12 Caring for the patient undergoing injection studies
- Practical 13 Preparation of the patient for diagnostic studies using radioactive materials
- Practical 14 Preparing patients for Gastrointestinal studies

Section 4: Assisting with therapeutic Procedures

- Practical 15 Developing Therapeutic Communication
- Practical 16 Promoting adequate respiration
- Practical 17 Promoting adequate circulation
- Practical 18 Monitoring fluid and electrolyte balance

Community Health Nursing HS2T2 (Theory)

Block 1: Review of Community Health in India

- Unit 1 Development of Community Health Service in India
- Unit 2 Epidemiology – surveillance and monitoring
- Unit 3 Major health problems in India
- Unit 4 Systems of Medicine
- Unit 5 Voluntary and international health agencies

Block 2: Role of Nurse in Specific Societal Health Problems

- Unit 1 Alcoholism and drug Abuse
- Unit 2 Child abuse
- Unit 3 Poverty and Community Development Programmes
- Unit 4 Infertility
- Unit 5 Fertility and Fertility Related Aspects

Block 3: National Health Programmes

- Unit 1 Maternal and Child Health Programmes
- Unit 2 Communicable Disease Programmes-I
- Unit 3 Communicable Disease Programmes-II
- Unit 4 Non communicable Disease Programmes
- Unit 5 Nutritional Programmes

Block 4: Community Health Nursing Administration

- Unit 1 Planning for Health Care in India
- Unit 2 Community health administration
- Unit 3 Management of Community Health Nursing
- Unit 4 Evaluation
- Unit 5 Continuous education

HS2P2 (Practical)

Section 1: Know your Community

- Practical 1 Community Identification
- Practical 2 Preparing a Map of the Community
- Practical 3 Maintaining records
- Practical 4 Preparing reports

Section 2: Nursing in Specific Societal Health Problems

- Practical 5 Visiting Homes in the Community
- Practical 6 Identification of Specific societal health problems
- Practical 7 Participating in preventive and social measures
- Practical 8 Participating in mass education and population
- Practical 9 Evaluation and reporting of Societal health problems

Section 3: Nursing Practice in Specific National Health Programmes

- Practical 10 Identification of specific National Health Programmes
- Practical 11 Participation in specific National health programmes
- Practical 12 Evaluation and reporting of specific National health programmes

Section 4: Community Health Nursing Administration

- Practical 13 Setting up of a community health centre
- Practical 14 Management of community health nursing services at a health centre
- Practical 15 Teaching and educating health workers and health volunteers
- Practical 16 Supervision of health workers

Behavioural Sciences HS2T3 (Theory)

Block 1: Sociology

- Unit 1 Application of Behavioural Sciences in Health
- Unit 2 The Development of Society From Precivilisation to Civilisation
- Unit 3 Social Changes and Community Action
- Unit 4 Sociological Perspective in Health and Diseases

Block 2: General Psychology

- Unit 1 Introduction of General Psychology and Psychological aspects of nursing
- Unit 2 Sensation, attention and perception
- Unit 3 Frustration, conflict and stress
- Unit 4 Emotion and Motivation
- Unit 5 Personality

Block 3: Education Psychology

- Unit 1 Introduction to educational psychology
- Unit 2 Individual differences
- Unit 3 Intelligence and abilities
- Unit 4 Learning
- Unit 5 Memory and forgetting
- Unit 6 Attitudes

Block 4: Economics

- Unit 1 Economics of health care services
- Unit 2 Demand, supply and cost in health care
- Unit 3 Economics of illness in the family
- Unit 4 Financing of health care in India

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Paediatric Nursing HS311 (Theory)**Block 1: Trends in Paediatric Nursing, New Born and Infant Care**

- Unit 1 Child care – concepts and facilities
- Unit 2 Growth and development
- Unit 3 Behavioural Problems and Mental Retardation
- Unit 4 Assessment and care of new born baby
- Unit 5 Low birth weight baby
- Unit 6 Common Problems of new born and infants

Block 2 : Nursing care of children with medical and surgical problems

- Unit 1 Disorders of gastrointestinal system
- Unit 2 Disorders of respiratory system and cardiac system
- Unit 3 Haematological disorder/ disorders of blood vasculatory system
- Unit 4 Disorder of urogenital system
- Unit 5 Disorders of central nervous and muscular skeletal system
- Unit 6 Nutritional deficiency and worm infestation

HS3P1 (Practical)**Section 1: Growth and Development of Children**

- Practical 1 Growth and Development monitoring and recording

Section 2: Nursing Techniques in Neonatal Care

- Practical 2 Resuscitation of Newborn
- Practical 3 Physical examination and assessment of risk status
- Practical 4 Incubatory Care
- Practical 5 Phototherapy and exchange transfusion
- Practical 6 Nasogastric and endotracheal incubation

Section 3: Nursing care in diagnostic and therapeutic procedures

- Practical 7 Carrying out nursing process
- Practical 8 Assisting with specific investigative/ diagnostic procedure
- Practical 9 Carrying out general and specific therapies
- Practical 10 Administration of medical and drug supplement
- Practical 11 Maintenance of records

Section 4: Preventive Practicals

- Practical 12 Methods of feeding
- Practical 13 Immunization
- Practical 14 Health Education

Mental Health Nursing HS3T2 (Theory)**Block 1: Introduction to Psychiatric Nursing**

- Unit 1 Historical development of psychiatric nursing
- Unit 2 Concept of normal and abnormal behaviour and classification of mental illness
- Unit 3 Defence mechanisms
- Unit 4 Basic Principles and pre requisites of psychiatric nursing practice
- Unit 5 Psychopathology of Human Behaviour
- Unit 6 Psychiatric nursing skills – communication and Nurse patient Relationship

Block 2: Nursing Management of Patients with Psychiatric Conditions

- Unit 1 Anxiety and its relation to neurotic disorders
- Unit 2 Neurotic disorders
- Unit 3 Psychotic disorders
- Unit 4 National mental health programme
- Unit 5 Role of nurse in community mental health
- Unit 6 Substance abuse

HS3P2 (Practical)**Section 1: Technique in Mental Health Nursing**

- Practical 1 Developing nursing process
- Practical 2 Examining mental status of normal and abnormal patients
- Practical 3 Techniques of Collecting data in Psychiatric nursing
- Practical 4 Interview technique

Section 2: Nursing Care of Patients with Psychiatric Problems

- Practical 5 Carrying out nursing process
- Practical 6 Nursing participation in psycho-social therapy
- Practical 7 Participating in general and specific therapies
- Practical 8 Types and administration of drugs
- Practical 9 Health education to community on mental health and illness

Section 3: Community Based Mental Health Nursing

- Practical 10 Assessment of Mental Health status and mental illness in the family
- Practical 11 Visits to community based mental health facilities
- Practical 12 Participation in community based mental health care
- Practical 13 Maintenance of records and follow up

Nursing Administration HS3T3 (Theory)**Block 1: Principles and Practice of Administration and Supervision**

- Unit 1 Purpose, scope and nature of administration
- Unit 2 Functions and Principles of Administration
- Unit 3 Organization: structure
- Unit 4 Supervision
- Unit 5 Trends and issues in nursing

Block 2: Administration and Organisation of Nursing Education Institution and Nursing services

- Unit 1 Objectives role and planning of nursing educational institution
- Unit 2 Organisation and structure of nursing educational institutions
- Unit 3 Objectives, role and planning of nursing services
- Unit 4 Organisation and structure of nursing services

Block 3: Personnel and Financial Management

- Unit 1 Personnel Management
- Unit 2 Inservice education and staff development
- Unit 3 Leadership
- Unit 4 Financial management and budgeting

Block 4: Communication skills

- Unit 1 Communication
- Unit 2 Barriers to effective communication
- Unit 3 How to communicate effectively
- Unit 4 Public relations

HS3P3 (Practical)

Section 1: Nursing Service Administration

- Practical 1 Recruitment, selection and promotion for staff of nursing services
- Practical 2 Allocation and transfer of nursing personnel
- Practical 3 Identification of work control method
- Practical 4 Methods of staff and professional development
- Practical 5 Analysis of methods of communications and coordination
- Practical 6 Study of records and reports
- Practical 7 Administration in education institutions

Nursing Education and Research HS3T4 (Theory)

Block 1: Introduction to Education, Guidance and Counselling

- Unit 1 Educational aims and aims of nursing education
- Unit 2 Philosophies of education and role of philosophies of nursing education
- Unit 3 Guidance and counselling in nursing education
- Unit 4 Organization of counselling services
- Unit 5 Approaches and phases of counselling and Attributes

Block 2: Curriculum Development

- Unit 1 Introduction to curriculum construction
- Unit 2 Preparing Educational objectives
- Unit 3 Organization and Selection of Learning experience
- Unit 4 Planning of Clinical Experience
- Unit 5 Implementation of Curriculum and Evaluation

Block 3: Instructional Methods, Media and Evaluation

- Unit 1 Instruction methods of media
- Unit 2 Audio Visual aids
- Unit 3 Evaluation procedure and methods
- Unit 4 Test construction

Block 4: Introduction to Research

- Unit 1 Introduction to nursing research
- Unit 2 Research Process
- Unit 3 Development of Research Tools
- Unit 4 Analysis, Interpretation and writing a Research Report and Research Proposal
- Unit 5 Basic Statistical concepts, including Health Statistics

HS3P4 (Practical)

Section 1: Curriculum Development

- Practical 1 Short course Planning
- Practical 2 Unit Planning
- Practical 3 Lesson Planning
- Practical 4 Rotation Plan

Section 2: Instruction Method, Media and Evaluation

- Practical 1 Audio-Visual preparation
- Practical 2 Test Construction
- Practical 3 Class room teaching

Section 3: Term Paper

- Practical 8 Selection of a topic
- Practical 9 Methodology and action plan
- Practical 10 Writing a paper/report

QUESTIONNAIRE TO SEEK FEEDBACK FROM LEARNERS REGARDING DISTANCE EDUCATION PROGRAMME IN NURSING

Instructions.

Kindly go through the questionnaire and give your free and frank opinion

Omit the question/column, which is not applicable to you.

Tick/mark/encircle the given response, which you feel appropriate

Write your comments where needed and use a separate sheet if required

PART - I PERSONAL DATA

1. Name

2. Enroll No

3. Year of programme (Tick Mark)

4. Present place of work (Give complete address)

1 st year	2 nd year	3 rd year
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Address for correspondence

Official:

Residential:

5. Age in years

6. Educational Qualification

5.1. Less than 25 years

5.2. 25-29

5.3. 30-34

5.4. 35-39

5.5. 40 and above

6.1. High School (10th standard)

6.2. Higher Secondary

6.3. Senior Secondary (10+2)

6.4. Bachelor's Degree (B.A/BSc)

6.5. Any other

7. Professional Qualification

8. Total Years of experience in the profession

7.1. General Nursing and Midwifery

7.2. Diploma in Nursing Education and Administration

7.3. B.Sc. Nursing

7.4. M.Sc. Nursing

7.5. PhD Nursing

7.6. Any other

8.1. 1-5 yrs

8.2. 5-10 yrs

8.3. 10-15 yrs

8.4. 15-20 yrs

8.5. 20-25 yrs

8.6. 25 yrs

8.7. 25 and above

9. Area of specialisation

10. Experience in the various areas of profession (whether at one place and give details)

Sl.No.	Place	Designation	Duration	Organisation

11. Association with IGNOU. (Tick mark).

11.1. Academic Counsellor (Please name the courses and time period)

11.2. Clinical supervisor (Name the practicals)

11.3. Both Academic Counsellor and Clinical Supervisor

11.4. Programme incharge (Mention the time period).

12. Marital Status

13. Number of Children

- 12.1 Married
12.2 Unmarried
12.3 Any other

- 13.1 None
13.2 One
13.3 Two
13.4 Three and above

14. Age of Children

- 14.1 0-1 year
14.2 2-4 years
14.3 5-7 years
14.4 8-9 years
14.5 10-12 years
14.6 12 years above

15. Income

- 15.1 1000-5000
15.2 5000-10000
15.3 10000-15000
15.4 15000-20000
15.5 20000 and above

16. Category

- 16.1 Rural
16.2 Urban
16.3 SC/ST
16.4 Any other

17. Reason for joining the programme

PART - II OPINION OF STUDENTS ABOUT SELF INSTRUCTIONAL MATERIAL

Please indicate your opinion by putting tick mark in appropriate space

1. Did you receive study material as per schedule before counselling began? All Units Some Units Not at all
2. If yes, in how many despatches? (Tick mark)
 2.1 One despatch
 2.2 Two despatches
 2.3 More than two despatches
 2.4 Contents not as specified
3. If no, Did the University staff promptly help you to collect or obtain the missing material/ units? Yes No
4. If no what problems did you face due to delay/non receipt of study material (Tick mark)
 4.1 Could not read the study material
 a) before counselling
 b) during counselling
 4.2 Could not complete the assignments
 4.3 Did not attend counselling sessions
 4.4 Did not get adequate time to prepare for term end examination
 4.5 Dropped out from the programme
 4.4 Did not appear in term end examination
5. Specify if any other problem

6. How will you rate course content (SIMS) (put a tick mark ✓)

Statements	Excellent	Very good	Good	Average	Poor
6.1 Details of course content are provided					
6.2 Content is clearly explained					
6.3 New concepts are explained clearly					
6.4 Illustrations are given wherever necessary					
6.5 Pictures and diagrams in content clarify the concepts adequately					
6.6 Course material is interactive					
6.7 In the beginning of each unit, objectives give a clear idea of expected learning.					
6.8 Introduction at the beginning gives an idea of what will be discussed in the unit					

7. How will you rate language and presentation of print material?

Statements	Excellent	Very good	Good	Average	Poor
1. language simple and easily understood					
2. interesting to read					
3. explanatory and conversational style					
4. content presented in logical sequence					
5. important points are prominent					

8. What did you feel about the self assessment exercises/check your progress questions (Tick Mark)

- 8.1 Adequate 8.2 thought provoking 8.3 appropriate
- 8.4 helpful to learn the unit 8.5 cover the whole content 8.6 difficult to understand

9. What extent were you satisfied with the quality and content of course material sent to you?

Fully satisfied		Reasonably satisfied		Dissatisfied	
All	Most of material	All	Most of material	All	Most of Material

10. a) What did you feel about the printing of course material?

Very good	Good	Satisfactory	Unsatisfactory

b) Give your suggestions for improvement

11. Rate the extent of printing mistakes in each block

	Many	Not too many	Very few
1st year			
2 nd year			
3 rd year			

12. Were you able to cover all courses prescribed for each academic year Yes No
13. If no what were the reasons
14. Give suggestions regarding improvement in
 a) Course material
 b) Size/volume of despatch
 c) Frequency of despatch
15. Any modification you suggest in the content of each unit or as a whole

1 st year		2 nd year		3 rd year	
Theory	Practical	Theory	Practical	Theory	Practical
HS1T1	HS1P1	HS2T1	HS2P1	HS3T1	HS3P1
HS1T2	HS1P2	HS2T2	HS2P2	HS3T2	HS3P2
HS1T4		HS2T3		HS3T3	HS3P3
				HS3T4	HS3P4

PART - III OPINION OF STUDENTS REGARDING AUDIO VIDEO MATERIALS

1. Do you know which audio and video tapes are to be viewed by You (identified for the course) Yes No
2. Are the audio and video tapes of the programme available for listening/viewing Yes No
3. Are there facilities at the Study centers/work centers/programme study centers for
 i) listening ii) viewing
- 3.1 Television Yes No 3.2 Audio tapes Yes No
- 3.3 Video tapes Yes No
4. Have you viewed any television programme meant for IGNOU's BSc Nursing programme? Yes No
 If yes
 4.1 How often
 4.2 Which ones
5. Is there specific time at work centre for
- | | | |
|--------------------------|--------------------------|--------------------------|
| Regularly | Now and then | Not at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- 5.1 Listening
- 5.2 Viewing
- | | | |
|--------------------------|--------------------------|--------------------------|
| Alone | Along with counsellor | Only if you desire |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- 5.3 Listening/viewing

6. What did you feel about these programmes
(Please write on each)

7. Have you listened /heard IGNOU related programs on AIR? Yes No
 / 1. If yes
 a) How often
 b) Which ones

8. Do you receive advance notice about broadcast/telecast every 3 months (quarterly) regarding the topics to be covered and their timings

Regularly	Sometimes	Hardly ever

9. Do you find the programme is useful for clarifying the topics?

Very useful	Some what useful	Not useful at all

10. Give your suggestions for improvement of AV material.

PART – IV OPINION OF STUDENTS REGARDING COUNSELLING AND CONTACT SESSIONS

I COUNSELLING SESSIONS

1. Did you get the counselling schedule well in advance of the commencement of the session. (Give the approximate time period before commencement of counselling session) Yes No

2. From where did you get the schedule ?

- 1. Head quarters/IGNOU
- 2. Study center
- 2.1 Regional center
- 2.2 Any other source
- 2.3 Programme Study/work center

3. If not what did you do ?

4. Did you attend counselling sessions regularly Yes Partly No

5. If yes how many sessions did you attend in each course?

Year	No. of sessions
1 st Year	
2 nd Year	
3 rd Year	

6. Do you think counselling sessions were useful (Write about each year)

	Yes	Partly	No
1st Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 nd Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 rd Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If yes give your reasons and extent of usefulness

Reason	Fully to greater extent	To some extent	Not at all
7.1 Help in clarifying / removing doubts			
7.2 Gives opportunity to participate			
7.3 Give Opportunity to know/clarify about practical situations/problems			
7.4 Create interest in courses			
7.5 Help in completing the assignments			
7.6 Give comprehensive understanding of the units/blocks			
7.6 Enable discussion with other learners			
7.8 Facilitate group learning and exchange information			
7.9 Evoke enthusiasm			
7.10 Any other specify counselling			

8. If contact sessions were not attended what were the reasons? (Tick whichever are appropriate to you)

- | | |
|--|-----------------------------------|
| 8.1 Unable to take time off. | 8.2 Travelling to study centre is |
| a) Due to personal problems/conditions | a) Costly |
| b) Due to duties/working hours | b) Time consuming |
| 8.3 No intimation received | 8.4 No lodging facilities |
| 8.5 Study Center far away | 8.6 Tutorial time is inconvenient |
| 8.7 Tutor not well prepared | |

9. What did you do during the contact session (Tick Mark)

- | | |
|---|------------------------------------|
| 9.1 Listened to lectures/discussions only | 9.2 Participated in discussion |
| 9.3 Merely took notes | 9.4 Watched video cassettes |
| 9.5 Listened to audio cassettes | 9.6 Discussed the cassettes played |
| 9.7 If any other please specify | |

10. Did you prepare yourself for attending the counselling session? Yes Sometimes No

11. If yes how ?

- 11.1 Studied course material before counselling
- 11.2 Attempted self check exercises in study material
- 11.3 Prepared a list of points/questions
- 11.4 Identified issues and problems arising from work place for clarification and discussion with counsellors
- 11.5 If any other specify

II PRACTICAL CONTACT

1. Did you attend all the practical sessions (write the name of course) Yes No

2. What is your reaction towards the quality and amount of practice provided in the procedures. The practice during contact sessions was

Too much	All right	Limited	Low limited	Inadequate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Were the demonstrations and practice sessions well timed and effective.	Very well timed and effective	Adequately timed and effective	Not well timed or effective	Poorly timed and not effective
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4. Do you think the material activities covered by the clinical supervisors will be of direct value /relevant in your work area.	High value relevant/helpful	Partially helpful	doubtful	No direct value
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5. Tick mark the statement that best describes your opinion about learning during practical sessions. (Please indicate course wise)	learned a lot	earned a good deal	had very little to learn	earned a few things	learned nothing
1 st year courses					
2 nd year courses					
3 rd year courses					

6. Do you think that time allotted to practical contact is adequate for completing supervised activities Yes No

7. If no how much time should be allotted to each course (Please specify for each course it should vary)

8. What would have made practical session more interesting and useful?

9. Give your suggestions for further improvement of practical contact programme. (use reverse of sheet if required)

- 1.
- 2.
- 3.
- 4.
- 5.

PART-V OPINION ABOUT COUNSELLORS/CLINICAL SUPERVISORS

1) Do you think that contact with counsellors has benefited you? Yes No

2) If yes give reasons: (Tick Mark)

- 1. Counsellors were always helpful and available
- 2. Accessible and approachable
- 3. Counsellors were available at the specified time
- 4. Counsellors were available even at other timings
- 5. Encouraging
- 6. Knowledgeable
- 7. Reassuring
- 8. Willing to clarify doubts
- 9. Provided practical advice
- 10. Supportive
- 11. Provided information in time
- 12. Were indifferent
- 13. Provided guidance for practical situations and problems

3) What do you think of counselling sessions, their utilization and relevance? (Could you benefit? how? were they worth the time spent there, travelling, and preparing for it? could not such help have been obtained easily and frequently elsewhere?)

4) On the whole were you satisfied with the counsellors? Yes Only partially No

a) Their competency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Their attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Ability/willingness to spend time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5) Give any other suggestions for improving any aspect of the counseling programme

6) How will you rate the practical aspects and demonstration of skills of the programme by clinical supervisor

PART-VI OPINION OF STUDENTS ABOUT TELECONFERENCING SESSIONS

1. Did you receive the teleconferencing schedule in time? Yes No

2. If yes from where did you receive the schedule

- 2.1 Regional center
- 2.2 Head quarters
- 2.3 Programme Study centre
- 2.4 Work Centre
- 2.5 Programme incharge/counsellor
- 2.6 Fellow students
- 2.7 Any other

3. If not what did you do?

4. Do you think teleconferencing sessions are useful? Yes Partially No

- 5. If yes describe how?
- 6. If no, why not?
- 7. How will you rate the following aspects of teleconferencing?

	Excellent	Very good	Good	Average	Poor
a) Extent of student participation					
b) Quality of teacher responses					
c) Quality of student comments					
d) Presentation by teacher					
e) Clarification of doubts					
f) Imaging of camera					
g) Clarity of voice					
h) Time allotment to each session					
i) Opportunity to seek clarification					

- 8. How did you feel during teleconferencing session?
(Difference between initial and subsequent sessions?)
 - a) Comfortable to participate
 - b) Comfortable to seek clarification
 - c) A combination of both
- 9. Regarding receiving feedback, please comment on adequacy of
 - a) Time
 - b) Opportunity to participate
 - c) Clarity

PART-VII OPINION REGARDING ASSIGNMENTS AND EVALUATION

- 1) Did you receive all the assignments along with blocks and units of the course? Yes No
- 2) If no how did you get the assignments
- 3) When did you get them
 - 3.1 Before the counselling sessions
 - 3.2 After the counselling session
 - 3.3 Before the date of submission of assignments
 - 3.4 After the date of submission
 - 3.5 Before term end examination
 - 3.6 After the term end examination
- 4) Could you submit the assignment of various courses in time? Yes No
- 5) If no indicate the reason of not submitting (Tick Mark)
 - 5.1 Expenses involved
 - 5.2 Lack of interest
 - 5.3 Lack of materials available
 - 5.4 Assignment reached late
 - 5.5 Difficult to understand
 - 5.6 Any other

6) Did you study units/lessons carefully before writing assignment?

All completely	Some completely	All partly	Some partly	None	Glanced through
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) Did you refer to suggested

- 1) Text Yes No
- 2) situations Yes No
- 3) were they available Yes No

8) Did you complete the assignments independently Yes No

9) If no how did you do then ?

- 9.1 Could copy directly from books
- 9.2 Needed help of counsellor
- 9.3 Needed help of seniors
- 9.4 Needed help of supervisory staff
- 9.5 Copy from peer group
- 9.6 Any other specify

10) How did you feel about quality of assignments?

- 10.1 Challenging
- 10.2 Routine
- 10.3 Not interesting
- 10.4 Too difficult
- 10.5 Not really helpful

11) How many assignments did you receive back after evaluation?

- 11.1 All
- 11.2 more than half
- 11.3 less than half
- 11.4 none
- 11.5 no response

12) When did you receive back.

- 12.1 When after sending ?
- 12.2 When before examination ?
- 12.3 When after examination ?

13) If you did not receive back the assignments what did you do?

- 13.1 Contact academic counsellor/Programme incharge
- 13.2 Contact study/programme/work center
- 13.3 Regional center
- 13.4 IGNOU faculty
- 13.5 Registration and Evaluation division
- 13.6 Did nothing
- 13.7 Any other

14) Did you need them to study Yes No

15) Would they be helpful to prepare for examination Yes No

16) Were there tutor comments written on assignments On all Some None

17) Were the comments

- 17.1 Negative
- 17.2 Constructive
- 17.3 gave new dimension
- 17.4 Corrected and explained
- 17.5 Gave encouragement

18) Were you satisfied with the grades/feedback/comments

	Fully satisfied	Partially satisfied	Dissatisfied
18.1 Grade			
18.2 Comments			

19) To what extent did the assignments help you in understanding the

- a) Course material
b) Prepare for examination

	To a greater extent	To some extent	To a less extent	Not at all
a)				
b)				

20) On the whole how will you rate the assignments (Specify the course)

Rating	Excellent	Very good	Good	Average	Poor
20.1 Type of questions					
20.2 Understandability of Language					
20.3 Time allotted to assignment in doing /submitting					
20.4 Instructions properly given					
20.5 Easy to prepare response					
20.6 Cover whole lesson					
20.7 Help in preparing for examination					

21) Generally how would you react to the tutor comments on the assignment?

- 21.1 Provide guidance 21.2 Promptly written 21.3 Constructive 21.4 Critical
21.5 Provide feedback 21.6 Clarify idea 21.7 Not understandable

22) Over the various courses so far, do you think the grades have been (specify the courses)

- 22.1 Fair 22.2 Lenient 22.3 Harsh 22.4 Average

23) Give your suggestions for improving the assignments and the tutor comments/grades

24) Have you appeared in term-end examination (Tick Mark).

- 24.1 1st year 24.2 2nd year 24.3 3rd year

25) If yes list the courses you have completed.

- Practical Theory

26) If no give the reasons

27) Have you received grades of all assignments and term end examination (Name the courses) Yes [] No []

28) If no, why?

29) What problems did you face in completing the programme

Do you want to continue the programme

30) If no why? [Yes] [No]

31) On the whole how will you rate the question papers in the term-end examinations

- 31.1 Excellent 31.2 Very Good 31.3 Good 31.4 Satisfactory 31.5 Poor

33) What problems did you face while undergoing the programme?

	Seen Before Programme				Seen After Programme			
	Seldom	Some times	Usually	always	Seldom	Some times	Usually	always
I assign the work keeping in mind the individual difference among staff								
I make independent decision regarding care								
I supervise and monitors the subordinate staff								
I develop team spirit among employees								
I share information with colleague and staff								
I encourage freedom of action and expression								
I recognize and appreciates good work of staff								
I provide guidance to staff and students								
I plan the programmes for								
a) on the job training								
b) self development								
c) staff development								
I use proper channels of communication								
I coordinate various activities of nursing care								
I assumes leadership role								
I take initiative to discuss professional problems								
I resolve professional conflict with others amicably								

C. Teaching skills

How would you rate the teaching skills acquired as a result of the Programme.

Statements	Excellent	Very good	Good	Fair	Poor
Knowledge of subject matter					
Presentation of content					
a) continuity					
b) clarity					
c) sequence					
Knowledge of principles of learning					
Utilization of personal experience					
Planning of teaching/lesson plan					
Use of alternative methods of teaching to enable learners to understand and be interested					
Make use of appropriate audio visual aids					
Conveys ideas in clear direct manner					
Understands and solves learners' problems					
Provides useful and timely feedback					
Supervises and provides guidance					

Statements	Excellent	Very good	Good	Fair	Poor
Adapts to changing clinical and classroom needs					
Encourages learner participation					
Evaluates fairly					
D. Communication skills					
I adopt principles and concepts of communication					
I maintain good working relationship with workers					
I exhibit a team spirit					
I extend cooperation to others in work whenever possible					
I give clear instructions after empathetic listening to questions and complaints					
I respect others ideas and opinions					
I develop rapport with other departments					
I elicits cooperation from various members of the team within and outside					
I use appropriate methods of communication in different situations					

QUESTIONNAIRE TO SEEK FEEDBACK FROM COUNSELLORS AND CLINICAL SUPERVISORS REGARDING DISTANCE EDUCATION PROGRAMME IN NURSING

Instructions

Kindly go through the questionnaire and give your free and frank opinion. Omit the question/column, which is not applicable to you. Tick mark/encircle the given response, which you feel appropriate. Write your comments where needed and use a separate sheet if required.

PART I PERSONAL DATA

1. Name _____
2. Enroll No _____
3. Year of programme (Tick Mark)

1 st year	2 nd year	3 rd year
----------------------	----------------------	----------------------
4. Present place of work (Give complete address)
 - Address for correspondence _____
 - Official: _____
 - Residential _____
5. Age in years
 - 5.1. Less than 25 years
 - 5.2. 25-29
 - 5.3. 30-34
 - 5.4. 35-39
 - 5.5. 40 and above
6. Educational Qualification
 - 6.1. High School (10th standard)
 - 6.2. Higher Secondary
 - 6.3. Senior Secondary (10+2)
 - 6.4. Bachelor's Degree (B./MBSce)
 - 6.5. Any other _____
7. Professional Qualification
 - 7.1. General Nursing and Midwifery
 - 7.2. Diploma in Nursing Education and Administration
 - 7.3. B.Sc. Nursing
 - 7.4. M.Sc. Nursing
 - 7.5. PhD Nursing
 - 7.6. Any other _____
8. Total Years of experience in the profession
 - 8.1. 1-5 yrs.
 - 8.2. 5-10 yrs.
 - 8.3. 10-15 yrs.
 - 8.4. 15-20 yrs.
 - 8.5. 20-25 yrs.
 - 8.5. 20-25 yrs.
 - 8.6. 25 and above
9. Area of specialisation _____
10. Experience in the various areas of profession (whether at one place and give details)

Sl.No.	Place	Designation	Duration	Organisation

11. Association with IGNOU. (Tick mark).
 - 11.1. Academic Counsellor (Please name the courses and time period)
 - 11.2. Clinical supervisor (Name the practicals)
 - 11.3. Both Academic Counsellor and Clinical Supervisor
 - 11.4. Programme incharge (Mention the time period).

12. Marital Status

- 12.4 Married
- 12.5 Unmarried
- 12.6 Any other

13. Number of Children

- 13.1 None
- 13.2 One
- 13.3 Two
- 13.4 Three and above

14. Age of Children

- 14.7 0-1 year
- 14.8 2-4 years
- 14.9 5-7 years
- 14.10 8-9 years
- 14.11 10-12 years
- 14.12 12 years above

15. Income

- 15.1 1000-5000
- 15.2 5000-10000
- 15.3 10000-15000
- 15.4 15000-20000
- 15.5 20000 and above

Part – II OPINION OF COUNSELLORS REGARDING VARIOUS ASPECT OF THE PROGRAMME

1. Have you taken any counselling sessions/practical contact sessions? Yes No

- 2. If yes
 - a) In which course/s you have taken (Name the courses)
 - b) How many sessions you have taken in each course

Name of the Course	No .of Counselling Sessions

3. Are you satisfied with following aspects of counselling and contact sessions (Please give course wise details).

	Fully Satisfied	Partially satisfied	Not satisfied
2.1 Counselling			
a) Number of sessions allotted to each course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Time allotted to each session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Practical contact sessions			
a) Number of sessions and each practical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Time allotted to each sessions and practical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How will you rate theory and practical contact sessions

Sessions	Excellent	Very good	Good	Satisfactory	Poor
4.1 Quality of counselling sessions					
4.2 Coverage of content					
4.3 Quality of content					
4.4 Quality of supervised activities					
4.5 Participation of learners in practical and theory counselling.					

5. How will you rate the assignments

5.1 Quality of assignments	Excellent	Very good	Good	Satisfactory	Poor
a) Coverage					
b) Type and number of questions					
c) Adequacy of number of assignment per course					

6. How will you rate the following

5.1. Style and presentation

a) Audio Video

b) Teleconferencing

5.2. Interaction and participation

a) Audio Video

b) Teleconferencing

Excellent	Very good	Good	Satisfactory	Poor

7. How will you rate the course material (please give your response course wise)

7.1 Course content	Excellent	Very good	Good	Satisfactory	Poor
Adequate					
Useful					
Relevant to the objectives					
Concentration of concepts and details					
Appropriateness to the varying back ground of learners					
Usable to educational level of learners					
7.2 Illustrations, charts and diagrams					
Relevant					
Adequately detailed					
7.3 language					
Simple					
Clear					
Illustrative					
Interesting					
Conversational style					
7.4 Style of the course material					
Communicative					
Interactive					
Thought provoking					
7.5 Self check exercises and questions					
Adequate in number/coverage					
Suitably placed					
Scope for answering on basis of understanding					
7.6 Format					
Guidance to learner					
Specification of objectives					
Correlation of content with objectives					
7.7 Explanation of Content in terms of					
Concepts					
Principles					
Theories					
Methods					
Procedures					
7.8 Clarity of contents (with regard to ambiguities and contradictions)					
7.9 In-text question correlate with objectives					
7.10 Adequacy of concluding section/part					
Summary					
Glossary					
Answers to check your progress					

8. Give your suggestions for improvement of the programme

**QUESTIONNAIRE TO SEEK FEED BACK FROM PROGRAMME INCHARGE
REGARDING EFFECTIVENESS OF DISTANCE EDUCATION
PROGRAMME IN NURSING**

Instructions:

Kindly go through the questionnaire and give your free and frank opinion.

Omit the question/column which is not applicable to you.

Tick mark/encircle the given response which you feel appropriate

Write your comments where needed and use a separate sheet if required

Part – I Personal Data

1. Name

2. Enroll No

3. Year of programme (Tick Mark)

4. Present place of work (Give complete address)

1 st year	2 nd year	3 rd year
----------------------	----------------------	----------------------

Address for correspondence:

Official:

Residential:

5. Age in years

6. Educational Qualification

- 1. Less than 25 years
- 2. 25-29
- 3. 30-34
- 4. 35-39
- 5. 40 and above

- 6.1 High School (10th standard)
- 6.2 Higher Secondary
- 6.3 Senior Secondary (10+2)
- 6.4 Bachelor's Degree (B A/BSc)
- 6.5 Any other

PART-II OPINION OF PROGRAMME INCHARGES REGARDING VARIOUS ASPECTS OF B.SC.NURSING PROGRAMME

1. How will you rate the following aspects of the programme.

	Excellent	Very good	Good	Satisfactory	Poor
1.1 Course material					
Content adequacy					
Relevance to objectives					
Relevance to work situation					
Appropriate to background of learners					
Updated material					
Clarity of language					
Placement of self check exercises					
Suitability of self check exercises					
Quality of audio video material					
1.2 counselling					
Adequacy of number of counselling sessions allotted to each course					
Adequacy of time allotted to each counselling session					
Availability of counsellors for each course					
1.3 Quality of assignments					
Coverage					
Thought provoking					
Type and number of questions					
1.4 Adequacy of number of assignments per course					

1.5 Teleconferencing

Are you satisfied with the following aspects of teleconferencing session

Statement	Fully satisfied	Partially satisfied	Not satisfied
Quality and coverage of content			
Participation of learners			
Feed back from learners about usefulness of teleconferencing			

2) Do you think that the counselling and practical contact period required for theory and practicals is adequate to full fill the skill development requirement of learners.

Yes No

3) If yes, to what extent

To greater extent		To some extent		To lesser extent		No extent	
Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical

4) If no what are your suggestions for improvement

5. How will you rate the performance of students in the following areas

Areas	Excellent	Very good	Good	Average	Poor
Improvement in knowledge					
Skill development					
Attitude change					

6. Are you satisfied with following aspects of the Programme.

- 6.1 Course material Yes No
- 6.2 Counselling Yes No
- 6.3 Feed back of assignments Yes No
- 6.4 Teleconferencing Yes No
- a) Tutor comments
- 6.5 Practical Contact Yes No
- b) Grades
- 6.6 Performance of Students Yes No

7. If not satisfied what suggestions you will give regarding improvement.

8. What are the main strengths of the programme

9. What are the weaknesses of the programme

10. What problems did you face in implementing the programme

11. What suggestions can you offer to make this programme more effective.

**SUB: REQUEST FOR PARTICIPATION IN THE STUDY
LEARNERS**

Dear Learner

As you are aware that B.Sc Nursing Programme through distance mode has been launched in July 1994 by School of Health Indira Gandhi National Open University

Having taken up a research project to study the effectiveness of the BSc Nursing Programme, I am therefore enclosing a questionnaire to seek your opinion on various aspects of the programme that will help IGNOU to improve the Programme in different ways. I request you to kindly fill in the questionnaire and return it to me at your earliest. A self addressed stamped envelop is also enclosed for your convenience

I assure you that your opinion will be used entirely for research purposes and confidentiality will be maintained. I shall be highly grateful if you can send me the duly filled in questionnaire by June 1999.

Thank you in anticipation for your cooperation and hoping to receive the filled in questionnaire shortly

With regards,

Yours sincerely,

(PITY KOUL)
READER
SCHOOL OF HEALTH SCIENCES
IGNOU MAIDAN GARHI
NEW DELHI-110 068.

**SUB: REQUEST FOR PARTICIPATION IN THE STUDY
COUNSELLORS/CLINICAL SUPERVISORS**

Dear Madam,

I have taken up a study of "Effectiveness of Distance Education Programme in Nursing" offered by Indira Gandhi National Open University, New Delhi. Since you are responsible for conducting counselling sessions for the learners of this programme, your opinion will be valuable for this study. Therefore, I would like to seek your kind cooperation for giving your free and frank response regarding various aspects of this programme. In this connection, I am enclosing herewith a questionnaire along with a self-addressed envelope for returning the filled in questionnaire. Your views and suggestions will not only help in improving the B.Sc. Nursing Programme but will also help in proper development and launching of other programmes. I Hope you will kindly extend your cooperation to help me in completing the study. I shall feel highly grateful if you kindly return the duly filled in questionnaire as per the scheduled date i.e., end of November 1998. I assure you that the confidentiality of your response will be maintained and will be used only for research purposes.

I have been associated with B.Sc. Nursing for planning, development and implementation since the inception of the School of Health Sciences.

Looking for your early reply.

With regards,

Yours sincerely,

(PITY KOUL)
READER
SCHOOL OF HEALTH SCIENCES
ROHOLI, MAIDAN GARHI
NEW DELHI 110 068

**SUB: REQUEST FOR PARTICIPATION IN THE STUDY
PROGRAMME INCHARGES**

Dear Madam,

I have taken up a study on "Effectiveness of Distance Education Programme in Nursing" offered by Indra Gandhi National Open University, New Delhi. Since you are responsible **for implementing the programme at the level of Programme Study Centre/Work Centre as a Programme Incharge**, your opinion will be valuable for this study. Therefore I would like to seek your kind cooperation for giving your free and frank response regarding various aspects of this programme. In this connection, I am enclosing herewith a questionnaire along with a self addressed envelope for returning the filled in questionnaire. Your views and suggestions will not only help in improving the B.Sc. Nursing Programme but will also help in proper development and launching of other programmes. I Hope you will kindly extend your cooperation to help me in completing the study. I shall feel highly grateful if you kindly return the duly filled in questionnaire as per the scheduled date by end of August 1999. I assure you that the confidentiality of your response will be maintained and will be used only for research purposes.

I have been associated with B.Sc. Nursing for planning, development and implementation since the inception of the School of Health Sciences.

Looking for your early reply.

With regards,

Yours sincerely,

(PTIY KOUL)
READER
SCHOOL OF HEALTH SCIENCES
IGNOU, MAHDAN GARHI
NEW DELHI 110 068.

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