

VIDYASAGAR UNIVERSITY



Under Graduate Syllabus
BACHELOR OF HOSPITAL MANAGEMENT
(BHM)
[w.e.f.: 2018-2019]

VIDYASAGAR UNIVERSITY

COURSE STRUCTURE FOR BACHELOR OF HOSPITAL MANAGEMENT (BHM)

FIRST SEMESTER

SL. NO	PAPER CODE	COURSE TITLE	CONDUCT HOURS PER WEEK				MARKS		
			L	T	P	CREDITS	Int. Asst.	End Sem.	Total
THEORY									
1	BHM-101	English Language & Communication	3	1		4	25	75	100
2	BHM-102	Medical Terminology -I	3	1		4	25	75	100
3	BHM-103	Principles of Management	3	1		4	25	75	100
4	BHM-104	Hospital & Health System-I (History & Evolution)	3	1		4	25	75	100
5	BHM-105	Principal of Accounts	3	1		4	25	75	100
Total Theory						20	500		
PRACTICAL									
6	BHM-106	Computing Laboratory			2	2		100	100
7	BHM-107	Language Laboratory			4	4		100	100
Total Practical						6	200		
Total of Semester						26	700		

SECOND SEMESTER

SL. NO	PAPER CODE	COURSE TITLE	CONDUCT HOURS PER WEEK				MARKS		
			L	T	P	CREDITS	Int. Asst.	End Sem	Total
THEORY									
1	BHM-201	Medical Terminology II	3	1		4	25	75	100
2	BHM-202	Hospital Operation Management I	3	1		4	25	75	100
3	BHM-203	Hospital & Health system-II (History & Evolution)	3	1		4	25	75	100
4	BHM-204	Bio-Statistics- I	3	1		4	25	75	100
5	BHM-205	Marketing Management	3	1		4	25	75	100
Total Theory						20	500		
SESSIONALS									
6	BHM-206	Computing Laboratory			2	2		100	100
7	BHM-207	Public Speaking on Assigned Topic			4	4		100	100
Total Sessionals						6	200		
Total of Semester						26	700		

THIRD SEMESTER

SL. NO	PAPER CODE	COURSE TITLE	CONDUCT HOURS PER WEEK				MARKS		
			L	T	P	CREDITS	Int Asst.	End Sem	Total
THEORY									
1	BHM-301	Medical Record Science-I	3	1		4	25	75	100
2	BHM-302	Hospital Operations Management- II	3	1		4	25	75	100
3	BHM-303	Bio-statistics-II	3	1		4	25	75	100
4	BHM-304	Inventory Control & Purchase Management	3	1		4	25	75	100
5	BHM-305	Health Economics	3	1		4	25	75	100
Total Theory						20	500		
SESSIONALS									
6	BHM-306	Personality Development			2	2		100	100
7	BHM-307	Seminar on Assigned Topic			4	4		100	100
Total Sessionals						6	200		
Total of Semester						26	700		

FOURTH SEMESTER

SL. NO	PAPER CODE	COURSE TITLE	CONDUCT HOURS PER WEEK				MARKS		
			L	T	P	CREDITS	Int Asst.	End Sem	Total
THEORY									
1	BHM-401	Medical Record Science-II	3	1		4	25	75	100
2	BHM-402	Epidemiology & Analysis of Health Information Data	3	1		4	25	75	100
3	BHM-403	Support & Utility Services-I	3	1		4	25	75	100
4	BHM-404	Management Information System	3	1		4	25	75	100
5	BHM-405	Environment & Ecology	3	1		4	25	75	100
Total Theory						20	500		
SESSIONALS									
6	BHM-506	Minor Project			2	2		100	100
7	BHM-507	Summer Training Evaluation			4	4		100	100
Total Sessionals						6	200		
Total of Semester						26	700		

FIFTH SEMESTER

SL. NO	PAPER CODE	COURSE TITLE	CONDUCT HOURS PER WEEK				MARKS		
			L	T	P	CREDITS	Int Asst.	End Sem	Total
THEORY									
1	BHM-501	Human Resource Mgmt.	3	1		4	25	75	100
2	BHM-502	Quality in Health Care	3	1		4	25	75	100
3	BHM-503	Support & Utility Services-II	3	1		4	25	75	100
4	BHM-504	Fundamental of Law	3	1		4	25	75	100
5	BHM-505	Financial Management.	3	1		4	25	75	100
Total Theory						20	500		
SESSIONALS									
6	BHM-506	Major Project on specialised area			2	2		100	100
7	BHM-507	Winter Training Evaluation			4	4		100	100
Total Sessionals						6	200		
Total of Semester						26	700		

SIXTH SEMESTER

SL. NO	PAPER CODE	COURSE TITLE	CONDUCT HOURS PER WEEK				MARKS		
			L	T	P	CREDITS	Int Asst.	End Sem	Total
THEORY									
1	BHM-601	Organizational Behaviour	3	1		4	25	75	100
2	BHM-602	Public Relations	3	1		4	25	75	100
3	BHM-603A/B/C/D	Elective-I	3	1		4	25	75	100
4	BHM-604	Medical Ethics	3	1		4	25	75	100
Total Theory						20	500		
PRACTICAL									
5	BHM-605	Defence of Major Project on Specialised Area			6	6		100	100
6	BHM-606	Grand Viva			4	4		100	100
Total Practical						6	200		
Total of Semester						26	700		

ENGLISH LANGUAGE & COMMUNICATIONS

Code: BHM- 101

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Introduction to Communication

Meaning and Definition - Process - Functions - Objectives - Importance - Essentials of good Communication - Communication barriers - Overcoming communication barriers

Types of Communication

Written - Oral - Face-to-face - Silence - Merits and limitations of each type

Business Letters

Need and functions of business letters - Planning & layout of business letter - Kinds of business letters - Essentials of effective correspondence

Drafting of business letters

Enquiries and replies - Placing and fulfilling orders - Complaints and follow-up - Sales letters - Circular letters - Application for employment and resume - Report writing - Notices, Agenda and Minutes of the Meetings - Memos

Oral Communication

Meaning, nature and scope - Principles of effective oral communication - Techniques of effective speech - Media of oral communication (Face-to-face Conversation - Teleconferences – Press Conference – Demonstration - Radio Recording - Dictaphone – Meetings - Rumor - Demonstration and Dramatization - Public address system Grapevine - Group Discussion - Oral report - Closed circuit TV).The art of listening - Principles of good listening.

Application of Communication Skills

Group Decision-Making - Conflict and Negotiations -Presentation and Interviews - Speeches - Customer Care/Customers Relations - Public Relations (Concept, Principles, Do's and Don't etc. to be studied for each type).

Recommended Reading

1. Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.
2. Media and Communication Management - C. S. Rayudu -Himalaya Publishing House, Bombay.
3. Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli - Sultan Chand & Sons, New Delhi.

4. Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep & Deep Publications Pvt. Ltd., New Delhi.
5. Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. Ravindra Kothavade - Diamond Publications, Pune.
6. Business Correspondence and Report Writing - R. C. Sharma, Krishna Mohan - Tata McGraw-Hill Publishing Company Limited, New Delhi.
7. Communicate to Win - Richard Denny - Kogan Page India Private Limited, New Delhi.
8. Modern Business Correspondence - L. Gartside - The English Language Book Society and Macdonald and Evans Ltd.
9. Business Communication - M. Balasubrahmanyam – Vani Educational Books.
10. Creating a Successful CV - Siman Howard – Dorling Kindersley.

MEDICAL TERMINOLOGY-I

Code: BHM- 102

Full Marks. 100

Contacts: 3L+1T

Credits: 4

1. Introduction to medical terminology
2. Word formation & syntax
 - a. Greek alphabet
 - b. Greek & Latin prepositional & adverbial prefixes
 - c. Singular & plural endings
3. Commonly used prefixes in medical terminology
4. Commonly used suffixes in medical terminology
5. Commonly used root words in medical terminology
6. Common Latin term used in prescription writing
7. Study of standard abbreviations
8. Commonly used medical terms to define different parts of the body

Recommended reading

1. Paramedics-six in One, Jaypee Brothers

PRINCIPLES OF MANAGEMENT

Code: BHM- 103

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Introduction to Management: The evolution of Management, Definition and importance of Management. Different schools of Management thought- classical school, Management Sciences School, Behavioural School, Human Relation School, Operational approach, system approach and contingency approach to Management.

Management Process: An overview of Planning, Organizing, Staffing, Directing and Controlling. Planning: Meaning objective, nature and importance of planning, planning process, planning premises, types of plan.

Organizing: Meaning and importance, organization structure / chart, responsibility and authority, span of control, delegation of authority, centralization-decentralization, line and staff relationships, types of organizations, formal and informal groups in organizations, Matrix organization.

Staffing: Staffing function, manpower needs, manpower position, recruitment & selection, training & development, performance appraisal, human resource audit.

Directing: Meaning of direction, nature of directing; Motivation; basis of motivation-fear, money, satisfaction; importance of behaviour; individual needs, needs of organization; factors influencing performance; work environment, group dynamics- formal & informal, Communication principles and practices.

Leadership-nature, styles, attitudes, leader behaviour, leader effectiveness, leadership models.

Controlling: Concept of managerial control, importance of control, control process, methods of control, and essentials of effective control. Social Responsibility of Management: Professional Management as compared to traditional system of owner Management, Impact of political system, government Policy, national economic planning on managerial policy.

Managing Ethics: Top Management, Codes of Ethics, Ethics Committees, and Ethics Hotlines. Ethics and Law. Corporate Culture and Ethical Climate. Improving Ethical Decision Making- Difficulties in Decision-Making, Suggestions for making Ethical Decisions.

Recommended reading

1. Principles of Management-L. M. Prasad-S. Chand
2. Essential Management-Koontz- Tata McGraw Hill
3. Management-Peter Drucker

HOSPITAL & HEALTH SYSTEM –I (History & Evolution)

Code: BHM- 104
Contacts: 3L+1T
Credits: 4

Full Marks. 100

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, 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, 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.

Recommended reading

1. Hospital Management Module-II- NIHW, New Delhi
2. Hospital Administration-G.D. Kunders
3. Hospital Administration-Tabish
4. The Evolution of International health System, Cumper G.E, OUP New York, 1991
5. Management of Hospital (4 Vols), S.L. Goel & R. Kumar, Deep & deep Publications Pvt. Ltd.

PRINCIPAL OF ACCOUNTS

Code: BHM- 105
Contacts: 3L+1T
Credits: 4

Full Marks. 100

1. Financial Accounting: An Overview
2. Accounting Postulates: Concepts and principles
3. Accounting Mechanics : Journals
4. Accounting Mechanics: Ledger Posting and Trial Balance
5. Preparation of Financial Statements: Profit & Loss A/C.
6. Preparation of Financial Statements: Balance Sheet
7. Basic cost concepts: Cost Determination Process, costing for materials, labour and overheads.

Recommended reading

1. Principal of Accounting-Sharma
2. Accounting for Managers-Dutta

COMPUTING LABORATORY

Code: BHM- 106

Full Marks. 100

Contacts: 6P

Credits: 4

Introduction: Historical evolution of computers, Classification of computers, Block Diagram along its components and characteristics, Usefulness of Computers. Human being Vs computer, Computer as a tool, Applications of computers. Number Systems: Definition of Number system, necessity of binary number system, binary, decimal, octal and hexadecimal number system, inter conversion of numbers, Representation of integers, fixed and floating points, BCD codes, Error detecting and correcting codes, character Representation-ASCII, EBCDIC, Binary arithmetic

Input/ Output Devices: Keyboards, mouse, joysticks, trackballs, digitizer, Voice-recognition, optical-recognition, scanners, terminals, point-of-sale terminals, machine-vision systems. Hard - copy devices: Impact printers DMPs, Daisy - wheel printers, Line - printers. Non-impact printers - Inkjet, Laser, Thermal, LED; Plotters. Soft -copy devices: Monitors, video –standards (VGA and SVGA). Memory & Mass Storage Devices: Characteristics of memory systems, types of memory, RAM, ROM, magnetic disks -floppy disk, hard-disk; optical disks -CD, CD-I, CD-ROM; Magnetic tapes; Concepts of Virtual and Cache memory.

Software Concepts: Introduction, types of software -System & Application software; Language translators -Compiler, Interpreter, Assembler; Operating system -Characteristics, bootstrapping, types of operating, operating system as a resource manager; BIOS; System utilities -Editor, Loader, Linker, File Manager. Concept of GUI, GUI standards. Introduction to Algorithm & Flowcharts, Advantages & Disadvantages.

MS-OFFICE:

MS-Word:

Creating a document, font operation, bullet and numbering, find & replace, hyper linking, mathematical operation, Create table and flow chart, Macro, Mail merge, Correcting grammar, protect files, difference between doc and docx.

MS-PowerPoint:

Creating single and multiple slides, Animation, manual and automatic slide show, hyper linking, DFD, shape and style.

MS-Excel:

Create sheet and rename sheet, table and operation, cells operation, hyper linking, Function (mathematic, logical), sort and data tools, protection (sheet, workbook).

Recommended Readings

1. Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co., New Delhi.

2. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
3. Chhillar, Rajender S.: Application of IT in Business, Ramesh Publishers, Jaipur.
4. Donald Sanders: Computers Today, McGraw-Hill Publishers.
5. Davis: Introduction to Computers, McGraw-Hill Publishers.
6. V. Rajaraman : Fundamental of Computers, Prentice-Hall India Ltd., New Delhi.
7. Learning MS-Office2000 by R Bangia (Khanna Book Pub)
8. Teach yourself MS-Office by Sandlers (BPB Pub).
9. Using MS-Office by Bott (PHI). Note: Latest and additional good books may be suggested and added from time to time, covering the syllabus.

LANGUAGE LABORATORY

Code: BHM- 107

Full Marks. 100

Contacts: 3P

Credits: 2

- 1) English Sound Pattern-Letters
- 2) Sounds of English
- 3) Pronunciation
- 4) Stress and Intonation

Speak well, the print as well as audio materials, is learner friendly and suitable for use in a multimedia language laboratory. These materials are developed to facilitate practice in improving the intelligibility and communication skills in English, for technical, students at the undergraduate level. The materials mainly aim at self-study, monitored by a teacher whenever essential. The teacher intervention is kept to a minimum, only to give right direction to the learners. Communication in any language depends on clarity of speech. This is true of English too. Articulation of the sounds, and

Pronunciation of words form the basis for intelligibility. The few units focus on bringing home the importance of this aspect with copious examples and

opportunities for practice. Models of standard pronunciation are given. Explanations are kept short and simple. The IPA symbols, presenting the sound system in English, used in this book are the same as in Standard English dictionaries. These symbols are to be used at the recognition level to facilitate the learners' use of the dictionary for pronunciation. Problem areas are pointed out and, where necessary, deviation in the pronunciation of Indian speakers of English are brought to the notice of the learners. The units called 'Interactions' pay attention to natural conversational skills in different contexts with focus on various functions of the language. Model conversations are provided as samples. Notes on appropriate expressions used in different situations draw the learners' attention to the use of language in context. Exercises and activities reinforce the functions introduced.

Letters and Sounds

Worksheet-1

Interactions-1

Worksheet-2

The sounds of English

Worksheet-3

Interactions-2

Worksheet-4

Pronouncing words- some important patterns

Worksheet-5

Interactions-3

Worksheet-2

Stress and Intonation

Worksheet-2

Recommended reading

1. Cambridge English Pronouncing Dictionary, Cambridge University Press, India, 2012.
2. A Textbook of English Phonetics for Indian Students by T. Balasubramanian, Macmillan Publisher, 1981

SECOND SEMESTER
MEDICAL TERMINOLOGY II

Code: BHM- 201
Contacts: 3L+1T
Credits: 4

Full Marks. 100

1. Medical terminology used by Cardiologist
2. Medical terminology used by Neurologist
3. Medical terminology used by Nephrologist
4. Medical terminology used by Gastro-intestinologist
5. Medical terminology used by ENT surgeon
6. Medical terminology used by Dentist
7. Medical terminology used by Orthopaedic surgeon
8. Medical terminology used by Gynaecologist
9. Medical terminology used by Oncologist
10. Medical terminology used by Dermatologist
11. Medical terminology used by Endocrinologist

Recommended reading

1. Paramedics Six in One, Jaypee Brothers

HOSPITAL OPERATION MANAGEMENT I

Code: BHM- 202
Contacts: 3L+1T
Credits: 4

Full Marks. 100

Epidemiological basis for healthcare management.
Management development-towards development of professional management of Indian Hospitals.
Management of Indian Hospitals- challenges & strategies.
Modern Techniques of hospital management.
Operation concept- use of models.
Health services research & formalized managerial methods.

Recommended reading

1. Management of Hospital (4 Vols), S.L Goel & R.Kumar, Deep Publications Pvt. Ltd.
2. Hospital Management. In Tropics & Subtropics, James A. William, Mc Millan, London, 1991

HOSPITAL & HEALTH SYSTEM –II (History & Evolution)

Code: BHM- 203

Full Marks. 100

Contacts: 3L+1T

Credits: 4

The reforms of Healthcare System- the healthcare system in US/UK & Canada
The healthcare system in China, Sri Lanka, India. The future of Healthcare System-Canadian
Lessons in Healthcare reforms.
Future of Healthcare System
International Health under United Nations- History & Evolutions.
Health manpower planning & distribution. Economics of Health manpower planning &
political process. Evaluating health Systems. Role of hospitals in Primary health Care.
Administration of rural hospitals.
Health Programmes in India.
Managerial process in National Health Development.
Cost benefit analysis in health field.

Recommended reading

1. The Evolution of International Health System, Camper G.E, OUP New York, 1991
2. Management of Hospital (4 Vols), S.L Goel & R. Kumar, Deep & Deep Publications Pvt. Ltd.

BIO-STATISTICS I

Code: BHM- 204

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Statistics & Samples.
Handling & Presenting Numerical Information. Pie-Diagram, Bar Diagram, Histogram,
Frequency Polygon. Scatter Diagram.
Measures of Central tendency- mean, median & mode.
Measures of Dispersion or variability- range, standard deviation
The Normal Distribution-its characteristics. Best Fitting Normal Distribution.
Student's 't' distribution.
Data Collection for Vital Statistics:-Birth, Deaths, Fetal Deaths

Recommended reading

1. A Short Text Book of Medical Statics –Hill A.B,10th Ed,ELBS
2. Elementary Statics for Medical Workers,Indervir Sing, Jaypee Brothers

3. Element of Health Statistics-Rao NSN

MARKETING MANAGEMENT

Code: BHM- 205

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Introduction: Definition, nature, scope and importance of Marketing- approaches to the study of marketing; marketing and economic development- traditional and modern concepts of marketing. Marketing functions: Selling, buying, transportation, storage, finance, risks, grading and standardization and Information; features and characteristics of markets; market segmentation. Consumer and marketing: Consumer behavior and motivation-stages and participation in buying process.

Product: Concept of Product; product line; product additions and deletion; New Product development.

Pricing: Pricing objectives- basic price concepts-price determination factors influencing pricing policy-methods of pricing- pricing policies and strategies.

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. 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.

Recommended reading

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

COMPUTING LABORATORY

Code: BHM- 206

Full Marks. 100

Contacts: 3L+1T

Credits: 4

- a) Formulation Bar diagram, Pie diagram, Line diagram from the supplied data using MS Excel.

- b) Analysis of nutritional data using computer – use of software packages.
- c) Use of Ms Word – data representation in tabular form, manipulation of tables
- d) Use of Ms Excel – data tabulation, data representation by charts
- e) Statistical analysis of data by Ms Excel
- f) Ms power point- Presentation of a latest topic.

PUBLIC SPEAKING ON ASSIGNED TOPICS

Code: BHM- 207

Full Marks. 100

Contacts: 3L+1T

Credits: 2

FIRST POLICY SPEECH

1. Time--6-8 Minutes
2. Value: 10% of final grade
3. Required--Typed outline with bib page, mini-dvd r, feedback sheet.
4. Sources--Minimum of ten (ask me about appropriate evidence).
5. Approval--by me, the Friday before the speech.
6. Note--if you use note cards, they can only contain key words or quotations.

Assignment

For your first speech, I would like you to choose a topic (one that you care about) and persuade this audience to support a public policy--a policy you will delineate in detail showing how, and that, it will work. Topics can vary widely, but the thesis must be a **policy** statement.

EVALUATION

1. did the speaker provide a clear and obvious thesis statement?
2. did the speaker establish ethos, reveal the topic, gain the audience's attention and preview the route of the speech?
3. were the forms of evidence and resources varied and plentiful?
4. did the speaker cite sources in the spoken effort and the outline, and were these citations non-obtrusive?
5. was need clearly understood by the audience?
6. did the speaker adequately satisfy the problem presented?
7. were transitions clear and abundant?
8. did the speaker summarize the main points and come to a clear close?
9. did the speaker "know" the audience to the degree that examples, wording, and arguments were "fitted" to this particular audience/occasion?
10. did the speaker reasonably meet time limits?
11. did the speaker sound like an "automaton" or did s/he appear to be in conversation with the audience?

12. was the outline clear and adequate?

SECOND POLICY SPEECH

1. Time--6-8 Minutes
2. Value: 15% of final grade
3. Required--Typed outline with bib page (if you had problems with your first outline, see me), mini-dvd r, feedback sheet.
4. Sources--Minimum of ten, four different forms (ask me about appropriate evidence).
5. Approval--by me, the Friday before the speech.
6. Note--if you use note cards, they can only contain key words or quotations.

Assignment--Again, I would like you to choose a topic (again, one that you care about) and persuade this audience to support a public policy--a policy you will delineate in detail showing how, and that, it will work. Topics can vary widely, but the thesis must be a **policy** statement.

EVALUATION

1. **organization:** is the speech organized well in the outline? Does the speech appear organized as delivered? Was the audience confused or did they understand the effort?
2. **outline:** does it fit the requirements? Does it show evidence of a well thought out plan of action?
3. **delivery:** Simply put, does the delivery detract from the message or add to it? (Did you create a climate in which conversation with the audience would be possible?)
4. **style:** Were relevant words chosen? Did the speaker utilize discourse that detracted from, or added to, the message?
5. **policy:** Did the speaker clearly point out the problems (need), note the way in which the policy satisfies the need (and refute opposition to it), show that it will indeed work, and clearly explain the policy?

HINTS

1. Be sure to choose a topic you feel some degree of passion about.
2. Spend time researching, researching, researching.
3. Try different approaches out on friends, getting honest and descriptive feedback.
4. Make sure you are not "reading" the effort by utilizing only key word outlines. Remember, the same speech should never be given twice.
5. Be willing to pay attention to your audience, to emphasize points that need extra emphasis, to slow down when the audience is confused. Let the audience dictate how the speech works "in practice."
6. Reflect on the audience's reactions to your last speech and work those into this one.
7. Talk to me about this one as often as necessary.

THIRD SEMESTER
MEDICAL RECORD SCIENCE-I

Code: BHM- 301
Contacts: 3L+1T
Credits: 4

Full Marks. 100

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

Recommended reading

1. Principles of Hospital Administration & Planning: B. M. Sakharkar (Jaypee)
2. Hospital Administration: C. M. Francis (Jaypee)

HOSPITAL OPERATIONS MANAGEMENT-II

Code: BHM- 302
Contacts: 3L+1T
Credits: 4

Full Marks. 100

HOSPITAL PLANNING

1. Guiding principles in planning hospital facilities & services
2. Planning the hospital building Stages in planning, Finance, Location, Need assessment survey of community, factors determining site, legal requirements, design consideration, Project management & implementation, Gantt Chart.
3. Planning the operational units, engineering, lighting etc.

ORGANIZATION OF THE HOSPITAL

1. Management structure Types of hospitals, Governing body, Hospital committee and hospital functionaries
2. Duties and responsibilities of various positions

HOSPITAL OPERATIONAL MANAGEMENT

Management of Quality Assured services of professional service units of hospital.

Function, location, flow chart of operation, design based on flow chart, organization, physical facilities and space requirements, statutory requirements, special features, problem situation,

Staff requirement, Auxiliary requirements, Work load estimation, Documentation, Equipment & supplies.

Emergency services.

Outpatient & In patient services in the following fields (Basic knowledge only):

Radiotherapy	Nuclear medicine	Surgical units and OT
Medical units	G & Obs.units & LR	Paediatric, neonatal units
Critical care units	Physical medicine & Rehabilitation	
Skin	Eye	ENT
Neurology	Dental	Gastroenterology
Endoscopy	Pulmonology	Cardiology, Cath lab
Nephrology & Dialysis	Urology	Orthopedics
Transplant units	Burn Unit	

Disaster and mass casualty management

Classification of disasters, Principle of disaster management plan.

Plan for disaster management, Specific problems of disaster management.

Recommended reading

1. Principles of Hospital Administration & Planning: B. M. Sakharkar (Jaypee)
2. Park's textbook of Preventive & Social Medicine
3. Management of Hospitals: S. L. Goel, R. Kumar
4. Hospital & Health Services Administration-Principles & Practices, Tabish, OUP

BIO-STATISTICS -II

Code: BHM- 303

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Health Information:

Data & Information, Health Information System- components, uses, source Basic Descriptive methods,

Distribution table, Frequency distribution, Presentation of statistical data, Measure of central tendency and location, Measures of dispersion

Probability: Introduction, Measurement of Probability, Frequency Probability, Laws of probability for independent events, Conditional events, Bayes' Theorem and its application in community screening programme

Decision analysis, Normal distribution, 't' distribution

Sampling variation and Bias, method of sampling, sampling & non sampling errors. Test of significance, Standard errors, Chi- Square test, Correlation & Regression

Recommended reading

1. Park's textbook of Preventive & Social Medicine
2. Statistical Methods in the Biological & Health Science: J. Susan Milton (McGraw Hill)
3. An Introduction to Probability & Statistics, N. G. Das, Vol. I &II
4. An Introduction to Biostatistics, a manual for students in health sciences: P.S.S. Sunder Rao: J. Richard

INVENTORY CONTROL & PURCHASE MANAGEMENT

Code: BHM- 304

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Inventory Control & Purchase Management

Inventory Control & Purchase Management-meaning & significance

Purchasing & procurement: Principles of sourcing, purchase methods & procedures, legal aspects of purchasing. Reference to Contract Act, Sale of Goods Act, Drug Control Act in respect to purchase activities. Import substitution

Quality Control & quality management-Principles & methods.

Principles of storage & stores accounting-types of storage care & preservation of materials & equipments in inventory control.

Distribution management (logistics Management)-distribution of materials to various departments & auxiliary services.

Exceptional management needs in Healthcare Units: Mgmt. of Blood Bank, Donated Organs, Morgues, Dispensaries.

Contract Administration: Administration of services obtained through Contract Principles. Model Contract for Laundry, dietary, dispensary, security & Ambulance Services.

Recommended reading

1. Textbook of Preventive & Social Medicine-K. Park
2. Hospital Administration-Tabish (O.U.P)
3. Epidemiology & Management of Health Care for all- P. V. Sathe & A. P. Sathe

HEALTH ECONOMICS

Code: BHM- 305

Full Marks. 100

Contacts: 3L+1T

Credits: 4

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

Graphical & Mathematical Techniques. Functions –Linear & non-linear. Straight Lines & Slopes, Marginal values & Incremental Ratios. 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 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. Economics of Communicable (STDs & Malaria) & non-communicable (IHD & Cancers) diseases.

Health Care Budget: purpose, types & practices in Indian context.

Recommended reading

1. Textbook of Preventive & Social Medicine-K. Park
2. Hospital Administration-Tabish (O.U.P)
3. Epidemiology & Management of Health Care for all- P. V. Sathe & A. P. Sathe

PERSONALITY DEVELOPMENT

Code: BHM- 306

Contacts: 3L+1T

Credits: 4

Full Marks. 100

Topics Prescribed for workshop/lab

GROUP DISCUSSION

1. Mock Interview
2. Interview
3. Public Speech
4. Conflict Situation
5. Decision-making in a group

Written Communication

FIRST POLICY SPEECH

1. Time--6-8 Minutes
2. Value: 10% of final grade
3. Required--Typed outline with bib page, mini-dvd r, feedback sheet.
4. Sources--Minimum of ten (ask me about appropriate evidence).
5. Approval--by me, the Friday before the speech.
6. Note--if you use note cards, they can only contain key words or quotations.

Assignment

For your first speech, I would like you to choose a topic (one that you care about) and persuade this audience to support a public policy--a policy you will delineate in detail showing how, and that, it will work. Topics can vary widely, but the thesis must be a **policy** statement.

EVALUATION

1. did the speaker provide a clear and obvious thesis statement?
2. did the speaker establish ethos, reveal the topic, gain the audience's attention and preview the route of the speech?
3. were the forms of evidence and resources varied and plentiful?
4. did the speaker cite sources in the spoken effort and the outline, and were these citations non-obtrusive?
5. was need clearly understood by the audience?
6. did the speaker adequately satisfy the problem presented?
7. were transitions clear and abundant?
8. did the speaker summarize the main points and come to a clear close?
9. did the speaker "know" the audience to the degree that examples, wording, and arguments were "fitted" to this particular audience/occasion?
10. did the speaker reasonably meet time limits?
11. did the speaker sound like an "automaton" or did s/he appear to be in conversation with the audience?
12. was the outline clear and adequate?

SECOND POLICY SPEECH

1. Time--6-8 Minutes
2. Value: 15% of final grade
3. Required--Typed outline with bib page (if you had problems with your first outline, see me), mini-dvd r, feedback sheet.
4. Sources--Minimum of ten, four different forms (ask me about appropriate evidence).
5. Approval--by me, the Friday before the speech.
6. Note--if you use note cards, they can only contain key words or quotations.

Assignment--Again, I would like you to choose a topic (again, one that you care about) and persuade this audience to support a public policy--a policy you will delineate in detail showing *how*, and *that*, it will work. Topics can vary widely, but the thesis must be a **policy** statement.

EVALUATION

1. organization: is the speech organized well in the outline? Does the speech appear organized as delivered? Was the audience confused or did they understand the effort?
2. outline: does it fit the requirements? Does it show evidence of a well thought out plan of action?
3. delivery: Simply put, does the delivery detract from the message or add to it? (Did you create a climate in which conversation with the audience would be possible?)
4. style: Were relevant words chosen? Did the speaker utilize discourse that detracted from, or added to, the message?

5. policy: Did the speaker clearly point out the problems (need), note the way in which the policy satisfies the need (and refute opposition to it), show that it will indeed work, and clearly explain the policy?

HINTS:

1. Be sure to choose a topic you feel some degree of passion about.
2. Spend time researching, researching, researching.
3. Try different approaches out on friends, getting honest and descriptive feedback.
4. Make sure you are not "reading" the effort by utilizing only key word outlines. Remember, the same speech should never be given twice.
5. Be willing to pay attention to your audience, to emphasize points that need extra emphasis, to slow down when the audience is confused. Let the audience dictate how the speech works "in practice."
6. Reflect on the audience's reactions to your last speech and work those into this one.
7. Talk to me about this one as often as necessary.

Recommended readings:

1. Goud, N. & Arkoff, A. (2003) Psychology and Personal Growth, Allyn & Bacon
2. Coelho, P. (1995) The Pilgrimage, San Francisco: Harper/Collins
3. Schlosser, E. (2001) Fast Food Nation, Houghton / Mifflin.
4. Ruiz, D. M. (1997) The Four Agreements, Amber-Allen Publishing.

SEMINAR ON ASSIGNED TOPIC

Code: BHM- 307
Contacts: 3L+1T
Credits: 4

Full Marks. 100

FIRST POLICY SPEECH

1. Time--6-8 Minutes
2. Value: 10% of final grade
3. Required--Typed outline with bib page, mini-dvd r, feedback sheet.
4. Sources--Minimum of ten (ask me about appropriate evidence).
5. Approval--by me, the Friday before the speech.
6. Note--if you use note cards, they can only contain key words or quotations.

Assignment

For your first speech, I would like you to choose a topic (one that you care about) and persuade this audience to support a public policy--a policy you will delineate in detail showing how, and that, it will work. Topics can vary widely, but the thesis must be a **policy** statement.

EVALUATION

1. did the speaker provide a clear and obvious thesis statement?
2. did the speaker establish ethos, reveal the topic, gain the audience's attention and preview the route of the speech?
3. were the forms of evidence and resources varied and plentiful?
4. did the speaker cite sources in the spoken effort and the outline, and were these citations non-obtrusive?
5. was need clearly understood by the audience?
6. did the speaker adequately satisfy the problem presented?
7. were transitions clear and abundant?
8. did the speaker summarize the main points and come to a clear close?
9. did the speaker "know" the audience to the degree that examples, wording, and arguments were "fitted" to this particular audience/occasion?
10. did the speaker reasonably meet time limits?
11. did the speaker sound like an "automaton" or did s/he appear to be in conversation with the audience?
12. was the outline clear and adequate?

SECOND POLICY SPEECH

1. Time--6-8 Minutes
2. Value: 15% of final grade
3. Required--Typed outline with bib page (if you had problems with your first outline, see me), mini-dvd r, feedback sheet.
4. Sources--Minimum of ten, four different forms (ask me about appropriate evidence).
5. Approval--by me, the Friday before the speech.
6. Note--if you use note cards, they can only contain key words or quotations.

Assignment--Again, I would like you to choose a topic (again, one that you care about) and persuade this audience to support a public policy--a policy you will delineate in detail showing how, and that, it will work. Topics can vary widely, but the thesis must be a **policy** statement.

EVALUATION

1. **Organization:** is the speech organized well in the outline? Does the speech appear organized as delivered? Was the audience confused or did they understand the effort?
2. **Outline:** does it fit the requirements? Does it show evidence of a well thought out plan of action?
3. **Delivery:** Simply put, does the delivery detract from the message or add to it? (Did you create a climate in which conversation with the audience would be possible?)
4. **Style:** Were relevant words chosen? Did the speaker utilize discourse that detracted from, or added to, the message?
5. **Policy:** Did the speaker clearly point out the problems (need), note the way in which the policy satisfies the need (and refute opposition to it), show that it will indeed work, and clearly explain the policy?

HINTS

- 1.** Be sure to choose a topic you feel some degree of passion about.
- 2.** Spend time researching, researching, researching.
- 3.** Try different approaches out on friends, getting honest and descriptive feedback.
- 4.** Make sure you are not "reading" the effort by utilizing only key word outlines. Remember, the same speech should never be given twice.
- 5.** Be willing to pay attention to your audience, to emphasize points that need extra emphasis, to slow down when the audience is confused. Let the audience dictate how the speech works "in practice."
- 6.** Reflect on the audience's reactions to your last speech and work those into this one.
- 7.** Talk to me about this one as often as necessary.

**FOURTH SEMESTER
MEDICAL RECORD SCIENCE-II**

Code: BHM- 401
Contacts: 3L+1T
Credits: 4

Full Marks. 100

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. Reports & returns in Medical Record System. Basic knowledge of legal aspects of Medical Records including Factories Act, Workmen Compensation Act & Consumer Protection Act. Procedures of Medical Auditing & its importance. Government Regulations & requirements.

Recommended reading

1. Principles of Hospital Administration & Planning: B. M. Sakharkar (Jaypee)
2. Hospital Administration: C. M. Francis (Jaypee)

EPIDEMIOLOGY & ANALYSIS OF HEALTH

Code: BHM- 402
Contacts: 3L+1T
Credits: 4

Full Marks. 100

Concept of disease—

Natural History

Level of prevention

Rehabilitation

Concept of Epidemiology--

Definition and concept

Types of uses

Incidence and prevalence

Communicable and non-communicable diseases-

Communicable Diseases--

Influenza

Food poisoning

Filaria

Plague

Non- Communicable Diseases--

Tetanus
Diabetes
Stroke
Alcoholism
Smoking
Rheumatic Heart Diseases

Epidemiological studies Epidemic, Endemic, Pandemic, Sporadic Investigation of an epidemic
Mortality, Morbidity, IMR, MMR. Preventive measures for disease Outbreak

Vaccination, Immunisation, Surveillance, Monitoring Transmission of Disease—Vehicles of
transmission Observational, Analytical & Experimental Studies

Recommended reading

1. Textbook of Preventive & Social Medicine-K. Park
2. Text Book of Community Medicine- V. K. Mahajan

SUPPORT & UTILITY SERVICES – I

Code: BHM- 403

Contacts: 3L+1T

Credits: 4

Full Marks. 100

1. Meaning, Importance and integration
2. Nursing Services \
3. Pathology lab / Diagnostic Units (Radiology, Scan Centre)
4. Blood Bank
5. Diet Services Linen Laundry Services
6. CSSD (Central Sterile Supply Department.)
7. Housekeeping Control of Hospital Infection
8. Transport Services (Ambulance)
9. Disposal of Medical Waste
10. Security Services
11. Maintenance Services
12. Office Administration

13. Hospital Information System and Computer Application.

Recommended reading

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

MANAGEMENT INFORMATION SYSTEM

Code: BHM- 404

Full Marks. 100

Contacts: 3L+1T

Credits: 4

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) ,

Managerial process, managerial decision making, approaches to management decision making, implication for information systems

Hospital Information System – Genesis, scope, basic management cycles in hospitals, categories of information system in hospitals, sources of health information, uses of health and hospital data, managing information system, and need of information in hospital.

Recommended reading

1. Management Information Systems: O' Brien, TMH
2. Management Information Systems: Arora & Bhatia, EXCEL BOOKS
3. Management Information Systems: M. M. Oka. EPH

ENVIRONMENT & ECOLOGY

Code: BHM- 405

Full Marks. 100

Contacts: 3L+1T

Credits: 4

General: Meaning of Environment & relevance of the subject Environment & Ecology for Hospital Administrators. Brief outline of the Environment (Protection) Act 1986 & its

importance for Hospital Administration. Legislation vs. Social obligation of Hospitals. Role of NGO's like green peace in Environmental protection.

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 (EIA).

Air Pollution and Control: Factors responsible for causing Air Pollution in Hospitals .Sources & effects of Air pollutants in the Hospital context. Primary & Secondary pollutants, Green House Effect, depletion of Ozone Layer. Brief discussion on THE AIR (PREVENTION & CONTROL OF POLLUTION) ACT, 1989.

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. Standards and control in relation to the effect of legislation by Central and State Boards for prevention and control of Water Pollution.

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

Recommended reading

1. Environmental Sciences-Cunningham, TMH
2. Environmental Studies- A. K. De & A. K. De, New Age International
3. Environmental Pollution Control Engineering- C. S. Rao, New Age International
4. Environmental Management- N. K. Oberoi, EXCEL BOOKS

FIFTH SEMESTER

HUMAN RESOURCE MANAGEMENT

Code: BHM- 501

Contacts: 3L+1T

Credits: 4

Full Marks. 100

HRM-meaning, role in an organization, difference with personnel mgmt. HR-planning, concept & methods. 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. 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) Morale-meaning & importance. Factors influencing morale-Impact of Morale on employees in an organization. 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.

Recommended reading

1. Gary Dessler, "Human Resource Management", Seventh edition, Prentice-Hall of India
2. Venkatapathy R.& Assissi Menacheri, Industrial Relations & Labour Welfare, Adithya Publications, CBE, 2001.
3. VSP Roa, Human Resource Management: Text and cases, First edition, Excel Books,

QUALITY IN HEALTH CARE

Code: BHM- 502

Contacts: 3L+1T

Credits: 4

Full Marks. 100

Fundamentals of Quality Management: Introduction – Objectives - Historical Back Ground– Concept of Quality Care and Quality Management – ISO 9000 Quality Management System - Effects and Benefits of ISO 9000 management System – Present Indian Scenario– Organization of quality Management System – Approaches to measurement of Quality.

Techniques of Quality Management: Improving Hospital Performance – Patient Participation – Quality Health Care through Patient Satisfaction – Conceptual model of potential Contribution in quality in the health care system.

Organization wide Quality Improvement in Health Care: Introduction – organizing for Quality Assessment – Deming’s Contribution and his 14 management guideline – Organization wide Quality Improvement fundamentals – A Quality Improvement model of daily Patient Care – Quality Assurance and Quality improvement.

Assessing Quality Health Care: Some attributes of Quality in Health Care – Some attributes of a Good Patient Practitioners Relationship – The measurement of Quality – Procedure for formulating explicit Criteria and standards – Determinates of Quality – Structure – Process– Outcome.

The implementation of Total Quality: Planning Quality – organizing Quality – Evaluating Quality – Transforming organizations to a Total Quality Philosophy and Culture.

Outcome Management and Total Quality: Background of Quality outcome – What is quality outcome and what is outcome – Management?

Recommended reading

1. S.L. Goel, Healthcare Management and Administration, Deep & Deep Publications Pvt. Ltd. New Delhi.
2. Srinivasan, A.V. (ed.), Managing a Modern Hospital, Chapter 12, Response Books, New Delhi, 2000.

SUPPORT & UTILITY SERVICE

Code: BHM- 503
Contacts: 3L+1T
Credits: 4

Full Marks. 100

Mortuary Services

Introduction – Role and Function – Planning Construction – Physical facilities – Equipment – Staffing – Policies and Procedures – Monitoring.

Medical Records

Introduction – Definition – Purpose – Planning organizing and staffing - Physical facilities – Processing of Records and their flow – Coding and Indexing – storage and Retrieval – Reports and Returns – Medico legal aspect of medical Records.

Pharmacy Services

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

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.

Integrated Hospital and Patient Care Information System: Meaning – objectives – Need – Designs of HIS – Application of HIS – Stages of computerisation – HIS Design objectives and consideration - Conceptual Database Design – meaning of Patient Care information System – elements of Patient Care information System – Direct Care Process - Efficiency of care providers – Improved information access – in Patient Care.

Disaster Management

Introduction – Stages of Disaster – Disaster Planning – Disaster operating procedure – Disaster Manual – Lesson from Japan – Recent Trends – the Action Plan – Looking Ahead.

Recommended Reading

1. Principles of Hospital Administration - S. A. Tabish Hospital Administration - S. L. Goel
2. Hospital Administration - Francis
3. Hospital Administration – McGibony

LAW

Code: BHM- 504

Full Marks. 100

Contacts: 3L+1T

Credits: 4

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.

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 Protection Act – Definition – Consumer Protection Council – Consumer Disputes Redressal Agencies – Other Salient features – Application of C.P Act in Hospital – Recent judgment of Supreme Court – Implication for Health Professionals.

W.B Clinical Establishment Act 2000:-

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)

Shops and Establishment Act:-

Recommended readings

1. Consumer Protection Act., 1986.
2. Francis D., Government and Business, Himalaya Publishing House, 1988.
3. Gupta D and Gupta, S. Government and business, Vikas Publishing House 1987
4. Varma, D.P.S Monopolies, Trade Regulations and Consumer Protection, Tata McGraw Hill, New Delhi, 1985.
5. R.K. Chaube, Consumer Protection and the Medical Profession, Jaypee Publishing, New Delhi, 2000.

FINANCIAL MANAGEMENT

Code: BHM- 505

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Meaning of Financial Management – Modern Approaches to FM – Objectives, scope, function and importance of Financial Management.

Financial Statement Analysis: Meaning of Financial Statement – Different types of F.S viz Income Statement, Balance Sheet, Statement of Retained earnings, Fund Flow Statement, Cash Flow Statement – definition, significance and limitations.

Fund Flow Statement – Practical Problems.

Cash Flow Statement – Practical problems.

Ratio Analysis: Meaning of Ratio Analysis – Different types of ratios, their meaning and importance – Practical problems on Ratio Analysis – Limitation of Ratio Analysis.

Break-Even and CPV Analysis – Meaning – importance – Uses – Significance – Practical Problems.

Accounting for Non- Profit Seeking Concern – Hospital Accountings and Hospital Costing.

Working Capital Management: Definition – Components of W.C.M – Factors affecting working Capital – Classification of Working Capital – Practical Problem on Working Capital requirement.

Capital Budgeting – Definition – Techniques of Capital Budgeting –NPV, IRR, ARR, Pay-back-period, Profitability Index – Practical Problem on Capital Budgeting.

Sources of Short term and long term finance.

Recommended reading:

1. I.M. Pandey: Management Accounting, Vikas Publishing House.
2. N.M. Singhvi, Management Accounting: Text and Cases, Prentice Hall of India.
3. T.P. Ghosh: Fundamentals of Management Accounting, Excel Publications.
4. Ravi M. Kishore, Management Accounting, Taxman Publications.

5. Chakraborty, Hrishikesh – Management Accountancy, Oxford University Press.
6. Horngren, C.T., Introduction to Management Accounting, Prentice Hall of India.
7. Khan and Jain, Management Accounting, Tata McGraw Hill, Delhi.
8. J.C. Varshney: Financial and Management Accounting, Wisdom Publication.
9. HorngrenSundem Stratton, Management Accounting, Prentice Hall of India.
10. Paresh P. Shah, Management Accounting, Wiley India, New Delhi.
11. Pandey IM - Financial Management, Oxford University Press.
12. Prasanna Chandra - Financial Management, Tata McGraw Hill

SIXTH SEMESTER

MEDICAL ETHICS

Code: BHM- 601
Contacts: 3L+1T
Credits: 4

Full Marks. 100

Definition of ethics. Ethical Principles & rules: core concepts. Law & ethics-a comparison. Law in relation to medical profession-Indian medical degree. Act 1916, IMC act & State medical act. Declaration of Geneva. Disciplinary control-professional misconduct. Compulsory & voluntary duties of a medical practitioner towards the state & the patient. 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.

Recommended readings

1. Consumer Protection Act., 1986.
2. Francis D., Government and Business, Himalaya Publishing House, 1988.
3. Gupta D and Gupta, S. Government and business, Vikas Publishing House 1987
4. Varma, D.P.S Monopolies, Trade Regulations and Consumer Protection, Tata McGraw Hill, New Delhi, 1985.
5. R.K. Chaube, Consumer Protection and the Medical Profession, Jaypee Publishing, New Delhi, 2000.
6. Steven D. Edwards, Nursing Ethics, A Principle Based Approach, Macmillan Press Ltd., London, 1996.
7. Indian Penal code, Indian Evidence Act, Criminal Procedure Code
8. Industrial Disputes Act, Indian Companies Act
9. Indian Medical Council Act.
10. Andhra Pradesh Private Medical care (Establishment, registration and regulation Act, 2002

ORGANIZATIONAL BEHAVIOUR (OB)

Code: BHM- 602
Contacts: 3L+1T
Credits: 4

Full Marks. 100

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

Individual Behaviour: Biographical characteristics Learning, Value, Attitudes

Personality: Meaning of Personality, Determinants of Personality, Theories of Personality, Management and Development of Personality

The Process of Perception: Process and Principles, Factors influencing Perception, Perceptual Selectivity, Making Judgments, Social Perception.

Interpersonal Behaviour: Nature of Interpersonal Behaviour, Transactional Analysis, Johari Window, Benefits and uses of TA.

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, Alderfer's ERG theory, Herzberg's two factor Motivation theory, McClelland's Achievement Motivation Theory.

Leadership: Meaning, Styles, Theories on Leadership, Managerial Grid, Fiedler Model.

Recommended Reading

1. Organization Behavior – S. P. Robbins – Prentice Hall
2. Organizational Behavior – Fred Luthans – McGraw Hill
3. Organizational Behavior – M. L. Prasad – S. Chand

PUBLIC RELATIONS

Code: BHM- 603

Full Marks. 100

Contacts: 3L+1T

Credits: 4

PR- Definition, PR & Advertising, PR & Propaganda

History of PR: PR- as a management function, PR- principles, planning, implementation, PRO-qualities of PRO, Functions, PR in Hospitals: Organization, Role & Implementation Mechanism

Importance of PR in Hospital Environment Management: Media, Government, Patients & Their Relations, Employee Relations & Political Parties

PR in Crisis Management, Event Management in Hospitals

PR Counselling, PR- Agencies

Ethics in PR, PR Laws

Emerging Trends in PR

Recommended readings

1. Green. E. Paul. Donald S. Tull, Gerald Albaum, Research for Marketing Decisions, Prentice Hall, New Delhi, 1996.

2. Ghosal, A., Elements of Operations Research, Hindustan Publishing Corporation, New Delhi. 1969
3. Plane DR and Kochenberger GA, Operations Research for Managerial Decisions, Richard D Irwin Inc. Homewood, Ill.1972
4. Gordon B.Davis and M.H. Olson, *Management Information Systems – Conceptual foundations, structure and development*, McGraw Hill Publishing, 1984.
5. EridMuford. Effective Systems design and requirements analysis, McGraw Hill 1995.
6. Mahadeo Jaiswal & Monika Mital, Management Information System, Oxford University Press, 2005.
7. Rajesh Narang, Data Base Management System, Prentice – Hall India Private Limited. New Delhi. 2004.

Elective-I

NUTRITION

Code: BHM- 604 A

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Elements of Physical Nutrition –cell & human physiology.Human Nutrition-Functional anatomy, Nutritional Physiology & Biochemistry.Nutritional Requirements of: infants, children, adolescence, adults, pregnant women.Food-the source of energy: carbohydrates, Monosaccharides, Disaccharides, Polysaccharides.Enzymes, digestion.Nutritional requirements: carbohydrates, Fat, Minerals.Malnutrition: classification & control.Obesity & its control.Nutritional factors in disease.Iron deficiency.National programmes on diet & nutrition.

Recommended Reading:

1. Srilakshmi, B. 2000. Dietetics. Wiley Eastern Ltd. 4835/24, Ansari Road, Daryaganj. New Delhi.
2. Swaminathan, H. 1995, Essentials of Food and Nutrition Vol I &Vol. II Bappco. Bangalore.
3. Mahan, L.K. and Escott-Stump, S. (2000): Krause’s Food Nutrition and Diet- Therapy, 10th Edition, W-13 Saunders Ltd.

Elective-2

CARDIOVASCULAR DISEASES

Code: BHM- 604 B

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Essential anatomy & physiology of cardiovascular system. Classical signs & symptoms of heart disease. Blood pressure. Basic concepts of investigations: X-Ray, ECG, Eco-Cardiography with C-Doppler, Holter monitoring, CT Scanning, coronary angiography. Biochemical changes in C.V. diseases. Therapeutic procedures of heart like cardiac Resuscitation, Defibrillation etc.

Basic concepts of cardiac failure, Cardiogenic shock, pulmonary acdema, Cardiac arrest. Basic concepts of cardiac surgery-Prosthetic heart values, cardiac transplantation, coronary angioplasty. Replacement of heart values. Control of cardiovascular diseases.

Recommended Reading:

1. Srilakshmi, B. 2000. Dietetics. Wiley Eastern Ltd. 4835/24, Ansari Road, Daryaganj. New Delhi.
2. Mahan, L.K. and Escott-Stump, S. (2000): Krause's Food Nutrition and Diet- Therapy, 10th Edition, W-13 Saunders Ltd.

Elective-3
OCCUPATIONAL HEALTH

Code: BHM- 604 C

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Occupational environment-man & physical, chemical & biological agents. Occupational hazards-physical, chemical, mechanical, psychological hazards. Occupational diseases. Accidents & injury. Radiation hazards. Control of hazards in industries. Indian Factories Act 1948ESI Act 1948.Workman's Compensation Act 1952.

Recommended readings:

1. International Labour Standards, Occupational Safety and Health Convention, C155,International Labour Organisation, Geneva, 1981
2. International Labour Standards, Occupational Safety and Health Recommendation R164, International Labour Organisation, Geneva, 1981

Elective-4
GERIATRICS

Code: BHM- 604 D

Full Marks. 100

Contacts: 3L+1T

Credits: 4

Definition of Geriatrics & gerontology.

Concept of aging –cellular aging, tissue organ aging, individual aging. Aging population. Demographic trends-past, present & future. The preservation & control of the disabilities of the aging. Routine health examination of the elderly population. Economic & social implications of aging population. Retirement & occupation.

Recommended Reading

1. Handbook of geriatric care management (3rd Ed): Cathy Joe Cress; AI Books
2. Care of the geriatric patients: Tom J Wachtel MD, Marsha D. Fretwell, M.D; AI Books