

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

Effective from Academic Session 2022-23

DR.VIPULJAIN

Dr. GAURAV RATURI
MR. JIBI SEBASTEIN

Dr. DEEPAKSAHNI
Dr. BINCY POTHEN
Dr. MAMTA BANSAL

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

Minutes of Meeting 14th October 2022

PROCEEDINGS OF UG BOS MEETING OF – B.H.A

Proceedings of the BOS – UG – B.H.A for the academic year 2022 – 2023 meeting held on 14th October 2022 at the Seminar Hall (SMCS, PATEL NAGAR CAMPUS) at 02:00 P.M. The Board has agreed and approved the course matrix and syllabus of first year of the above-mentioned courses. In case any input required will be authorized by the Chairman and necessary modification will be done as approved by the Board.

Members present:

The members present in the meeting were:

| | Name of the Attendees | Signatures |
|----------|------------------------------|-------------------|
| 1 | Mr. Jibi Sebastien | External Member |
| 2 | Dr. Vipul Jain | Chairperson |
| 3 | Dr. Deepak Sahni | Member |
| 4 | Dr. Gaurav Raturi | External Member |
| 5 | Dr. Bincy Pothen | Member |
| 6 | Dr. Mamta Bansal | Member |

The Chairman BOS and Dean, School of Management and Commerce Studies, welcomed all the BOS members of the B.H.A Board for BOS meeting which was scheduled on 14th day of October 2022 at 2.00pm.

To confirm the minutes of BOS held on 17/06/2021

Agenda 1- The Chairman briefed BOS members about the Exit after 1st year (I & II Sem) – the candidate will be awarded with Certificate with minimum 40 credits.

Discussion- The Chairman informed the house that the departmental teams have been working on the revision of Curriculum as per the regulations of New Education Policy 2020 and in this direction various expert advised have been taken to define the Exit Policy.

Resolution- The board adopted and approved the discussion as included in BOS document.

Agenda 2- Alignment with UGC Syllabus.

Discussion- The Major core subjects were aligned with model curricula as suggested by UGC from time to time and syllabus was modified accordingly.

Resolution- The modifications were approved.

Agenda 3- Acting on feedback from Alumni.

Discussion- Suggestions were taken from the feedback of the alumni and further inputs have been incorporated.

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

Resolution-The modifications were approved.

Agenda 4-Identify Skill Building Sets.

Discussion- The Chairman informed that certain courses have been added to implement, the skill set of the students.

Resolution-The modifications were approved.

Agenda 5-Introduction of new courses.

Discussion- During the assessment of previous BOS, it was brought out that there are certain areas where improvement cannot be met by mere modification and whole new courses need to be added and there are certain guidelines given in New Education Policy 2020 regarding addition of co-curricular.

Resolution Therefore, it was discussed to introduce the following courses.

Semester I- Spreadsheet Modeling

Semester II- Advanced Spreadsheet Modeling

There being no other point the meeting was concluded on a positive note and the BOS was approved.

The meeting ended with thanks to the chair for, steering the discussion in a productive manner

Dr. Vipul Jain
Chairman
Board of Studies (BHA)

Approved as per(Agenda 2, point no.14) of 8th Academic council meet, dated 4th February,2023

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 healthcare management positions with solid management skills like critical thinking, analysis, excellent communication

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

on 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 counselling (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.

COURSE OBJECTIVES / 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,

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

HRM and like in health care and allied industries like hospitals, insurance companies, healthcare at home, healthcare consulting organisations, medical transcription, healthcare call centres, 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
- WasteManagement

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 Semester Scheme with Multiple Entry and Exit Options in the Undergraduate, and Postgraduate Degree Programmes in the School of Management and Commerce Studies.
- b) 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 Certification, Diploma and Basic Bachelor Degree at the completion of first, second and third 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 Honours/ Research.
- b) The four-year undergraduate Honours 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'.
- c) Candidates who wish to enter the Masters/Doctoral programme in a discipline other than the major discipline studied at the undergraduate programmes, 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.
- d) 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. THE CREDIT REQUIREMENTS ARE AS FOLLOWS.

| <i>Exit With</i> | <i>Minimum Credits Required</i> |
|--|---------------------------------|
| Certificate at the Successful Completion of First Year (Two Semesters) of Four Years Multidisciplinary UG Degree Programme | 40 |
| A Diploma at the Successful Completion of the Second Year (Four Semesters) of Four Years Multidisciplinary UG Degree Programme | 80 |
| Basic Bachelor Degree at the Successful Completion of the Third Year (Six Semesters) of Four Years Multidisciplinary | 122 |

Approved as per(Agenda 2, point no.14) of 8th Academic council meet, dated 4th February,2023

| | |
|---|---|
| Undergraduate Degree Programme | |
| Bachelor Degree with Honours/ research in a Discipline at the Successful Completion of the Four Years (Eight Semesters) | - |
| Multidisciplinary Undergraduate Degree Programme | |

* Details of credits are described later in the syllabus

Examination Scheme:

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

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

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

Session2022-23

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

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. |

Approved as per(Agenda 2, point no.14) of 8th Academic council meet, dated 4th February,2023

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 |

| Course Code | Course Name | Course Structure | Credits | Maximum Marks | | |
|-------------|--|---------------------------------------|---------|---------------|----------|-------|
| | | | | Internal | External | Total |
| BHAMC 101 | Principles and Practice of Healthcare Management | Major(for own faculty) | 5 | 30 | 70 | 100 |
| BHAMC 102 | Medical Terminology – I | Major(for own faculty) | 5 | 30 | 70 | 100 |
| BHAME 103 | History of Hospital & Health Systems | Major Elective(for own faculty) | 5 | 30 | 70 | 100 |
| BHAOE 104 | Business Statistics -I | Minor Elective(for own/other faculty) | 2 | 30 | 70 | 100 |
| BHAVC 105 | Business Communication | Vocational Course | 3 | 30 | 70 | 100 |

FIRST SEMESTER

Approved as per(Agenda 2, point no.14) of 8th Academic council meet, dated 4th February,2023

| | | | | | | |
|-----------|---------------------------|-------------------------|------|-----|-----|-----|
| BHACC 106 | Spread Sheet Modelling | Co-curricular Course | ---- | 100 | -- | 100 |
| | | Total Credits | 20 | 250 | 350 | 600 |

Approved as per(Agenda 2, point no.14) of 8th Academic council meet, dated 4th February,2023

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 Practice of Healthcare Management | BHAMC 101 |
| 2. | Medical Terminology – I | BHAMC 102 |
| 3. | History of Hospital & Health Systems | BHAME 103 |
| 4. | Business Statistics -I | BHAOE 104 |
| 5. | Business Communication | BHAVC 105 |
| 6. | Spread sheet Modeling. | BHACC 106 |

ASSESSMENT

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

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

ShriGuruRamRaiUniversity,DepartmentofManagementandCommerceStudies

SEMESTER– II

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

| CourseCode | Subject | Course Structure | Credits | Maximum Marks | | |
|------------|----------------------------------|---------------------------------------|---------|---------------|----------|-------|
| | | | | Internal | External | Total |
| BHAMC 201 | Hospital Operations Management | Major(for own faculty) | 5 | 30 | 70 | 100 |
| BHAMC 202 | Medical Terminology - II | Major(for own faculty) | 5 | 30 | 70 | 100 |
| BHAME 203 | Basics of Human Body | Major Elective(for own faculty) | 5 | 30 | 70 | 100 |
| BHAOE 204 | Fundamentals of Accounting -I | Minor Elective(for own/other faculty) | 2 | 30 | 70 | 100 |
| BHAVC 205 | Quality in Healthcare Management | Vocational Course | 3 | 30 | 70 | 100 |
| BHACC 206 | Advanced Spread sheet Modelling | Co-curricular Course | | 100 | -- | 100 |
| | | Total Credits | 20 | 250 | 350 | 600 |

Approved as per(Agenda 2, point no.14) of 8th Academic council meet, dated 4th February,2023

ASSESSMENT

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

Approved as per(Agenda 2, point no.14) of 8th Academic council meet, dated 4th February,2023

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

| | | | | |
|------------|--------------------------------------|---|---|---|
| Coursecode | :BHAMC101 | | | |
| CourseName | :Bachelor in Hospital Administration | | | |
| Semester | :1 st | | | |
| | L | T | P | C |
| | 4 | 1 | 0 | 5 |

Course Objectives:

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

60 Lectures**Unit - 1****(12)**

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

Unit- 2**(10)**

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

Unit- 3**(14)**

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

Unit- 4**(12)**

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

Unit-5**(12)**

Controlling and Coordinating- Elements of Managerial Control, Control Systems, Management Control Techniques, Effective Control Systems. Coordination Concept, Importance,

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

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

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

CO-PO Mapping

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

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

| | | | | | | | | | | | | | | | |
|-----|--|--|---|--|--|--|--|---|---|--|--|--|--|--|---|
| CO6 | | | 1 | | | | | 1 | 1 | | | | | | 1 |
|-----|--|--|---|--|--|--|--|---|---|--|--|--|--|--|---|

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

MEDICALTERMINOLOGY

| | | | | |
|------------|----------------------|---|---|---|
| Coursecode | :BHAMC102 | | | |
| CourseName | :Medical Terminology | | | |
| Semester | :1 st | | | |
| | L | T | P | C |
| | 4 | 0 | 1 | 5 |

Course Objectives:

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

(60 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. Importance of Medical Terminology in Hospital Administration. Advantages and Disadvantages of Medical Terminology. (14)

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. (12)

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 (12)

Unit- 5

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

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

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:

| | |
|-----|---|
| 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 types |

CO-PO Mapping

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

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

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

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

| | | | | |
|------------|--------------------------------------|---|---|---|
| Coursecode | :BHAME103 | | | |
| CourseName | :Bachelor of Hospital Administration | | | |
| Semester | :1 st | | | |
| | L | T | P | C |
| | 4 | 1 | 0 | 5 |

Course Objectives

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

60 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), (14)

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. There forms of Health care System - the health care system in US/UK & Canada (12)

Unit- 4

Health care system in Global Centre. Future of Health care System, International Health under United Nations - History & Evolutions. (12)

Unit- 5

Health Programmes in India. Managerial process in National Health Development. (12)

Text books

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

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

2. 2. Gupta Joydeep Dass, 2016 Hospital Administration and Management: A comprehensive Guide Jaypee Publisher,

Reference books:

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

2. Gupta Joydeep Dass, 2016 Hospital Administration and Management: A comprehensive Guide Jaypee Publisher,

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

| | |
|-----|---|
| CO1 | To understand the meaning of Health, Historical Development of health care system in India. |
| CO2 | To remember the National Health Policy, Health committees and recommendations. |
| 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-PO Mapping

| Course | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 | PO 9 | PO 10 | PO 11 | PO 12 | PSO 1 | PSO 2 | PSO 3 |
|--------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| CO1 | | | 3 | 2 | | 2 | 2 | | 2 | 2 | | 1 | | | 2 |
| CO2 | | | 1 | | 2 | 2 | | | 2 | 1 | 1 | | 2 | 2 | |
| CO3 | | | 2 | 2 | 1 | | | | | 3 | | | | | 2 |
| CO4 | | | | 1 | | 1 | | | 2 | | | | 1 | 1 | |
| CO5 | 2 | 2 | 3 | | 2 | | 2 | | | 2 | | 1 | 2 | | 2 |
| CO6 | | 1 | 1 | | | | 1 | | | | | | | 1 | 1 |

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

BUSINESS STATISTICS**BHAOE-104**

| | | | | |
|------------|-------------------------------------|---|---|---|
| Coursecode | :BHAOE104 | | | |
| CourseName | :Bachelorof Hospital Administration | | | |
| Semester | :1 st | | | |
| | L | T | P | C |
| | 2 | 0 | 0 | 2 |

Course Objectives:

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

24 Lectures**Unit - 1****(5)**

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**(5)**

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

Unit- 3**(5)**

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**(4)**

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

Unit- 5**(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.
3. R K Ghosh & S Saha, 2018, Business Mathematics and Statistics, New Central

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

Book Agency

Reference books:

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

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

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

CO-PO Mapping

| Course | PO 1 | PO 2 | PO3 | PO4 | PO5 | PO 6 | PO7 | PO8 | PO9 | PO 10 | PO 11 | PO 12 | PSO 1 | PSO 2 | PSO 3 |
|--------|------|------|-----|-----|-----|------|-----|-----|-----|-------|-------|-------|-------|-------|-------|
| CO1 | 1 | 1 | | 2 | | 1 | 2 | | 2 | 2 | | 1 | | | 2 |
| CO2 | | 2 | | | 2 | 2 | | 3 | | | | | 2 | 2 | |
| CO3 | 2 | | 2 | 2 | 2 | | 1 | 2 | 2 | | | | | | 1 |
| CO4 | | | | | | 2 | | | 1 | | | | 2 | 1 | 2 |
| CO5 | 2 | 2 | 2 | | 2 | 1 | | | | 2 | 1 | | | | 2 |
| CO6 | | | 1 | | | | | 1 | | | | 1 | 1 | 1 | |

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

BUSINESS COMMUNICATION**BHAVC-105**

| | | | | |
|------------|--------------------------------------|---|---|---|
| Coursecode | :BHAVC105 | | | |
| CourseName | :Bachelor of Hospital Administration | | | |
| Semester | :1 st | | | |
| | L | T | P | C |
| | 2 | 1 | 0 | 3 |

Course Objectives:

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

36 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.

(8)**Unit- 2**

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

(6)**Unit- 3**

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

(8)**Unit- 4**

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

(6)**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.

(8)**Text Books:**

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

1. RajendraPalandJ.S.Korlahalli-EssentialsofBusinessCommunication(SultanChand&Sons.)
2. C.S.Rayed-Communication(Mumbai:HimalayaPublishingHouse).
3. C.B.Gupta-BusinessCommunication&CustomerRelations(SultanChand&Sons.)
4. ParagDiwan-CommunicationManagement(Deep&DeepPublicationPvt.Ltd.)

Referencebooks:

1. EnglishGrammar,Collins,BirminghamUniversity,InternationalLanguageDataBase,Rupa&Co 1993.
2. Wren&Martin–GrammarandComposition,1989,Chandand Co,Delhi
3. LettersforallOccasions–ASMeyers,HarperPerennial
4. SpokenEnglish-VShashikumarandPVDhanija,TataMcgrawHill,NewDelhi

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

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

CO-PO Mapping

| Course | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 | PO 9 | PO 10 | PO 11 | PO 12 | PSO 1 | PSO 2 | PSO 3 |
|--------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| 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

SPREADSHEET MODELING**BHACC-106**

| | |
|------------|-------------------------------------|
| Coursecode | :BHACC106 |
| CourseName | :Bachelorof Hospital Administration |
| Semester | :1 st |

CourseObjectives:

StudentswillbeabletolearnMSExcelFeaturesandhowbusinessactivitiescanbeperformedeffectivelyandefficientlyusingMSExcel.

CourseOutcomes:

- I. To familiarize oneself with Excel's Basic features
2. To gain skills on data visualization using MSExcel.
3. To acquire skills for data analysis using MSExcel.
4. To Perform Financial Modelling using MSExcel

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

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 MSExcel**6Hours**

Features of MS Excel, Worksheets and Workbooks: Labelling 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 MSExcel**5Hours**

Import external data, creating a Table, Sorting Data into a Table, Data Validation, Consolidation 12 Hours Defining Names in MSExcel, 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.

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

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

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

Unit IV Data Analysis**5 Hours**

Filtering Data: Creating a Custom Auto Filter, Using an Advanced Filter. Data Group, Ungroup and Subtotals. Sorting, Data Outline: Whatif Analysis: Scenario manager, Goalseek, 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.

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

CO-PO Mapping

| Course | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 | PO 9 | PO 10 | PO 11 | PO 12 | PSO 1 | PSO 2 | PSO 3 |
|--------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| CO1 | 1 | 2 | | | 1 | | 2 | 2 | | 2 | | 1 | | | |
| CO2 | | 2 | 1 | 1 | 2 | 2 | | 2 | | | | | 1 | | |
| CO3 | 2 | | 2 | 1 | | 1 | | | 2 | 2 | | | 1 | | 1 |
| CO4 | | | | | 1 | 1 | 1 | 2 | 1 | | | | | | 1 |
| CO5 | 1 | 2 | | 2 | | | 1 | | | 1 | 1 | | 2 | | 2 |
| CO6 | 1 | | | 1 | | | | 1 | | | | 1 | 1 | | |

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

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

| | | | | |
|------------|--------------------------------------|---|---|---|
| Coursecode | :BHAMC201 | | | |
| CourseName | :Bachelor of Hospital Administration | | | |
| Semester | :IInd | | | |
| | L | T | P | C |
| | 4 | 1 | 0 | 5 |

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

60 Lectures**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, Lay Out, 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)

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

TextBooks:

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

Referencebooks:

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:**

| | |
|-----|---|
| 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-POMapping

| Course | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO7 | PO8 | PO9 | PO 10 | PO 11 | PO 12 | PSO 1 | PSO 2 | PSO 3 |
|--------|------|------|------|------|------|------|-----|-----|-----|-------|-------|-------|-------|-------|-------|
| CO1 | 1 | 2 | 1 | | 2 | | 2 | | | 2 | | 1 | 2 | | 2 |
| CO2 | | 2 | 1 | 1 | | 2 | 1 | 2 | | 1 | | | | 1 | |
| CO3 | 1 | | | 2 | 1 | | 2 | | 1 | 2 | | | 1 | | 2 |
| CO4 | 2 | | 2 | | 1 | | | 1 | 1 | | | | | 2 | |

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

| | | | | | | | | | | | | | | | |
|-----|---|---|--|---|---|---|---|---|--|---|---|---|---|---|--|
| CO5 | | 1 | | 2 | 1 | 2 | | 3 | | | 1 | | 2 | | |
| CO6 | 1 | 1 | | | | | 1 | | | 1 | | 1 | | 1 | |

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

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

| | | | | |
|------------|---------------------------|---|---|---|
| Coursecode | :BHAMC202 | | | |
| CourseName | :Medical Terminology - II | | | |
| Semester | :IInd | | | |
| | L | T | P | C |
| | 4 | 1 | 0 | 5 |

Course Objectives:

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

60 Lectures**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

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

Referencebooks:

- 1) Basic Medical Language: Authors: Danielle LaFleur Brooks, Myrna LaFleur Brooks, andDaleLevinsky, Published:2019
- 2) MedicalLanguageformodernhealthcare:Authors:DavidAllanandRachelBasco,Publis hed:2019
- 3) MasteringHealthcareTerminology:Author:BetsyJ.Shiland,Published:2019

Uponsuccessfulcompletionofthecourseastudentwillbeableto:

| | |
|-----|--|
| 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-POMapping

| Course | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 | PO 9 | PO 10 | PO 11 | PO 12 | PSO 1 | PSO 2 | PSO 3 |
|--------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| CO1 | | 2 | 1 | 2 | | | | 2 | 1 | | | 1 | | 1 | |
| CO2 | 1 | | | | 2 | | 1 | | | | | | 1 | | 2 |
| CO3 | | | | 2 | | | | 2 | | 2 | | | 2 | | |
| CO4 | 2 | | 2 | 1 | | 2 | 1 | | 1 | | | | 1 | 2 | |
| CO5 | 1 | 2 | 1 | | | 1 | | | 2 | | 1 | | | 1 | 2 |
| CO6 | 1 | | | | 1 | | 1 | | | | | 1 | | 1 | |

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

BASICS OF HUMAN BODY**BHAME-203**

| | | | | |
|------------|-----------------------|---|---|---|
| Coursecode | :BHAME203 | | | |
| CourseName | :Basics of Human Body | | | |
| Semester | :IInd | | | |
| | L | T | P | C |
| | 4 | 1 | 0 | 5 |

Course Objectives:

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

60 Lectures**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**

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

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:

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

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

CO-PO Mapping

| Course | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO7 | PO8 | PO9 | PO 10 | PO 11 | PO 12 | PSO 1 | PSO 2 | PSO 3 |
|--------|------|------|------|------|------|------|-----|-----|-----|-------|-------|-------|-------|-------|-------|
| CO1 | 1 | 2 | | 2 | | 1 | 2 | 2 | | | | 1 | 2 | 1 | 2 |
| CO2 | 2 | 2 | | 1 | | 2 | 1 | | 2 | | | | 1 | 3 | |
| CO3 | | 1 | | | 2 | 1 | | 3 | | 2 | | | 1 | | 2 |
| CO4 | | | 2 | 2 | | | | | 2 | 2 | | | 2 | 1 | |
| CO5 | 2 | 2 | | 1 | 2 | | | | | | | 1 | | | 2 |
| CO6 | | | 1 | | 1 | | 1 | | | 1 | 1 | | | | |

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

Fundamentals of Accounting**BHAOE-204**

| | | | | |
|------------|--|---|---|---|
| Coursecode | :BHAOE204 | | | |
| CourseName | :Bachelor's in Hospital Administration | | | |
| Semester | :IInd | | | |
| | L | T | P | C |
| | 2 | 0 | 0 | 2 |

Course Objectives:

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

24 Lectures**Unit- 1**

Theoretical Framework – Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards – Concepts, Objectives, Benefits; Accounting Policies;

Accounting equation, Branches of Accounting, Bases of Accounting, Cash Basis and Accrual Basis. (5)

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

(5)

Unit- 3

Bank Reconciliation Statement – Subsidiary Books.: Single Column, Double column & Triple column Cash Book and Other Subsidiary Books.. (5)

Unit- 4

Depreciation Accounting – The Accounting Concept of Depreciation, Factors in the Measurement of Depreciation. Methods of Computing Depreciation, Straight Line Method and Diminishing Balance Method. (5)

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

Unit– 5**Preparation of Final Accounts for Sole Proprietors – Preparation of Profit & Loss Account, Balance Sheet (4)****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. 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 PC., 2002, “Financial Accounting, Pearson Education

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

| | |
|-----|--|
| 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 | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 | PO 9 | PO 10 | PO 11 | PO 12 | PSO 1 | PSO 2 | PSO 3 |
|--------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| CO1 | 1 | 2 | | 2 | 2 | | | 2 | | | | 1 | 2 | | 2 |

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

| | | | | | | | | | | | | | | | |
|-----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CO2 | | 2 | | | | 2 | 1 | 2 | 2 | | | | | | |
| CO3 | 1 | | | | 2 | | | | | 2 | | | | | |
| CO4 | | | 2 | 1 | | | | | | | | | 1 | 2 | 1 |
| CO5 | 2 | 2 | 1 | | | 1 | | | | | | 1 | 2 | | 2 |
| CO6 | 1 | | 1 | 1 | | | | 1 | | 1 | 1 | | | | 1 |

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

Quality in Healthcare**BHAVC- 205**

| | | | | |
|------------|--|---|---|---|
| Coursecode | :BHAVC -205 | | | |
| CourseName | :Bachelor's in Hospital Administration | | | |
| Semester | :IInd | | | |
| | L | T | P | C |
| | 3 | 0 | 0 | 3 |

Course Objectives: -

1. This course intends to familiarize and develop understanding of the students on quality care
2. To learn quality Management Concepts
3. To develop and establish standards and policies to enhance quality care in the 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 health care system. Quality Improvement in Health Care: Introduction – organizing for Quality Assessment (7)

Unit- 3

Deming's Contribution and his 14 management guideline – Quality Improvement fundamentals and Quality Assurance. Assessing Quality 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

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

2. ChandraHem,2010-HospitalAdministrationataglance:Bharat

Referencebooks:

1. RandySchmidtJ.TrumboandR.Jonson,QualityinHealthCareSector–ASQCQuality–Press.

2. QualityImprovementinHealthCare,2ndEd,NelsonThron

Uponsuccessfulcompletionofthecourseastudentwillbeableto:

| | |
|-----|---|
| CO1 | ToindicatebasicfundamentalsofQualityManagement |
| CO2 | ToextendtheConceptualmodelofPotentialContributioninqualityofthehealthcaresystem. |
| CO3 | TocompileDeming'scontributionandQualityimprovementfundamentals |
| CO4 | ToplotthemeasurementofQuality–ProcedureforformulatingexplicitCriteriaandstandards |
| CO5 | ToarguetheconceptofHospitalAccreditationandvariousstandards |
| CO6 | To Manage basic Quality structure in Healthcare sector |

CO-POMapping

| Course | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 | PO 9 | PO 10 | PO 11 | PO 12 | PSO 1 | PSO 2 | PSO 3 |
|--------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| CO1 | 1 | | 1 | | | 2 | | | | | 1 | | 2 | 2 | 1 |
| CO2 | 1 | 2 | 1 | | 2 | | 2 | | 2 | 1 | | 1 | | | |
| CO3 | | | | 1 | | 1 | | 2 | | 2 | | | 2 | | |
| CO4 | 2 | | | | | | 2 | | | | | | | | 1 |
| CO5 | | 2 | 1 | 2 | | 2 | 1 | | | | 1 | | | 2 | 1 |
| CO6 | 1 | | | | | 1 | | | | 1 | | 1 | | | |

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

ADVANCED SPREADSHEET MODELING**BHACC- 206**

| | |
|------------|--|
| Coursecode | :BHACC -206 |
| CourseName | :Bachelor's in Hospital Administration |
| Semester | :IInd |

Course Objectives: -

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

Course Outcomes:

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

Unit-1**(6)**

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

Unit-2**(6)**

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

Approved as per(Agenda 2, point no.14) of 8th Academic council meet, dated 4th February,2023

Unit -3**(6)**

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

Unit-4**(6)**

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

Text books:

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

Reference Book:

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

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

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

Approved as per (Agenda 2, point no.14) of 8th Academic council meet, dated 4th February, 2023

CO-PO Mapping

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

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

Approved as per(Agenda 2, point no.14) of 8th Academic council meet, dated 4th February,2023