

SHRIGURURAMRAIUNIVERSITY

(Estd. by Govt. of Uttarakhand, Shri Guru Ram Rai University Act no. 03 of 2017 & recognized by
UGC u/s 2(f) of UGC Act 1956)



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

w.e.f from Academic Session 2022-23

School of Management and Commerce Studies

School of Management and Commerce Studies

SGRRUBHA

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 health care management positions with solid management skills like critical thinking, analysis, excellent communication anchored to ethical and spiritual principles.
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 teamwork 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 processes 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 healthcare 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 areas 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'sAssessment**
- 5) CT=Class Test**
- 6) Tot=Total**
- 7) ESE=EndSemesterexams**

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 SIX SEMESTER EACH.

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

Nameof theUniversity	ShriGuruRamRai
Nameof the Department	DepartmentofHospitalAdministration
Name of the School	School of Management and Commerce Studies
ProgramName	Bachelor'sofHospitalAdministration
Program code	

ProgramObjectives(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
BHADC 101	Principles and Practice of Healthcare Management	4	Major(for own faculty)
BHADC 102	Medical Terminology – I	4	Major(for own faculty)
BHADC 103	History of Hospital & Health Systems	4	Major Elective(for own faculty)
BHAGE 104	Business Statistics	4	Minor Elective(for own/other faculty)
BHASC105	Spread Sheet Modeling	2	Vocational Course
AEC1	Environmental Studies-I	2	Ability enhancement Course
MCSVC 101	Holistic Well-Being and Ethical Living-I	2	Value addition course
		22	Total Credits

Shri Guru Ram Rai University Department of Management and Commerce

Studies COURSE STRUCTURE AND EXAMINATION SCHEME FOR BHA -

3 YEARS

SEMESTER – I

S.No	Subject	Code
1.	Principles and Practices of Healthcare Management	BHADC 101
2.	Medical Terminology – I	BHADC 102
3.	History of Hospital & Health Systems	BHADC103
4.	Business Statistics	BHAGE 104
5.	Spread Sheet Modeling	BHASC 105
6.	Environmental Studies-I	AEC1
7.	Holistic Well-Being and Ethical Living-I	MCSVC101

ASSESSMENT

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	BHADC 101	Principles and Practice of Healthcare Management	4	3	1		10	20	30	70	100
2	BHADC 102	Medical Terminology – I	4	3	1		10	20	30	70	100
3	BHADC103	History of Hospital & Health Systems	4	3	1		10	20	30	70	100
4	BHAGE 104	Business Statistics	4	3	1		10	20	30	70	100
5	BHASC 105	Spreadsheet Modeling	2	2			10	20	30	70	100
6	AEC1	Environmental Studies-I	2	1		1	10	20	30	70	100
7	MCSVC101	Holistic Well-Being and Ethical Living-I	2	1		1	10	20	30	70	100
Total			22	16	4	2	70	140	210	490	700

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SEMESTER– II

S.No	Subject	Code
1.	Hospital Operations Management	BHADC 201
2	Medical Terminology-II	BHADC 202
3	Basics Of Human Body	BHADC203
4	Fundamentals Of Accounting	BHAGE 204
5	Quality In Healthcare Management	BHASC 205
6	Communication skills; Listening and speaking skills-II	AEC 2
7	Holistic Well-Being and Ethical Living-I	MCSVC 201

CourseCode	Subject	Credits	Course Structure
BHADC 201	Hospital Operations Management	4	Major(for own faculty)
BHADC 202	Medical Terminology - II	4	Major(for own faculty)
BHADC 203	Basics of Human Body	4	Major Elective(for own faculty)
BHAGE 204	Fundamentals of Accounting -I	4	Minor Elective(for own/other faculty)
BHASC 205	Quality in Healthcare Management	2	Vocational Course
AEC2	Communication skills; Listening and speaking skills-II	2	Co-curricular Course
MCSVC201	Holistic Well-Being and Ethical Living-II	2	Value addition course
		22	Total Credits

ASSESSMENT

Sl.	CourseCode	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	BHADC 201	Hospital Operations Management	4	3	1	-	10	20	30	70	100
2	BHADC 202	Medical Terminology – II	4	3	1	-	10	20	30	70	100
3	BHADC203	Basics of Human Body	4	3	1	-	10	20	30	70	100
4	BHAGE 204	Fundamentals of Accounting -I	4	3	1	-	10	20	30	70	100
5	BHASC 205	Quality in Healthcare Management	2	2		-	10	20	30	70	100
6	AEC 2	Communication skills; Listening and speaking skills-II	2	1		1	10	20	30	70	100
7	MCSVC2 01	Holistic Well-Being and Ethical Living-II	2	1		1	10	20	30	70	100
Total			22	16	4	2	70	140	210	490	700

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

Course Code	Course Name	Credits	Course Structure
BHADC301	Epidemiology & its application	4	Major(for own faculty)
BHADC 302	Hospital Record Management	4	Major(for own faculty)
BHADC 303	Health Economics	4	Major Elective(for own faculty)
BHAGE 304	Fundamentals of Accounting-II	4	Minor Elective(for own/other faculty)
BHASC 305	Marketing Management	2	Skill Enhancement Course
AEC 3	Environmental Studies-II	2	Ability Enhancement Course
MCSVC301	Health and Hygiene-I	2	Value Addition Course
Total		22	Total Credits

COURSESTRUCTURE AND EXAMINATIONSCHEME FOR BHA-3YEARS

SEMESTER– 3

S.No	Subject	Code
1.	Epidemiology & its application	BHADC 301
2.	Hospital Record Management	BHADC 302
3.	Health Economics	BHADC 303
4.	Fundamentals of Accounting-II	BHAGE 304
5.	Marketing Management	BHASC 305
6.	Environmental Studies-II	AEC3
7.	Health and Hygiene-I	MCSVC301

ASSESSMENT

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	BHADC 301	Epidemiology & its application	4	3	1		10	20	30	70	100
2	BHADC 302	Hospital Record Management	4	3	1		10	20	30	70	100
3	BHADC 303	Health Economics	4	3	1		10	20	30	70	100
4	BHAGE 304	Fundamentals of Accounting-II	4	3	1		10	20	30	70	100
5	BHASC 305	Marketing Management	2	2			10	20	30	70	100
6	AEC3	Environmental Studies-II	2	1		1	10	20	30	70	100
7	MCSV C301	Health and Hygiene-I	2	1		1	10	20	30	70	100
Total			22	16	4	2	70	140	210	490	700

ShriGuruRamRaiUniversity,DepartmentofManagementandCommerceStudies**SEMESTER– IV**

S.No	Subject	Code
1.	Hospital Hazards and Disaster Management	BHADC 401
2	Hospital Support Services	BHADC 402
3	Health Management Information System	BHADC 403
4	Strategic Management in Healthcare	BHAGE 404
5	NGO Training/Hospital Training	BHASC 405
6	Communication skills; Listening and speaking skills-II	AEC4
7	Health and Hygiene-II	MCSVC401

Semester-IV

S. No	Course Code	Course Name	Credits	Course Type
1	BHADC401	Hospital Hazard & disaster Management	4	Core Subject
2	BHADC402	Hospital Support Services	4	Core Subject
3	BHADC403	Health Management Information System	4	Major Elective
4	BHAGE404	Strategic Management in Health Care	4	Minor Elective
5	BHASC405	NGO Training/Hospital Training	2	Ability Enhancement Compulsory Course – I
6	AEC 4	Communication skills; Listening and speaking skills-II	2	Ability Enhancement Course
7	MCSVC401	Health and Hygiene-II	2	Value Addition 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	BHADC 401	Hospital Hazards and Disaster Management	4	3	1	-	10	20	30	70	100
2	BHADC 402	Hospital Support Services	4	3	1	-	10	20	30	70	100
3	BHAGE 403	Health Management Information System	4	3	1	-	10	20	30	70	100
4	BHAOE 404	Strategic Management in Healthcare	4	3	1	-	10	20	30	70	100
5	BHASC 405	NGO Training/Hospital Training	2		1	1	10	20	30	70	100
6	AEC4	Communication skills; Listening and speaking skills-II	2	1	1		10	20	30	70	100
7	MCSV C401	Health and Hygiene-II	2	1	1		10	20	30	70	100
Total			22	14	7	1	70	140	210	490	700

S.No	Subject	Code
1.	Hospital Hazards and Disaster Management	BHADC 401
2	Hospital Support Services	BHADC 402
3	Health Management Information System	BHADC 403
4	Strategic Management in Healthcare	BHAGE 404
5	NGO Training/Hospital Training	BHASC 405
6	Communication skills; Listening and speaking skills-II	AEC4
7	Health and Hygiene-II	MCSV C401

Semester-V

S. No	Course Code	Course Name	Credits	Course Type
1	BHADC501	Quality in Healthcare	4	Core Subject
2	BHADC502	Patient Care Services	4	Core Subject

3	BHADC503	Hospital planning and Designing-I	4	Core Subject
4	BHAGE504 (a)/(b)/ (c)	*Program Elective	4	Major Elective(Choose any one)
5	BHASC505	Material Planning and Management	4	Minor Elective
6	IAPC-506	Hospital Project/Project Management	2	Internship/Project/Apprenticeship

* Program Elective Courses

a. Tele medicine

b. Infection Control in Hospital

c. First Aid and Emergency Care

S.No	Subject	Code
1.	Quality in Healthcare	BHADC 501
2	Patient Care Services	BHADC 502
3	Hospital Planning and Designing-I	BHADC 503
4	*Program elective (any one)	BHAGE 504
5	Material Planning and Management	BHASC 505
6	Hospital Project/Project Management	IAPC-506

ASSESSMENT

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	BHADC 501	Quality in Healthcare	4	3	1	-	10	20	30	70	100
2	BHADC 502	Patient Care Services	4	3	1	-	10	20	30	70	100

3	BHADC 503	Hospital Planning and Designing-I	4	3	1	-	10	20	30	70	100
4	BHAGE 504	*Program elective(any one)	4	3	1	-	10	20	30	70	100
5	BHASC 505	Material Planning and Management	4	3	1	-	10	20	30	70	100
6	IAPC-506	Hospital Project/Project Management	2	1		1	10	20	30	70	100
Total			22	16	5	1	60	120	180	420	600

Semester-VI

S. No	Course Code	Course Name	Credits	Course Type
1	BHADC601	Hospital Law and Ethics	4	Core Subject
2	BHADC602	Drug Management	4	Core Subject
3	BHADC603	Hospital Planning and Designing-II	4	Core Subject
4	BHAGE604 (a)/(b)/(c)	* Program Elective	4	Major Elective
5	BHASC605	Human Resource Development	4	Minor Elective
6	IAPC-606	Dissertation/Project/Viva Voce	2	Internship/Project/Apprenticeship

* Program Elective Courses

- a. Organizational Behavior
- b. Hospitality management
- c. Food & Nutrition

S.No	Subject	Code
1.	Hospital Law and Ethics	BHADC 601
2	Drug Management	BHADC 602
3	Hospital Planning and Designing-II	BHADC 603
4	*Program elective (any one)	BHAGE 604
5	Human Resource Development	BHASC 605
6	Dissertation/Project/Viva Voce	IAPC-606

ASSESSMENT

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	BHADC 601	Hospital Law and Ethics	4	3	1	-	10	20	30	70	100
2	BHADC 602	Drug Management	4	3	1	-	10	20	30	70	100
3	BHADC 603	Hospital Planning and Designing-II	4	3	1	-	10	20	30	70	100
4	BHAGE 604	*Program elective(any one)	4	3	1	-	10	20	30	70	100
5	BHASC 605	Human Resource Development	4	3	1	-	10	20	30	70	100
6	IAPC-606	Dissertation/Project/Viva Voce	2		1	1	10	20	30	70	100
Total			22	15	6	1	60	120	180	420	600

SYLLABUS SEMESTER 1**PRINCIPLES AND PRACTICES OF HEALTHCARE MANAGEMENT**

Coursecode	:BHADC101			
CourseName	: Principles and Practices of Healthcare Management			
Semester	:1 st			
	L	T	P	C
	3	1	0	4

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 healthcare sector

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 Healthcare 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/caselets from time to time whenever required)

Course outcomes (COs):

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

Course Code	BHADC101
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-POMapping

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

MEDICAL TERMINOLOGY

Coursecode	:BHADC102			
CourseName	:Medical Terminology			
Semester	:1 st			
	L	T	P	C
	3	1	0	4

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 (12)

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.

Unit– 2 (12)

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

Unit-3 (12)

Main Medical terminology used by Cardiologist. Main Medical terminology used by Neurologist. Main Medical terminology used by Nephrologists. Main Medical terminology used by Gastroenterologist.

Unit– 4 (12)

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

Unit– 5 (12)

Main Medical terminology used by Oncologist. Main Medical terminology used by Dermatologist. Main Medical terminology used by Endocrinologist

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

Referencebooks:

- 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	BHADC102
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-POMapping

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

Coursecode	:BHADC103			
Coursename	:History of Hospital and Health System			
Semester	:1 st			
	L	T	P	C
	3	1	0	4

Course Objectives

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

Unit- 1**(12)**

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)

Unit-2**(12)**

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.

Unit- 3**(12)**

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. There forms of Health care System- the health care system in US/UK & Canada

Unit- 4**(12)**

Health care system in Global Centre. Future of Health care System, International Health under United Nations- History & Evolutions.

Unit- 5

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

(12)**Text books**

1. ParkK,2015,PreventiveandSocialMedicine.23rdedition, Banarsidas,Bhanot

2. Gupta JoydeepDass, 2016 Hospital Administration and Management: A comprehensive GuideJaypeePublisher,

Referencebooks:

1. Charles R McConnell, 2019 Hospitals and Health Systems What they are and how do they Work,Jones& Bartlett Learning;Illustrated edition

2. GuptaJoydeepDass,2016HospitalAdministrationandManagement:AcomprehensiveGuideJaypeePublisher,

Uponsuccessfulcompletionofthecourseastudentwillbeableto:

Course Code	BHADC103
CO1	To understand the meaning of Health, Historical Development of healthcaresysteminIndia.
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 Health care system in Global Centre
CO5	To distinguish the Health Programs in India
CO6	To Programme the Goal for the achievement of Health

CO-POMapping

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

Coursecode	:BHAGE104			
CourseName	:Business Statistics			
Semester	:1 st			
	L	T	P	C
	3	1	0	4

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.

Unit - 1**(12)**

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

Unit- 2**(12)**

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

Unit- 3**(12)**

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**(12)**

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

Unit- 5**(12)**

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. R K Ghosh & S Saha, 2018, Business Mathematics and Statistics, New Central

Book Agency

Referencebooks:

1. GoonA.M.,GuptaM.K.andDasguptaB.(2002):Fundamentals of Statistics, Vol.I&II,8th Edition. TheWorld Press, Kolkata.
2. Miller,IrwinandMiller,Marylees(2006):JohnE.Freund'sMathematicalStatisticswithApplications,(7th Edn.), Pearson Education, Asia.
3. Mood,A.M.Graybill,F.A.andBoes,D.C.(2007):IntroductiontotheTheoryofStatistics,3rd Edition. (Reprint), TataMcGraw-Hill Pub. Co. Ltd.
4. StatisticalMethods-S.P.Gupta
5. BusinessStatistics– T.R.Jain &S.C.Agarwal

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

Course Code	BHAGE104
CO1	.ToinferthethemeaningofStatistics,Measuresoftendency
CO2	TointerpretthemeasuresofDispersion,DeviationandVariance
CO3	.ToexplainthethemeaningofProbability,Rulesregardingprobability
CO4	Todefinesamplinganditsneed,typesofsampling
CO5	TocompareCorrelation,Regressionandforecasting
CO6	To design the relationship between various variables and parameters

CO-POMapping

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 Correlate

SPREADSHEET MODELING

Coursecode	:BHASC105
CourseName	:SpreadsheetModeling
Semester	:1 st

CourseObjectives:

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

CourseOutcomes:

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

(6)

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, Hard disk, Floppy disk.

Unit-II Basics of MS Excel

(6)

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

(6)

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**(6)**

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

Unit V Data Analysis**(6)**

Filtering Data: Creating a Custom Auto Filter, Using an Advanced Filter. Data Group, Ungroup and Subtotals. Sorting, Data Outline: Whatif 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	BHASC105
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-POMapping

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

Course code	:AEC1
Course Name	: Environmental Studies-I
Semester	:I st

*Course approved as per BOS of the SBAS

Course code	:MCSVC101
Course Name	: HOLISTIC WELL-BEING AND ETHICAL LIVING-1(IKS-I)
Semester	:I st

COURSE TITLE: HOLISTIC WELL-BEING AND ETHICAL LIVING-1 , BVAC107

Course Objectives: This course structure aims to provide students with a transformative learning experience that empowers them to lead healthier, happier, and more ethically conscious lives.

This also offers students hands-on experience in integrating fitness, happiness, ethics, and yoga. This Facilitates experiential learning and skill development. This also encourages active engagement, collaboration, and community involvement. This also fosters holistic well-being and ethical consciousness through practical application.

Unit 1: FIT India

Introduction to FIT India campaign and its goals, Fitness and Healthy Lifestyle

Practical: Incorporating physical activities into daily routine, Group fitness activities: outdoor games, sports, and team challenges, Exploring different physical activities: yoga, aerobics, strength training.

Unit 2: Components of Being Happy

Psychology of Happiness, Understanding happiness and its components, Mindfulness and Emotional Well-being,

Practical: Mindfulness and gratitude exercises, practicing positive psychology techniques, Emotional awareness and self-regulation exercises, Group discussions on managing stress and emotions.

Unit 3: Ethics and Human Values

Foundations of Ethics, Ethical dilemma role-playing scenarios, Integrity and Responsible Citizenship,

Practical: Group debates on ethical issues, analyzing real-life ethical cases, Ethical decision-making workshops, Community service projects: promoting ethics in the community, Collaborative activities on responsible citizenship.

Unit 4: Yoga for Holistic Health

Introduction to Yoga, Yoga philosophy and its relevance.

Practical: Guided yoga sessions for relaxation and flexibility, Yoga Practices, In-depth yoga asana practice, Pranayama and meditation workshops, Designing personalized yoga routines.

Unit 5: Integrating Well-being and Values

Holistic Living and Ethical Values, integrating fitness, happiness, ethics, and yoga into daily life, Creating a well-being and values journal.

Practical: Personal Wellness and Social Responsibility, Collaborative projects on promoting well-being in the community, Wellness fair: showcasing practical well-being and ethical initiatives.

Reflection and Personal Growth

Practical: Individual presentations on personal growth and transformation, Peer feedback and reflections on the practical journey.

Suggested readings:**Unit 1: FIT India**

"The Joy of Movement: How Exercise Helps Us Find Happiness, Hope, Connection, and Courage" by Kelly McGonigal

"Born to Run: A Hidden Tribe, Super athletes, and the Greatest Race the World Has Never Seen" by Christopher McDougall

Relevant articles from health and fitness magazines, research papers on the benefits of physical activity.

Unit 2: Art of Being Happy

"The Happiness Advantage: How a Positive Brain Fuels Success in Work and Life" by Shawn Achor

"The Art of Happiness" by Dalai Lama and Howard Cutler

Relevant articles from positive psychology journals, mindfulness and happiness research studies.

Unit 3: Ethics and Human Values

"Ethics for the Real World: Creating a Personal Code to Guide Decisions in Work and Life" by Ronald A. Howard and Clinton D. Korver

"The Road to Character" by David Brooks

Relevant philosophical texts on ethics, case studies on ethical dilemmas and decision-making.

Unit 4: Yoga for Holistic Health

"Light on Yoga" by B.K.S. Iyengar

"The Heart of Yoga: Developing a Personal Practice" by T.K.V. Desikachar

Online resources and guided videos for practicing yoga asanas, pranayama, and meditation.

Unit 5: Integrating Well-being and Values

"The Power of Now: A Guide to Spiritual Enlightenment" by Eckhart Tolle

"The Five People You Meet in Heaven" by Mitch Albom

Relevant articles on holistic well-being, personal growth, and values-based living.

Course outcomes (COs):**Upon successful completion of the course student will be able to**

CO	DetailedStatementoftheCO
CO1	To Encourage physical activity through engaging the students in sports and yoga.
CO2	To familiarize students with the components of Being Happy.
CO3	To Identify ethical dilemmas and apply different theoretical approaches
CO4	To acquaint student with the Practical knowledge of Yogasana, Mudra, Meditation and Pranayama etc.
CO5	To Promoting positive health and holistic wellness
CO6	To Promote fitness as a joyful activity.

CO-PO Mapping

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

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

SEMESTER 2**HOSPITAL OPERATIONS MANAGEMENT**

Coursecode	:BHADC201			
CourseName	:Hospital Operations Management			
Semester	:II nd			
	L	T	P	C
	3	1	0	4

Course Objectives:

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. (12)

Unit- 2

Epidemiological basis for healthcare management. Management of Indian Hospitals - challenges & strategies. (12)

Unit- 3

Modern Techniques of hospital management. Operation concept - use of models. (12)

Unit- 4

Location, Layout, Need Assessment, Documentation. Organization of the hospital: Management structure (12)

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. (12)

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 Mamta., 2009, Hospital Administration, 1st Edition, Jaypee Brothers Medical Publishers

Reference books:

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

Course Objectives:

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

Course Code	BHADC201
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-POM 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: HighestCorrelated, 2: MediumCorrelated, 1: LowestCorrelated

MedicalTerminology-II

Coursecode	:BHADC202
CourseName	:Medical Terminology - II
Semester	:II nd

	L	T	P	C
	3	1	0	4

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.

Unit- 1

Meaning, scope, application of Medical Terminology and its uses in patient care and hospitals
(12)

Unit-2

Advantages and Limitations of the use of Medical Terminology and its present day need in medical system.
(12)

Unit-3

General medical terms used pertaining to Digestive system and Endocrine system along with certain prefixes and suffixes
(12)

Unit- 4

Medical terms, abbreviations, acronyms and symbols generally used in Medical field.
(12)

Unit 5

Medical Transcription-

Concept and applications. Skills required and brief on various components required.

(12)**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	BHADC202
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

Coursecode	:BHADC203			
CourseName	:Basics of Human Body			
Semester	:II nd			
	L	T	P	C
	3	1	0	4

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.

Unit-1

Introduction to human body: Organs, organ systems outline, basic definitions, human body parts and their functions (12)

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. (12)

Unit- 4**Body Systems**

a) Respiratory system-Introduction, anatomy and physiology, diseases

associated b) Digestive/Excretory system-

Introduction, Anatomy and Physiology, functions, Major diseases

(12)

Unit- 5

Nervous system-Introduction, anatomy and physiology, CNS (Brain and Spinal Cord), ANS, Major diseases (12)

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	BHADC203
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 state the anatomy and physiology of CNS (Brain and Spinal Cord)
CO6	To write about various Organ systems

CO-POMapping

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

Course code	:BHAGE204			
Course Name	:Fundamental's of Accounting			
Semester	:II nd			
	L	T	P	C
	3	1	0	4

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 D.C., Joshi Mamta., 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, S. N. and Sunil., 1993, "Financial Accounting: Sultan Chand and Sons, New Delhi.
4. Tulsian P.C., 2002, "Financial Accounting, Pearson Education

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

Course Code	BHAGE204
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 reconciliations 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

Coursecode	:BHASC-205			
COURSENAME	:Quality in Healthcare			
Semester	:II nd			
	L	T	P	C
	2	0	0	2

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 healthcare 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 Healthcare: Introduction – organizing for Quality Assessment (7)

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 (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. Trumbo and R. Jonson, Quality in Health Care Sector – ASQC Quality Press.
2. Quality Improvement in Health Care, 2nd Ed, Nelson Thron

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

Course Code	BHASC205
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

Course code	:AEC-2			
Course Name	: Communication skills; Listening and speaking skills-II			
Semester	:II nd			
	L	T	P	C
	1	0	1	2

*Course approved as per BOS of the SBAS

Course code	:MCSVC201			
Course Name	: Holistic Well-Being and Ethical Living-II (IKS-2)			
Semester	:II nd			
	L	T	P	C
	1	0	1	2

COURSE TITLE: HOLISTIC WELL-BEING AND ETHICAL LIVING-2

Course Objectives: This course structure aims to provide students with a transformative learning experience that empowers them to lead healthier, happier, and more ethically conscious lives.

This also offers students hands-on experience in integrating fitness, happiness, ethics, and yoga. This Facilitates experiential learning and skill development. This also encourages active engagement, collaboration, and community involvement. This also fosters holistic well-being and ethical consciousness through practical application.

Unit 1: Introduction to Yoga and Happiness

Definition and significance of Yoga in Indian philosophy

Understanding the concept of happiness in the Indian context

Exploration of the connection between Yoga and the pursuit of happiness

Practical: Incorporating physical activities into daily routine, team challenges, Exploring different physical activities: yoga, aerobics, strength training.

Unit 2: Dimensions of Well-being

Physical well-being: Nutrition, exercise, and health

Psychological well-being: Emotional intelligence and resilience

Social well-being: communication and community engagement

Practical: Mindfulness and gratitude exercises, practicing positive psychology techniques, Emotional awareness and self-regulation exercises, Group discussions on managing stress and emotions.

Unit 3: Mindfulness, Meditation, and Joy

Delving into the concept of mindfulness (Dhyana) and its role in cultivating happiness

Introduction to various meditation techniques in Yogic practices

Exploring how meditation enhances mental clarity, reduces stress, and fosters joy

Practical: Practice sessions, Pranayama and meditation workshops

Unit 4: Unit 4: Applying Ethics to Everyday Life

Ethical decision-making, : Ethical dilemmas in personal and professional contexts

Practical: Case studies

Suggested readings:

Unit 1: FIT India

"The Joy of Movement: How Exercise Helps Us Find Happiness, Hope, Connection, and Courage" by Kelly McGonigal

"Born to Run: A Hidden Tribe, Super athletes, and the Greatest Race the World Has Never Seen" by Christopher McDougall

Relevant articles from health and fitness magazines, research papers on the benefits of physical activity.

Unit 2: Art of Being Happy

"The Happiness Advantage: How a Positive Brain Fuels Success in Work and Life" by Shawn Achor

"The Art of Happiness" by Dalai Lama and Howard Cutler

Relevant articles from positive psychology journals, mindfulness and happiness research studies.

Unit 3: Ethics and Human Values

"Ethics for the Real World: Creating a Personal Code to Guide Decisions in Work and Life" by Ronald A. Howard and Clinton D. Korver

"The Road to Character" by David Brooks

Relevant philosophical texts on ethics, case studies on ethical dilemmas and decision-making.

Unit 4: Yoga for Holistic Health

"Light on Yoga" by B.K.S. Iyengar

"The Heart of Yoga: Developing a Personal Practice" by T.K.V. Desikachar

Online resources and guided videos for practicing yoga asanas, pranayama, and meditation.

Unit 5: Integrating Well-being and Values

"The Power of Now: A Guide to Spiritual Enlightenment" by Eckhart Tolle

"The Five People You Meet in Heaven" by Mitch Albom

Relevant articles on holistic well-being, personal growth, and values-based living.

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

Course Code	MCSV201
CO1	To Understanding the concept of happiness.
CO2	To explain connection between Yoga and the pursuit of happiness.
CO3	To explore how meditation enhances mental clarity, reduces stress, and fosters joy
CO4	To organize meditation sessions.
CO5	To evaluate the changes in mental health.
CO6	To create stress free meditations practices.

CO-POMapping

Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1		1			2					1		2	3	1
CO2	1	2	1		2		2		2	1		1			
CO3				1		1		2		2			2		
CO4	2						1		1			3			1
CO5		1	1	2		2	1				1			2	1
CO6	1					1				1		1			

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

SEMESTER 3**Epidemiology and its Applications**

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

Coursecode	:BHADC-301			
CourseName	:Epidemiology and its Applications			
Semester	:III rd			
	L	T	P	C
	3	1	0	4

Course Objectives:-

1. To understand 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, Filaria, Plague, Tetanus (12)

Unit – 3

Non- Communicable Diseases—Diabetes, Stroke, Alcoholism, Smoking, Rheumatic Heart Diseases (12)

Unit – 4

Epidemiological studies- Epidemic ,Endemic, Pandemic, Sporadic, Investigation of an epidemic-Mortality, Morbidity, IMR, MMR. (12)

Unit – 5

Preventive measures for disease Outbreak- Level of prevention ,Vaccination, Immunization, Surveillance, Monitoring- Transmission of Disease—Vehicles of transmission, Observational, Analytical & Experimental Studies (12)

TextBooks:

1. ParkK,2015,PreventiveandSocialMedicine.23rdedition, Banarsidas, Bhanot
2. SakharkarBM,2009,PrinciplesofHospitalAdministration&Planning,2nd Edition,Jaypee BrothersMedical 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	BHADC301
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

Coursecode	:BHADC-302			
CourseName	:Hospital Record Management			
Semester	:III rd			
	L	T	P	C
	3	1	0	4

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.

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
(12)

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.
(12)

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.
(12)

Unit – 4

Reports & returns in Medical Record System. Basic knowledge of legal aspects of Medical Records including Factories Act
(12)

Unit – 5

Workmen Compensation Act & Consumer Protection Act. Procedures of Medical Auditing & its importance. Government Regulations & requirements.
(12)

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

Referencebooks:

1. HospitalAdministration—Tabish(O.U.P.).
2. PrinciplesofHospitalAdministration&Planning—B.M.Sakharkar,JaypeeBrothers
3. HospitalAdministration&Management—C.M.Francis&D’Souza.
4. ManagementofHospitals—Goel&Kumar.(Deep&Deep).

Uponsuccessfulcompletionofthecourseastudentwillbeableto:

Course Code	BHADC302
CO1	ToinferRecordManagement.ModernchangesinMedicalTechnology
CO2	To paraphrase the Definition and Types of medical record, Importance of medical record
CO3	To illustrate the Utility & functions of Medical Records in Healthcare 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-POMapping

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

Coursecode	:BHADC-303			
CourseName	:Health Economics			
Semester	:III rd			
	L	T	P	C
	3	1	0	4

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 the health care sector.

Unit – 1

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

(12)**Unit – 2**

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

(12)**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.

(12)**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.

(12)**Unit – 5**

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

(12)**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 Lotin Collaboration with Gelina and Ross (1992) On Being in Change: A guide to management in primary healthcare, 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	BHADC303
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

Coursecode	:BHAGE-304			
CourseName	:Fundamentals of Accounting – II			
Semester	:III rd			
	L	T	P	C
	3	1	0	4

Course Objectives:

1. This course intend 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). **(10)**
- 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). **(14)**
- 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). **(12)**
- 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). **(14)**
- Unit-V: Joint Venture Accounts:-** Joint venture - Features - Differences between Joint-venture and consignment – Accounting procedure - Methods of keeping records (Problems). **(10)**

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	BHAGE304
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

Coursecode	:BHASC-305			
CourseName	:Marketing Management			
Semester	:III rd			
	L	T	P	C
	2		0	2

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, MacGraw 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	BHASC305
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-POMapping

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

Course code	:AEC3
Course Name	: Environmental Studies-II
Semester	:III rd

*Course approved as per BOS of the SBAS

Coursecode	:MCSVC-301			
CourseName	:Health and Hygiene - I			
Semester	:III rd			
	L	T	P	C
	1		1	2

Health and Hygiene-I

Duration: 30 hours

Course Objective: The course aims to offer an integrated approach to understand the concepts of Health and Hygiene in life. To create awareness regarding communicable and non-communicable diseases and food safety with reference to certain diseases.

Course Content:

Unit 1: Basics of Health: Definition of Health, Concept, Determinants of Health, Health Indicators, Environmental Health and Public Health. National Health policy. Women and Child health care.

Unit 2: Basics of Nutrition: Definition of healthy diet. Importance of diet Therapeutic adaptations of normal diet. Precautions in diet plan in terms of hygiene and cooking. Diets pertaining to life-style diseases like Diabetes and Blood Pressure Definition, Reasons and types. Prevention of Food and Drug Adulteration Act 1954. Adulterants in common food items.

Unit 3: Balanced Diet: Concept of Balanced Diet. Components of a Balanced Diet. Basic concept of Food and Nutrition. Classification of Food. Basic understanding and uses of Naturopathy. Importance and Sources of Minerals, Trace elements, Antioxidants and Vitamins for human body. Principles and objectives of meal planning. Concept of Complementary Food.

Unit 4: Food safety: Diseases caused by Food contamination. Factors affecting Food safety. Dietary and General management of Overweight(including Obesity) and Underweight. Food Standards and Safety Authority of India(FSSAI).

Unit 5: Hygiene: Importance of Sanitation and Health Hygiene . Community and Personal Hygiene. Hand washing and its importance Basic Concept of Food contamination. How Hygiene avoids contamination. Government initiatives regarding Hygiene.

Suggested Readings:

Unit 1: Basics of Health

Swaminathan (1995). Food and nutrition, The Bangalore & Publishing Co ltd.

B Sri Lakshmi, Food Science (MULTI COLOUR EDITION), Seventh edition (1 February 2018), New Age International Publishers

Unit 2: Basics of Nutrition

Seba., Jaime A, 2015, Hospitality and Health: Issues and Developments, Apple Academic Press

Sumati R Mudambi, M V Rajagopal (2020), Fundamentals of Food, Nutrition and Diet Therapy: New Age International Private Limited

Unit 3: Balanced Diet

B. Srilakshmi, Dietetics- Eighth edition, (1 January 2019), New Age International Publishers

Textbook of Preventive & Social Medicine – K.Park

Unit 4: Food safety

B. Srilakshmi, Dietetics- Eighth edition, (1 January 2019), New Age International Publishers

B Srilakshmi, Food Science (MULTI COLOUR EDITION), Seventh edition (1 February 2018), New Age International Publishers

Unit 5: Hygiene

Textbook of Preventive & Social Medicine – K.Park

B Srilakshmi, Food Science (MULTI COLOUR EDITION), Seventh edition (1 February 2018), New Age International Publishers

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

Course Code	MCSVC301
CO1	To memorize the meaning of Health and National Health Policy
CO2	To relate the application of healthy diet in patient well-being
CO3	To utilize the concept of Food Nutrition for patient healing
CO4	To analyze the concept of Food contamination and food safety
CO5	To evaluate the affect of obesity and underweight
CO6	To design the necessity of Hospital sanitation, Community and personal hygiene

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

SEMESTER4**Hospital Hazards and Disaster Management**

Coursecode	:BHADC-401				
CourseName	:Hospital Hazards and Disaster Management				
Semester	:IV th				
	L	T	P	C	
	3	1	0	4	

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.

Unit– 1

Concept of Hazard, types of hazards. Definition, scope and applications of Disaster Management (10)

Unit-2

Application of Disaster Concepts to Management. Analyze Relationship between Development and Disasters. (14)

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) (12)

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. (12)

Unit– 5

Management of disaster – prevention, method precautions, ambulance management. Role of hospitals, community, voluntary agencies and government in disaster management. (12)

Text Books:

1. Joshi Sonopant G, 2012, Disaster Management for healthcare 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	BHADC401
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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

Course code	:BHADC-402				
Course Name	:Hospital Support Services				
Semester	:IV th				
	L	T	P	C	
	3	1	0	4	

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.

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. (12)

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. (14)

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. (14)

Text Books:

1. Singh Amanpreet, 2012, Biomedical Waste disposal: Jaypee
2. Dave P K 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	BHADC402
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-POM 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

Course code	:BHADC-403				
Course Name	:Health Management Information System				
Semester	:IV th				
	L	T	P	C	
	3	1	0	4	

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 health care institutions for proper decision making.

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 (12)

Unit– 4

Uses of health and hospital data, managing information system, and need of information in hospital. (12)

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. (12)

Text Books:

1. Kelkar S.A 2010; Hospital Information System, PHI
2. Srivastav S.Ked 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	BHADC403
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

Course code	: BHAGE-404
Course Name	: Strategic Management
Semester	: I V th

	L	T	P	C
	3	1	0	4

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.

Unit– 1

Meaning of Inventory and Inventory control, scope and applications. Concept of warehouse and uses (10)

Unit– 2

Inventory Control & Purchase Management Inventory Control & Purchase Management-meaning & significance Purchasing & procurement. (12)

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. (14)

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. (12)

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. (12)

Textbooks:

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.JackDuncan,PeterM.GunterandLindaE.Swayne,StrategicManagementofHealthCareOrganizations,7thEdition,(BlackwellPublishers,Massachusetts,USA)ISBN1-55786-534-5

1. K.Park,TextBookofPreventiveandSocialMedicine,23rdEditionPublisherM/sBanarsidasBhanot,Jabalpur.

2.John A. Pearce II and Richard B. Robinson Jr., Strategic Management: Strategy Formulation andStrategicAnalysis forHospital Management, 10thEdition, (AspenPublication, USA

Uponsuccessfulcompletionofthecourseastudentwillbeableto:

Course Code	BHAGE404
CO1	DefinethemeaningofInventoryandInventorycontrol
CO2	DiscussaboutPurchaseandProcurement
CO3	CompareCriticalAreas,CharacteristicsofStrategicDecisionMaking
CO4	To remember about the National Health Policy with reference to variousdiseases.
CO5	ExplaintheStrategyPlanninginvariousorganizations
CO6	To build strategy to treat various diseases

CO-POMapping

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:HighestCorrelated,2:MediumCorrelated,1:LowestCorrelated

NGO Training/Hospital Training

Coursecode	:BHASC-405			
CourseName	:NGO Training/Hospital Training			
Semester	:IV th			
	L	T	P	C
	0	1	1	2

Course Objectives-**36 Lectures**

1. Students need to perform training in any Healthcare/Hospital related NGO or NGO of social welfare/charitable basis or any Nursing home from any city for at-least 6 weeks and maximum upto 8 weeks from any city or a village of their choice.
2. At the end of their training they are required to submit a Project Report based on the topic selected by them.

(100)

Guidelines

1. The student shall be assigned a research project in the beginning of fourth 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. Two 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 one internal faculty member and one external examiner to be appointed by the Department.
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.

Course Content

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

CO1	To demonstrate the working of NGO's or Hospitals
CO2	To recommend the applications of Hospital Administration in Hospitals
CO3	To compare the relationship between Hospitals/NGO Training and Hospital Administration
CO4	To prove the importance of Training in a hospital
CO5	To relate the outcomes of training
CO6	To develop the concept of training and NGO working

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

Communication skills and Personality Development

Coursecode	:AEC4				
CourseName	: Communication skills and Personality Development				
Semester	: IV th				
	L	T	P	C	
	1		1	2	

School of Management and Commerce Studies

Health and Hygiene-II

Course code	:MCSV401			
Course Name	:Health and Hygiene-II			
Semester	: IV th			
	L	T	P	C
	1		1	2

Duration: 30 hours

Course Objective: The course aims to offer an integrated approach to understand the concepts of Health and Hygiene in life. To create awareness regarding communicable and non-communicable diseases and food safety with reference to certain diseases. To give a brief introduction about prevention of diseases.

Course Content:

Unit 1: Basics of Human Body: Human Body parts and their functions, Human Anatomy, Basics of Human body systems, Human Physiology.

Unit 2: Community Health: Basics concept of community health. Natural history of disease. Roles and responsibilities of community. General Epidemiology. National Health Programmes. Health for all approach.

Unit 3: Communicable and Non-communicable Diseases: Common emerging and re-emerging communicable diseases. Hospital acquired infections. Common non-communicable diseases. Life-style diseases.

Unit 4: Human and Environment: Environmental pollution and health impacts, Family planning. Waste management, Role of AYUSH in Health. Health Traditions.

Unit 5: Prevention: Health promotion and prevention. The Importance of Sanitation and Health Hygiene. Community and Personal Hygiene. Immunization. Vaccination. Prevention of disease. Types of prevention.

Suggested Readings:

Unit 1: Basics of Human Body

Ross and Wilson Anatomy and Physiology in health and illness, 2018, Paperback-Publisher: ELSEVIER, 13th edition

Elsevier Health Science, Human Anatomy and Physiology 2019, Publisher: Nirali Prakashan; Twenty Seventh edition

Unit 2: Community Health

Park K, 2015, Preventive and Social Medicine. 23rd edition, Banarsidas, Bhanot

Sakharkar BM, 2009, Principles of Hospital Administration & Planning, 2nd Edition, Jaypee Brothers Medical Publishers

Unit 3: Communicable and Non-communicable Diseases

Textbook of Preventive & Social Medicine – K. Park

Unit 4: Human and Environment

B. Srilakshmi, Dietetics- Eighth edition, (1 January 2019), New Age International Publishers

B. Srilakshmi, Food Science (MULTI COLOUR EDITION), Seventh edition (1 February 2018), New Age International Publishers

Unit 5: Prevention

Textbook of Preventive & Social Medicine – K. Park

B. Srilakshmi, Food Science (MULTI COLOUR EDITION), Seventh edition (1 February 2018), New Age International Publisher

Joshi DC, Joshi Mamta, 2009 Hospital Administration, 1st Edition, Jaypee Brothers Medical Publishers

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

Course Code	MCSVC401
CO1	To memorize the meaning of Human Body parts and their functions
CO2	To relate the application of General Epidemiology
CO3	To utilize the concept of Communicable and Non-Communicable diseases in patient treatment
CO4	To analyze the relationship between Human health and environment
CO5	To evaluate the affect Health promotion and prevention
CO6	To design the necessity of vaccination and immunity build-up in community

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	
CO2	1								1		1				
CO3					1					1		2		1	1
CO4		1		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

Quality in Healthcare

Course code	: BHADC-501			
Course Name	: Bachelor's in Hospital Administration			
Semester	: Vth			
	L	T	P	C
	4	0	0	4

Course Objectives: -

1. This course intends to familiarize and develop understanding of the students on qualitycare
2. To learn quality Management Concepts
3. 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)**

Text Books:

3. K.P Dave ed. 2008- Emergency medical services and disaster management: Jaypee
4. Chandra Hem,2010- Hospital Administration at a glance: Bharat

Reference books:

3. Randy Schmidt J. Trumbo and R. Jonson, Quality in Health Care Sector – ASQC Quality – Press.
4. Quality Improvement in Health Care, 2nd Ed, Nelson Thron

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

CO1	To indicate the basic fundamentals of Quality Management
CO2	To extend the Conceptual model of Potential Contribution in quality of the healthcare 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			1	1				1	
CO2					1		1					1			2
CO3	1		1					2		1	1			1	1
CO4		1		1					1				1		
CO5						1							1		
CO6	1		1	1				1	1		1				1

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

Patient Care Services**BHADC-502**

Course code	: BHADC-502				
Course Name	: Bachelor's in Hospital Administration				
Semester	: Vth				
	L	T	P	C	
	4	0	0	4	

Objective:

1. This course intends to familiarize and develop understanding of the students on patient care services
2. 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 organization. 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)**

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:

3. Llewellyne Davis and H.M. McCauley, Hospital Administration and Planning, J.P. Brothers, New Delhi

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

CO1	To compile the Concept of Patient Care
CO2	To classify the administration department
CO3	To know the Admission and Discharge process
CO4	To assess the Patient care quality services
CO5	To modify Hospitality Management and Role of Food and Nutrition
CO6	To create an atmosphere for Quality Patient Care in treatment

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
CO4		1		1									1		
CO5						2							1		
CO6	1		1	1				1	1		1	3			1

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

Hospital Planning and Designing-I**BHADC-503**

Course code : BHADC-503				
Course Name : Bachelor's in Hospital Administration				
Semester : Vth				
	L	T	P	C
	4	0	0	4

Objective:

1. The aim is to understand about the strategic working procedures in healthcare industry
2. To consider various Planning and Designing aspects of hospital

48 Lectures**Unit – 1**

PLANNING-What is planning, what is hospital planning, importance of hospital planning, types of hospitals in regard of size specifically, registration of hospital. **(10)**

Unit – 2

SURVEYING THE COMMUNITY- General assessment of area, location of hospital, types of hospital to be made, community survey, population demand, facilities and services present around the area **(10)**

Unit – 3

PROCESS OF PLANNING- Human resource requirement in various hospital departments: hospital staff and specialist: doctors, nurses, technicians, gynecologist, pediatrics, surgeons, etc., organization of governing bodies, hospital consultant **(10)**

Unit – 4

FUNCTIONAL HOSPITAL OPERATIONS-Hospital code of ethics, medical ethics Indian boiler act 1923, safety of centralized gas and vacuum services petroleum rules, fire safety regulation **(8)**

Unit – 5

Billing, radiological, dietary house-keeping, transportation, laboratories, morgue services etc **(10)**

Text books:

1. Principles Of Hospital Administration) & Planning by BM Sakarkar
2. Hospital Designing And Planning, Narendra Malhotra, Jaideep Malhotra

Reference books:

1. Joshi DC, Joshi Mamta., 2009, Hospital Administration, 1st Edition, Jaypee Brothers Medical Publishers
2. Francis ., C.M., Desouza., 2014, Marioc, *Hospital Administration*, Jaypee Brothers, New Delhi

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

CO1	To study about basic concept of process and types of plan, registration and documentation before commencement of hospital.
CO2	To learn about community evaluation and survey method
CO3	To understand the operational work in hospital

CO4	To study the concept and types of hospital
CO5	To study codes of Ethics and its importance
CO6	To create an awareness regarding the role of various Hospital Support Services

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	1	
CO2					1		1					1			2
CO3	1		1					2			1			1	1
CO4		1		1									1		
CO5						2			1				1		1
CO6			1	1	1			1	1		1	3			1

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

Telemedicine

BHAGE-504

Course code	: BHADC-504 (a)														
Course Name	: Bachelor's in Hospital Administration														
Semester	: Vth														
											L	T	P	C	
											4	0	0	4	

Objectives:

1. Understand the definition and scope of telemedicine.
2. Explore the historical development and evolution of telemedicine.

48 Lectures

Unit – 1

Definition and Overview of Telemedicine, History and Evolution of Telemedicine, Benefits and Challenges of Telemedicine, Telemedicine vs. Traditional Medicine

(10)

Unit – 2

Technologies and Infrastructure in Telemedicine- Telecommunication Technologies (Video Conferencing, Mobile Health Apps), Electronic Health Records (EHR) and Telemedicine, Wearable Devices and Remote Monitoring, Data Security and Privacy in Telemedicine

(10)

Unit – 3

Clinical Applications of Telemedicine- Tele-consultation and Tele-monitoring, Telemedicine in Primary Care, Telemedicine in Chronic Disease Management, Telemedicine in Mental Health, Telemedicine in Emergency and Critical Care

(10)**Unit – 4**

Legal, Ethical, and Regulatory Aspects of Telemedicine, Legal Considerations in Telemedicine (Licensing, Liability), Ethical Issues in Telemedicine (Confidentiality, Consent), Regulatory Guidelines and Standards (HIPAA), Reimbursement and Insurance for Telemedicine Services

(8)**Unit – 5**

Future Trends and Innovations in Telemedicine, Advances in Telemedicine Technology (AI, Machine Learning) Integration of Telemedicine with Other Digital Health Solutions, Global Trends and Innovations in Telemedicine The Future of Telemedicine: Opportunities and Challenges

(10)**Text books:**

1. Principles Of Hospital Hospital Administration) & Planning by BM Sakarkar
2. "Telemedicine in India: The Road Ahead" by Dr. Alok Mathur and Dr. R.K. Mishra

Reference books:

1. Joshi DC, Joshi Mamta.,2009, Hospital Administration ,1st Edition, Jaypee Brothers Medical Publishers
2. "Telemedicine for Diabetes Care in India" by Dr. Anoop Misra and Dr. Shashank Joshi

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

CO1	To remember the concept of Telemedicine and its history
CO2	To understand the Telecommunication technology
CO3	To acquire the knowledge Telemedicine and its application
CO4	To know the basic concept of Regulatory Guidelines and Standards
CO5	To study opportunities and challenges in Telemedicine sector
CO6	To create and awareness about Digital Health solutions

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		1	
CO2					1		1	2				1			1
CO3			1			2					1			1	1
CO4		1		1						1			1		
CO5									1				1		1
CO6	2		1	1	1			1	1		1	1			2

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

Infection Control in Hospital**BHAGE-504**

Course code	: BHADC-504 (b)				
Course Name	: Bachelor's in Hospital Administration				
Semester	: Vth				
		L	T	P	C
		4	0	0	4

Objective:

1. The aim of the course is for the students to acquire basic knowledge about the infection control.

48 Lectures**Unit – 1**

BASICS OF PUBLIC HEALTH-Definition ,scope, concept and importance of public health microbiology, Role of World Health Organization in public health, CDC, Importance of personal hygiene, present health situation in the country **(10)**

Unit – 2

INFECTIONS- Definition of infection, Deficiency diseases; Occupational diseases; Incubation period, Disposal of infective hospital and laboratory materials, monitoring of sanitation in community, sources and routes of infections **(10)**

Unit – 3

MICROBIAL DISEASES AND ANTIBIOTICS- Common microbial diseases (Tuberculosis, HIV, venereal diseases and COVID with their prevention, and control as per WHO, Importance of completing antibiotic regimen; Emergence of antibiotic resistance **(10)**

Unit – 4

Prevention and Control Measures-Standard Precautions and Hand Hygiene, Isolation Precautions and Use of Personal Protective Equipment (PPE), Environmental Cleaning and Disinfection, Antimicrobial Stewardship Programs Education and Training for Healthcare Workers (8)

Unit – 5

Transmission and Risk Factors- Modes of Transmission (Direct, Indirect, Droplet, Airborne), Patient-Related Risk Factors, Environmental Risk Factors, Procedural Risk Factors (10)

Text books:

1. Principles Of Hospital Hospital Administration) & Planning by BM Sakarkar
2. Hospital Designing And Planning, Narendra Malhotra, Jaideep Malhotra

Reference books:

1. Joshi DC, Joshi Mamta., 2009, Hospital Administration , 1st Edition, Jaypee Brothers Medical Publishers
2. Francis ., C.M., Desouza., 2014, Marioc , *Hospital Administration* , Jaypee Brothers, New Delhi

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

CO1	To provide basic knowledge about basic public health.
CO2	To understand the various types of infectious disease
CO3	To acquire the knowledge about microbial disease and antibiotics.
CO4	To know the basic concept of vaccination and their uses
CO5	To study prevention and control measures
CO6	To create and awareness about Transmission and Risk Management

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	1	
CO2					1		1					1			2
CO3	1		1					2			1			1	1
CO4		1		1								1			
CO5						2			1			1			1
CO6			1	1	1			1	1		1	3			1

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

First Aid and Emergency**BHAGE-504**

Course code	: BHADC-504 (c)			
Course Name	: Bachelor's in Hospital Administration			
Semester	: Vth			
	L	T	P	C
	4	0	0	4

Objective:

1. Understand the basic principles of first aid and emergency care.
2. Learn the importance of timely and effective first aid.

48 Lectures**Unit – 1**

Introduction to First Aid and Emergency Care- Definition and Importance of First Aid. Roles and Responsibilities of a First Aider. Legal and Ethical Considerations. Overview of Emergency Medical Services (EMS) **(10)**

Unit – 2

Assessing the Situation and Primary Survey, Scene Safety and Assessment, Primary Survey: Airway, Breathing, Circulation (ABC), Triage: Prioritizing Care in Multiple-Casualty Incidents, Calling for Help: Communicating with Emergency Services

(10)**Unit – 3**

Common Medical Emergency- Cardiovascular Emergencies (Heart Attack, Stroke), Respiratory Emergencies (Asthma, Choking), Diabetic Emergencies (Hypoglycemia, Hyperglycemia), Seizures and Epilepsy, Allergic Reactions and Anaphy

(10)**Unit – 4**

Common Injuries and Trauma Care, Wound Care: Bleeding Control, Cleaning, and Dressing Fractures and Sprains: Immobilization Techniques Burns: Assessment and Initial Treatment, Head and Spinal Injuries: Stabilization Techniques, Shock: Recognition and Management

(8)**Unit – 5**

Special Situations and Advanced First Aid, Pediatric and Geriatric Emergencies, Environmental Emergencies (Heatstroke, Hypothermia, Poisoning), Use of Automated External Defibrillators (AEDs), CPR and Advanced Cardiovascular Life Support (ACLS) Basics, Disaster Preparedness and Mass Casualty Incidents

(10)**Text books:**

1. "First Aid Manual" by Indian Red Cross Society, Publisher: Indian Red Cross Society
2. "Emergency Medical Services in India: The Present Scenario" by Dr. P.C. Sinha Publisher: SBS Publishers & Distributors Pvt. Ltd.

Reference books:

1. Joshi DC, Joshi Mamta.,2009, Hospital Administration ,1st Edition, Jaypee Brothers Medical Publishers
2. "Practical Guide to First Aid" by Dr. S.K. Bhattacharjee, Publisher: Jaypee Brothers Medical Publishers

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

CO1	To provide basic knowledge about First Aid and Emergency care
CO2	To understand about prioritizing care in incidents
CO3	To acquire the knowledge about common medical emergency
CO4	To know the basic concept of vaccination and their uses
CO5	To study prevention and control measures
CO6	To create and awareness about Transmission and Risk Management

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	1	
CO2					1		1					1			2
CO3	1		1					2			1			1	1
CO4		1		1									1		
CO5						2			1				1		1
CO6			1	1	1			1	1		1	3			1

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

MATERIAL PLANNING AND MANAGEMENT**BHASC-505**

Course code	: BHASC-505			
Course Name	: Bachelor's in Hospital Administration			
Semester	: Vth			
	L	T	P	C
	4	0	0	4

Course Objectives:

1. This course intends to enhance students understanding on the theories and concepts related to Material Planning
2. The tools and practices 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)**Text books:**

1. Shaki Gupta and Sunil Kant 2007, 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. P. Gopalakrishnan and M. Sundaresan, Materials Management : An Integrated Approach (Prentice – Hall of India Pvt. Ltd., New Delhi) ISBN 81-203-002

Reference books:

1. Murriel Skeet and David Fear, Care and Safe Use of Hospital Equipment (VSO, UK)

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

CO1	To understand the concept of Production & Operation Management.
CO2	To summarize about Material Management-Goals and Objectives
CO3	To extend the Functions of Material Manager, Problems and Issues.
CO4	To distinguish about the Purchasing and Tendering Systems
CO5	Compare the Scientific Inventory Management and various terms used
CO6	To Devise Codification 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	
CO2					1		1					1			2
CO3	1		1			1			1	2		1		1	1
CO4		1		1									1		
CO5						1				1			1		
CO6	1		1	1				1	1		1	1			1

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

Hospital Project/Hospital Training

Course code	:IAPC-506			
Course Name	:NGO Training/Hospital Training			
Semester	:V th			
	L	T	P	C
	0	1	1	2

Course Objectives-**36 Lectures**

1. Students need to perform training in any Healthcare/Hospital related NGO or NGO of social welfare/charitable basis or any Nursing home from any city for at-least 6 weeks and maximum upto 8 weeks from any city or a village of their choice.
2. At the end of their training they are required to submit a Project Report based on the topic selected by them.

(100)

Objective:

1. This course intends to familiarize and develop understanding of the students of the hospital activities and suggest solutions of a live problem.
2. 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.
3. 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

6. The students shall be assigned a research project in the beginning of fifth semester and the student will submit a report at the end of fifth semester, which will form part of fifth semester examination. A performance appraisal by the hospital authority will be attached along with the report.
7. 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.
8. 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.

9. 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.

10. 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.

11. The marking shall be as follows: Major research Project: Internal: 50 marks By the Faculty/Internal guide. 50 Marks by the external examiner

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

CO1	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
CO2	To prepare students to effectively step into health care management positions with solid management skills
CO3	To analyze the importance of Project Management
CO4	To compare the Project Management in various hospitals
CO5	To elaborate the need of Hospital Management
CO6	To write a Project on the training undertaken

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	
CO2					1		1					1			2
CO3	1		1									1		1	1
CO4		1		2									1		
CO5						2							1		
CO6	1		1	1				1	1		1	1			1

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

SEMESTER 6**Hospital Law and Ethics****BHADC-601**

Course code	: BHADC-601			
Course Name	: Bachelor's in Hospital Administration			
Semester	: VIth			
	L	T	P	C
	4	0	0	4

Course Objectives:

1. This subject familiarizes the students with Hospital Laws, ethics and framing of policies in accordance with the Mission and Vision.
2. To gain knowledge of 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)

Text books:

1. Kapoor, N.D; 2004: Mercantile Law – Sultan Chand & Sons: New Delhi(Chapter 1-5)
2. Pathak, Legal Aspect of Business, TMH
3. Syed Amin Tabish, 2001 Hospital and Health Services Administration Principles and Practice, 1st Edition, Oxford Publishers, New Delhi
4. Francis C.M, 2007, Medical Ethics, Jaypee

Reference books:

1. Law & Ethics in Nursing & Health Care, Nelson Thrones
2. Anand K.K., 1996 Hospital management, Vikas Publishing, New Delhi

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

CO1	To remember the Law of Contracts
CO2	To recall the Legal Aspects and Consumers Protection Act
CO3	To study about Biomedical Waste Management and Handling Rule
CO4	To discuss about IMC Act and State Medical Act
CO5	To evaluate Doctor Patient Relationship
CO6	Composition of various Acts and laws as mentioned in the syllabus

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	
CO2					1		1		1		2	1	1		2
CO3	1		1							1		1		1	1
CO4		1		1								1			
CO5						2						1			
CO6	1		1	1				1	1		1	1			1

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

Drug Management**BHADC-602**

Course code	: BHADC-602			
Course Name	: Bachelor's in Hospital Administration			
Semester	: VIth			
	L	T	P	C
	4	0	0	4

Course Objectives-

1. To introduce the concept of Pharmacy
2. The role of pharmacy in Hospital.
3. To impart studentsthe 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 Phamacodynamics. 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)

Text 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.

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

CO1	To understand about the concept of Prescription
CO2	To analyze the basic concept of Pharmacology
CO3	To outline Hospital Pharmacy and Committee's related to it.
CO4	To simplify Compounding and Dispensing of drugs
CO5	To estimate Pharmaceutical Marketing
CO6	To design a framework using in Hospital

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					1			2
CO3	1		1							2				1	1
CO4		1		2									1		
CO5							1						1		
CO6	1		1	1				1	1		1	1			1

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

Hospital Planning and Designing-II**BHADC-603**

Course code	: BHADC-603			
Course Name	: Bachelor's in Hospital Administration			
Semester	: VIth			
	L	T	P	C
	4	0	0	4

Course Objectives-

1. To understand the designing and commencement of hospital

48 Lectures**Unit – 1**

HOSPITAL CHANGING CONCEPT: Hospital classifications and its role in current scenario. Difference between PHC &CHC and its working. The changing role of hospital planning. Hospital & community relationship (8)

Unit – 2

EVALUATIONS- Material management, Financial management, equipment management. Engineering department management, Budgeting, costing etc. (10)

Unit – 3

ARCHITECTURAL DESIGNING OF DIFFERENT DEPARTMENTS- Hospital architectural planning, importance of architectural planning.Designing of OPD,IPD,Nursing unit (10)

Unit – 4

COMMISSIONING OF HOSPITAL-functional analysis of departments,. Need and requirements of hospital, documentation, marketing strategies break up costs analysis, shake down period. Effective hospital management in detail. (10)

Unit – 5

RISK MANAGEMENT: Risk management of hospital in emergency situations such as earthquake, fire etc. Case study: Comparative study between different architectural design of hospitals according to area, climate & nature of health care delivery. (10)

Text books:

1. Joshi DC, Joshi Mamta.,2009, Hospital Administration ,1st Edition, Jaypee Brothers Medical Publishers
2. Sakharkar BM.,2009, Principles of Hospital Administraion & Planning, 2nd Edition, Jaypee Brothers Medical Publishers.

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

CO1	To understand and implement the process of hospital designing.
CO2	To analyze financial need and requirement in hospital planning.
CO3	To learn about engineering services system plan and equipment plan.
CO4	To simplify the architectural planning and its importance.
CO5	To estimate commissioning of hospital and shake down period.
CO6	To design a framework using Risk Management

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					1			2
CO3	1		1							2				1	1
CO4		1		2									1		
CO5							1						1		
CO6	1		1	1				1	1		1	1			1

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

Organizational Behaviour**BHAGE-604**

Course code	: BHAGE-604 (a)			
Course Name	: Bachelor's in Hospital Administration			
Semester	: VIth			
	L	T	P	C
	4	0	0	4

Course Objectives:

1. This course intends to develop understanding of the students of individual
2. To know the group behaviour in organizational 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)**Text books:**

1. Davis Keith, 1981, Human Behaviour at Works: Organizational Behaviours, 8th edition, TataMcGraw- Hill, New Delhi.
2. Pareek Udai, Behavioural Process in Organizations, Oxford and IBH, New Delhi.

Reference books:

1. Robbins S.P., Organizational Behaviour, 15th edition Pearson Education, New Delhi.
2. Luthans Fred, Organizational Behaviour, 12th edition, McGraw Hill, New Delhi.
3. Chandan J.S., Organization Behaviour, 1st edition Vikas Publishing House.

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

CO1	To define the concept of Organization Behaviour and its model
CO2	To explain about Individual behaviour, Learning, Attitude and Personality
CO3	To summarize about Perception, Interpersonal behaviour
CO4	To discuss the Group Dynamics and Behaviour, concepts of group
CO5	To illustrate Alderfer's ERG theory, Herzberg's two factor theory
CO6	To manage the Aspects of Organizational behavior in an Organization

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	
CO2					1		1					1			1
CO3			2			2								1	1
CO4		1										1			
CO5							1		1				1		
CO6	1		1						1		1				1

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

Hospitality Management**BHAGE-604**

Course code : BHAGE-604 (b)				
Course Name : Bachelor's in Hospital Administration				
Semester : VIth				
	L	T	P	C
	4	0	0	4

Course Objectives:

1. This course provides a comprehensive understanding of the principles and practices of hospitality management.
2. Students will gain insights into the operational, financial, and strategic aspects of managing hotels, restaurants, and other hospitality-related businesses.

48 Lectures**Unit – 1**

Overview of the Hospitality Industry- Definition and scope of hospitality management, History and evolution of the hospitality industry. Key sectors: lodging, food and beverage, travel and tourism, event management

(10)**Unit – 2**

Hospitality Trends and Challenges-Current trends in the hospitality industry. Emerging technologies and innovations. Challenges facing the industry: sustainability, labor issues, customer expectations

(10)**Unit - 3**

Digital Marketing in Hospitality-Role of social media and digital marketing
Online reputation management. Strategies for using digital platforms to enhance guest engagement.

(10)**Unit – 4**

Food and Beverage Operations-Restaurant management, Kitchen operations and menu planning. Food safety and hygiene. Technology in Hospitality Operations.Role of technology in enhancing operational efficiency. Property management systems (PMS) and point of sale (POS) systems. Emerging technologies: IoT, AI, and automation

(10)**Unit – 5**

Event Management-Planning and organizing events, Event logistics and coordination, Risk management and contingency planning. Principles of sustainability in hospitality. Energy and water conservation strategies. Waste management and sustainable sourcing

(8)**Text books:**

1. Hospitality Management: A Comprehensive Introduction, Kumar Dash, Publisher: Anmol Publications Pvt. Ltd. Edition: 1st edition, 2011
2. Introduction to Hospitality Management, Jatashankar Tiwari and Nitin Shankar,Publisher: Vikas Publishing House,1st edition, 2007

Reference books:

1. Hospitality and Tourism Management, S. Medlik and H. Ingram, Publisher: Butterworth-Heinemann, 2nd edition, 2000
2. The Theory of Hospitality and Catering, David Foskett, John Paskins, Hodder Education, 13th edition, 2016

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

CO1	Identify key sectors and components of the hospitality industry.
CO2	Summarize current industry trends and principles of exceptional customer service.
CO3	Apply marketing and sales strategies to enhance revenue in hospitality settings
CO4	Analyze the role of technology in performance and operational efficiency of hospitality businesses.
CO5	Design strategic plans and innovative solutions for Food and Beverage department
CO6	Critically assess the effectiveness of event management in hospitality.

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	
CO2					1		1					1			1
CO3			2			2								1	1
CO4		1											1		
CO5							1		1				1		
CO6	1		1						1		1				1

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

Food and Nutrition**BHAGE-604**

Course code	: BHAGE-604 (c)			
Course Name	: Bachelor's in Hospital Administration			
Semester	: VIth			
	L	T	P	C
	4	0	0	4

Course Objectives:

1. To Understand Fundamental Nutrition Principles
2. To develop Skills in Nutritional Assessment and Dietary Planning
3. To Analyze the Relationship Between Diet, Health, and Disease

48 Lectures**Unit – 1**

Introduction to Food and Nutrition- Basics of Nutrition. Definition and importance of nutrition
Essential nutrients: carbohydrates, proteins, fats, vitamins, minerals, and water. Dietary guidelines and food groups
Digestion and Absorption-Processes of digestion, absorption, and metabolism, Factors affecting nutrient absorption

(10)**Unit – 2**

Nutrient Functions and Requirements-Macronutrients: roles, sources, and daily requirements, Micronutrients: roles, sources, and daily requirements. Water: importance and daily needs. Nutrition Across the Lifespan. Nutritional needs during different life stages: infancy, childhood, adolescence, adulthood, and elderly. Special considerations for pregnant and lactating women

(10)**Unit - 3**

Food Science and Technology-Introduction to Food Science. Definition and scope of food science
Food composition and properties. Basic principles of food chemistry. Food Processing and Preservation.

(10)

Unit – 4

Specialized Diets-Therapeutic diets for specific health conditions, Vegetarian and vegan diets, Cultural and religious dietary practices. Nutrition Support-Nutritional requirements in acute and chronic conditions, Use of supplements and functional foods. Monitoring and evaluating nutrition interventions (10)

Unit – 5

Role of diet in the prevention and management of chronic diseases: obesity, cardiovascular diseases, diabetes, and cancer. Dietary patterns and health outcomes. Evidence-based dietary recommendations. Public Health Nutrition- Concepts of public health nutrition, Nutrition policies and programs, Strategies for improving population nutrition (8)

Text books:

1. Textbook of Human Nutrition, Authors: Mahtab S. Bamji, N. Pralhad Rao, Vinodini Reddy
Publisher: Oxford and IBH Publishing, Edition: 4th edition, 2009
2. Nutrition Science, Author: B. Srilakshmi, Publisher: New Age International Publishers. 6th edition 2018

Reference books:

1. Fundamentals of Foods, Nutrition and Diet Therapy, Author: Sumati R. Mudambi, M.V. Rajagopal
Publisher: New Age International Publishers, 6th edition, 2012
2. Understanding Food: Principles and Preparation, Author: Amy Brown, Publisher: Cengage Learning 6th edition, 2019

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

CO1	Recall and describe essential nutrients, their functions, sources, and digestive processes
CO2	Interpret and summarize nutritional assessment data and explain the impact of food processing on nutrient retention.
CO3	Apply nutritional principles to develop individualized dietary plans and implement food safety practices.
CO4	Analyze the relationship between diet and chronic diseases, evaluating diet-disease interactions using evidence-based research.
CO5	Design and develop comprehensive nutrition intervention plans and create innovative solutions for emerging nutrition issues.
CO6	Critically assess current trends in nutrition research and evaluate the outcomes of nutritional interventions and education programs.

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	
CO2					1		1					1			1
CO3	1		2			2								1	1
CO4		1											1		
CO5	1				1			1	1				1	1	
CO6			1					1		1					

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

Human Resource Development

BHASC-605

Course code	: BHASC-605				
Course Name	: Bachelor's in Hospital Administration				
Semester	: VIth				
		L	T	P	C
		4	0	0	4

Objective:

1. This course intends to develop understanding of the students of concepts related to HR
2. To know the techniques, theories and practices of human resource management in hospital.
3. To gain knowledge of various terms related to HR 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)

Text Books :

1. Aswathappa, Human Resource & Personal Management, TMH
2. Gomez –Mezia, Managing Human Resources, Pearson Education
3. Kapoor, N.D; 2004: Mercantile Law – Sultan Chand & Sons: New Delhi

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

CO1	To summarize the meaning of HRM and its role
CO2	To differentiate Recruitment, Selection and Placement
CO3	To discuss Performance Appraisal and different theories
CO4	To understand about Morale, Meaning and its factors
CO5	To analyze the meaning of safety. Trade-union concept
CO6	To adapt the concept of HR in hospital development 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	
CO2					1		1		2			1			
CO3	1		1							2	1			1	1
CO4		1				2							1		
CO5							1						1		2
CO6	1		1	1				1	1		1	1			1

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

Dissertation/Project/Viva-Voce

IAPC-606

Course code	: IAPC-606			
Course Name	: Bachelor's in Hospital Administration			
Semester	: VIth			
	L	T	P	C
	4	0	2	5

Objective:

1. This comprises of viva of the whole course and will be conducted by the external examiner.
2. This course intends to familiarize and develop understanding of the students of the hospital activities and suggest solutions of a live problem
3. 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.
4. 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 6th semester.

Guidelines:

1. The students shall be assigned a research project in the beginning of fifth semester and the student will submit a report at the end of sixth semester, which will form part of sixth 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.

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

CO1	To equip the student with the knowledge of actual functioning of the hospital and problems faced in it.
CO2	To define dissertation
CO3	To analyze the importance of Dissertation
CO4	Understand the applicability of Project in hospitals
CO5	Differentiate Project report of various hospitals
CO6	To assemble the information gathered from each topic

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					2			2
CO3			1							1				1	1
CO4		1											1		
CO5							1						1		
CO6	1		1	1					1		1				1

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