

**CURRICULUM OF CERTIFICATE COURSE ON FIRST AID AND
SAFETY MANAGEMENT**

From 2022-23 onwards



**DEPARTMENT OF LIFELONG LEARNING
SCHOOL OF EDUCATION
BHARATHIDASAN UNIVERSITY
KHAJAMALAI CAMPUS
TIRUCHIRAPPALLI - 620 023.**

BHARATHIDASAN UNIVERSITY
DEPARTMENT OF LIFELONG LEARNING

CURRICULAM
CERTIFICATE COURSE ON FIRST AID AND SAFETY MANAGEMENT
REGULATION

1. Eligibility

I. For Admission : A pass in the Higher secondary Examination (Academic /Vocational stream) conducted by the Government of Tamil Nadu ; or an examination accepted as equivalent thereto by the syndicate ,subject to such conditions as may be prescribed thereof.

II. The age of the candidate should be 18 years completed.

2. Duration

The course is for a period of one semester /six months/150 hrs.

3. Course of study:

Candidates shall be permitted to do this certificate course on first aid and safety management concurrently with their UG/PG degree programme including programme under Distance education mode. The classes may be conducted either during week days after class hours or during weekly holidays. The candidates undergoing various course in the university Departments of Bharathidasan University particularly the students of M.A (HRM) of the Department of lifelong learning are permitted to do this certificate course on First Aid and Safety Management concurrently with their PG programme.

4. Scheme of Examination.

Papers	Marks		Total	Total No. of credits
	CIA	UEA		
Paper I 3hrs	40	60	100	9
Paper “	40	60	100	9
Paper “	40	60	100	9

Note : practical /field experience or training shall also be conducted in the relevant areas.

5. Distribution of Teaching hours

There shall be a total number of 150 actual contact hours. Each paper shall have 50 hours.

6. Examination:

a. There shall be examination at the end of the course i.e. December / January/February or June/ July /August. A candidate who does not pass the examination in any subject(s) shall be

permitted to appear in such subject(s) in the subsequent examination. All the candidates shall be required to register for the entire examination at the first appearance.

b. The results of all examinations will be published at the Department in which they took the examinations.

7. Passing Minimum :

A candidate shall be declared to have passed in each paper if he /she secures not less than 40% of the prescribed maximum marks. He /She shall be declared to have passed the whole examination and qualified for the certificate, if He /She pass in the papers.

8. Classification of successful candidates

Those who secure 60% or above the maximum shall be declared to have passed in I class; those who secure 50% or above but below 60% shall be declared to have passed in II class. All other successful candidates shall be declared to have passed the examination in the III class.

9. Award of certificate

A candidate shall be eligible for the award of the certificate if He /She has passed all the examination prescribed thereof.

10. Revision of Regulations and curriculum.

The University may from time to time revise, amend and change the regulation and the curriculum it found necessary.

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**BHARATHIDASAN UNIVERSITY
DEPARTMENT OF LIFELONG LEARNING
SYLLABUS**

CERTIFICATE COURSE ON FIRST AID AND SAFETY MANAGEMENT

Paper -1 Management principles

Unit -1

Management-Meaning-, definition and significance of management , components of management ,human ,physical , informational and financial resources management –problem solving process, efficient use of resources –scarce resources – nature of management – group activity , universal process , dynamic process, important organ of society , Management and administration .

Unit -2

Functions of management –planning meaning and definition and importance , decision making function , organizing meaning , definition and importance , guidelines for effective organization , Directing – meaning , importance and principles of direction . co-ordination – meaning and definition – Requirements of effective communication.

Unit- 3

Ethics ,Value and Virtues – meaning and importance – human values – empathy , tolerance , patience , passion , respect , helpfulness ,morality , honesty, integrity, optimism, friendliness , cooperation , unity, life skills and psychological competence.

Unit-4

Conflict management – meaning – importance –resolving conflict creativity – counseling five modes for responding to conflict situation.

Unit -5

Counseling and Guidance – meaning – definition –significance of counseling and guidance . various methods of guidelines for counseling and guidance . safety skills/education about increasing employees knowledge /skills about accident prevention.

References:

- 1.Personal Management and industrial relation , Bhngoliwal , TN Agra publishers , Agra.
2. Management concepts & Thoughts , V.S.P..Rao, Narayanan, Konarak publishers ovt.Ltd

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Paper - Protection to Self Others - Service minded / Samaritans

Unit - 1

Service meaning , definition Voluntary service – meaning , importance – humanity – humanitarian services / principles and values – Natural Disaster management service and manmade disaster / accident services , health care community service – Blood services .

Unit - 2

Service organization – Red Cross Movement – Origin , International Federation of Red Cross and Red Crescent (IFRC) , International Committee of Red Cross (ICRC) , Seven Fundamental principles of the International Red Cross and Red Crescent Movement , Indian Red Cross Society (IRCS) , Indian Red Cross Society , Tamil Nadu Branch , District Branch and sub – Branches . Youth Red Cross (YRC) And Junior Red Cross .

Unit - 3

International Humanitarian Law (IHL) – Origin – Fundamental principles essential rules , IHL , World States are bound by IHL, Measures to be carried out . The Geneva conventions, Geneva Convention Day . St.John Ambulance Association, WHO, NGOs . Human Rights Act, 1993 with Amendment Act , 2006 .

Unit - 4

Protection to self and others Road safety – Motor Vehicle Act 1989, various sections, Road traffic new signs – Mandatory, warning and Informatory signs. Knowledge of safety measures at home, Occupational safety, Work health and safety, work place safety, travel safety First Aid and safety management.

Unit – 5

Laws and Acts protecting Samaritan / First Aider / Safety Educator – Road Accidents – SC approved Guidelines to protect Good Samaritans April 1st 2016 , Help and accident victim without being harassed - Good Samaritan Bill introduced in Karnataka State December 23rd 2016. GOI, Ministry of Transport May 12th 2015 Notification – suitable Guidelines to prevent harassment of Good Samaritans, The Hindu August 25th 2016. Protecting Good Samaritans. Supreme Court approves Center's guidelines to protect Good Samaritans, March 31st 2016.

References :

- 1.Training Manual (2003), Indian Red Cross Society , Tamil Nadu Branch.
- 2.Youth Red Cross Journal (2004 – 2005), Indian Red Cross Society , TN Branch .
- 3.Indian Red Cross Society (2015),TN Branch , Montieth Road , Egmore,Chennai.

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Paper - III First Aid and Safety Activities
Practical Class

Unit – 1

Human Body System and functions, Basic principles and guidelines to the first aides – Rules and Scope of First Aid – Attitude problem of First Aid – Action at an emergency and life threatening conditions. Fundamental of First Aid.

Unit -2

Cardiac and respiratory emergencies and CPR – Hypoxia and suffocation – shock and unconsciousness Fainting –Head and spine injuries during clash and blast – the Burns –Wounds and sever bleeding –injuries and fracture-Dressing and Bandages, Recovery positions. Fire extinguish – gas, minerals, oils, electricity in houses, industries /offices .Heat and Cold emergencies.

Unit – 3

Approach to accident victim- psychological First Aid – First Aid at Road accidents, School, Industries, First Aid at villages and diseases- fever, Malaria, Dengue, Dysentery, Neumonia. First Aid at disasters.

Unit -4

Animal and poisonous bites – the epilepsy – Triage – poisonous Adulteration – sinking life saving drugs – Safe transportation of patients, Identify cards to patients. Recording and Reporting .

Unit -5

First Aid Management – First Aid Kit – Role of First Aid volunteer in conflict situations –First Aiders qualities – communication – empathy – Fitness – positivity – initiative – selflessness – Vigilance /alertness and Awareness, Safety training, education, personal protective equipment , materials handling, Hand tools, Housekeeping and safety audit.

References :

- 1.First Aid Kit for Teaching Practical Teaching Guides Continuum (2007), Dun Can Grey.
- 2.British Red Cross Society First Aid Manual .The Authorized Manual of St.John Ambulance , DK Publications.