

# **SHRI GURU RAM RAI UNIVERSITY**

(Estd. by Govt. of Uttarakhand, Shri Guru Ram Rai University Act no. 03 of 2017)



## **Syllabus of BHA**

**Effective from Academic Session 2021-24**

**ABBREVIATIONS USED IN THE TABLE GIVEN BELOW ARE AS FOLLOWS:-**

- 1) L= Lecture
- 2) T=Theory
- 3) P=Practical
- 4)TA= Teacher's Assessment
- 5)CT= Class Test
- 6)Tot=Total
- 7)ESE= End Semester exams

**SYLLABUS FOR BHA**

**Eligibility Criteria for Bachelor of Hospital Administration: BHA is a 3-year professional undergraduate course , the minimum eligibility for which is class 12th from a recognized educational board with minimum score of 45%**

**Note:-BHA SYLLABUS IS DIVIDED INTO THREE YEARS WITH SIX SEMESTERS 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.

## Bachelor of Hospital Administration BHA (Year-I,II and III)

(The syllabus has been divided into semesters therefore the entire course has six semesters)

### FIRST SEMESTER

Semester	Code	Course Name	Credit	Hours per week	Course Type
First	PPHM-101	PRINCIPLES AND PRACTICES OF HEALTHCARE MANAGEMENT	5	5	Core Course
First	METL1-102	MEDICAL TERMINOLOGY	4	4	Core Course
First	HHHS-103	HISTORY OF HOSPITAL AND HEALTH SYSTEM	5	5	Core Course
First	BNST-104	BUSINESS STATISTICS	4	4	Discipline Specific
First	BNCC-105	BUSINESS COMMUNICATION	2	2	Ability Enhancement

### SECOND SEMESTER

Semester	Code	Course Name	Credit	Hours per week	Course Type
Second	HOOM-201	HOSPITAL OPERATIONS MANAGEMENT	4	4	Core Course
Second	METL2-202	MEDICAL TERMINOLOGY-II	5	5	Core Course
Second	BAHB-203	BASICS OF HUMAN BODY	5	5	Core Course
Second	FUMA-204	FUNDAMENTALS OF ACCOUNTING	4	4	Discipline specific
Second	ELEC-205	NCC/YOGIC SCIENCE/PHYSICAL EDUCATION	2	2	Elective

**THIRD SEMESTER**

<b>Semester</b>	<b>Code</b>	<b>Course Name</b>	<b>Credit</b>	<b>Hours per week</b>	<b>Course Type</b>
Third	EPAP-301	EPIDEMIOLOGY AND ITS APPLICATIONS	4	4	Core Course
Third	HORM-302	HOSPITAL RECORD MANAGEMENT	4	4	Core Course
Third	HEEC-303	HEALTH ECONOMICS	4	4	Core Course
Third	MKMG-304	MARKETING MANAGEMENT	4	4	Discipline specific
Third	BSTT-305	BIostatISTICS	4	4	Discipline Specific

**FOURTH SEMESTER**

<b>Semester</b>	<b>Code</b>	<b>Course Name</b>	<b>Credit</b>	<b>Hours per week</b>	<b>Course Type</b>
Fourth	HHDM-401	HOSPITAL HAZARDS AND DISASTER MANAGEMENT	4	4	Core Course
Fourth	HPSS-402	HOSPITAL SUPPORT SERVICES	4	4	Core Course
Fourth	HEMI-403	HEALTH MANAGEMENT INFORMATION SYSTEM	4	4	Discipline Specific
Fourth	EAEC-404	ENVIRONMENT AND ECOLOGY	2	2	Skill enhancement
Fourth	TRAN-405	NGO TRAINING/NURSING HOME TRAINING/VIVA-VOCE	6	6	Generic Elective

**FIFTH SEMESTER**

<b>Semester</b>	<b>Code</b>	<b>Course Name</b>	<b>Credit</b>	<b>Hours per week</b>	<b>Course Type</b>
Fifth	QIHC-501	QUALITY IN HEALTHCARE	4	4	Core Course
Fifth	PCSV-502	PATIENT CARE SERVICES	5	5	Core Course
Fifth	STMT-503	STRATEGIC MANAGEMENT	4	4	Discipline specific
Fifth	MPMT-504	MATERIAL PLANNING AND MANAGEMENT	4	4	Discipline Specific
Fifth	PROJ-505	HOSPITAL PROJECT/PROJECT MANAGEMENT	4	4	Dissertation/Project

**SIXTH SEMESTER**

<b>Semester</b>	<b>Code</b>	<b>Course Name</b>	<b>Credit</b>	<b>Hours per week</b>	<b>Course Type</b>
Sixth	HOLE-601	HOSPITAL LAW AND ETHICS	4	4	Core Course
Sixth	DGMT-602	DRUG MANAGEMENT	4	4	Core Course
Sixth	HRDT-603	HUMAN RESOURCE DEVELOPMENT	4	4	Discipline Specific
Sixth	ORBR-604	ORGANIZATIONAL BEHAVIOUR	4	4	Discipline Specific
Sixth	DISS-605	DISSERTATION/PROJECT/VI VA-VOCE	5	5	Dissertation/Project

**Shri Guru Ram Rai University Department of Management and Commerce Studies  
COURSE STRUCTURE AND EXAMINATION SCHEME FOR BHA -3 YEARS**

**SEMESTER – I**

<b>S.No</b>	<b>Subject</b>	<b>Code</b>
1.	PRINCIPLES AND PRACTICE OF HEATHCARE MANAGEMENT	PPHM-101
2.	MEDICAL TERMINOLOGY	METL1-102
3.	HISTORY OF HOSPITAL AND HEALTH SYSTEM	HHHS-103
4.	BUSINESS STATISTICS	BNST-104
5.	BUSINESS COMMUNICATION	BNCC-105

## ASSESSMENT

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	PPHM-101	Principles and Practices of Healthcare Management	5	4	1	-	10	20	30	70	100
2	MELT1-102	Medical Terminology	4	4		-	10	20	30	70	100
3	HHHS-103	History of Hospital and Health System	5	4	1	-	10	20	30	70	100
4	BNST-104	Business Statistics	4	4		-	10	20	30	70	100
5	BNCC-105	Business Communication	2	2		-	10	20	30	70	100
<b>Total</b>			<b>20</b>	<b>18</b>	<b>2</b>		<b>50</b>	<b>100</b>	<b>150</b>	<b>350</b>	<b>500</b>

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**SEMESTER – II**

<b>S.No</b>	<b>Subject</b>	<b>Code</b>
1.	HOSPITAL OPERATIONS MANAGEMENT	HOOM-201
2	MEDICAL TERMINOLOGY-II	METL2-202
3	BASICS OF HUMAN BODY	BAHB-203
4	FUNDAMENTALS OF ACCOUNTING	FUMA-204
5	NCC/YOGIC SCIENCE/PHYSICAL EDUCATION	ELEC--205

**ASSESSMENT**

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	HOOM-201	Hospital Operations Management	4	4		-	10	20	30	70	100
2	METL2-202	Medical Terminology-II	5	4	1	-	10	20	30	70	100
3	BAHB-203	Basics Of Human Body	5	4	1	-	10	20	30	70	100
4	FUMA-204	Fundamentals Of Accounting	4	4		-	10	20	30	70	100
5	ELEC-205	NCC/Yogic Science	2	2	1	1	10	20	30	70	100
<b>Total</b>			<b>20</b>	<b>18</b>			<b>50</b>	<b>100</b>	<b>150</b>	<b>350</b>	<b>500</b>



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**SEMESTER – III**

<b>S.No</b>	<b>Subject</b>	<b>Code</b>
1.	EPIDEMIOLOGY AND ITS APPLICATIONS	EPAP-301
2	HOSPITAL RECORD MANAGEMENT	HORM-302
3	HEALTH ECONOMICS	HEEC-303
4	MARKETING MANAGEMENT	MKMG-304
5	BIOSTATISTICS	BSTT-305

**ASSESSMENT**

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	EPAP-301	Epidemiology And Its Applications	4	4		-	10	20	30	70	100
2	HORM-302	Hospital Record Management	4	4		-	10	20	30	70	100
3	HEEC-303	Health Economics	4	4		-	10	20	30	70	100
4	MKMG-304	Marketing Management	4	4		-	10	20	30	70	100
5	BSTT-305	Biostatistics	4	4		-	10	20	30	70	100
<b>Total</b>			<b>20</b>	<b>20</b>			<b>50</b>	<b>100</b>	<b>150</b>	<b>350</b>	<b>500</b>

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**SEMESTER – IV**

<b>S.No</b>	<b>Subject</b>	<b>Code</b>
1.	Hospital Hazards and Disaster Management	HHDM-401
2	Hospital Support Services	HPSS-402
3	Health Management Information System	HEMI-403
4	Environment and Ecology	EAEC-404
5	NGO Training/Nursing Home Training/Viva-Voce	TRAN-405

**ASSESSMENT**

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	HHDM-401	Hospital Hazards and Disaster Management	4	4		-	10	20	30	70	100
2	HPSS-402	Hospital Support Services	4	4		-	10	20	30	70	100
3	HEMI-403	Health Management Information System	4	4		-	10	20	30	70	100
4	EAEC-404	Environment and Ecology	2	2		-	10	20	30	70	100
5	TRAN-405	NGO Training/Nursing Home Training/Viva-Voce	4	4		4			50	50	100
<b>Total</b>			<b>20</b>	<b>18</b>		<b>4</b>	<b>40</b>	<b>80</b>	<b>170</b>	<b>330</b>	<b>500</b>

**\*All the students have to undergo summer internship for a period ranging from 45-60 days after completion of 4<sup>th</sup> semester examination in an NGO or a minimum 30 bedded Private Nursing home. Internal guides will be allotted to the students who are undergoing training. 50 % marks will be awarded by the Internal guide and 50% by the external examiner.**

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**SEMESTER –V**

<b>S.No</b>	<b>Subject</b>	<b>Code</b>
1.	Quality in Healthcare	QIHC-501
2	Patient Care Services	PCSV-502
3	Strategic Management	STMT-503
4	Material Planning and Management	MPMT-504
5	Hospital Project/Project Management	PROJ-505

**ASSESSMENT**

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	QIHC-501	Quality in Healthcare	4	4		-	10	20	30	70	100
2	PCSV-502	Patient Care Services	4	4		-	10	20	30	70	100
3	STMT-503	Strategic Management	4	4		-	10	20	30	70	100
4	MPMT-504	Material Planning and Management	4	4		-	10	20	30	70	100
5	PROJ-505	Hospital Project/Project Management	4	4					50	50	100
<b>Total</b>			<b>20</b>	<b>20</b>			<b>40</b>	<b>80</b>	<b>170</b>	<b>330</b>	<b>500</b>

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**SEMESTER –VI**

<b>S.No</b>	<b>Subject</b>	<b>Code</b>
1.	Hospital Law and Ethics	HOLE-601
2	Drug Management	DGMT-602
3	Human Resource Development	HRDT-603
4	Organizational Behaviour	ORBR-604
5	Dissertation/Project/Viva-Voce	DISS-605

**ASSESSMENT**

Sl.	Course Code	Subject	Credit	Evaluation-Scheme							
				Period			Sessional			Examination	
				L	T	P	TA	CT	TOT	ESE	Total
1	HOLE-601	Hospital Law and Ethics	4	4		-	10	20	30	70	100
2	DGMT-602	Drug Management	4	4		-	10	20	30	70	100
3	HRDT-603	Human Resource Development	4	4		-	10	20	30	70	100
4	ORBR-604	Organizational Behaviour	4	4		-	10	20	30	70	100
5	DISS-605	Dissertation/Project/Viva-Voce	5	5					50	50	100
<b>Total</b>			<b>21</b>	<b>21</b>			<b>40</b>	<b>80</b>	<b>170</b>	<b>330</b>	<b>500</b>

**\*All the students have to undergo Dissertation/Project training during sixth semester exam.**

## **SYLLABUS**

### **PRINCIPLES AND PRACTICES OF HEALTHCARE MANAGEMENT PPHM-101**

**Objective:** The purpose of this course is help the students to understand management functions, to familiarize themselves with the practice of management and to cultivate an insight into the individual behaviour in hospitals and healthcare sector  
**48 Lectures**

**Unit - 1 (08)**  
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 (08)**  
Evolution of Management Thought Approaches of Management Thought, Functions of Management.

**Unit - 3 (12)**  
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 (10)**  
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

#### **Reference books:**

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

## **MEDICAL TERMINOLOGY**

**Code: METL1-102**

**Objective:**-This subject aims to provide basic knowledge of Medical Terminology used in patient services and hospital services. **48 Lectures**

### **Unit - 1**

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

### **Unit - 2**

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

### **Unit -3**

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

### **Unit – 4**

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

### **Unit – 5**

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

### **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
- 4) Medical Terminology complete: Author: Bruce Wingerd, Published: 2016
- 5) Dorland's Illustrated Medical dictionary, 32<sup>nd</sup> edition, Author Dorland, Published 2011

## History of Hospital and Health System

HHHS-103

**Objective:-** This subject is meant to familiarize the students with the history of the hospital and healthcare system and the development of healthcare system. **48 Lectures**

### Unit - 1

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

(10)

### Unit -2

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

(10)

### Unit - 3

Hospital viewed as a system, Role of Hospitals, Hospital Viewed as a Social system, Peculiarities of hospital systems, benefits to the Health Care systems, Overview of Health Care delivery system.

The reforms of Healthcare System- the healthcare system in US/UK & Canada (10)

### Unit - 4

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

(10)

### Unit - 5

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

(8)

### Reference books:

- 1) Hospitals and Health Systems What they are and how do they Work by Charles R McConnell, 2019 publishing
- 2) Hospital Administration and Management: A comprehensive Guide by Gupta JoydeepDass, Jaypee Publisher, 2016

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

**48 Lectures**

**Unit - 1****(12)**

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****(10)**

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****(06)**

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

**Unit - 5****(08)**

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.

**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



**Objective:-** Objective: This course intends to familiarize and develop understanding of the students of various aspects of Professional English to easily communicate among subordinate and seniors in the profession. **48 Lectures**

**Lectures****Unit – 1**

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

**(10)****Unit – 2**

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

**(8)****Unit – 3**

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

**(10)****Unit – 4**

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

**(10)****Unit – 5**

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

**(10)****Reference books :**

1. English Grammar, Collins, Birmingham University, International Language Data Base, Rupa & Co 1993.
2. Wren & Martin – Grammar and Composition, 1989, Chand and Co, Delhi
3. Letters for all Occasions – A S Meyers, Harper Perennial
4. Spoken English - V Shashikumar and P V Dhanija, Tata Mcgraw Hill, New Delhi
5. Rajendra Paland J.S. Korlahalli-Essentials of Business Communication (Sultan Chand & Sons.)
6. C.S. Rayed-Communication (Mumbai: Himalaya Publishing House).
7. C.B. Gupta-Business Communication & Customer Relations (Sultan Chand & Sons.)
8. Parag Diwan-Communication Management (Deep & Deep Publication Pvt. Ltd.)

## **SEMESTER 2**

### **Hospital Operations Management**

**Code: HOOM-201**

**Objective:** This subject familiarizes the students with the working of the hospital, along with its management, techniques and strategies used. Subject provides the knowledge of various hospitals and wards in a hospital

**48 Lectures**

#### **Unit – 1**

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

#### **Unit - 2**

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

#### **Unit - 3**

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

#### **Unit - 4**

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

#### **Unit - 5**

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

#### **Reference books:**

- 1) Healthcare Operations Management: A System Perspective, 3<sup>rd</sup> edition by James R. Langebeer II and Jeffrey Helton, 2020 edition.
- 2) Operations Management, 3<sup>rd</sup> edition (Aupha/Hap book), 3<sup>rd</sup> edition, 2017 edition.
- 3) Operations Management in Healthcare, B Corinne Karuppan, Michael Waldrum and Nancy Dunlap, Springer Publishing, 2019 publishing

**Objective:-**Medical Terminology aims to help the students understand about basic terms used in Medical system, along with anatomy and physiology. The knowledge, scope and applications of the subject will be known.

**48 Lectures**

**Unit – 1**

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

**Unit - 2**

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

**Unit - 3**

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

**Unit - 4**

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

**Unit – 5**

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

**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
- 4) Medical Terminology complete: Author: Bruce Wingerd, Published: 2016
- 5) Dorland's Illustrated Medical dictionary, 32<sup>nd</sup> edition, Author Dorland, Published 2011

## **BASICS OF HUMAN BODY**

**BAHB-203**

**Objective:-** This course is a preliminary investigation into the study of Human Anatomy and Physiology which requires an understanding of the levels of organization and systemic functionality of the human body. A foundation for the course would include the study of cells, tissue types, and an introduction to homeostatic mechanisms. Building on this foundation, the exploration of each organ system will include the structure and function of organs, the processes within the system, and homeostatic imbalances that may occur.

**48 Lectures**

### **Unit -1**

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

### **Unit - 2**

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

### **Unit - 3**

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

### **Unit - 4**

#### **Body Systems**

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

b)Digestive/Excretory system-Introduction, Anatomy and Physiology, functions, Major diseases **(8)**

### **Unit - 5**

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

#### **Reference books:**

- 1) Ross and Wilson Anatomy and Physiology in health and illness 13<sup>th</sup> edition (PB 2018) Paperback -Publisher : ELSEVIER (SHORT DISC) (1 January 2018);
- 2) Elsevier Health Science, Human Anatomy and Physiology Paperback – 1 January 2019, Publisher : NiraliPrakashan; Twenty Seventh edition

**Objective-** Accounting is the language of business, facilitating communication of the financial aspects of business. This module provides an introduction to the financial accounting branch of accounting. 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.

To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles.

**48 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

**(10)**

**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 Errors

**(10)**

**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.

**(10)**

**Unit – 4**

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

**(10)**

**Unit – 5**

**Preparation of Final Accounts for Sole Proprietors** – Preparation of Profit & Loss Account, Balance Sheet

**(8)**

**Reference books:**

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

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

#### 48 Lectures

1. A brief introduction of the subject along with concepts, functions, scope, applications and importance.

2. Students will visit various departments and will observe the physical layout, working conditions and managerial practices under the supervision of internal faculty of the department.

3. Students will write notes on the salient features of activities of different departments.

4. A structured report shall be prepared by each student after their chosen preferred subject.

5. Report on the subjectas and following points to be pursued:-

1. Students will be given detailed information about the functioning of the different departments and general working environment of the subject chosen, they will be asked to appreciate special demands and understand various protocols,. They are supposed to learn and get familiar with the functions and activities of the chosen disciplinary field..

2. Students will prepare a report highlighting the subject and scope and application.

3 Exam will be held as per the norms of the other subjects set by the University.

4. Students will give a formal presentation of the report before the jury comprising of minimum two internal faculty members appointed by the Director of the college.

The assessment would be out of 70 marks (External Marks-70, Internal Marks-30).

5. Syllabus will be followed as decided by the department of the chosen subject.

## **SEMESTER 3**

### **Epidemiology and its Applications**

**EPAP-301**

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

#### **Unit – 1**

**Concept of disease—** Natural History Level of prevention, 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 **(8)**

#### **Unit – 3**

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

#### **Unit – 4**

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

#### **Unit – 5**

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

#### **Reference books:**

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

## **HOSPITAL RECORD MANAGEMENT**

**HORM-302**

**Objective:-** This subject enables the students to understand basic guide to Medical Record Management. The importance of Record maintenance in hospitals. **48 Lectures**

### **Unit – 1**

Introduction to the Topic:-Meaning of Records and Record Management. Modern changes in Medical Technology with reference to technology. Basic concept of Electronic Record Management  
**(10)**

### **Unit – 2**

Definition and Types of medical record, Importance of medical record, Flow chart of function, Statutory requirements of maintenance, coding, indexing and filing, Computerization of records. Report and returns by the record department, Statistical information and ICD.  
**(10)**

### **Unit – 3**

Utility & functions of Medical Records in Health care delivery System. Organizations & management of Medical Records Department. Role of Hospital managers & MRD personnel in Medical record keeping.  
**(10)**

### **Unit – 4**

Reports & returns in Medical Record System. Basic knowledge of legal aspects of Medical Records including Factories Act  
**(10)**

### **Unit – 5**

Workmen Compensation Act & Consumer Protection Act. Procedures of Medical Auditing & its importance. Government Regulations & requirements.  
**(8)**

### **Reference books:**

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



**Objective:** This course intends to familiarize and develop understanding of the students about the principles and concepts of economics for better resource management in healthcare sector.

**48 Lectures**

**Unit – 1**

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

**(10)**

**Unit – 2**

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

**(10)**

**Unit - 3**

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

**(10)**

**Unit – 4**

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

**(10)**

**Unit – 5**

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

**(8)**

**Reference books:**

- 1) McMahon, Barton and lot in Collaboration with Gelina and Ross (1992) On Being in Change : A guide to management in primary health care, WHO
- 2) Briggs AH, Claxton K, Sculpher MJ. Decision modelling for health economic evaluation. Oxford: Oxford University Press; 2006.1ST edition.
- 3) Cleverley WO, Cleverley JO, Song PH. Essential of health care finances, 7th edition. Jones & Bartlett Learning; 2011.
- 4) Witter S, Ensor T, Jowett M, Thompson R. Health economics for developing countries. A practical guide. London: MacMillan Education; 2009
- 5) Zweifel P, Breyer F, Kifmann M. Health economics, 2nd edition. New York: Springer Publishing; 2009

**Objective:** This course intends to develop and sharpen students' marketing skills including effective public relations management for better positioning of the hospital and communication of healthcare services and facilities to the public.

**48 Lectures**

**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.

**(10)**

**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 behavior 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.

**(12)**

**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.

**(8)**

**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.

**(10)**

**Reference books :**

1. Marketing Management , Rajan Saxena, TMH
2. Marketing, Joel R. Evans, Wiley Dream tech
3. Marketing Management & Research. P.K.Gupta. EPH. 4. Marketing Research . M.V.Kulkarni.EPH

## **BIOSTATISTICS**

**BSTT-305**

**Objective:-**This subject enlightens the student about the various statistical techniques and its applications in various fields including healthcare system.

**48 Lectures**

### **Unit – 1**

Biostatistics - Introduction, Background, Basic Concepts, Definition, Functions, Scope, and Limitations. **(06)**

### **Unit – 2**

Diagrammatic and Graphic Representation – Introduction, Significance, Difference between Diagrams and Graphs & Types of Diagrams. **(06)**

### **Unit – 3**

Measure of Central Tendency, Mean, Median, Mode, Quartile, Decile & Percentile, Measure of Dispersion, Range, Quartile Deviation, Mean Deviation, Standard Deviation and Variance **(14)**

### **Unit – 4**

Decision analysis, Normal distribution, 't'-distribution, Test of significance, Standard errors, Chi-Square test, Sampling variation and Bias, method of sampling, sampling & non sampling errors. **(10)**

### **Unit – 5**

Time Series - Meaning and components, (Problems on moving average and least square method), Index Numbers – Classification, Construction of Index numbers, Methods of constructing index numbers, Simple Aggregative Method, Simple Average of Price Relative Method. **(12)**

### **Reference books :**

1. Statistical Methods - S.P. Gupta
2. Fundamentals of Statistics - Elhance D.N
3. Business Statistics – T.R.Jain&S.C.Agarwal
4. Fundamentals of Statistics - Gupta. S.C
5. Business Statistics - S. Saha
6. Business Statistics - Dr. J.S. Chandra, Prof. Jagjit Singh & K.K. Khanna,
7. Fundamentals of Statistics - D.N. Ellahance, Veena Ellahance, B.M. Agarwal 29
8. Business Mathematics and Statistics - Aggarwal S.L.
9. Park's textbook of Preventive & Social medicine
10. Statistical Methods in the Biological & Health Science: J.Susan Milton (McGraw-Hill)

## **SEMESTER 4**

### **Hospital Hazards and Disaster Management**

**HHDM-401**

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

**48 Lectures**

#### **Unit – 1**

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

**(8)**

#### **Unit -2**

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

**(12)**

#### **Unit – 3**

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

**(10)**

#### **Unit – 4**

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

**(10)**

#### **Unit – 5**

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

**(8)**

#### **Reference books:**

1. Shahunth and panekar v. - first aid, vora publication
2. First aid manual - accident and emergency, vora medical publication.
3. Park k. - Preventive and social medicine
4. Park k - Text book on hygiene and preventive medicine, BanarsidasBhanot.

**Objective:** This course intends to familiarize and develop understanding of the students of various hospital support services and their rational utilisation.

**48 Lectures**

**Unit – 1**

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

**Unit – 2**

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

**Unit – 3**

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

**Unit - 4**

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

**Unit – 5**

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

**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.

**Objective:** This course intends to familiarize and develop understanding of the students on the information system management with special reference in healthcare institutions for proper decision making. **48 Lectures**

**Unit – 1**

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

**Unit – 2**

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

**Unit – 3**

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

**Unit – 4**

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

**Unit – 5**

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

**Reference books**

1. Management Information Systems, O'Brien, TMH
2. Management Information Systems, Arora & Bhatia, 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)

**Objective-** General meaning of environment, relevance of the subject environment, ecology for hospital administrators. Brief outline of the environment (protection) act 1986 & its importance for hospital administration, Legislation vs. Social obligation of hospitals, Role of NGO's like green peace in environmental protection.

**48 Lectures**

**Unit – 1**

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

**Unit – 2**

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

**Unit – 3**

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

**Unit – 4**

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

**Unit - 5**

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

**Reference books:**

1. Environmental science, Cunningham, TMH
2. Environmental studies, a.k.de & a.k.de, new age international
3. Environmental pollution control engineering, c.s.rao, new age international
4. Environmental management, n.k.oberoi, excel Reference books
5. Ecosystem principles & sustainable agriculture, Sithampanathan, scitech
6. Text book of environmental studies for under graduate courses by Erach Bharucha reprinted in 2006, orient Longman private limited /universities press India Pvt. Ltd

## **NGO TRAINING/NURSING HOME TRAINING**

**TRAN-405**

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. At the end of their training they are required to submit a Project Report based on the topic selected by them. The marks of the Project given by their respective guides is 50 while 50 marks will be for Viva-Voce.

**(100)**



## **SEMESTER**

### **QUALITY IN HEALTHCARE**

**QIHC-501**

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

**48 Lectures**

#### **Unit – 1**

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

#### **Unit – 2**

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

#### **Unit – 3**

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

#### **Unit – 4**

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

#### **Unit – 5**

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

#### **Reference books:**

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

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

**48 Lectures**

**Unit – 1**

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

**Unit – 2**

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

**Unit – 3**

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

**Unit – 4**

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

**Unit – 5**

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

**Reference books:**

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

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

**48 Lectures**

**Unit – 1**

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

**Unit – 2**

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

**Unit – 3**

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

**Unit – 4**

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

**Unit – 5**

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

**Reference books:**

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

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

**48 Lectures**

**Unit – 1**

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

**(10)**

**Unit – 2**

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

**(8)**

**Unit – 3**

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

**(8)**

**Unit - 4**

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

**(12)**

**Unit – 5**

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

**(10)**

**Reference books:**

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

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

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

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

### **Guidelines**

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

## **SEMESTER**

### **HOSPITAL LAW AND ETHICS**

**HOLE-601**

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

**48 Lectures**

#### **Unit – 1**

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

**(10)**

#### **Unit – 2**

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

**(10)**

#### **Unit – 3**

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

**(10)**

#### **Unit – 4**

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

**(8)**

#### **Unit - 5**

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

**(10)**

#### **Reference books:**

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

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

**48 Lectures****Unit – 1**

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

**Unit – 2**

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

**Unit – 3**

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

**Unit – 4**

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

**Unit – 5**

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

**Reference books:**

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

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

**48 Lectures**

**Unit – 1**

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

**Unit - 2**

Recruitment, selection & placement, Sources of recruitment, methods of Selection- Promotion & transfer, Implementation of selection methods in hospitals. Transfer & Promotion in Hospitals Training & Development –concept, differences, importance. Organizing training programmes & evaluation. System of training & development in hospitals. **(10)**

**Unit – 3**

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

**Unit – 4**

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

**Unit - 5**

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

**References :**

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



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

**48 Lectures**

**Unit – 1**

OB-overview-Meaning of OB, importance of OB, field of OB, Contributing Disciplines. OB Models, S-O-B-C model, contingency O-B model, challenges and opportunities for OB.  
(10)

**Unit – 2**

Individual Behaviour: Biographical characteristics Learning, Value, Attitudes Personality: Meaning of Personality, Determinants of Personality, Theories of Personality, Management and Development of Personality.  
(10)

**Unit - 3**

The Process of Perception: Process and Principles, Factors influencing Perception, Perception Selectivity, Making Judgments, Social Perception. Interpersonal Behaviour: Nature of Interpersonal Behaviour, Transactional Analysis.  
(10)

**Unit – 4**

Group Dynamics & Behaviour: Concepts of Group, Types of Group, Stages of Group Development, Group Structure, Intergroup Relationship. Motivation: Approaches to Motivation. Theories of Motivation- Maslow's Hierarchy of Need theory.  
(10)

**Unit – 5**

Alderfer's ERG theory, Herzberg's two factor Motivation theory, Mclelland's Achievement Motivation Theory. Leadership: Meaning, Styles, Theories on Leadership, Managerial Grid, Fiedler Model.  
(8)

**Recommended books:**

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

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

### **50 Lectures**

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

Guidelines:

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