

Syllabus for the trade

of

# **OLD AGE CARE**

(SEMESTER PATTERN)

UNDER

CRAFTSMAN TRAINING SCHEME

Designed in: 2013

By

Government. of India  
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE  
Directorate General of Employment & Training  
Ministry of Labour & Employment  
EN 81, SECTOR – V, SALT LAKE CITY,  
Kolkata – 700 091.

**List of members of Trade Committee meeting for the trade of 'OLD AGE CARE' held 12<sup>th</sup> December'2011 at Central Staff Training & Research Institute (CSTARI).**

<b>Sl. No.</b>	<b>Name &amp; Designation Shri/Smt.</b>	<b>Representing Organisation</b>	<b>Remarks</b>
1.	S.J.Amalan, Director	CSTARI, EN-81, Salt Lake, Kolkata-91	Chairman
2.	Rabin Debnath, Asstt. Director of Industrial Trg.	DTE. Of Indl. Trg., TE&T Dept., Govt. of West Bengal.	Member
3.	Sougata Saha, Director	Comtel Electronics (P) Ltd. Salt Lake, Kolkata.	Member
4.	Pijush Chatterjee, Manager	Hotel Kamala Residency, New Digha. Paschim Midnapore	Member
5.	M.C.Sharma, JDT.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
6.	Dibyendu Paul, MD & CEO	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
7.	Dr. Ayan Dasgupta, Medical Practitioner	Dunlop, Kolkata-108.	Member
8.	Nisith Ranjan Seal, Director	Soft Tek, AB-19, Deshbandhu Nagar, Kolkata-59.	Member
9.	Dr. Amarendu Mondal, Director	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
10.	Swami Nath Prasad, Director	Dream Merchant Privet Limited, Kolkata.	Member
11.	Kshetra Mohan Ghosh, Instructor	ITI, Howrah Homes, West Bengal.	Member
12.	Muktanand, Trg. Officer	RDAT (ER), Kolkata-64.	Member
13.	Gautam Sardar, Director	National Institute of Hotel Management, Kolkata.	Member
14.	Mrs. Mousami Panigrahi, Manager	SAPTAK Tour & Travels, Kolkata.	Member
15.	Ganesh Sen, Manager	Sunita Tourist & Travels, Andaman & Nicobar Island, Kolkata.	Member
16.	Pranabesh Maity, Officer	Life Insurance corporation of India, Kolkata.	Member
17.	Soma Das (Talukdar)	RVTI (W), Kolkata	member
18.	A.K.Mandal, ADT	ATI, Kolkata	Member
19.	L.K.Mukherjee, DDT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
20.	S.B.Sardar, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
21.	Nirmalya Nath, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
22.	Sipra Das, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
23.	R.N.Manna, T.O.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
24.	Hemant Kujur, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
25.	Pradip Biswas, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member

**List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6<sup>th</sup> to 10<sup>th</sup> May'2013 at CSTARI, Kolkata.**

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpall Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

## GENERAL INFORMATION

- 1.Name of the Trade** : OLD AGE CARE
- 2.NCO Code No.**
- 3.Duration** :6 months ( 1 semester)
- 4.Power Norms** : 2 KW
- 5.Space Norm** :100 Sq. mtr
- 6.Entry Qualification** :Passed 8<sup>th</sup> class Examination
- 7.Unit Strength** : 16 Trainees
- 8.Instructor's/Trainer's Qualification** : Degree in nursing or midwifery with one year experience  
OR  
Diploma in nursing or midwifery with two year experience  
OR  
NAC/NCT certificate in the relevant field with three year experience
- 9.Desirable qualification** : Preference will be given to a candidate with Craft Instructor Certificate

Note:

- (i) Atleast one Instructor must have degree /Diploma in the relevant field
- (ii) For practical the trainees should be taken to some old age care home for practice. Where ever Necessary.

Aptitude Test to ascertain the capacity of trainees to serve the ageing should be conducted.

## SYLLABUS FOR THE TRADE OF “OLD AGE CARE” UNDER CTS.

Duration :Six months

**First Semester**

**Semester Code: OAC: SEM I**

Week no:	Trade Practical	Trade Theory
1	Familiarization with old age care.	<b>Introduction of the course.</b> Necessity of an old age Home & care for old age people who have none to look after or one who wishes to enjoy the isolated life.
2	Practice on the maintenance of Registered, Record and other documents of old age care Maintenance of daily accounting	Maintenance of Registered, Record and other documents of old age care Maintenance of daily accounting
3-4	Practice on Sociology. Physiology, Anatomy of Human body & Nursing.	Basic knowledge of Sociology. Basic Knowledge of Physiology, Anatomy of Human body & Nursing.
5-6	Practice on health & Hygiene of Human being, Elementary health – Nursing and First Aid.	Health- Nursing and First Aid
7	Orientation on affects of climate and environment on the human body, Simple yogic saunas for general health	Environment effect & seasonal effect in different regions
8	Practice on problems relating to physical & psychological effect of old aged people	Problems relating to physical & psychological effect of old aged people
9	Demonstration problems relating to physical & psychological effect of old aged people	Gerontology (Science of ageing) as a discipline Govt. roles- various project, policy & law.
10		Maintenance cleanings and discipline in all respect
11	Familiarisation with Specific problems, which might occur for male & female care.	Specific problems, which might occur for male & their care. Specific problems, which might occur for female & their care.
12-13	.	Old aged disease. Study of food habits of different regions daily food chart. Dietary changes with age

14	Identification of Med claim facilities & their implementation.	Med claim facilities & their implementation
15		Contact with various hospital for emergency Medicare. Shelter and old aged Home.
16-17	Practice on Organizing social activities. Counseling (Psychology parts).	Study of organizing social activities. Counseling (Psychology parts).
18	Practice on daily routine starting from rising in the morning to going for sleeping at night.	Daily routine starting from rising in the morning to going for sleeping at night. Organizing prayer, reading, of various religious 'Grantham' of different religion as applicable
19	Demonstration Physical exercises like 'yoga' & little physical exercise for their healthy living.	Organizing the recreational activities such as ,group and discussion, symposium Film show & Entertainment (education mental occupation)
20	Practice on organizing the recreational activities such as ,group and discussion, symposium Film show & Entertainment (education mental occupation).	Visit to old age Home & Excursion to some interesting place.
21	Practice on visit to old age Home& Excursion to some interesting place.	Creating peaceful atmosphere. People – serving the aged.
22	Mode of creating peaceful atmosphere. Growing of some flower plants & some agricultural product like fruits & vegetables etc. if possible	Growing of some flower plants & some agricultural product like fruits & vegetables etc. if possible. Organizing games & sports appropriate to old age people. Involvement of boarders for cooking and others management activities.(Occupational therapy)
23- 24	Practice on organizing games & sports appropriate to old age people.	Knowledge of Infrastructure facilities.

	Involvement of boarders for cooking and others management activities.(Occupational therapy ), Infrastructure facilities (cots, bedding, utensils, ambulance) & their maintenances.	
25	Revision	
26	Examination	

**The team for management Faculty of the home should comprise:**

1. One resident manager trained in general administration and first aid.
2. One doctor on call who can be summoned in need.
3. General attendants in the ratio of 1:5 residents during the day and 1:10 residents at night.
4. A Cook plus helpers, Alternatively, Catering can be outsourced to any reliable caterer.
5. Room cleaning staff in the ratio of 1:10 rooms.
6. Nutritionist Consultant.

**In addition to the core team as above, the home must also provide supplementary services as below:**

1. A panel of volunteers to provide companionship and render engagement services such as reading to residents, writing letters etc.
2. A panel of counselors to provide psychological counseling as depression is a common problem to among residents.
3. A panel of personal attendants, to be retained as per the requirement of residents.
4. Arrangement with a local hospital or nursing home, which has diagnostic and intensive care facilities.

**FACULTY GROUP**

1. Medical Practitioner (MBBS) (Consultant / Advisor/ / Part-time)
2. 5 yrs. Experience in working with Old Age Home
3. Graduate / Diploma / Degree with
4. Physiotherapy / 3yrs. Nursing BSC Nursing.

## List of Tools & Equipment

### TRADE: OLD AGE CARE

#### LIST OF TOOLS & EQUIPMENT

##### A. TRAINEES TOOL KIT FOR 16 + ONE TRAINEES

1. Single Bed	2 Nos.
2. Rack, Almirah	2 Nos.
3. Small Table	2 Nos.
4. Hanger	5 Nos.
5. Bedroom	1 No.
6. Diner/lunch room	1 No. each
7. Common room	2 Nos.(Common for all trainees)
8. Physiotherapy, yoga room	1 No.
9. Vacuum cleaner	1 No.
10. Public telephone	1 No.
11. Magazines, Books	1 each.
12. Grab handle, call bell, wheel chair	1 each
13. First aid Box	2 Nos.
14. Almirah with (8) self	2 No
15. Stracher	1No.
16. Spigmomanometer	1 no
17. Thermometer	1 no
18. Stethoscope	1 no
19. Gmcometer (Autopmated)	1 no