

SDSU UNIVERSITY

Syllabus of BHA (In accordance with New Education Policy 2020)

BHA**RULES & REGULATIONS OF Bachelor of Hospital Administration (BHA)****INTRODUCTION**

1. The healthcare concept in India has undergone a tremendous change in recent years. People have become increasingly aware of the importance of healthcare and this has led to higher expectations and an increased demand for a high quality of medical care and facilities.
2. Medical establishments are Matrix organizations and need skilled and efficient Human Resources to provide patient care services at every level. Efficient hospital management and administration is concerned with the organization, coordination, planning, staffing, evaluating and controlling of health care services provided by the hospitals. The primary objective of healthcare organizations is to provide quality healthcare to the patient in a cost-effective manner and safety to the healthcare workers at work place.
3. Since last few years there has been a remarkable growth in the hospital industry in India, which in turn has led to a tremendous demand for efficient professionals who can handle the day-to-day chores of hospital management and administration. Highly trained professionals are needed for the smooth operation of a hospital, as the hospitals are expected to deliver quality service 24 x 7 x 365.
4. The urgent nature of hospital work and the level of efficiency that is expected, have increased the need of well-formulated hospital management courses. Demand of professional Hospital Administrators/ Managers have increased in hospitals to manage services provided by the hospitals proficiently, economically and successfully in a given time period. There are various disciplines in which the course is divided
5. The syllabus under NEP-2020 is expected to enhance the level of understanding among students and maintain the high standards of graduate program offered in the country. Effort has been made to integrate the use of recent technology and MOOCs to assist teaching-learning process among students.

AIM & OBJECTIVES

1. The overall aim of the BHA program is to prepare students to effectively step into healthcare management positions with solid management skills like critical thinking, analysis, excellent communication anchored to ethical and spiritual principles.
2. 2. Students will develop knowledge, skills, competencies, attitudes and abilities on basic concepts of overall health care system design, issues associated with the health care system

and its policies and regulations.

Students will imbibe leadership, organizing and management skills to create a productive working environment within different types of healthcare organizations that support the organization's vision, mission, values and activities. **TITLE OF THE COURSE** The title of the course shall be "Bachelor of Hospital Administration" (BHA). **DURATION OF THE COURSE:** The course shall be of 3 years duration from the date of commencement of academic session 1st August 2021. It will be a full time, regular course.

3. **MEDIUM OF INSTRUCTION:** English shall be the medium of instruction.

SELECTION OF CANDIDATES:

1. Admission to BHA Courses shall be made on the basis of eligibility criteria set by University.
2. During subsequent counseling (s) the seats will be allotted as per the merit of the candidate depending on the availability of seats on that particular day.
3. Candidate who fails to attend the medical examination on the notified date(s) will forfeit the claim for admission and placement in the waiting list except unless permitted by the competent authority under special circumstances.

OUTCOMES/ COURSE OBJECTIVES

The course is expected to enable the students to—

1. Demonstrate competency across business disciplines, specifically apply the essential elements of core business principles to analyze and evaluate problems and to construct and implement solutions in the business environment
2. Perform team work and leadership skills in the evaluation of organizational conditions using a system perspective to determine necessary action.
3. Practice high level of professionalism necessary to deliver the knowledge, expertise and skill of students through the application of research to business problems and issues
4. Demonstrate an understanding and appreciation of ethical principles at both the professional and community levels.
5. Apply critical reasoning process to specifically employ appropriate analytical models to evaluate evidence, select among alternatives, and generate creative options in furtherance of effective decision making.
6. Develop superior oral and written communication skills relevant to business process effective communication skills, specifically write business documents clearly, and analytically and speak in groups and in public clearly, concisely and analytically, with appropriate use of visual aids.
7. Be employed in a broad range of functional areas like floor administration, general management, new business development, operations, quality, marketing, finance, HRM and like in health care and allied industries like hospitals, insurance companies, healthcare at home, healthcare consulting organizations, medical transcription, healthcare call centers, data management companies etc.

COURSE OUTCOMES- At the end of this course, graduates will be able to: –

1. To develop comprehensive professional skills that are required for a business

administration graduate and to develop language abilities of students to inculcate writing skills and business correspondence

2. To apply the knowledge of accounting fundamentals, and financial management to the solution of complex accounting & management problems

3. To develop self-employment competencies of young entrepreneurs and to create corporate professionals

4. To create awareness of laws and legislations related to health care and business and practical orientation in the area of hospitals and healthcare

5. Problem solving through the application of appropriate theories, principles and data

6. Recognize the need to adapt business practices to the opportunities and challenges of an evolving global environment.

7. Demonstrate ability to recognize and identify ethical conflicts, apply ethical reasoning and assess response options relative to the needs and interests of relevant stakeholders to address issues in a business context.

8. Identify, evaluate, analyze, interpret and apply information to address problems and make reasoned decisions in a business context.

9. Communicate in a business context in a clear, concise, coherent and professional manner.

10. Demonstrate the understanding and ability to apply professional standards, theory and research to address business problems within specific concentrations.

Eligibility Criteria

Candidates who are applying for admission in the BHA program will have to satisfy each of the condition mentioned in the BHA eligibility criteria in order to get eligible for admission.

He must have cleared the 12th(Senior Secondary Examination) with at least 45% aggregate in any stream.

**Bachelor in Hospital Administration (B.H.A.) Career Options and Job Prospects
Career Options, Job Prospects(Outcome)**

There are many options available after the completion of Bachelor in Hospital Administration(B.H.A.) program. Students may either pursue a master degree program or any short term diploma/certificate program. Besides this, candidates who are wishing to work may find a suitable profile to start their career. Some of the employment are as available after BHA are listed below.

- Nursing Homes
- International and National Healthcare Organizations
- Healthcare Portal
- Mental Health Facilities
- Hospital Consulting Firms
- Pharmaceuticals and Hospital Supply Firms
- Health Insurance Companies
- Medical Software Companies
- Public Health Department
- Rehabilitation Centre
- Hospitals

Candidates may apply for any job profile listed below.

- Hospital Administrator
- Floor Manager-Hospital
- Centre Manager
- Teacher or Instructor-College and Universities
- Sales Manager-Hospital Management
- Hospital Management Healthcare
- Administrative Officer
- Facility Manager-Healthcare/Hospital
- Quality department

- NGO's
- Waste Management

ABBREVIATIONSUSED INTHE TABLE GIVENBELOWAREAS FOLLOWS:-

1) L=Lecture

2) T=Theory

3) P=Practical

4) TA=Teacher's Assessment

5) CT=Class Test

6) Tot=Total

7) ESE=End Semester exams

DEPARTMENT OF HOSPITAL ADMINISTRATION

1. TITLE AND COMMENCEMENT:

- a) These regulations shall be called “The Regulations Governing the Choice Based Credit System
- b) Semester Scheme with Multiple Entry and Exit Options in the Undergraduate, and Postgraduate
- c) Degree Programmes in the School of Management and Commerce Studies.
- d) Regulations shall come into force from the Academic Year 2022-23.

2. SALIENT FEATURES OF THE FOUR YEARS MULTIDISCIPLINARY UNDERGRADUATE PROGRAMME WITH MULTIPLE ENTRY AND EXIT OPTIONS:

- a) The program shall be structured in a semester mode with multiple exit options with
- b) Certification, Diploma and Basic Bachelor Degree at the completion of first, second and third
- c) years, respectively. The candidate who completes the four years Undergraduate Program, either in one stretch or through multiple exits and re-entries would get a Bachelor's degree with Honors/ Research.
- d) The four-year undergraduate Honors degree holders with research component and a suitable grade are eligible to enter the 'Doctoral (Ph.D.) Program' in a relevant discipline or to enter 'Two Semester Master's Degree programme with project work'.
- e) Candidates who wish to enter the Masters/Doctoral programme in a discipline other than the major discipline studied at the undergraduate programme, have to take additional courses in the new discipline to meet the requirement or to make up the gap between the requirement and the courses already studied.
- f) The curriculum combines conceptual knowledge with practical engagement and understanding that has relevant real-world application through practical laboratory work, field work, internships, workshops, and research projects.

3. Credit Requirements and Qualifications at different levels on the NHEQF:.

Credit Requirements and Qualifications at different levels on the NHEQF: The level of the four years BHA.

Programme shall be as per the Draft National Higher Educational Qualification Framework (NHEQF). As per the guidelines, the number of credits to be earned at each level are as under:

NHEQF Level	Nomenclature (qualifications within each level)	Credit earned without exit option	Credit earned with exit option
Level – 5	Undergraduate Certificate for those who exit after successful completion of first year (two semesters) of the undergraduate programme	40	44
Level – 6	Undergraduate Diploma for those who exit after successful completion of second year (four	80	84

	semesters) of the undergraduate programme		
Level – 7	Bachelor's Degree for those who exit after successful completion of three years (six semesters) of the four year undergraduate programme	120	--
Level – 8	Bachelor's Degree with Honours for those who have successfully completed four years (eight semesters) of the undergraduate programme	160	--
Level – 8	Bachelor's Degree with Research* for those who have successfully completed four years (eight semesters) of the undergraduate programme	160	--

* Details of credits are described later in the syllabus

Examination Scheme:

Components	I st Internal	II nd Internal	Presentation/ Assignment/ Project	External (ESE)
Weightage (%)	10 Marks	10 Marks	10 Marks	70 Marks

Note:-BHA SYLLABUS IS DIVIDED INTO THREE YEARS WITH SIXSEMESTERSEACH.

Candidate who secures the minimum marks as set by the University will be considered to be promoted to the next class. In case the student fails to secure the minimum passing marks in any subject or does not appear in that subject exam then he/she will be scheduled to reappear in the related subject exam as per the date set by the controller of examination. For each semester and each subject the passing criteria is the same.

Session2022-23

Name of the University	Shri Dev Suman
Name of the Department	Department of Hospital Administration
Name of the School	School of Management and Commerce Studies
Program Name	Bachelor's of Hospital Administration
Program code	

Program Objectives(PO)

PO1	To provide knowledge and requisite skills in different departments of hospital
PO2	Recognize the need to adapt business practices to the opportunities and challenges of hospital administration
PO3	To Compete on a global platform by applying hospital concepts to management decision-making and gaining a systematic understanding of globalization and its impact on hospital administration sector
PO4	To provide research based knowledge to the students in a hospital to nurture their managerial competencies and administrative qualities
PO5	To Pursue higher education and engage in continuous up-gradation and life-long learning
PO6	Apply reasoning informed by the contextual knowledge to assess societal health and cultural issues in hospital administration.
PO7	To Inculcate ethical values in self and demonstrate concern for community and the environment
PO8	Apply ethical principles and commit to professional ethics and responsibilities and norms of Management practices in relation to Hospital Administration.
PO9	To function effectively as an individual or leader as a part of team in a hospital
PO10	Communicate in a business context in a clear, concise, coherent and professional manner.
PO11	Cultivate a broad array of interdisciplinary knowledge and skills integrating concepts of hospital administration
PO12	Able to apply critical thinking, creativity, skills, cultural sensitivity, and humanity to to create awareness within society for problem –solving and interpretation

Program Specific Outcomes(PSO)

PSO-1	Expansion of comprehensive knowledge of various hospital administration essentials
PSO-2	Imbibe critical thinking skills in understanding administrative issues and problems pertaining to a hospital
PSO-3	Application of managerial knowledge and skills to the effective decision-making in a hospital

FIRST SEMESTER

Course Code	Course Name	Credits	Course Structure
BHAMC 101	Principles and Practice of Healthcare Management	5	Major(for own faculty)
BHAMC 102	Medical Terminology – I	5	Major(for own faculty)
BHAME 103	History of Hospital & Health Systems	5	Major Elective(for own faculty)
BHAOE 104	Business Statistics -I	2	Minor Elective(for own/other faculty)
BHAVC 105	Business Communication	3	Vocational Course
BHACC 106	Spread Sheet Modelling	----	Co-curricular Course
		20	Total Credits

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COURSESTRUCTURE AND EXAMINATIONSCHEME FOR BHA-3YEARS

SEMESTER– I

S.No	Subject	Code
1.	Principles and Practice of Healthcare Management	BHAMC 101
2.	Medical Terminology – I	BHAMC 102
3.	History of Hospital & Health Systems	BHAME 103
4.	Business Statistics -I	BHAOE 104
5.	Business Communication	BHAVC 105
6.	Spread sheet Modeling.	BHACC 106

ASSESSMENT

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	BHAMC 101	Principles and Practice of Healthcare Management	5	4	1	-	10	20	30	70	100
2	BHAMC 102	Medical Terminology – I	5	4	1	-	10	20	30	70	100
3	BHAME 103	History of Hospital & Health Systems	5	4	1	-	10	20	30	70	100
4	BHAOE 104	Business Statistics -I	2	2		-	10	20	30	70	100
5	BHAVC 105	Business Communication	3	2		1	10	20	30	70	100
6	BHACC 106	Spreadsheet Modeling	----						100		100
Total			20	16	3	1	50	100	250	350	600

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SEMESTER– II

S. No	Subject	Code
1.	Hospital Operations Management	BHAMC 201
2	Medical Terminology-II	BHAMC 202
3	Basics Of Human Body	BHAME 203
4	Fundamentals Of Accounting	BHAOE 204
5	Quality In Healthcare Management	BHAVC 205
6	Advanced Spread sheet modeling	BHACC 206

Course Code	Subject	Credits	Course Structure
BHAMC 201	Hospital Operations Management	5	Major(for own faculty)
BHAMC 202	Medical Terminology - II	5	Major(for own faculty)
BHAME 203	Basics of Human Body	5	Major Elective(for own faculty)
BHAOE 204	Fundamentals of Accounting -I	2	Minor Elective(for own/other faculty)
BHAVC 205	Quality in Healthcare Management	3	Vocational Course
BHACC 206	Advanced Spread sheet Modelling		Co-curricular Course
		20	Total Credits

ASSESSMENT

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	BHAMC 201	Hospital Operations Management	5	4	1	-	10	20	30	70	100
2	BHAMC 202	Medical Terminology – II	5	4	1	-	10	20	30	70	100
3	BHAME 203	Basics of Human Body	5	4	1	-	10	20	30	70	100
4	BHAOE 204	Fundamentals of Accounting -I	2	2		-	10	20	30	70	100
5	BHAVC 205	Quality in Healthcare Management	3	3		-	10	20	30	70	100
6	BHACC 206	Advanced Spreadsheet Modeling	----						100		100
Total			20	17	3	-	50	100	250	350	600

Student, on exit, after successfully completing first year (i.e., securing minimum required 44 credits, including minimum required 4 credits for Internship as per the UGC Guidelines will be awarded “ Undergraduate Certificate” of one year, in Hospital Administration

THIRD SEMESTER

Course Code	Course Name	Credits	Course Structure
BHAMC301	Epidemiology & its application	5	Major(for own faculty)
BHAMC 302	Hospital Record Management	5	Major(for own faculty)
BHAME 303	Health Economics	5	Major Elective(for own faculty)
BHAOE 304	Fundamentals of Accounting-II	2	Minor Elective(for own/other faculty)
BHAVC 305	Marketing Management	3	Ability Enhancement Compulsory Course – I
BHACC 306	Physical Education/Sports activity	-	Co-Curricular Course
Total		20	

COURSE STRUCTURE AND EXAMINATION SCHEME FOR BHA-3 YEARS**SEMESTER– 3**

S. No	Subject	Code
1.	Epidemiology & its application	BHAMC 301
2.	Hospital Record Management	BHAMC 302
3.	Health Economics	BHAME 303
4.	Fundamentals of Accounting-II	BHAOE 304
5.	Marketing Management	BHAVC 305
6.	Physical Education/Sports activity	BHACC 306

ASSESSMENT

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	BHAMC 301	Epidemiology & its application	5	4	1	-	10	20	30	70	100
2	BHAMC 302	Hospital Record Management	5	4	1	-	10	20	30	70	100
3	BHAME 303	Health Economics	5	4	1	-	10	20	30	70	100
4	BHAOE 304	Fundamentals of Accounting-II	2	2		-	10	20	30	70	100
5	BHAVC 305	Marketing Management	3	2	1		10	20	30	70	100
6	BHACC 306	Physical Education/Sports activity	-	-		-	10	20	30	70	100
Total			20	16	4		60	120	180	420	600

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SEMESTER– IV

S. No	Subject	Code
1.	Hospital Hazards and Disaster Management	BHAMC 401
2	Hospital Support Services	BHAMC 402
3	Health Management Information System	BHAME 403
4	Strategic Management in Healthcare	BHAOE 404
5	Environment and Ecology	BHAVC 405
6	Communication skills and Personality Development	BHACC 406

Semester-IV

S. No	Course Code	Course Name	Credits	Course Type
1	BHAMC401	Hospital Hazard & disaster Management	4	Core Subject
2	BHAMC402	Hospital Support Services	4	Core Subject
3	BHAME403	Health Management Information System	4	Major Elective
4	BHAOE404	Strategic Management in Health Care	2	Minor Elective
5	BHAVC405	Environment and Ecology	3	Ability Enhancement Compulsory Course – I
6	BHACC406	Communication skills and Personality Development		Co-Curricular Course

Student, on exit, after successfully completing first year (i.e., securing minimum required 84 credits, including minimum required 4 credits for Internship as per the UGC Guidelines will be awarded “Undergraduate Diploma” of two years in Hospital Administration

ASSESSMENT

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	BHAMC 401	Hospital Hazards and Disaster Management	5	4	1	-	10	20	30	70	100
2	BHAMC 402	Hospital Support Services	5	4	1	-	10	20	30	70	100
3	BHAME 403	Health Management Information System	5	4	1	-	10	20	30	70	100
4	BHAOE 404	Strategic Management in Healthcare	2	2		-	10	20	30	70	100
5	BHAVC 405	Environment and Ecology	3	2	1		10	20	30	70	100
6	BHACC 406	Communication skills and Personality Development	-	-		-	10	20	30	70	100
Total			20	16	4		60	120	180	420	600

SYLLABUS SEMESTER 1

PRINCIPLES AND PRACTICES OF HEALTHCARE MANAGEMENT

Course code	:BHAMC101			
Course Name	: Principles and Practices of Healthcare Management			
Semester	:1 st			
	L	T	P	C
	4	1	0	5

Course Objectives:

1. The purpose of this course is help the students to understand management functions
2. To familiarize themselves with the practice of management
3. To cultivate an insight into the individual behaviour in hospitals and health care sector

60 Lectures

Unit - 1

(12)

Definition, Functions, Process, Scope and Significance of Management. Nature of Management, Managerial Roles, Managerial Skills and Activities, Difference between Management and Administration. Significance of Values and Ethics in Management. Application in Hospital/Healthcare sector

Unit- 2

(10)

Evolution of Management Thought Approaches of Management Thought, Functions of Management.

Unit- 3

(14)

Planning and Organizing Nature, Scope, Objective and Significance of Planning, Elements and Steps of Planning, MBO, Decision Making Organizing Principles, Span of Control, Line and Staff Relationship, Authority, Delegation and Decentralization. Effective Organizing, Organizational Structures, Formal and Informal Organizations, Staffing. Functions and Qualities of a Hospital Manager.

Unit- 4

(12)

Directing Effective Directing, Supervision, Motivation. Concept of Leadership-Theories and Styles. Communication Process, Channels and Barriers, Effective Communication, Application of Management in Health care industry

Unit-5**(12)**

Controlling and Coordinating- Elements of Managerial Control, Control Systems, Management Control Techniques, Effective Control Systems. Coordination Concept, Importance, Principles and Techniques of Coordination, Concept of Managerial Effectiveness. Role of Coordination in Hospitals

Text Books:

1. Park K, 2015, Preventive and Social Medicine. 23rd edition, Banarsidas, Bhanot
2. Sakharkar BM, 2009, Principles of Hospital Administration & Planning, 2nd Edition, Jaypee Brothers Medical Publishers

Reference books:

1. Greenberg Jerald and Baron Robert A 2007,: Behaviour in Organizations: Understanding and Managing the Human Side of Work, Prentice Hall of India.-9th edition, published
 2. Harold Koontz and Heinz Weihrich, 2020, Essentials of Management, Pearson Education, McGraw Hill Publication, 11th edition
 3. Stephen Robbins and M. Coulter, 2019, Management, Pearson Education, 14th edition .
 4. Drucker Peter F 2006, Practice of Management, Mercury Reference books, Publishing year
- (NOTE: - faculties will be distributing, case studies / case lets from time to time when ever required)

Course outcomes (COs):

Upon successful completion of the course a student will be able to

Course Code	BHAMC101
CO1	To understand the meaning of Management and also functions of Management
CO2	To study the history of Management
CO3	To know the details of functions like Planning and Organizing
CO4	To summarize the functions of Directing and Communication
CO5	To illustrate controlling and coordination
CO6	To lead the Organization following the Principles of Management

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1		1		2		1			2	2				1	2
CO2	1				2		2				1		2	2	
CO3	2		2					2		1				1	
CO4		1				2							1		
CO5	2	2				2	1		1			1	2		2
CO6			1					1	1						1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

MEDICALTERMINOLOGY

Course code	:BHAMC102			
Course Name	:Medical Terminology			
Semester	:1 st			
	L	T	P	C
	4	1	0	5

Course Objectives:

1. This subject aims to provide basic knowledge of Medical Terminology used in patient treatment
2. This subject provides basic knowledge of Greek alphabets, abbreviations in medical terminology
3. This subject gives us insight into the knowledge of Latin terms in Prescription writing.

Unit - 1

Introduction to medical terminology and Greek Alphabets. Commonly used prefixes in medical terminology. Commonly used suffixes in medical terminology. Commonly used root words in medical terminology. (10)

Unit - 2

Common Latin terms used in prescription writing. Study of standard abbreviations. Commonly used medical terms to define different parts of the body. (10)

Unit -3

Main Medical terminology used by Cardiologist. Main Medical terminology used by Neurologist. Main Medical terminology used by Nephrologists. Main Medical terminology used by Gastroenterologist. (10)

Unit – 4

Main Medical terminology used by ENT surgeon. Main Medical terminology used by Dentist. Main Medical terminology used by Orthopaedic surgeon. Main Medical terminology used by Gynaecologist (10)

Unit – 5

Main Medical terminology used by Oncologist. Main Medical terminology used by Dermatologist. Main Medical terminology used by Endocrinologist (8)

Text books

1. Park K, 2015, Preventive and Social Medicine. 23rd edition, Banarsidas, Bhanot
2. Sakharkar BM, 2009, Principles of Hospital Administration & Planning, 2nd Edition, Jaypee Brothers Medical Publishers

Reference books:

- 1) Basic Medical Language: Authors: Danielle LaFleur Brooks, Myrna LaFleur Brooks, and Dale Levinsky, 2019, Basic Medical Language
- 2) David Allan and Rachel Basco 2019, Medical Language for modern healthcare
- 3) Betsy J. Shiland, 2019, Mastering Healthcare Terminology,
- 4) Bruce Wingered, Medical Terminology complete, 2016:
- 5) Dorland's 2011 Illustrated, Medical dictionary, 32nd edition

Course outcomes (COs):

Upon successful completion of the course a student will be able to:

Course Code	BHAMC102
CO1	To understand Medical Terminology. Meaning of prefixes and suffixes with examples.
CO2	To apply the Common Latin terms used in Prescription and use medical terms to define different parts of the body.
CO3	To analyze the Medical terminology used by Cardiologist, Neurologist, Nephrologist and Gastroenterologist.
CO4	- To relate the Medical terminology used by ENT, Dentist, Orthopaedic and Gynaecologist
CO5	To classify the Medical Terminology used by Oncologist, Dermatologist, Endocrinologist.
CO6	To assemble different medical terms

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1		1		2		1	2		2					1	2
CO2	1										1			2	
CO3			2					2		1				1	
CO4		1				2						1			
CO5		2				2	1		1		1	2			2
CO6			1					1	1						1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

History of Hospital and Health System**BHAME -103**

Course code	:BHAME103			
Course Name	:History of Hospital and Health System			
Semester	:1 st			
	L	T	P	C
	4	1	0	5

Course Objectives

1. This subject is meant to familiarize the students with the history of the hospital
2. To gain knowledge of healthcare system and the development of healthcare system.

48 Lectures**Unit - 1**

Definition and meaning of Health, Holistic approach to health, Basic information relating to health, Historical development of health care system in India, Definition and meaning of hospital, historical development of hospitals, growth of hospital in India, Changing concept of hospital during 1900-2003, The modern hospital, A complex entity, Present status of hospitals in India (Govt hospitals vs Private hospitals vs Corporate hospitals), (10)

Unit - 2

Present State of Govt. hospital, National Health policy, Goals for Health for all by 2000 AD and beyond, Health committee and their recommendation, Health plan outlay during 1951-2003. (10)

Unit - 3

Hospital viewed as a system, Role of Hospitals, Hospital Viewed as a Social system, Peculiarities of hospital systems, benefits to the Health Care systems, Overview of Health Care delivery system. The reforms of Healthcare System- the healthcare system in US/UK & Canada (10)

Unit - 4

Healthcare system in Global Centre. Future of Healthcare System, International Health under United Nations- History & Evolutions. (10)

Unit - 5

Health Programmes in India. Managerial process in National Health Development.

Text books**(8)**

1. Park K, 2015, Preventive and Social Medicine. 23rd edition, Banarsidas, Bhanot
2. Gupta Joydeep Dass, 2016 Hospital Administration and Management: A comprehensive Guide Jaypee Publisher,

Reference books:

1. Charles R McConnell, 2019 Hospitals and Health Systems What they are and how do they Work, Jones & Bartlett Learning; Illustrated edition
2. Gupta Joydeep Dass, 2016 Hospital Administration and Management: A comprehensive Guide Jaypee Publisher,

Upon successful completion of the course a student will be able to:

Course Code	BHAME103
CO1	To understand the meaning of Health, Historical Development of healthcare system in India.
CO2	To remember the National Health Policy, Health committees and recommendation.
CO3	To find the role of Hospitals, Overview of Health Care Delivery system
CO4	To evaluate the Healthcare system in Global Centre
CO5	To distinguish the Health Programs in India
CO6	To Programme the Goal for the achievement of Health

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1		1		2		1	2		2					1	2
CO2											1			2	
CO3	2		1		1					1				1	
CO4		1										1			
CO5	2	2				2	1		1	2		1	1		2
CO6			1					1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

BUSINESS STATISTICS**BHAOE-104**

Course code	:BHAOE104			
Course Name	:Business Statistics			
Semester	:1 st			
	L	T	P	C
	2	0	0	2

Course Objectives:

1. To familiarize the students with various Statistical Data Analysis tools that can be used for effective decision making.
2. Emphasis will be on the application of the concepts learnt.

30 Lectures**Unit - 1****(8)**

Introduction, Importance, Uses of Statistics and quantitative techniques, Methods of Presenting Statistical Information's and Collection of Data, Frequency Distribution, Measure of Central Tendency, Mean, Median, Mode, Quartile, Decile & Percentile.

Unit - 2**(6)**

Measure of Dispersion, Range, Quartile Deviation, Mean Deviation, Standard Deviation and Variance. Measure of Skewness and Kurtosis.

Unit - 3**(8)**

Probability Theory: Definition of Probability, events, Counting rules and Computation of Probabilities: Addition, Multiplication rules, Conditional Probability, Rules of Bayes Probability Distribution: Introduction to Binomial, Poisson and Normal Distribution.

Unit - 4**(04)**

Sampling –need of Sampling, Sampling and Non Sampling Errors, statistics and parameters, selection of sample, Probability and non-probability sampling techniques.

Unit - 5**(04)**

Nature and Significance of Correlation, Types of Correlation, Methods of studying correlation, Rank correlation coefficient. Business forecasting: techniques of forecasting- linear regression Analysis, Curve Fitting and Method of Least Square.

Text books

1. Park K, 2015, Preventive and Social Medicine. 23rd edition, Banarsidas, Bhanot
- 2.
3. R K Ghosh & S Saha, 2018, Business Mathematics and Statistics, New Central Book

Agency

Reference books:

1. Goon A.M., Gupta M.K. and Dasgupta B. (2002): Fundamentals of Statistics, Vol. I & II, 8th Edition. The World Press, Kolkata.
2. Miller, Irwin and Miller, Marylees (2006): John E. Freund's Mathematical Statistics with Applications, (7th Edn.), Pearson Education, Asia.
3. Mood, A.M. Graybill, F.A. and Boes, D.C. (2007): Introduction to the Theory of Statistics, 3rd Edition. (Reprint), Tata McGraw-Hill Pub. Co. Ltd.
4. Statistical Methods - S.P. Gupta
5. Business Statistics – T.R. Jain & S.C. Agarwal

Upon successful completion of the course a student will be able to:

Course Code	BHAE104
CO1	. To infer the meaning of Statistics, Measures of tendency
CO2	To interpret the measures of Dispersion, Deviation and Variance
CO3	. To explain the meaning of Probability, Rules regarding probability
CO4	To define Sampling and its need, types of sampling
CO5	To compare Correlation, Regression and forecasting
CO6	To design the relationship between various variables and parameters

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1		1		2		1	2		2					1	2
CO2											1			2	
CO3	1		1		1					1				1	
CO4		1											1		
CO5	2	2				2	1		1	2		1	1		2
CO6			1					1	1						1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

BUSINESS COMMUNICATION**BHAVC-105**

Course code	:BHAVC105			
Course Name	:Business Communication			
Semester	:1 st			
	L	T	P	C
	2	1	0	3

Course Objectives:**36 Lectures**

1. This course intends to familiarize and develop understanding of the students of various aspects of Professional English
2. To easily communicate among subordinate and seniors in the profession.
3. To learn modern development in aspects of Communication.

Unit – 1

Introduction – Study Techniques – Organization of Effective Note taking and logical processes of analysis and synthesis – Use of Dictionary – Enlargement of vocabulary – effective diction.

(10)**Unit – 2**

Applied Grammar – Correct Usage – Structure of sentences - Structure of paragraphs – enlargement of vocabulary – Verbs – Tenses – Voice.

(8)**Unit – 3**

Written Composition – Precise writing and Summarizing - Report Writing – Writing of Bibliography – Enlargement of Vocabulary.

(10)**Unit – 4**

Reading and Comprehension – Review of selected material and expressing oneself in words - Vocabulary, Synonyms & Antonyms.

(10)**Unit – 5**

Communication-Meaning of Communication; Role of Communication in Business; Basic elements of the Communication process, level of Communication, forms, models and media of Communications, Verbal and non-verbal Communication-functions and types, Barriers to effective Communication.

(10)**Text Books:**

1. Rajendra Paland J.S. Korlahalli-Essentials of Business Communication (Sultan Chand & Sons.)
2. C.S. Rayed-Communication (Mumbai: Himalaya Publishing House).
3. C.B. Gupta-Business Communication & Customer Relations (Sultan Chand & Sons)
4. Parag Diwan-Communication Management (Deep & Deep Publication Pvt. Ltd.)

Reference books :

1. English Grammar, Collins, Birmingham University, International Language Data Base, Rupa & Co 1993.
2. Wren & Martin – Grammar and Composition, 1989, Chand and Co, Delhi
3. Letters for all Occasions – A S Meyers, Harper Perennial
4. Spoken English - V Shashi kumar and P V Dhanija, Tata Mcgraw Hill, New Delhi

Upon successful completion of the course a student will be able to:

Course Code	BNCC105
CO1	To analyze the use of dictionary, study techniques
CO2	To discuss Applied Grammar, verbs, tenses and structure of sentences
CO3	. To remember about written composition, Writing of Bibliography
CO4	To compare vocabulary, synonyms and antonyms
CO5	To associate the meaning of Communication, its role and its types
CO6	To create awareness regarding Communication skills

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1		1		2		1	1		2					1	2
CO2											1				
CO3	2		1		1		2			1				1	1
CO4		1											1		
CO5	2	2				1	1		1			1	1		2
CO6			1					1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

SPREADSHEET MODELING**BHACC-106**

Course code	:BHACC106
Course Name	:Spreadsheet Modeling
Semester	:1 st

Course Objectives:

Students will be able to learn MS Excel Features and how business activities can be performed effectively and efficiently using MS Excel.

Course Outcomes:

1. To familiarize oneself with Excel's Basic features
2. To gain skills on data visualization using MS Excel.
3. To acquire skills for data analysis using MS Excel.
4. To Perform Financial Modeling using MS Excel

UNIT-I Introduction to Computers**5 Hours**

Definition of Computers, History and Generations of Computers, Characteristics of computer, Classification of Computers. Fundamental Block diagram of Computer: CPU, Input & Output Unit. Input devices, Output devices, Types of printer's, Memory, CD-ROM, Harddisk, Floppydisk.

Unit-II Basics of MS Excel**6 Hours**

Features of MS Excel, Worksheets and Workbooks: Labeling and Naming Worksheets and Workbooks, Adding, Deleting and Saving Worksheets and Workbooks, Reposition Worksheets, Inserting, Deleting, and Renaming Worksheets, Copy Worksheets, printing a Workbook, formatting a Worksheet, Adding Elements to a Workbook, Protecting Worksheet and Workbook.

Unit III Data Representation using MS Excel**5 Hours**

Import external data, creating a Table, Sorting Data into a Table, Data Validation, Consolidation 12 Hours Defining Names in MS Excel, Macros: View Macros, Record Macros, Formulas and Functions: Creating a Formula, Formula Auditing, Meaning and Advantages of functions, insert function, Use relative References, Mathematical Functions, Statistical Functions, Date & Time Functions.

Unit-IV Data Visualization through MS Excel**5 Hours**

Charts: Chart elements: Titles, legend, data labels, creating a New Chart, Formatting the Chart, Types of charts, Using Chart Templates. PivotTables: Creating a PivotTable, Filtering and Sorting a Pivot Table, Using Slicers to manipulate Pivot Tables, Creating a Pivot Chart

Unit V Data Analysis**5 Hours**

Filtering Data: Creating a Custom Auto Filter, Using an Advanced Filter. Data Group, Ungroup and Subtotals. Sorting, Data Outline: What if Analysis: Scenario manager, Goal seek, Data table.

Text books:

1. Adabala ,N,Rajaraman., V,2015, *Fundamentals of Computers*. PHI Learning Pvt. Ltd
2. Leon A and Leon M,2001, *Introduction to Computers*, Vikas Publication.

Reference Book:

1. Basandra S.K,2010, *Computers Today*, Galgotia Publishers.
2. Nancy Stevenson, 1998, *Word 97 Fast and Easy*, Galgotia Publishers.
3. Kakkar D.N., Goyal R, 2003, *Computer Applications in Management*, New Age.

Upon successful completion of the course a student will be able to:

Course Code	BHACC106
CO1	To familiarize oneself with Excel's Basic features
CO2	To gain knowledge on computer software and data visualization using MS Excel.
CO3	To apply concepts of data analysis using MS Excel.
CO4	To relate Financial Modeling using MS Excel
CO5	To describe Excel's Basic features
CO6	To create worksheets on Microsoft excel.

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1	2			1		2	2		2		1			
CO2		2	1	1	2	2		2					1		
CO3	2		2	1		1			2	2			1		1
CO4					1	1	1	2	1						1
CO5	1	2		2			1			1	1		2		2
CO6	1			1				1				1	1		

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

SEMESTER2**HOSPITAL OPERATIONS MANAGEMENT****Code: BHAMC-201**

Course code	:BHAMC201			
Course Name	:Hospital Operations Management			
Semester	:II nd			
	L	T	P	C
	4	1	0	5

Course Objectives:**48 Lectures**

1. This subject familiarizes the students with the working of the hospital,
2. The management, techniques and strategies used in a hospital.
3. Subject provides the knowledge of various hospitals and wards in a hospital

Unit – 1

Introduction to operations, scope and applications. Concept of Operation Management and its role in hospitals. **(8)**

Unit - 2

Epidemiological basis for healthcare management. Management of Indian Hospitals - challenges & strategies. **(10)**

Unit - 3

Modern Techniques of hospital management. Operation concept- use of models. **(10)**

Unit - 4

Location, Lay Out, Need Assessment, Documentation. Organization of the hospital : Management structure **(10)**

Unit - 5

Types of hospitals, Governing body, Hospital committee and hospital functionaries and Duties and responsibilities of various positions, OPD, Ward and Emergency Services Management. **(10)**

Text Books:

1. Operations Management in Healthcare, B Corinne Karuppan, Michael Waldrum and Nancy Dunlap, Springer Publishing, 2019 publishing
2. Francis CM., 2004, Hospital Administration, Jaypee Brothers Medical Publishers; third edition

3. Joshi DC, Joshi Mammta.,2009, Hospital Administration ,1st Edition, Jaypee Brothers Medical Publishers

Reference books:

1. James R. Langebeer Iland Jeffrey Helton, 2020 edition Healthcare Operations Management: A System Perspective, 3rd edition.
2. Operations Management, 2017, (Alpha/Hap book), 3rd edition

Course Objectives:

Upon successful completion of the course a student will be able to:

Course Code	BHAMC201
CO1	To illustrate the meaning of Operations and its role in hospitals.
CO2	To relate the application of the Epidemiological basis for healthcare Management
CO3	. To investigate the modern techniques of healthcare Management
CO4	To analyze the Location, Lay Out, Need Assessment
CO5	To evaluate The types of hospitals, Governing body, Hospital committee and hospital functionaries
CO6	To design the hospital of various kinds

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1	1		2		1	1		1					1	2
CO2											1				
CO3			1		1					1		2		1	1
CO4		1										1			
CO5	2	2				1	1		1			1	1		2
CO6			1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Medical Terminology-II**BHA MC-202**

Course code	:BHAMC202			
Course Name	:Medical Terminology - II			
Semester	:II nd			
	L	T	P	C
	4	1	0	5

Course Objectives:

1. Medical Terminology aims to help the students understand about basic terms used in Medical system, along with anatomy and physiology.
2. The knowledge, scope and applications of the subject will be known. 48 Lectures

Unit – 1

Meaning, scope, application of Medical Terminology and its uses in patient care and hospitals (10)

Unit - 2

Advantages and Limitations of the use of Medical Terminology and its present day need in medical system. (8)

Unit - 3

General medical terms used pertaining to Digestive system and Endocrine system along with certain prefixes and suffixes (10)

Unit - 4

Medical terms, abbreviations, acronyms and symbols generally used in Medical field. (10)

Unit 5

Medical Transcription- Concept and applications. Skills required and brief on various components required. **(10)**

Text Books:

- 1) Ettinger G. Alice and Ettinger Blanche, 2004- Medical Transcription, 2nd edition
- 2) Dorland, 2011, Dorland's Illustrated Medical dictionary, 32nd edition

Reference books:

- 1) Basic Medical Language: Authors: Danielle LaFleur Brooks, Myrna LaFleur Brooks, and Dale Levinsky, Published: 2019
- 2) Medical Language for modern healthcare: Authors: David Allan and Rachel Basco, Published: 2019
- 3) Mastering Healthcare Terminology: Author: Betsy J. Shiland, Published: 2019

Upon successful completion of the course a student will be able to:

Course Code	BHAMC202
CO1	To relate the meaning, scope and application of Medical Terminology
CO2	To indicate the advantages and Limitations of the use of Medical Terminology
CO3	. To propose the applications of the General medical terms used related Digestive System and Endocrine System.
CO4	To compare the Medical terms and abbreviations
CO5	To investigate the Medical Transcription, Skills required
CO6	To create awareness regarding medical terms used in various systems

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1	1		2		1	1		1					1	2
CO2											1				
CO3			1		1					1		2		1	1
CO4		1											1		
CO5	2					1			1			1	1		2
CO6			1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

BASICS OF HUMAN BODY**BHAME-203**

Course code	:BHAME203			
Course Name	:Basics of Human Body			
Semester	:II nd			
	L	T	P	C
	4	1	0	5

Course Objectives:

1. This course is a preliminary investigation into the study of Human Anatomy and Physiology
2. To get an understanding of the levels of organization and systemic functionality of the human body.
3. A foundation for the course would include the study of cells, tissue types, and an introduction to homeostatic mechanisms.
4. To Build on this foundation, the exploration of each organ system will include the structure and function of organs, the processes within the system, and homeostatic imbalances that may occur.

48 Lectures**Unit -1**

Introduction to human body: Organs, organ systems outline, basic definitions, human body parts and their functions **(10)**

Unit - 2

Human skeletal system and muscular system-Anatomy, functions, bones, Muscular system and its working, tendons, ligaments, joints. Major Diseases associated with the skeletal system **(12)**

Unit - 3

Cardiovascular and Circulatory system- Introduction, Anatomy and Physiology of Heart, functions, major diseases. Circulatory system-arteries, veins, Blood and its functions, Blood groups. Major diseases. **(10)**

Unit - 4**Body Systems**

- a) Respiratory system-Introduction, anatomy and physiology, diseases associated
- b) Digestive/Excretory system-Introduction, Anatomy and Physiology, functions, Major diseases
(8)

Unit - 5

Nervous system-Introduction, anatomy and physiology, CNS (Brain and Spinal Cord), ANS, Major diseases (8)

Text Books:

1. Park K, 2015, Preventive and Social Medicine. 23rd edition, Banarsidas, Bhanot
2. Sakharkar BM, 2009, Principles of Hospital Administration & Planning, 2nd Edition, Jaypee Brothers Medical Publishers
3. Joshi DC, Joshi Mamta., 2009, Hospital Administration ,1st Edition, Jaypee Brothers Medical Publishers

Reference books:

1. Ross and Wilson Anatomy and Physiology in health and illness, 2018, Paperback
-Publisher : ELSEVIER, 13th edition
2. Elsevier Health Science, Human Anatomy and Physiology 2019, Publisher : Nirali Prakashan; Twenty Seventh edition

Upon successful completion of the course a student will be able to:

Course Code	BHAME203
CO1	To examine about the Organ and Organ system
CO2	To outline the Anatomy and functions of bones, Muscular system
CO3	To identify the Anatomy and Physiology of Heart, Circulatory system
CO4	To discuss the application about Respiratory system and Digestive System
CO5	To restate the anatomy and physiology of CNS (Brain and Spinal Cord)
CO6	To write about various Organ systems

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1	1		2		1	1		1					1	2
CO2											1				
CO3			1			1				1		2		1	1
CO4		1						2					1		
CO5	2					1			1			1	1		2
CO6			1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Fundamentals of Accounting**BHAOE-204**

Course code	:BHAOE204			
Course Name	:Fundamental's of Accounting			
Semester	:II nd			
	L	T	P	C
	2	0	0	2

Course Objectives:

1. Accounting is the language of business, facilitating communication of the financial aspects of business.
2. This module provides an introduction to the financial accounting branch of accounting.
3. The activities and events of a business entity are summarized by the financial accounting process into published financial statements to be used by external users such as investors and creditors.
4. To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles.

30 Lectures**Unit – 1**

Theoretical Framework – Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards – Concepts, Objectives, Benefits; Accounting Policies; Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates

(6)**Unit – 2**

Accounting Process – Documents & Reference books of Accounts: Invoice, Vouchers, Debit & Credit Notes, Day Reference books, Journals, Ledgers and Trial Balance – Capital and Revenue: Expenditures and Receipts; Contingent Assets and Contingent Liabilities – Rectification of Error

(6)**Unit – 3**

Bank Reconciliation Statement – Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Pass Book / Bank Statement; Need of Bank Reconciliation Statement; Procedure for Preparation of Bank Reconciliation Statement.

(6)**Unit – 4**

Depreciation Accounting – Methods, Computation and Accounting Treatment of Depreciation; Change in Depreciation Methods

(6)

Unit – 5**Preparation of Final Accounts for Sole Proprietors – Preparation of Profit & Loss Account, Balance Sheet****(6)****Text Books:**

1. Kulkarni G.R., 2009 Financial Management for Hospital Administration, Jaypee
2. Joshi DC, Joshi Mammta.,2009, Hospital Administration ,1st Edition, Jaypee Brothers Medical Publishers
- 3.

Reference books:

1. Chaudhary, A., 2017, Introduction to Financial Accounting, 1st edition, Pearson Education.
2. Bhattacharyya., Ashish, 2012, Essentials of Financial Accounting, PHI
3. Maheshwari, SN and Sunil., 1993 “Financial Accounting: Sultan Chand and Sons, New Delhi.
4. Tulsian PC., 2002, “Financial Accounting, Pearson Education

Upon successful completion of the course a student will be able to:

Course Code	BHAOE204
CO1	To apply the meaning and scope of Accounting and Accounting concepts
CO2	To present the Documents and Invoice Vouchers
CO3	To analyze the applications about bank reconciliation system and its need
CO4	To calculate the Depreciation Accounting – Methods and Computation
CO5	To categorize the Preparation of Final Accounts for Sole Proprietors
CO6	To write account balance sheet and bank statement

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1	2		2	2			2				1	2		2
CO2		2				2	1	2	2						
CO3	1				2					2					
CO4			2	1									1	2	1
CO5	2	2	1			1						1	2		2
CO6	1		1	1				1		1	1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Quality in Healthcare**BHAVC- 205**

Course code	:BHAVC -205			
Course Name	:Quality in Healthcare			
Semester	:II nd			
	L	T	P	C
	3	0	0	3

Course Objectives: -

1. This course intends to familiarize and develop understanding of the students on quality care
2. To learn quality Management Concepts
3. To develop and establish standards and policies to enhance quality care in the health care settings.

36 Lectures**Unit- 1**

Fundamentals of Quality Management: Introduction – Objectives - Historical Back Ground Quality Management – ISO 9000 Quality Management System - Effects and Benefits– Present Indian Scenario Techniques of Quality Management: Improving Hospital Performance–Patient Participation–Quality Health Care through Patient Satisfaction (7)

Unit- 2

Conceptual model of potential Contribution in quality of the healthcare system. Quality Improvement in Health Care: Introduction–organizing for Quality Assessment (7)

Unit- 3

Deming’s Contribution and his 14 management guideline – Quality Improvement fundamentals and Quality Assurance. Assessing Quality HealthCare: Some attributes of Quality in HealthCare–Some attributes of a Good Patient Practitioners Relationship (7)

Unit- 4

The measurement of Quality–Procedure for formulating explicit Criteria and standards–Determinates of Quality – Structure – Process– Outcome. Implementation of Total Quality and its outcome (7)

Unit- 5

Concept of Hospital Accreditation, Joint Commission on Accreditation of Healthcare Organization, Accreditation of Health care organization in India. National Accreditation Board for Hospital and Healthcare Providers, Outline of NABH Standards, Benefits of Accreditation, Preparing for NABH Accreditation, Accreditation Process. (8)

Text Books:

1. K.P Daveed.2008-Emergency medical services and disaster management: Jaypee
2. Chandra Hem,2010-Hospital Administration at a glance: Bharat

Reference books:

- 1.Randy Schmidt J. Trumboand R. Jonson, Quality in Health Care Sector–ASQC Quality–Press.
2. QualityImprovementinHealthCare,2ndEd,NelsonThron

Upon successful completion of the course a student will be able to:

Course Code	BHAVC205
CO1	To indicate the basic fundamentals of Quality Management
CO2	To extend the Conceptual model of Potential Contribution in quality of the health care system.
CO3	To compile Deming’s contribution and Quality improvement fundamentals
CO4	To plot the measurement of Quality–Procedure for formulating explicit Criteria and standards
CO5	To argue the concept of Hospital Accreditation and various standards
CO6	To Manage basic Quality structure in Healthcare sector

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1		1			2					1		2	2	1
CO2	1	2	1		2		2		2	1		1			
CO3				1		1		2		2			2		
CO4	2						2								1
CO5		2	1	2		2	1				1			2	1
CO6	1					1				1		1			

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

ADVANCED SPREADSHEET MODELING**BHACC- 206**

Course code	:BHACC -206
Course Name	:Advanced Spreadsheet Modeling
Semester	:II nd

Course Objectives: -

Students will be able to learn MS Excel Features and how business activities can be performed effectively and efficiently using MS Excel.

Course Outcomes:

1. To familiarize oneself with Excel's Basic features
2. To gain skills on computer software and data visualization using MS Excel.
3. To acquire skills for data analysis using MS Excel.
4. To Perform Financial Modeling using MS Excel

Unit-1**(6)**

Computer Fundamentals: Data, Instruction and Information, Characteristics of Computers, Various fields of application of computers, Input -Output Devices (Hardware, Software, Human ware and Firmware) Advantage and limitations of computer, Block Diagram of computer, Functions and Different Units of computer, Classification of computers. Data Representation: Different Number System (Decimal, Binary, Octal and hexadecimal) and their Inter Conversion.

Unit-2**(6)**

Computer Software: Types of software, Application software and system software, Compiler and Interpreter, Generation of languages, Low- and High-level languages. Computer Memory: Primary Memory and Secondary memory. Storage Media, Introduction to windows operating system: All Directory Manipulation: Creating Directory, Sub Directory Manipulation: Creating Directory, Sub Directory, Renaming, Coping and Deleting the Directory File Manipulation: Creating a File, Deleting, Coping, renaming a File Using accessories such as a calculator, Paint Brush, CD Player etc

Unit -3**(6)**

MS-Word: History, Creating, Saving, Opening, Importing, Exporting and Inserting document, Formatting pages, Alignment, Paragraphs and Sections. Indents and Out dents, creating lists and numbering Formatting Commands: Headings, Styles, Fonts and Size Editing, Viewing Text, Finding and Replacing text, Headers and Footers, Inserting page breaks, page numbers, special symbols and Dates Mail merger, Preview and Printing command.

Unit-4**(6)**

MS-Excel: Introduction, Components of excel history, creating, Saving, Opening, Spreadsheet, Formatting numbers and Text, Graph and Chart formatting commands, Menu Bar, Toolbars, Producing Charges, Protecting Cell Macro and Printing Operation, Spell Checking, Cell Editing, Calculation of various Financial and Statistical Functions using Formulas.

Text books:

1. Adabala .,N,Rajaraman., V,2015, *Fundamentals of Computers*. PHI Learning Pvt Ltd
2. Leon A and Leon M,2001, *Introduction to Computers*, Vikas Publication.

Reference Book:

1. Basandra S.K,2010, *Computers Today*,Galgotia Publishers.
2. Nancy Stevenson, 1998, *Word 97 Fast and Easy*, ,Galgotia Publishers.
3. Kakkar D.N., Goyal R, 2003, *Computer Applications in Management*, New Age.

Upon successful completion of the course a student will be able to:

Course Code	BHACC206
CO1	To familiarize oneself with Excel's Basic features
CO2	To gain knowledge on computer software and data visualization using MS Excel.
CO3	To apply concepts of data analysis using MS Excel.
CO4	To relate Financial Modelling using MS Excel
CO5	To describe Excel's Basic features
CO6	To create worksheets on Microsoft excel.

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1		1			2					1		2	2	1
CO2	1	1	1		2		2		2	1		1			
CO3				1		1		2		2	1		2	1	
CO4	1						2								1
CO5		2	1	2		2	1				1			2	1
CO6	1				1	1		1		1		1	1		

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

SEMESTER 3**Epidemiology and its Applications****BHAMC-301**

Objective:- To under the basic concept, applications and scope of the topic and also various terms used

Course code	: BHAMC-301				
Course Name	: Epidemiology and its Applications				
Semester	: III rd				
		L	T	P	C
		4	1	0	5

Course Objectives:-

48 Lectures

1. To under the basic concept, applications of Epidemiology
2. To study the scope of the topic and also various terms used in Epidemiology

Unit – 1

Concept of disease— Natural History , Rehabilitation, Concept of Epidemiology-- Definition and concept .Types of uses, Incidence and prevalence **(12)**

Unit – 2

Communicable and non-communicable diseases- Communicable Diseases—Influenza, Food poisoning, Filariasis, Plague, Tetanus **(8)**

Unit – 3

Non- Communicable Diseases—Diabetes, Stroke, Alcoholism, Smoking, Rheumatic Heart Diseases
(10)

Unit – 4

Epidemiological studies- Epidemic ,Endemic, Pandemic, Sporadic, Investigation of an epidemic-Mortality, Morbidity, IMR, MMR.
(8)

Unit – 5

Preventive measures for disease Outbreak- Level of prevention ,Vaccination, Immunization, Surveillance, Monitoring- Transmission of Disease—Vehicles of transmission, Observational, Analytical & Experimental Studies
(10)

Text Books:

1. Park K, 2015, Preventive and Social Medicine. 23rdedition, Banarsidas, Bhanot
2. Sakharkar BM, 2009, Principles of Hospital Administration & Planning, 2nd Edition, Jaypee Brothers Medical Publishers

Reference books:

1. Text Book of Preventive and Social Medicine — Park
2. Hospital Administration — Tabish (O.U.P.).

Upon successful completion of the course a student will be able to:

Course Code	BHAMC301
CO1	To apply the concept of disease, natural history of disease
CO2	To analyze the meaning of the Communicable and Non- Communicable diseases
CO3	To understand of Communicable diseases
CO4	To differentiate Epidemiological studies
CO5	To distinguish Preventive measures for disease Outbreak
CO6	To create awareness regarding vaccination and immunization

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1				1	2	1		1	1				1	2
CO2											1				
CO3	1		1			1				1		2		1	1
CO4		1						1					1		
CO5	2					1			1			1	1		2
CO6			1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

HOSPITAL RECORD MANAGEMENT**BHAMC-302**

Course code	: BHAMC-302			
Course Name	: Hospital Record Management			
Semester	: III rd			
	L	T	P	C
	4	1	0	5

Course Objectives:

1. This subject enables the students to understand basic guide to Medical Record Management.
2. It will provide knowledge The importance of Record maintenance in hospitals.

48 Lectures**Unit – 1**

Introduction to the Topic:-Meaning of Records and Record Management. Modern changes in Medical Technology with reference to technology. Basic concept of Electronic Record Management

(10)**Unit – 2**

Definition and Types of medical record, Importance of medical record, Flow chart of function, Statutory requirements of maintenance, coding, indexing and filing, Computerization of records. Report and returns by the record department, Statistical information and ICD.

(10)**Unit – 3**

Utility & functions of Medical Records in Health care delivery System. Organizations & management of Medical Records Department. Role of Hospital managers & MRD personnel in Medical record keeping.

(10)**Unit – 4**

Reports & returns in Medical Record System. Basic knowledge of legal aspects of Medical Records including Factories Act

(10)**Unit – 5**

Workmen Compensation Act & Consumer Protection Act. Procedures of Medical Auditing & its importance. Government Regulations & requirements.

(8)**Text Books:**

1. Joshi DC, Joshi Mamta, 2009 Hospital Administration, 1st Edition, Jaypee Brothers Medical Publishers
2. Srinivasan A.V. 2008, *Managing a modern hospital*, 2nd edition, Sage Publ Pvt.Ltd, New Delhi

Reference books:

1. Hospital Administration — Tabish (O.U.P.).
2. Principles of Hospital Administration & Planning — B.M. Sakharkar, Jaypee Brothers
3. Hospital Administration & Management — C.M. Francis & D'Souza.
4. Management of Hospitals — Goel & Kumar. (Deep & Deep).

Upon successful completion of the course a student will be able to:

Course Code	BHAMC302
CO1	To infer Record Management. Modern changes in Medical Technology
CO2	To paraphrase the Definition and Types of medical record, Importance of medical record
CO3	To illustrate the Utility & functions of Medical Records in Health care delivery System
CO4	To compare the reports in Medical Record System
CO5	To evaluate Workmen Compensation Act & Consumer Protection Act
CO6	To design medical records of patients in a hospital

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1					1	2	1		1	1				1	2
CO2											1				
CO3	1		1			1				1		2		1	1
CO4		1						1					1		
CO5	2					1						1	1		
CO6			1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Health Economics**BHAME-303**

Course code	: BHAME-303			
Course Name	: Health Economics			
Semester	: IIIrd			
	L	T	P	C
	4	1	0	5

Course Objectives:

1. This course intends to familiarize the students with the subject
2. To develop the understanding of the students about the principles and concepts of economics for better resource management in healthcare sector.

48 Lectures**Unit – 1**

Fundamentals of Economics: Scope & coverage of Health Economics, demand for Health Sciences; Health as an investment, population, Health & Economic Development.

(10)**Unit – 2**

Some Basic Graphical & Mathematical Techniques. Functions –Linear & non-linear. Straight Lines & Slopes, Marginal values & Incremental Ratios.

(10)**Unit - 3**

Tools of Economics-Concepts of need, demand, supply & price in Health Services. Methods & Techniques of Economic Evaluation of Health Programmes: Cost benefit & cost effective methods-output & input analysis.

(10)**Unit – 4**

Market, monopoly, perfect & imperfect competition. Health Financing from various sources – Public , Private, TPA. Economics of Health Programmes for Nutrition, diet & population control, economics of abuse of tobacco & alcohol, environmental influences on health & its economic impact, economics of breast feeding.

(10)

Unit – 5

Economics of Communicable (STDs & Malaria) & non-communicable (IHD & Cancers) diseases. Health Care Budget: purpose, types & practices in Indian context. (8)

Text Books:

1. Joshi DC, Joshi Mamta, 2009 Hospital Administration, 1st Edition, Jaypee Brothers Medical Publishers
2. Srinivasan A.V. 2008, *Managing a modern hospital*, 2nd edition, Sage Publication Pvt. Ltd, New Delhi
3. Anand NK, 2017- Healthcare Economics, Publisher: All India Publishers & Distributors, Wholesale & Retail Booksellers

Reference books:

- 1) McMahon, Barton and lot in Collaboration with Gelina and Ross (1992) On Being in Change : A guide to management in primary health care, WHO
- 2) Briggs AH, Claxton K, Sculpher MJ, 2006. Decision modelling for health economic evaluation. Oxford: Oxford University Press; 1st edition..
- 3) Cleverley WO, Cleverley JO, Song PH. Essential of health care finances, 7th edition.

Upon successful completion of the course a student will be able to:

Course Code	BHAME303
CO1	To understand the applicability of fundamentals of Economics and Health Economics
CO2	To apply Some Basic Graphical & Mathematical Techniques
CO3	To develop the Tools of Economics-Concepts of need, demand, supply & price in Health Services
CO4	To find about Market, monopoly, perfect & imperfect competition
CO5	To classify the Economics of Communicable (STDs & Malaria) & non-communicable (IHD & Cancers) diseases
CO6	To solve economical aspects of various marketing scenario

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1					1		1		1	1				1	2
CO2											1				
CO3	1		1			1				1		2		1	1
CO4		1		1									1		
CO5	2					1						1	1		
CO6			1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Fundamentals of Accounting – II**BHAOE-304**

Course code	: BHAOE-304			
Course Name	: Fundamentals of Accounting – II			
Semester	: III rd			
	L	T	P	C
	2		0	2

Course Objectives:

Lecture:30

1. This course intends to familiarize the students with the subject
2. To develop the understanding of the students about the principles and concepts of economics for better resource management in healthcare sector.

Unit-I: Depreciation Meaning of Depreciation: - Methods of Depreciation: Straight line – Written down Value – Sum of the Years' Digits - Annuity and Depletion (Problems). (6)

Unit-II: Provisions and Reserves Meaning: – Provision vs. Reserve – Preparation of Bad debts Account – Provision for Bad and doubtful debts – Provision for Discount on Debtors – Provision for discount on creditors -Repairs and Renewals Reserve A/c (Problems). (6)

Unit-III: Bills of Exchange: Meaning of Bill –Features of bill – Parties in the Bill – Discounting of Bill – Renewal of Bill – Entries in the books of Drawer and Drawee (Problems). (6)

Unit-IV: Consignment Accounts:- Consignment - Features - Performa invoice - Account sales – Del-credre Commission - Accounting treatment in the books of consigner and consignee - Valuation of closing stock - Normal and Abnormal losses (Problems). (6)

Unit-V: Joint Venture Accounts:- Joint venture - Features - Differences between Joint-venture and consignment – Accounting procedure - Methods of keeping records (Problems). (6)

Text Books:

1. Kulkarni G.R., 2009 Financial Management for Hospital Administration, Jaypee
2. Joshi DC, Joshi Mamta, 2009, Hospital Administration, 1st Edition, Jaypee Brothers Medical Publishers

Reference Books:

1. R.L. Gupta & V.K. Gupta, Principles and Practice of Accounting, Sultan Chand
2. T. S. Reddy and A. Murthy - Financial Accounting, Margham Publications.
3. S.P. Jain & K.L. Narang, Accountancy-I, Kalyani Publishers.
4. Tulsan, Accountancy-I, Tata McGraw Hill Co.
5. V.K. Goyal, Financial Accounting, Excel Books
6. T.S. Grewal, Introduction to Accountancy, Sultan Chand & Co. Commerce CACC -201G/C C 2018-2019 I.B.Com(gen) AG & SG Siddharth Degree College

Upon successful completion of the course a student will be able to:

Course Code	BHAOE304
CO1	To apply the meaning of Depreciation
CO2	To know the difference between Provisions and Reserve
CO3	To analyze the applications about bills of exchange and its need
CO4	To calculate about consignment accounts – Methods and Computation
CO5	To categorize the Preparation of Valuation of closing stock
CO6	To write about Joint venture and record keeping

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1			1		1		1		1	1		1		1	2
CO2	1										1		1		
CO3	1		1		1	1		2		1		2		1	1
CO4		1		1					1				1		
CO5	2					1						1	1		1
CO6			1	1		1		1	1		1			1	1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Marketing Management**BHAVC-305**

Course code	: BHAVC-305			
Course Name	: Marketing Management			
Semester	: IIIr ^d			
	L	T	P	C
	2	1	0	3

Course Objectives:**36 Lectures**

1. This course intends to develop and sharpen students' marketing skills
2. To develop effective public relations management for better positioning of the hospital
3. To build communication of healthcare services and facilities to the public.

Unit – 1

Introduction: Definition, nature, scope and importance of Marketing approaches to the study of marketing; marketing and economic development traditional and modern concepts of marketing.
(8)

Unit – 2

Marketing functions: Selling, buying, transportation, storage, finance, risks, grading and standardization and Information; features and characteristics of markets; market segmentation.
(8)

Unit - 3

Consumer and marketing: Consumer behaviour and motivation-stages and participation in buying process. Product: Concept of Product; product line; product additions and deletion; New Product development. Pricing: Pricing objectives- basic price concepts-price determination factors influencing pricing policy-methods of pricing- pricing policies and strategies.
(7)

Unit – 4

Channels of distribution: Need for marketing specialists- types of marketing channels- selection of channels. Promotion: Nature and importance of promotion-promotional methods advertising – advertising copy-evaluation of advertising-personal selling-sales promotion.
(6)

Unit - 5

Marketing Research: Importance-types and techniques of organizing marketing research. Developing Marketing Strategy: Differentiating and positioning the market offering tools for competitive differentiation developing a positioning strategy. Marketing Organizations: marketing performance and central, Global marketing; Customer service; Rural marketing.

(7)

Test Books :

1. Rajan Saxena, 2007, Marketing Management Tata McGraw Hill
2. P.K. Gupta 2008, Marketing Management & Research, EPH.
3. M.V Kulkarni, Marketing Research , EPH

Reference Books:

1. Kotler Philip, 2006, Marketing Management: Analysis, 9th Edition Publishing
2. Zeithaml., Valarie, Bitner., Mary Jo, Services marketing, 6th Edition, Mac Graw Hill Publication.
3. Lovelock., Christopher. H, Wright., Lauren, 1999, Principles of Service Marketing and Management Prentice Hall,

Upon successful completion of the course a student will be able to:

Course Code	BHAVC305
CO1	To discuss the definition, nature, scope and importance of Marketing
CO2	To compare various Marketing functions
CO3	To relate the relationship between Consumer and Marketing
CO4	To tell about channels of distribution and promotional activities
CO5	To describe about Marketing Research and Marketing Strategy
CO6	To create awareness regarding channels of marketing

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1					1		1		1	1				1	2
CO2	1										1				
CO3	1		1			1		2		1		2		1	1
CO4		1		1									1		
CO5	2					1						1	1		1
CO6			1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Physical Education/Sports activity**BHACC-306**

Course code	: BHACC-306			
Course Name	: Physical Education/Sports activity			
Semester	: II nd			
	L	T	P	C

Course Objectives:

1. This course intends to familiarize and enhance understanding of the students about the overall development of the students
2. To make the students familiar with the importance of the elective field chosen by the student.
3. In view of the competitive ability of the student three subjects have been given as elective .
4. This will help in the enhancement of skills as well as knowledge of our culture and develop interest of the student to serve the nation and community better.

Course Content:

1. A brief introduction of the subject along with concepts, functions, scope, applications and importance.
2. Students will visit various departments and will observe the physical layout, working conditions and managerial practices under the supervision of internal faculty of the department.
3. Students will write notes on the salient features of activities of different departments.
4. A structured report shall be prepared by each student after their chosen preferred subject.
5. Report on the subject as and following points to be pursued:-
 1. Students will be given detailed information about the functioning of the different departments and general working environment of the subject chosen, they will be asked to appreciate special demands and understand various protocols,. They are supposed to learn and get familiar with the functions and activities of the chosen disciplinary field..
 2. Students will prepare a report highlighting the subject and scope and application.
 - 3 Exam will be held as per the norms of the other subjects set by the University.
 5. Students will give a formal presentation of the report before the jury comprising of minimum two internal faculty members appointed by the Director of the college.

The assessment would be out of 70 marks (External Marks-70, Internal Marks-30).
6. Syllabus will be followed as decided by the department of the chosen subject.

Text Books:

1. Mr. Ajay Dhankar & Dr. Birendra Jhajharia, May 2020, 1st Edition, Fundamentals of Physical Education (A book for all Physical Education Competitive Exams)
2. Dr. Suman Bala, 2021, Fundamentals of Sports Management (Textbook of Physical Education)

Upon successful completion of the course a student will be able to:

Course Code	BHACC306
CO1	To understand the basic concepts, techniques and principles of Physical education.
CO2	To define the reforms and recent trends in physical education
CO3	To remember the laws related with the different sports
CO4	To summarize the hierarchy of human development through the practical approaches of enhancing physical, mental and spiritual competency of students.
CO5	To indicate different aspects of physical education and enable them to use their learning for their character building process.
CO6	To write about various activities of various departments

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1				1	1	1		1	1				1	
CO2											1				
CO3			1			1				1		2		1	1
CO4		1						2					1		
CO5	2					1			1			1	1		2
CO6			1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

SEMESTER 4**Hospital Hazards and Disaster Management**

BHAMC-401

Course code	: BHAMC-401			
Course Name	: Hospital Hazards and Disaster Management			
Semester	: IV th			
	L	T	P	C
	4	1	0	5

Objective:

1. The overall aim of this is to provide broad understanding about the basic concepts of Disaster Management Objectives.
2. To Understand basic concepts in Disaster Management To Understand Definitions and Terminologies used in Disaster Management .
3. To Understand Types and Categories of Disasters .
4. To Understand the Challenges posed by Disasters.

48 Lectures**Unit – 1**

Concept of Hazard, types of hazards. Definition, scope and applications of Disaster Management
(8)

Unit -2

Application of Disaster Concepts to Management . Analyze Relationship between Development and Disasters.
(12)

Unit – 3

Ability to Categories Disasters Contents Concepts of Hazard, Vulnerability, Risks, Natural Disasters (earthquake, Cyclone, Floods, Volcanoes), and Man Made Disaster (Armed conflicts and civil strip, Technological disasters, Human Settlement, Slow Disasters (famine, draught, epidemics) and Rapid Onset Disasters(Air Crash, tidal waves, Tsunami)
(10)

Unit – 4

Risks, Difference between Accidents and Disasters, Simple and Complex Disasters, Refugee problems, Political, Social, Economic impacts of Disasters, Gender and Social issues during disasters, principles of psychosocial issues and recovery during emergency situations, Equity issues in disasters.
(10)

Unit – 5

Management of disaster – prevention, method precautions, ambulance management. Role of hospitals, community, voluntary agencies and government in disaster management.
(8)

Text Books:

1. Joshi Sonopant G, 2012, Disaster Management for health care professionals: Jaypee

Reference books:

1. Shahunth and Panekar first aid, Vohra publication
2. First aid manual - accident and emergency, Vohra medical publication.

Upon successful completion of the course a student will be able to:

Course Code	BHAMC401
CO1	Define about hazards and disasters
CO2	Find the applications of Disaster Concepts to Management
CO3	To sequence the various categories of disasters
CO4	To illustrate Social and Economic impact of disasters
CO5	To implement Disaster Management
CO6	To create awareness about the man made disasters

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1				1		1		1	1				1	2
CO2											1				
CO3			1			1				1		1		1	1
CO4		1		1									1		
CO5	2					1						1	1		
CO6			1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Hospital Support Services**BHAMC-402**

Course code	: BHAMC-402			
Course Name	: Hospital Support Services			
Semester	: IV th			
	L	T	P	C
	4	1	0	5

Course Objectives:

1. This course intends to familiarize Hospital Support Services
2. To develop understanding of the students of various hospital support services and their rational utilization.

48 Lectures**Unit – 1**

Meaning, Importance , Types and integration of different Support services Nursing Services Pathology lab / Diagnostic Units (Radiology, Scan Centre) Blood Bank Diet Services Linen Laundry Services CSSD (Central Sterile Supply Department.) Housekeeping Control of Hospital Infection Transport Services (Ambulance) **(12)**

Unit – 2

Security Services Security Services - Maintenance Services- Office Administration – Hospital Information - System and Computer Application **(8)**

Unit – 3

Mortuary Services Introduction – Role and Function – Planning Construction –Physical facilities– Equipment – Staffing – Policies and Procedures – Monitoring. **(8)**

Unit - 4

Pharmacy Services Introduction – Definition – Brief History – Role , function and types – Planning Consideration – Policies and Procedures – Management issues – Control and evaluation – Computerization in Pharmacy Services. **(10)**

Unit – 5

Fire Hazards and Fire Manual Guideline Introduction – Elements of fire – Fire hazard – Cause of Hospital Fire -Classification of fire – Fire protection – Fire points and Escape Route – Risk evaluation – meaning of fire manual – Guideline – Elements of Fire safety – Fire safety training – Do's and Don'ts for electrical fire prevention – Action to be taken in case of fire in a Hospital. **(10)**

Text Books:

1. Singh Amanpreet, 2012, Biomedical Waste disposal : Jaypee
2. Dave PK ed 2008: Emergency Medical Services and Disaster Management: Jaypee Brothers
3. George M.A.,2010, Hospital Supporting Services and Systems: Daya Publishing House

Reference books:

1. Hospital Administration — Tabish (O.U.P.).
2. Principles of Hospital Administration & Planning — B.M.Sakharkar, Jaypee Brothers
3. Hospital Administration & Management — C.M. Francis & D'Souza.

Upon successful completion of the course a student will be able to:

Course Code	BHAMC401
CO1	Know about the concept of Hospital Support Services
CO2	Explain about the Security Services, Maintenance Services, Hospital Information
CO3	Discuss the concept of Mortuary services and its details
CO4	Summarize about Pharmacy services and its role in Hospitals
CO5	Evaluate Fire Hazards and its prevention in Hospitals
CO6	To study about various hazards and hospital support services

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1					1		1		1	1				1	2
CO2	2										1				
CO3			1					2		1		2		1	1
CO4		1		1									1		
CO5	2					1						1	1		
CO6	1		1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Health Management Information System

BHAME-403

Course code	: BHAME-403			
Course Name	: Health Management Information System			
Semester	: IV th			
	L	T	P	C
	4	1	0	5

Course Objectives:

1. This course intends to familiarize the terms in Hospital Management Information system

2. To develop understanding of the students on the information system management with special reference in healthcare institutions for proper decision making. **48 Lectures**

Unit – 1

Information, data & its role in decision-making, system and its model., Information System (IS)-operating elements, process, function, layout of information flow in an organization, classification of IS, executive Support System (ESS) **(14)**

Unit – 2

Introduction to DSS Managerial process, managerial decision making, approaches to management decision making implication for information system **(10)**

Unit – 3

Hospital Information System – Genesis, scope, basic management cycles in hospitals, categories of information system in hospitals, sources of health information **(10)**

Unit – 4

Uses of health and hospital data, managing information system, and need of information in hospital. **(8)**

Unit – 5

MIS in operations, MIS for Finance, MIS for Marketing, MIS for production, MIS for Human resource Management, MIS for marketing & MIS for Diagnostics. **(6)**

Text Books:

1. Kelkar S.A 2010; Hospital Information System, PHI
2. Srivastav S. K ed 2010; Healthcare Management in India, New Century Publication

Reference books

1. O' Brien, Management Information Systems, TMH
2. Arora & Bhatia Management Information Systems, Excel Reference Books
3. Management Information Systems. M.M. Oka.EPH
4. Javedkar, W.S.-Management Information Systems (Tata McGraw-Hill Publishing Company Ltd., New Delhi)
5. Mardic R.G., Ross J.E.&clagget J.R. - Information System for Modern Management (Prentice Hall of India)

Upon successful completion of the course a student will be able to:

Course Code	BHAME403
CO1	To understand the Information, Information system and its role in decision-making
CO2	Plan about Managerial decision making
CO3	Modify Hospital Information system and its sources
CO4	Identify the uses of health and hospital data, need of information in hospital.
CO5	To propose the concept of MIS and its uses in various sectors.
CO6	To design the Health Information system

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1			1				1		1	1				1	2
CO2												1			
CO3	1		1					2		1				1	1
CO4		1		1									1		
CO5	2					1						2	1		
CO6	1		1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Strategic Management**BHAOE-404**

Course code	: BHAOE-404			
Course Name	: Strategic Management			
Semester	: IV th			
	L	T	P	C
	2			2

Course Objectives:

1. This course intends to familiarize and develop understanding of the students of the concepts
2. To know the processes involved in strategic management for policy decisions in hospital.

30 Lectures**Unit – 1**

Meaning of Inventory and Inventory control, scope and applications. Concept of warehouse and uses
(4)

Unit – 2

Inventory Control & Purchase Management Inventory Control & Purchase Management-meaning & significance Purchasing & procurement.
(6)

Unit – 3

Introduction to Critical Areas, Dimensions & Level of Strategy Characteristics of Strategic Decision Making. Strategic Management Process : Components ,Mission for an Organization ,Organizational Profile, External Environment , Strategic Analysis and Choice ,Long term Objectives ,Grand Strategy , Strategy Evaluation and Control.
(8)

Unit – 4

Application in National and International Level Strategic Management Practices in National Health Care Programs ,Strategies adopted in Long Term Health Policy with special reference to Women and Child Health, AIDS Control, Tuberculosis Control, Leprosy Control, Malaria Eradication, and Water Supply and Sanitation.
(6)

Unit – 5

Strategic Planning in Family Planning. Strategic Management Practices in International Healthcare Strategies adopted by International Agencies: WHO, World Bank Strategies Approach in Health Programs of few Developed Countries.
(6)

Text books:

1. Kumar Arun, (ed) Encyclopedia of Hospital Administration and Development, 6th Edition, Anmol publications, New Delhi.
2. Joshi DC, Joshi Mamta, 2009 Hospital Administration, 1st Edition, Jaypee Brothers Medical Publishers
3. Tabish Amin Syed, 2001 Hospital and Health Services Administration Principles and Practice, 1st Edition, Oxford Publishers, New Delhi

Reference books:

1. W. Jack Duncan, Peter M. Gunter and Linda E. Swayne, Strategic Management of Health Care Organizations, 7th Edition, (Blackwell Publishers, Massachusetts, USA) ISBN 1-55786-534-5
1. K. Park, Text Book of Preventive and Social Medicine, 23rd Edition Publisher M/s Banarsidas Bhanot, Jabalpur.
2. John A. Pearce II and Richard B. Robinson Jr., Strategic Management: Strategy Formulation and Strategic Analysis for Hospital Management, 10th Edition, (Aspen Publication, USA)

Upon successful completion of the course a student will be able to:

Course Code	BHAOE404
CO1	Define the meaning of Inventory and Inventory control
CO2	Discuss about Purchase and Procurement
CO3	Compare Critical Areas, Characteristics of Strategic Decision Making
CO4	To remember about the National Health Policy with reference to various diseases.
CO5	Explain the Strategy Planning in various organizations
CO6	To build strategy to treat various diseases

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	2							1		1				1	
CO2					1		1					1			2
CO3	1		1						1			1		1	1
CO4		1		2						1			1		
CO5						2							1		
CO6	1		1	1				1	1		1	1			1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Environment and Ecology**BHAVC-405**

Course code	: BHAVC-405			
Course Name	: Environment and Ecology			
Semester	: IV th			
	L	T	P	C
	2	0	1	3

Course Objectives-

1. General meaning of environment, relevance of the subject environment, ecology for hospital administrators.
2. Brief outline of the environment (protection) act 1986
3. It's importance for hospital administration, Legislation vs. Social obligation of hospitals
4. To study the role of NGO's like green peace in environmental protection.

36 Lectures**Unit – 1**

Ecology - brief outline on elements of ecology; brief discussion on ecological balance and consequences of change, principles of environmental impact assessment. Environmental impact assessment report . **(8)**

Unit – 2

Air pollution and control - factors responsible for causing air pollution in hospitals, sources & effects of air pollutants in the hospital context. **(10)**

Unit – 3

Primary & secondary pollutants, green house effect, depletion of ozone layer. Brief discussion on the air (prevention & control of pollution) Act 1989. (8)

Unit – 4

Water pollution and control - brief discussion on hydrosphere, natural water, pollutants: their origin and effects, river/lake/ground water pollution, the financial implication of water pollution control and steps required to be taken e.g. Sewerage treatment plant, water treatment plant. (12)

Unit - 5

Land pollution- Brief understanding of lithosphere, pollutants, municipal, industrial, commercial, agricultural, hospital, hazardous solid waste); their original effects, collection and disposal of solid waste, recovery & conversion methods in relation to an hospital enterprise with discussion about the financial implication. Noise pollution - Sources, effects, standards & control. (10)

Text books:

1. Environmental pollution control engineering, C.S..Rao, new age international
2. Environmental management, N.K. Oberoi, excel Reference books

Reference Books:

- 1.. Ecosystem principles & sustainable agriculture, Sithampanathan,
2. Text book of environmental studies for under graduate courses by Erach Bharucha reprinted in 2006, orient Longman private limited /universities press India Pvt. Ltd

Upon successful completion of the course a student will be able to:

Course Code	BHAVC405
CO1	To define the concept of Ecology and Environmental impact assessment
CO2	Plan about Managerial decision making
CO3	Modify Hospital Information system and its sources
CO4	Identify the need for control of water pollution.
CO5	To propose the need to control the land pollution
CO6	To create a healthy environment for sustainable development

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1						1		1		1			1	
CO2									1			1			
CO3	1		1					2		1				1	1
CO4		1		1							1	1	1		
CO5	2					1				1		2	1		
CO6	1		1	1				1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

Communication skills and Personality Development**BHACC-406**

Course code	:BHACC-406			
Course Name	: Communication skills and Personality Development			
Semester	: IV th			
	L	T	P	C

Course Objectives:**36 Lectures**

1. This course intends to familiarize and develop understanding of the students of various aspects of Personality Development
2. To easily learn the art of communication and face communication
3. To learn modern development in aspects of Communication.

UNIT I

Introduction to Personality Development :The concept of personality - Dimensions of personality – Theories of Freud & Erickson-Significance of personality development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analysis. (8)

UNIT II

Attitude & Motivation: Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages – Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self-motivation- Factors leading to de-motivation (6)

UNIT III

Self-esteem: Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours - Lateral thinking. (8)

UNIT IV

Other Aspects of Personality Development Body language - Problem-solving - Conflict and Stress Management - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics –Good manners and etiquette. (8)

UNIT V

Employability Quotient Resume building:- Communication, meaning skills and barrier. Types of Communication. Application and scope of Communication. The art of participating in Group Discussion – Facing the Personal (HR & Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions. (6)

Text Books:

1. Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill.
2. Stephen P. Robbins and Timothy A. Judge(2014), Organizational Behavior 16th Edition: Prentice Hall.

Reference Books:

1. Andrews, Sudhir. How to Succeed at Interviews. 21st (rep.) New Delhi. Tata McGraw-Hill 1988.
2. Heller, Robert. Effective leadership. Essential Manager series. Dk Publishing, 2002
3. Hindle, Tim. Reducing Stress. Essential Manager series. Dk Publishing, 2003
4. Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - Mc-Graw Hill. 2001
5. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004).
6. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House. 2005.

Upon successful completion of the course a student will be able to:

Course Code	BHACC406
CO1	To define the concept of Personality development and its impact
CO2	To Plan about methods of motivation
CO3	To know the meaning of self-esteem and its implications
CO4	To Identify the role of body language and stress management
CO5	To propose the need of Communication and its importance in Personality development
CO6	To create an environment of mock interviews and prepare for stage performance

CO-PO Mapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1		1			1		1		1		1			1	1
CO2									1			1	1		
CO3	1		1			1		2		1				1	1
CO4		1		1			1				1	1	1		
CO5	2					1				1		2	1		
CO6	1		1	1		1		1	1		1				1

3: Highest Correlated, 2: Medium Correlated, 1: Lowest Correlated

SEMESTER**QUALITY IN HEALTHCARE****QIHC-501**

Objective: - This course intends to familiarize and develop understanding of the students on quality care and learn quality Management Concepts and to develop and establish standards and policies to enhance quality care in the healthcare settings.

48 Lectures

Unit – 1

Fundamentals of Quality Management: Introduction – Objectives - Historical Back Ground Quality Management – ISO 9000 Quality Management System - Effects and Benefits– Present Indian Scenario Techniques of Quality Management: Improving Hospital Performance – Patient Participation – Quality Health Care through Patient Satisfaction (14)

Unit – 2

Conceptual model of potential Contribution in quality of the health care system. Quality Improvement in Health Care: Introduction – organizing for Quality Assessment (14)

Unit – 3

Deming’s Contribution and his 14 management guideline – Quality Improvement fundamentals and Quality Assurance. Assessing Quality Health Care: Some attributes of Quality in Health Care – Some attributes of a Good Patient Practitioners Relationship (6)

Unit – 4

The measurement of Quality – Procedure for formulating explicit Criteria and standards – Determinates of Quality – Structure – Process– Outcome. Implementation of Total Quality and its outcome (6)

Unit – 5

Concept Of Hospital Accreditation, Joint Commission on Accreditation of Healthcare Organization, Accreditation of Health care organization in India.National Accreditation Board for Hospital and Healthcare Providers, Outline of NABH Standards, Benefits of Accreditation, Preparing for NABH Accreditation, Accreditation Process. (8)

Reference books:

- 1.Raandi Schmidt J. Trumbo and R. Jonson, Quality in Health Care Sector – ASQC Quality – Press.
2. Quality Improvement in Health Care,2nd Ed, Nelson Throne

PATIENT CARE SERVICES**PCSV-502**

Objective: - This course intends to familiarize and develop understanding of the students on patient care services and to consider various operational aspects of important services.

48 Lectures**Unit – 1**

Concept of Patient Care and factors involved in providing complete patient care from admission to discharge. Distinction between a hospital and a manufacturing organisation. Criteria of hospital efficiency. **(10)**

Unit – 2

Administration department, role of medical superintendent, nursing superintendent, hospital administrator, resident medical officers, night duty executives, public and guest relations officers. **(10)**

Unit – 3

Importance of information in patient care, press relations, communication of medical information, patient informative booklets, management of patients' attendants. Patient Admission and Discharge process, All patients related services and assistance. Good communication. Proper and respectful disposal of deceased person **(10)**

Unit – 4

Patient care: introduction, importance of improving the quality care of patients, role of natural and human resources in patient care management. **(8)**

Unit – 5

Aims and objectives of Hospitality Management (Commercial point). Role of Hospitality Management in a Hospital set-up Etiquette and manners. Role of Conversation, To understand about basic concepts of human nutrition . Food & Nutrition. Role of Antioxidants Overview of Metabolism & Balance Diet for patients **(10)**

Reference books:

1. Llewellyne Davis and H.M. McCauley, Hospital Administration and Planning, J.P.Brothers, New Delhi.
2. Arun Kumar, (ed) Encyclopedia of Hospital Administration and Development, 6 th Edition, Anmol publications, New Delhi.
3. Syed Amin Tabish, Hospital and Health Services Administration Principles and Practice, 1 st Edition ,Oxford Publishers, New Delhi.2001

STRATEGIC MANAGEMENT**STMT-503**

Objective: This course intends to familiarize and develop understanding of the students of the concepts and processes involved in strategic management for policy decisions in hospital.

48 Lectures**Unit – 1**

Meaning of Inventory and Inventory control, scope and applications. Concept of warehouse and uses
(8)

Unit – 2

Inventory Control & Purchase Management Inventory Control & Purchase Management-meaning & significance Purchasing & procurement.
(10)

Unit – 3

Introduction to Critical Areas, Dimensions & Level of Strategy Characteristics of Strategic Decision Making. Strategic Management Process : Components ,Mission for an Organization ,Organizational Profile, External Environment , Strategic Analysis and Choice ,Long term Objectives ,Grand Strategy , Strategy Evaluation and Control.
(10)

Unit – 4

Application in National and International Level Strategic Management Practices in National Health Care Programs ,Strategies adopted in Long Term Health Policy with special reference to Women and Child Health, AIDS Control, Tuberculosis Control, Leprosy Control, Malaria Eradication, and Water Supply and Sanitation.
(10)

Unit – 5

Strategic Planning in Family Planning. Strategic Management Practices in International Healthcare Strategies adopted by International Agencies: WHO, World Bank Strategies Approach in Health Programs of few Developed Countries.
(10)

Reference books:

- 1.W. Jack Duncan, Peter M. Gunter and Linda E. Swayne, Strategic Management of Health Care Organizations , 7th Edition, (Blackwell Publishers, Massachusetts, USA) ISBN 1-55786- 534-5
2. K. Park, Text Book of Preventive and Social Medicine , 23rd Edition Publisher M/s BanarsidasBhanot, Jabalpur.
3. John A. Pearce II and Richard B. Robinson Jr., Strategic Management: Strategy Formulation and Strategic Analysis for Hospital Management , 10th Edition, (Aspen Publication, USA)

MATERIAL PLANNING AND MANAGEMENT**MPMT-504**

Objective: This course intends to enhance students understanding on the theories, concepts, tools and practice relating to materials management in hospital.

48 Lectures**Unit – 1**

Introduction to Production & Operations Management, Production System with special relevance to Flow of Materials. Introduction to Supply Chain Management & Value Chain.

(10)**Unit – 2**

Materials Management - Introduction, Definition and Function, Goals and Objectives of Materials Management.

(8)**Unit – 3**

Functions of Materials Manager, Problems and Issues in Hospitals & Information Systems for Materials Management.

(8)**Unit - 4**

Purchasing - Objectives and Elements of Purchasing, Tendering System & Purchase Procedures including Import of Equipment with special relevance to Letter of Credit & Bill of Lading.

(12)**Unit – 5**

Scientific Inventory Management, Codification and Standardization, Value Analysis, Inventory Control, Lead Time, Safety Stock and Reorder Level , Economic Order Quantity (EOQ) ,Elements of Material Requirement Planning (MRP) and MRP Calculations.

(10)**Reference books:**

1. Shaki Gupta and Sunil Kant, Hospital Stores Management: An Integrated Approach, 1st Edition, (Jaypee Publications, New Delhi, India)
2. B.S. Goel ,Production Operations Management ,Vol 2, 22 edition,Pragati Prakashan,2002
3. Murriel Skeet and David Fear, Care and Safe Use of Hospital Equipment (VSO, UK)
4. P. Gopalakrishnan and M. Sundaresan, Materials Management : An Integrated Approach (Prentice – Hall of India Pvt. Ltd., New Delhi) ISBN 81-203-002

HOSPITAL PROJECT /PROJECT MANAGEMENT**PROJ- 505**

Objective: This course intends to familiarize and develop understanding of the students of the hospital activities and suggest solutions of a live problem. The objective is to equip the student with the knowledge of actual functioning of the hospital and problems faced by the hospital for exploring feasible solutions and suggestions. The objective of the course is to assess the capacity of the student to articulate and comprehend what is being learned by him during full duration of the programme i.e., in all the four semesters of the course. The evaluation would be for the research project as also the comprehensive learning during the 4th semester.

Note:-Students need to perform training in SMIH for at-least 45 days. At the end of their training, they are required to submit a project report.

For this purpose students will be given a letter from SMCS in favour of Medical Superintendent of SMIH to allow the students for compulsory training.

Guidelines

1. The students shall be assigned a research project in the beginning of third semester and the student will submit a report at the end of fourth semester, which will form part of fourth semester examination. A performance appraisal by the hospital authority will be attached along with the report.
2. The report (based on the problem/ project studied) should ordinarily be based on primary data. It should reflect in depth study of the live problem. Relevant tables and bibliography should support it. The report should be prepared mentioning brief history of the hospital, its structure, performance of services and problems faced. The average size of report ordinarily will be around 40-100 typed pages in standard font size (14) and double spacing. Three neatly typed and soft bound (paperback) copies of the report are required to be submitted to the university. The report will be typed in A-4 size paper.
3. The report will have two certificates. One by the university and the other by the hospital authority. These two certificates should be attached in the beginning of the report.
4. Students will explain the findings of the report before the jury comprising of minimum two internal faculty members to be appointed by the Director of the college.
5. The evaluation committee shall consist of faculty members constituted by the college which would comprise of at least three members comprising of the Head of Department, Faculty in charge, faculty nominated by vice chancellor.
6. The marking shall be as follows: Major research Project: Internal: 50 marks By the Faculty/Internal guide. 50 Marks by the external examiner

SEMESTER**HOSPITAL LAW AND ETHICS****HOLE-601**

Objective:- This subject familiarizes the students with Hospital Laws, ethics and framing of policies in accordance with the Mission and Vision. Various Acts enacted are also made known in this subject

48 Lectures**Unit – 1**

General Law of Contract : Essentials of a Contract – Offer and acceptance – Capacity of Parties - Free Consent – Consideration and legality of object – Void argument and Contingent Contract.

(10)**Unit – 2**

Legal Aspect and Consumers Protection Act : Introduction – Medico–Legal Aspect on Clinical practice – Duties and Responsibilities of Doctors – Professional Secrets and Privileged Communication – Consent - Implied Consent and Expressed Consent. Consumer Disputes Redressal Agencies – Other Salient features – Application of C.P Act in Hospital – Recent judgment of Supreme Court – Implication for Health Professionals.

(10)**Unit – 3**

Biomedical Waste Management and Handling Rule – 1998: Meaning – Classification of Bio-medical waste – Treatment and disposal – Colour Coding and type of Container for Disposal of Bio-medical wastes – Biomedical waste Management Rule - Annexure of Ministry of Environment and Forest Notification in regard to Bio-Medical Waste Management and Handling Rule 1998(Schedule I-VI) Law in relation to medical profession-Indian medical degree.

(10)**Unit – 4**

IMC act & State medical act. Declaration of Geneva .Disciplinary control-professional misconduct. Compulsory & voluntary duties of a medical practitioner towards the state & the patient.

(8)**Unit - 5**

Doctor patient relationship. Professional secrets & privileged communication-births, deaths, abortion, MTP, C.S, communicable diseases. Helsinki declaration on medical research, ICMR guidelines of medical research-death, dying & incurable ill patient. Euthanasia-ethical framework on decision making.

(10)**Reference books:**

1. Kapoor, N.D; 2004: Mercantile Law – Sultan Chand & Sons: New Delhi(Chapter 1-5)
2. Pathak, Legal Aspect of Business, TMH
3. Law & Ethics in Nursing & Health Care, Nelson Thrones

Drug Management**DGMT-602**

Objective- To introduce the concept of Pharmacy and it's role in Hospital. Also to impart students the knowledge of basic drugs used.

48 Lectures**Unit – 1**

Introduction to the concept of Prescription. Parts of Prescription. Terms used in prescription.
Outline of dosage calculation. (8)

Unit – 2

Introduction to the concept of Pharmacology. Basic concept of Pharmacokinetics and Pharmacodynamics. Apparent volume of distribution. (10)

Unit – 3

Basic introduction to Hospital Pharmacy and PTC Committee and their functions. Hospital Formulary and its role (10)

Unit – 4

Compounding, dispensing and packaging –basic introduction. Basic knowledge of drugs used in treatment of some common ailments like cold, cough, fever, diarrhoea, pain (10)

Unit – 5

Pharmaceutical Marketing: Functions, buying, selling, transportation, storage financed feedback information, channels of distribution, wholesale, retail, department store, multiple shop and mail order business (10)

Reference books:

1. Koontz H, Weihrich H, Essentials of Management, Tata Mc Graw Hill.
2. Massie L. Joseph Essentials of Management / PHI.
3. Vidya sagar Pharmaceutical Industrial Management, Pharma Book Syndicate
4. Mukopadhyay Sekhar, Pharmaceutical Selling, Sterling Publishers.
5. Chary S.N, Production and Operative Management / Tata Mc Graw Hill.
6. Datta A.K., Material Management / PHI.

Human Resource Development**HRDT-603**

Objective: This course intends to develop understanding of the students of concepts, techniques, theories and practices of human resource management in hospital.

48 Lectures**Unit – 1**

HRM-meaning , role in an organization, difference with personnel mgmt. HR planning, concept & methods. **(10)**

Unit - 2

Recruitment, selection & placement, Sources of recruitment, methods of Selection- Promotion & transfer, Implementation of selection methods in hospitals. Transfer & Promotion in Hospitals Training & Development –concept, differences, importance. Organizing training programmes & evaluation. System of training & development in hospitals.

(10)**Unit – 3**

Performance appraisal –meaning, objective, different theories in PA Wage & salary Administration-concept, principles in determining enrolment techniques Work Environment-Fatigue, monotony & Boredom(Reference to Hospital concept) **(10)**

Unit – 4

Morale-meaning & importance. Factors influencing morale-Impact of Morale on employees in an organization. **(8)**

Unit - 5

Safety-meaning & importance, legal provisions for safety in an organization including Hospitals. Trade Union-concept, impact on functioning of an organization, role of Trade Union in Hospital functioning. **(10)**

References :

1. Aswathappa, Human Resource & Personal Management, TMH
2. Gomez –Mezia, Managing Human Resources, Pearson Education

ORGANIZATIONAL BEHAVIOUR**ORVR-604**

Objective: This course intends to develop understanding of the students of individual and group behaviour in organisational set-up.

48 Lectures**Unit – 1**

OB-overview-Meaning of OB, importance of OB, field of OB, Contributing Disciplines. OB Models, S-O-B-C model, contingency O-B model, challenges and opportunities for OB.

(10)**Unit – 2**

Individual Behaviour: Biographical characteristics Learning, Value, Attitudes Personality: Meaning of Personality, Determinants of Personality, Theories of Personality, Management and Development of Personality.

(10)**Unit - 3**

The Process of Perception: Process and Principles, Factors influencing Perception, Perception Selectivity, Making Judgments, Social Perception. Interpersonal Behaviour: Nature of Interpersonal Behaviour, Transactional Analysis.

(10)**Unit – 4**

Group Dynamics & Behaviour: Concepts of Group, Types of Group, Stages of Group Development, Group Structure, Intergroup Relationship. Motivation: Approaches to Motivation. Theories of Motivation- Maslow's Hierarchy of Need theory.

(10)**Unit – 5**

Alderfer's ERG theory, Herzberg's two factor Motivation theory, Mclelland's Achievement Motivation Theory. Leadership: Meaning, Styles, Theories on Leadership, Managerial Grid, Fiedler Model.

(8)**Recommended books:**

1. Davis Keith, Human Behaviour at Works: Organizational Behaviours, 8th edition, Tata McGraw- Hill, New Delhi. 1981
2. Pareek Udai, Behavioural Process in Organizations, Oxford and IBH, New Delhi.
3. Robbins S.P., Organizational Behaviour, 15th edition Pearson Education, New Delhi.
4. Luthans Fred, Organizational Behaviour, 12th edition, McGraw Hill, New Delhi.
5. Chandan J.S., Organization Behaviour, 1st edition Vikas Publishing House.

Objective: This comprises of viva of the whole course and will be conducted by the external examiner.

50 Lectures

This course intends to familiarize and develop understanding of the students of the hospital activities and suggest solutions of a live problem. The objective is to equip the student with the knowledge of actual functioning of the hospital and problems faced by the hospital for exploring feasible solutions and suggestions. The objective of the course is to assess the capacity of the student to articulate and comprehend what is being learned by him during full duration of the programme i.e., in all the four semesters of the course. The evaluation would be for the research project as also the comprehensive learning during the 4th semester.

Guidelines:

1. The students shall be assigned a research project in the beginning of third semester and the student will submit a report at the end of fourth semester, which will form part of fourth semester examination. A performance appraisal by the hospital authority will be attached along with the report.
2. The report (based on the problem/ project studied) should ordinarily be based on primary data. It should reflect in depth study of the live problem. Relevant tables and bibliography should support it. The report should be prepared mentioning brief history of the hospital, its structure, performance of services and problems faced. The average size of report ordinarily will be around 40-100 typed pages in standard font size (14) and double spacing. Three neatly typed and soft bound (paperback) copies of the report are required to be submitted to the university. The report will be typed in A-4 size paper.
3. The report will have two certificates. One by the university and the other by the hospital authority. These two certificates should be attached in the beginning of the report.
4. Students will explain the findings of the report before the jury comprising of minimum two internal faculty members to be appointed by the Director of the college.
5. The evaluation committee shall consist of faculty members constituted by the college which would comprise of at least three members comprising of the Head of Department, Faculty in charge, faculty nominated by vice chancellor.
6. The marking shall be as follows: Major research Project: Internal: 50 marks By the Faculty/Internal guide. 50 Marks by the external examiner
7. Total of one Internal and One External examiner will assess the students.