

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

Course code	:BHADC101			
Course Name	: Principles and Practices of Healthcare Management			
Semester	:I 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 health care sector

Course Content**Unit - 1**

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

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

Unit- 3

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

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

Unit-5

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

Text Books:

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

Reference books:

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

MEDICALTERMINOLOGY

Course code	:BHADC102			
Course Name	:Medical Terminology			
Semester	:I 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.

Course Content:**Unit – 1**

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

Unit – 2

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

Unit -3

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

Unit – 4

Main Medical terminology used by ENT surgeon. Main Medical terminology used by Dentist. Main Medical terminology used by Orthopaedic surgeon. Main Medical terminology used by Gynaecologist

Unit – 5

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

Reference books:

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

History of Hospital and Health System

Course code	:BHADC103			
Course Name	:History of Hospital and Health System			
Semester	:I 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 healthcare system and the development of healthcare system.

Course Content:

Unit – 1

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

Unit -2

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

Unit – 3

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

Unit – 4

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

Unit – 5

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

Text books

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

Reference books:

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

BUSINESS STATISTICS

Course code	:BHAGE104			
Course Name	: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

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

Unit - 2

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

Unit - 3

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

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

Unit - 5

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

Reference books:

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

SPREADSHEET MODELING

Course code	:BHASC105
Course Name	:Spreadsheet Modeling
Semester	:1 st

Course Objectives:

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

Course Outcomes:

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

Course Content:

UNIT-I Introduction to Computers

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

Unit-II Basics of MS Excel

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

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

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

Unit V Data Analysis

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

Text books:

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

Reference Book:

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

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.

Course Content:

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.

