

SHRI GURU RAM RAI UNIVERSITY

(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 2021-24

DR. VIPUL JAIN

Dr. DEEPAK SAHNI

Dr. MAMTA BANSAL

Mr. MANDEEP NARANG

SHRI GURU RAM RAI UNIVERSITY**MINUTES OF THE BOS DEPARTMENT OF MANAGEMENT HELD ON
17th June 2021**

Agenda: Board of studies of BHA Ordinance

Members Present:	Dr. Vipul Jain	(External)
	Dr. Deepak Sahni	(Internal)
	Dr. Pooja Jain	(Internal)
	Dr. Mamta Bansal	(Internal)
	Mr. Mandeep Narang	(Internal)

The BOS was called by Dr. Deepak Sahni(Dean School of Management) to discuss upon the syllabus prepared by the faculties for BHA course. The following points were discussed upon.

- a) The number of credit hours should be minimum 120 for BHA course.
- b) The course structure should be consistent for all courses i.e. it should have 5 units each for all subjects.
- c) The reference books should be mentioned at the end of each syllabus.
- d) The ordinance should have some latest/new subjects which will be offered as electives keeping in mind the future needs of the industry.
- e) The objective of every paper should be mentioned at the top of the syllabus.
- f) The subject syllabus should be prepared by every faculty as per UGC model syllabus and 70% course content should be taken from it.
- g) There being no other point the meeting was closed.
- h) Some valuable suggestions were made by Dr. Vipul Jain regarding the categorization of the syllabus and also regarding the training of the students from SHIM for their respective Projects.

(Dr. Deepak Sahni)

Dean

School of Management and Commerce Studies

School of Management and Commerce Studies

SGRRU BHA

RULES & REGULATIONS OF Bachelor of Hospital Administration (BHA)

INTRODUCTION

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

AIM & OBJECTIVES

1. The overall aim of the BHA program is to prepare students to effectively step into health care management positions with solid management skills like critical thinking, analysis, excellent communication anchored to ethical and spiritual principles.
2. 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 Course shall be made on the basis of eligibility criteria set by University.
2. During subsequent counseling (s) the seats will be allotted as per the merit of the candidate depending on the availability of seats on that particular day.
3. Candidate who fails to attend the medical examination on the notified date(s) will forfeit the claim for admission and placement in the waiting list except unless permitted by the competent authority under special circumstances.

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 process effective communication skills, specifically write business documents clearly, and analytically and speak in groups and in public clearly, concisely and analytically, with appropriate use of visual aids.
7. Be employed in a broad range of functional areas like floor administration, general management, new business development, operations, quality, marketing, finance, HRM and like in health care and allied industries like hospitals, insurance companies, healthcare at home, healthcare consulting organizations, medical transcription, healthcare call 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.) Course Fee

The average tuition fee for the Bachelor in Hospital Administration (B.H.A.) ranges from INR 45,000-Rs 75,000 per annum. The annual tuition fee depends upon the college, students are going for admission. Students will have to submit the course fees semester-wise in order to pursue the course.. Course fee for the BHA program can be checked from the prospectus of the college. Concession in any form to be given as per policy of the SGRR University.

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

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

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

Candidates may apply for any job profile listed below.

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

- Quality department

- NGO's
- Waste Management

REQUIREMENTS

We are really pleased to inform that for the enhancement of the School of Management and Commerce Studies hereby is the requirement of BHA studies for the academic session 2021-2022. We are really happy and grateful that our honourable Chancellor Sir, Vice-Chancellor Sir and Registrar Sir have given permission to run this course from the academic session 2021-2022

In order for the BHA course to start of 30 seats initially the following requirements are laid out in this proposal. The requirements are as follows:-

Proposed requirement of BHA Course 1st Year (Session 2021-2022)

1) It is proposed that since BHA is an administrative course, in every semester as mentioned above in the subjects, we need faculties who can take Management subjects (who are MBA) in every semester and rest are hospital subjects which can be taken by MHA (who have done MHA) faculties.

2) As BBA –MBA, B.Com-M.Com and MHA are already run in School of Management and Commerce Studies, BHA can be added to the same department for the enhancement of admissions in MHA course from BHA.

3) For the convenience it is proposed that since BHA course is allotted 30 seats only, it can be run in the second half from 1-5pm in the School of Management and Commerce Studies with a room utilized for MHA or in the MBA Specialization classes.

4) Since some faculties are already engaged in MHA department, those faculties can be utilized in BHA for the proposed first year as many subjects are common in both the courses.

5) Since the former students are well acquainted and the present MHA admissions have increased in the present academic year 2020-2021 in the School of Management and Commerce Studies, it is hereby proposed to start the course of BHA in the School of Management and Commerce Studies.

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.

Session 2021-24

Name of the University	Shri Guru Ram Rai
Name of the Department	Department of Hospital Administration
Name of the School	School of Management and Commerce Studies
Program Name	Bachelor's of Hospital Administration
Program Code	23

Vision

Developing future leaders to transform the world.

Mission

1. To provide holistic education with experiential learning.
2. To develop students who could contribute to the betterment of the society.
3. To develop future researchers through our research and training program.

Program outcomes (POs)

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	An ability to use the techniques, skills and modern management tools in hospital practice
PO12	A knowledge of the use of cutting-edge technologies and advanced systems in use in hospital

Bachelor of Hospital Administration

OUTCOME-BASED EDUCATION

Program Specific Outcome (PSOs)

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

FIRST SEMESTER

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

Semester	Code	Course Name	Credit	Hours per week	Course Type
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

Semester	Code	Course Name	Credit	Hours per week	Course Type
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

Semester	Code	Course Name	Credit	Hours per week	Course Type
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	PROT-505	HOSPITAL PROJECT/PROJECT MANAGEMENT	4	4	Dissertation/Project

SIXTH SEMESTER

Semester	Code	Course Name	Credit	Hours per week	Course Type
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

S.No	Subject	Code
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	PPH M-101	Principles and Practices of Healthcare Management	5	4	1	-	10	20	30	70	100
2	METL1-102	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	BNC C-105	Business Communication	2	2		-	10	20	30	70	100
Total			20	18	2		50	100	150	350	500

Shri Guru Ram Rai University, Department of Management and Commerce Studies

SEMESTER – II

S.No	Subject	Code
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	1		2	10	20	30	70	100
Total			20	17	2	1	50	100	150	350	500

Shri Guru Ram Rai University, Department of Management and Commerce Studies

SEMESTER – III

S.No	Subject	Code
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
Total			20	20			50	100	150	350	500

Shri Guru Ram Rai University, Department of Management and Commerce Studies

SEMESTER – IV

S.No	Subject	Code
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	HHD M-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	HEM I-403	Health Management Information System	4	4		-	10	20	30	70	100
4	EAE C-404	Environment and Ecology	2	2		-	10	20	30	70	100
5	TRAN-405	NGO Training/Nursing Home Training/Viva-Voce	6	4		4			50	50	100
Total			20	18		2	40	80	170	330	500

***All the students have to undergo summer internship for a period ranging from 45-60 days after completion of 4th 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.**

Shri Guru Ram Rai University, Department of Management and Commerce Studies

SEMESTER –V

S.No	Subject	Code
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
Total			20	20			40	80	170	330	500

SEMESTER –VI

S.No	Subject	Code
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	ORB R-604	Organizational Behaviour	4	4		-	10	20	30	70	100
5	DISS-605	Dissertation/Project/Viva-Voce	5	4		2			50	50	100
Total			21	21			40	80	170	330	500

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

SYLLABUS**SEMESTER 1****PRINCIPLES AND PRACTICES OF HEALTHCARE MANAGEMENT PPHM101**

Course code	: PPHM-101			
Course Name	: Bachelor's 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

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

Text Books:

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

Reference books:

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

Course outcomes (COs):

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

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

CO-PO Mapping

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

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

MEDICAL TERMINOLOGY**Code: METL1-102**

Course code	: METL1-102			
Course Name	: Medical Terminology			
Semester	: 1 st			
	L	T	P	C
	4	0	0	4

Course Objectives:

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

Unit - 1

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

Unit - 2

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

Unit -3

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

Unit – 4

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

Unit – 5

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

Text books

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

Brothers Medical Publishers

Reference books:

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

Course outcomes (COs):

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

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

CO-PO Mapping

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

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

History of Hospital and Health System

HHHS-103

Course code	: HHHS-103			
Course Name	: Bachelor's in 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 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)

Text books

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

Jaypee Publisher,

Reference books:

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

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

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

CO-PO Mapping

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

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

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

BUSINESS STATISTICS**BNST-104**

Course code	: BNST-104			
Course Name	: Bachelor's in Hospital Administration			
Semester	: 1 st			
	L	T	P	C
	4	0	0	4

Course Objectives:

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

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.

Text books

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

Agency

Reference books:

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

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

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

CO-PO Mapping

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

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

BUSINESS COMMUNICATION**BNCC-105**

Course code	: BNCC-105			
Course Name	: Bachelor's in Hospital Administration			
Semester	: 1 st			
	L	T	P	C
	2	0	0	2

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. **(10)**

Unit – 2

Applied Grammar – Correct Usage – Structure of sentences - Structure of paragraphs – enlargement of vocabulary – Verbs – Tenses – Voice. **(8)**

Unit – 3

Written Composition – Precise writing and Summarizing - Report Writing – Writing of Bibliography – Enlargement of Vocabulary. **(10)**

Unit – 4

Reading and Comprehension – Review of selected material and expressing oneself in words - Vocabulary, Synonyms & Antonyms. **(10)**

Unit – 5

Communication-Meaning of Communication; Role of Communication in Business; Basic elements of the Communication process, level of Communication, forms, models and media of Communications, Verbal and non-verbal Communication-functions and types, Barriers to effective Communication. **(10)**

Text Books:

1. Rajendra Paland J.S. Korlahalli-Essentials of Business Communication (Sultan Chand & Sons.)

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

Reference books :

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

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

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

SEMESTER 2**Hospital Operations Management****Code: HOOM-201**

Course code	: HOOM-201			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IInd			
	L	T	P	C
	4	0	0	4

Course Objectives:

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

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)**

Text Books:

1. Operations Management in Healthcare, B Corinne Karuppan, Michael Waldrum and Nancy Dunlap, Springer Publishing, 2019 publishing
2. Francis CM., 2004, Hospital Administration, Jaypee Brothers Medical Publishers; third edition
3. Joshi DC, Joshi Mammta.,2009, Hospital Administration ,1st Edition, Jaypee Brothers Medical

Publishers

Reference books:

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

Course Objectives:

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

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

CO-PO Mapping

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

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

Medical Terminology-II**METL2-202**

Course code	: METL2-202			
Course Name	: Medical Terminology			
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.

48 Lectures**Unit – 1**

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

Unit - 2

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

Unit - 3

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

Unit - 4

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

Unit – 5

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

Text Books:

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

Reference books:

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

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

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

CO-PO Mapping

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

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

BASICS OF HUMAN BODY**BAHB-203**

Course code	: BAHB-203			
Course Name	: 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.

48 Lectures**Unit -1**

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

Unit - 2

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

Unit - 3

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

Unit - 4**Body Systems**

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

(8)

Unit - 5

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

Text Books:

1. Park K, 2015, Preventive and Social Medicine. 23rdedition, Banarsidas, Bhanot
2. Sakharkar BM, 2009, Principles of Hospital Administration & Planning, 2ndEdition, 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

CO-PO Mapping

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

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

Fundamentals of Accounting**FUMA-204**

Course code	: FUMA-204			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IInd			
	L	T	P	C
	4	0	0	4

Course Objectives:

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

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 Error

(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)

Text Books:

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

Reference books:

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

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

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

CO-PO Mapping

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

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

NCC/YOGIC SCIENCE

ELEC- 205

Course code	: ELEC-205			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IInd			
	L	T	P	C
	1	0	2	2

Course Objectives:

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

36 Lectures**Course Content:**

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

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

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

CO-PO Mapping

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

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

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

Course code	: EPAP-301			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IIIrd			
	L	T	P	C
	4	0	0	4

Course Objectives:-

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

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, Immunization, Surveillance, Monitoring- Transmission of Disease—Vehicles of transmission, Observational, Analytical & Experimental Studies (10)

Text Books:

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

Reference books:

1. Chandra Hem, 2010, Hospital Administration at a glance, Bharat publication
2. Francis CM., 2004, Hospital Administration, Jaypee Brothers Medical Publishers; third edition

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

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

CO-PO Mapping

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

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

Hospital Record Management**HORM-302**

Course code	: HORM-302			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IIIrd			
	L	T	P	C
	4	0	0	4

Course Objectives:

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

48 Lectures**Unit – 1**

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

Unit – 2

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

Unit – 3

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

Unit – 4

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

Unit – 5

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

Text Books:

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

Reference books:

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

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

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

CO-PO Mapping

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

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

Health Economics

HEEC-303

Course code	: HEEC-303			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IIIrd			
	L	T	P	C
	4		0	4

Course Objectives:

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

48 Lectures

Unit – 1

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

(10)

Unit – 2

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

(10)

Unit - 3

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

(10)

Unit – 4

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

(10)

Unit – 5

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

Text Books:

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

Reference books:

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

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

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

CO-PO Mapping

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

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

Marketing Management**MKMG-304**

Course code	: MKMG-304			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IIIrd			
	L	T	P	C
	4	0	0	4

Course Objectives:

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

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

Test Books :

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

Reference Books:

1. KotlerPhilip, 2006, Marketing Management: Analysis,9nthEditionPublishing
2. Zeithaml., Valarie, Bitner., Mary Jo, Services marketing, 6th Edition, Mac Grraw Hill Publication.
3. Lovelock.,Christopher.H,Wright., Lauren,1999, Principles of Service Marketing andManagement Prentice Hall,

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

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

CO-PO Mapping

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

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

Biostatistics**BSTT-305**

Course code	: BSTT-305			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IIIrd			
	L	T	P	C
	4	0	0	4

Objective:

1. This subject enlightens the student about the various statistical techniques
2. To know the 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)**

Text Books:

1. Banerjee Pranab Kumar, 2009, Biostatistics, Introduction, S.Chand
2. Park K, 2015, Preventive and Social Medicine. 23rd edition, Banarsidas, Bhanot
3. R K Ghosh & S Saha, 2018, Business Mathematics and Statistics, New Central Book Agency

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. Statistical Methods in the Biological & Health Science: J.Susan Milton (McGraw-Hill)

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

CO1	To define about Biostatistics, its scope and functions
CO2	To compose about Diagrammatic and Graphic Representation – Introduction, Significance
CO3	To formulate the Measure of Central Tendency, Mean, Median, Mode, Quartile
CO4	To plan Decision analysis, Normal distribution and Test of significance
CO5	To design the Index Numbers
CO6	To assemble various data's after compilation

CO-PO Mapping

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

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

SEMESTER 4**Hospital Hazards and Disaster Management**

HHDM-401

Course code	: HHDM-401			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IVth			
	L	T	P	C
	4	0	0	4

Objective:

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

48 Lectures**Unit – 1**

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

Unit -2

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

Unit – 3

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

Unit – 4

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

Unit – 5

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

Text Books:

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

Reference books:

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

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

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

CO-PO Mapping

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

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

Hospital Support Services**HPSS-402**

Course code	: HPSS-402			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IVth			
	L	T	P	C
	4	0	0	4

Course Objectives:

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

48 Lectures**Unit – 1**

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

Unit – 2

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

Unit – 3

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

Unit - 4

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

Unit – 5

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

Text Books:

1. Singh Amanpreet, 2012, Biomedical Waste disposal : Jaypee
2. Dave PK ed 2008: Emergency Medical Services and Disaster Management: Jaypee Brothers

3. George M.A.,2010, Hospital Supporting Services and Systems: Daya Publishing House

Reference books:

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

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

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

CO-PO Mapping

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

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

Health Management Information System**HEMI-403**

Course code	: HEMI-403			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IVth			
	L	T	P	C
	4	0	0	4

Course Objectives:

1. This course intends to familiarize the terms in Hospital Management Information system
2. To develop understanding of the students on the information system management with special reference in healthcare institutions for proper decision making. **48 Lectures**

Unit – 1

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

Unit – 2

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

Unit – 3

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

Unit – 4

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

Unit – 5

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

Text Books:

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

Reference books

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

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

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

CO-PO Mapping

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

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

Environment and Ecology**EAEC-404**

Course code	: EAEC-404			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IVth			
	L	T	P	C
	2	0	0	2

Course Objectives-

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

36 Lectures**Unit – 1**

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

Unit – 2

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

Unit – 3

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

Unit – 4

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

Unit - 5

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

Text books:

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

Reference Books:

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

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

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

CO-PO Mapping

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

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

NGO TRAINING/NURSING HOME TRAINING**TRAN-405**

Course code	: TRAN-405			
Course Name	: Bachelor's in Hospital Administration			
Semester	: IVth			
	L	T	P	C
	4	0	4	6

Course Objectives:**60 Lectures**

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

The marks of the Project given by their respective guides is 50 while 50 marks will be for Viva-Voce.

(100)**Upon successful completion of the course a student will be able to**

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

CO-PO Mapping

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

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

SEMESTER 5**Quality in Healthcare****QIHC-501**

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

Course Objectives: -

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

48 Lectures**Unit – 1**

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

Unit – 2

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

Unit – 3

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

Unit – 4

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

Unit – 5

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

Text Books:

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

Reference books:

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

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

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

CO-PO Mapping

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

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

Patient Care Services**PCSV-502**

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

Objective:

1. This course intends to familiarize and develop understanding of the students on patientcare services
2. To consider various operational aspects of important services.

48 Lectures**Unit – 1**

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

Unit – 2

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

Unit – 3

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

Unit – 4

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

Unit – 5

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

Text books:

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

Reference books:

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

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

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

CO-PO Mapping

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

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

Strategic Management**STMT-503**

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

Course Objectives:

1. This course intends to familiarize and develop understanding of the students of the concepts
2. To know the 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)

Text books:

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

and Practice, 1st Edition, Oxford Publishers, New Delhi

Reference books:

1. W. Jack Duncan, Peter M. Gunter and Linda E. Swayne, Strategic Management of Health Care Organizations, 7th Edition, (Blackwell Publishers, Massachusetts, USA) ISBN 1-55786-534-5
2. K. Park, Text Book of Preventive and Social Medicine, 23rd Edition Publisher M/s Banarsidas Bhanot, 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)

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

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

CO-PO Mapping

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

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

MATERIAL PLANNING AND MANAGEMENT**MPMT-504**

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

Course Objectives:

1. This course intends to enhance students understanding on the theories and concepts related to Material Planning
2. The tools and practices relating to materials management in hospital.

48 Lectures**Unit – 1**

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

(10)**Unit – 2**

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

(8)**Unit – 3**

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

(8)**Unit - 4**

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

(12)**Unit – 5**

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

(10)**Text books:**

1. Shaki Gupta and Sunil Kant 2007, Hospital Stores Management: An Integrated Approach, 1st Edition, (Jaypee Publications, New Delhi, India)
2. B.S. Goel ,Production Operations Management ,Vol 2, 22 edition, Pragati Prakashan,2002

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

Reference books:

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

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

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

CO-PO Mapping

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

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

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

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

Objective:

1. This course intends to familiarize and develop understanding of the students of the hospital activities and suggest solutions of a live problem.
2. The objective is to equip the student with the knowledge of actual functioning of the hospital and problems faced by the hospital for exploring feasible solutions and suggestions.
3. The objective of the course is to assess the capacity of the student to articulate and comprehend what is being learned by him during full duration of the programme i.e., in all the four semesters of the course.

The evaluation would be for the research project as also the comprehensive learning during the 4th semester.

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

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

Guidelines

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

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

CO1	To assess the capacity of the student to articulate and comprehend what is being learned by him during full duration of the programme i.e., in all the four semesters of the course
CO2	To prepare students to effectively step into health care management positions with solid management skills
CO3	To analyze the importance of Project Management
CO4	To compare the Project Management in various hospitals
CO5	To elaborate the need of Hospital Management
CO6	To write a Project on the training undertaken

CO-PO Mapping

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

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

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

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

Course Objectives:

1. This subject familiarizes the students with Hospital Laws, ethics and framing of policies in accordance with the Mission and Vision.
2. To gain knowledge of Various Acts enacted are also made known in this subject

48 Lectures**Unit – 1**

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

(10)**Unit – 2**

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

(10)**Unit – 3**

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

(10)**Unit – 4**

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

(8)**Unit - 5**

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

decision making.

(10)

Text books:

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

Reference books:

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

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

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

CO-PO Mapping

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

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

Drug Management**DGMT-602**

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

Course Objectives-

1. To introduce the concept of Pharmacy
2. The role of pharmacy in Hospital.
3. To impart studentsthe knowledge of basic drugs used.

48 Lectures**Unit – 1**

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

Unit – 2

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

Unit – 3

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

Unit – 4

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

Unit – 5

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

Text books:

1. Koontz H, Weihrich H, Essentials of Management, Tata Mc Graw Hill.

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

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

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

CO-PO Mapping

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

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

Human Resource Development**HRDT-603**

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

Objective:

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

48 Lectures**Unit – 1**

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

Unit - 2

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

Unit – 3

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

Unit – 4

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

Unit - 5

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

Text Books :

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

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

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

CO-PO Mapping

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

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

Organization Behaviour**ORBR-604**

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

Course Objectives:

1. This course intends to develop understanding of the students of individual
2. To know the group behaviour in organizational set-up.

48 Lectures**Unit – 1**

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

(10)**Unit – 2**

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

(10)**Unit - 3**

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

(10)**Unit – 4**

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

(10)**Unit – 5**

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

(8)**Text books:**

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

Reference books:

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

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

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

CO-PO Mapping

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

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

Dissertation/Project/Viva-Voce**DISS-605**

Course code	: DISS-605			
Course Name	: Bachelor's in Hospital Administration			
Semester	: VIth			
	L	T	P	C
	4	0	2	5

Objective:

1. This comprises of viva of the whole course and will be conducted by the external examiner.
2. This course intends to familiarize and develop understanding of the students of the hospital activities and suggest solutions of a live problem
3. The objective is to equip the student with the knowledge of actual functioning of the hospital and problems faced by the hospital for exploring feasible solutions and suggestions.
4. The objective of the course is to assess the capacity of the student to articulate and comprehend what is being learned by him during full duration of the programme i.e., in all the four semesters of the course.

50 Lectures

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.

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

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

CO-PO Mapping

Course	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO10	PO11	PO12	PSO 1	PSO 2	PSO 3
CO1	1				1			1		1				1	
CO2					1		1					2			2
CO3			1							1				1	1
CO4		1											1		
CO5							1						1		
CO6	1		1	1					1		1				1

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