SYLLABUS FOR POST GRADUATE DIPLOMA IN HOSPITAL MANAGEMENT (PGDHM) REVISED

Academic Year : 2009-2010

Eligibility for Admission:

The Eligibility rules for the above Post Graduate Course shall be as under:

**Bachelor’s Degree** in any Faculty of any Statutory University or Equivalent **Diploma awarded** by the Board of Technical Education of any State/Central Government-

**Post SSC**- 3 years Diploma with 2 years experience after passing the Diploma.

**Post HSC**- 2 years Diploma with one year experience after passing the Diploma.

**General Nursing & Midwifery (GNM)**- 3 1/2 years course after HSC conducted by Nursing Council of any State with one year experience after passing GNM course.

Objectives of the Course :

- To train Medical & Non-Medical Graduates in the specialty of the Hospital Administration to meet the growing demand of Hospital Administrators at the middle level of management.

- To enable such persons to take up consultancy in the Hospital Planning.

- To enable them to take up higher courses of learning /specialization in the field of Hospital Management in due course of time.
Structure of the Course:
The course will have Two Semesters. Each Semester consisting of 6 papers carrying 100 marks each paper. The outline of the course is given below:

**SEMESTER – I**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SUBJECT TITLE</th>
<th>EXAMINATION INTERNAL/ EXTERNAL</th>
<th>MARKS 30+70=100</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Principles and Practices of Management &amp; Organizational Behaviour</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>102</td>
<td>Managerial Accounting &amp; Financial Management</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>103</td>
<td>Hospital Planning</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>104</td>
<td>Medical Terminology &amp; Procedures</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>105</td>
<td>Hospital Administration</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>106</td>
<td>Journal Related to Hospital Training</td>
<td>Internal</td>
<td>100</td>
</tr>
</tbody>
</table>

**SEMESTER – II**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SUBJECT TITLE</th>
<th>EXAMINATION INTERNAL/ EXTERNAL</th>
<th>MARKS 30+70=100</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>Human Resource Management</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>202</td>
<td>Laws Related To Hospital Medical Services</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>203</td>
<td>Material Management &amp; Inventory Control</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>204</td>
<td>Healthcare &amp; Administration Of Clinical &amp; Non-Clinical Services</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>205</td>
<td>Project Report</td>
<td>External</td>
<td>100</td>
</tr>
<tr>
<td>206</td>
<td>Computer Fundamentals &amp; Software Related To Hospitals</td>
<td>Internal</td>
<td>100</td>
</tr>
</tbody>
</table>
Assessment & Standards of Passing:

1. The papers marked as “External” are meant for External evaluation by the University & carry 100 marks. Out of which (70) marks are reserved for University evaluation & (30) marks are reserved for Internal evaluation based upon the Written Examination. The Internal evaluation will be carried out by the individual Institute for which proper records will be maintained.

2. Marks for the Internal Evaluation must be communicated by the Institute to the University before the commencement of relevant Semester Examination.

3. Evaluation Pattern of Course Code 106 & 206

30 marks for Class-room performance, class attendance & tutorials.
70 marks for end Semester examinations conducted by respective Institute.

STANDARD OF PASSING:

1. The minimum standard of passing will be 40% marks in each paper separately, for internal as well as external heads.

2. BACKLOG: The student will be allowed to carry maximum backlog of 4 (four) heads of passing.
Grades:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Marks Range (%)</th>
<th>Class/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>70-100</td>
<td>First Class with Distinction</td>
</tr>
<tr>
<td>2</td>
<td>60-69</td>
<td>First Class</td>
</tr>
<tr>
<td>3</td>
<td>55-59</td>
<td>Higher Second Class</td>
</tr>
<tr>
<td>4</td>
<td>50-54</td>
<td>Second Class</td>
</tr>
<tr>
<td>5</td>
<td>40-49</td>
<td>Pass Class</td>
</tr>
<tr>
<td>6</td>
<td>Below 40</td>
<td>Fail</td>
</tr>
</tbody>
</table>

INTERNERSHIP:

On successful completion & passing of Semester-I & Semester-II examinations, students will have to complete Internship Training in Hospitals, for a period of not less than 60 working days, as a part of the course. Hospitals will be allotted by the Director/Principal of the Institute/College. Diploma will be awarded only after the completion of Internship. The Institute will collect the required Internship Completion Certificate from the concerned Hospital. The Institute will submit this Certificate to the University.
# POST GRADUATE DIPLOMA IN HOSPITAL MANAGEMENT
FOR 2009-2010

## INDEX

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SR. NO.</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>102.</td>
<td>2</td>
<td>Managerial Accounting &amp; Financial Management.</td>
</tr>
<tr>
<td>103.</td>
<td>3</td>
<td>Hospital Planning.</td>
</tr>
<tr>
<td>104.</td>
<td>4</td>
<td>Medical Terminology &amp; Procedures.</td>
</tr>
<tr>
<td>105.</td>
<td>5</td>
<td>Hospital Administration.</td>
</tr>
<tr>
<td>106.</td>
<td>6</td>
<td>Journal Related to Hospital Training.</td>
</tr>
</tbody>
</table>

**SEMESTER I**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SR. NO.</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>201.</td>
<td>7</td>
<td>Human Resource Management.</td>
</tr>
<tr>
<td>202.</td>
<td>8</td>
<td>Laws Related to Hospital &amp; Medical Services.</td>
</tr>
<tr>
<td>203.</td>
<td>9</td>
<td>Material Management &amp; Inventory Control.</td>
</tr>
<tr>
<td>204.</td>
<td>10</td>
<td>Healthcare &amp; Administration of Clinical &amp; Non-clinical Services.</td>
</tr>
<tr>
<td>205.</td>
<td>11</td>
<td>Project Report.</td>
</tr>
<tr>
<td>206.</td>
<td>12</td>
<td><strong>Computer Fundamentals &amp; Software</strong> Related to Hospital Management.</td>
</tr>
</tbody>
</table>

**SEMESTER II**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SR. NO.</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>201.</td>
<td>7</td>
<td>Human Resource Management.</td>
</tr>
<tr>
<td>202.</td>
<td>8</td>
<td>Laws Related to Hospital &amp; Medical Services.</td>
</tr>
<tr>
<td>203.</td>
<td>9</td>
<td>Material Management &amp; Inventory Control.</td>
</tr>
<tr>
<td>204.</td>
<td>10</td>
<td>Healthcare &amp; Administration of Clinical &amp; Non-clinical Services.</td>
</tr>
<tr>
<td>205.</td>
<td>11</td>
<td>Project Report.</td>
</tr>
<tr>
<td>206.</td>
<td>12</td>
<td><strong>Computer Fundamentals &amp; Software</strong> Related to Hospital Management.</td>
</tr>
</tbody>
</table>
REVISED SYLLABUS OF
POST GRADUATE DIPLOMA IN HOSPITAL MANAGEMENT
COURSE

ACADEMIC YEAR 2009-2010 ONWARDS

SEMESTER I

COURSE – 101

Principles and Practices of Management and Organizational Behavior

01. Basic concepts of Management
    • Definition
    • Evolution of Management Thought
    • Functions of Management
    • F.W. Taylor and Henry Fayol’s contribution.
    04

02. Planning
    • Nature and Purpose
    • Setting Objectives
    • Management by Objectives
    • Steps and Hierarchy of Plans.
    04

03. Organizing
    • Nature and Purpose
    • Departmentation
    • Line and Staff Authority -
    • Decentralization – Centralization
    • Authority
    • Responsibility
    • Accountability and Power.
    04
04. Directing
   • Communication – Process of Communication Hierarchy
   • Maslow’s Need of Hierarchy and Herzberg two factor theory
   • Leading – Trait Theory, Blake and Montain’s Managerial Grid, Hersey Blanchard’s Situational Leadership.

05. Controlling and Coordinating
   • Process of Controlling
   • PERT
   • CPM
   • Work Study
   • Operations Research
   • Quality Circles
   • Kaizen

06. Decision making
   • Nature & purpose
   • Principles

07. Organizational Behavior
   • Definition
   • Importance
   • Historical Background
   • Fundamental Concepts of OB
   • 21st Century Corporates
   • Different models of OB i.e. autocratic, custodial, supportive, collegial & SOBC

08. Personality & Attitudes
   • Meaning of Personality
   • Development of Personality
   • Nature & dimensions of attitude
   • Job Satisfaction
   • Organizational Commitment
09. **Motivation**
- Motives
- Characteristics
- Classification of Motives
- Primary Motives
- Secondary Motives
- Morale
- Definition & relationship with productivity
- Morale Indicators: Theories of Work motivation
- Maslow’s Theory of Need Hierarchy
- Herzberg’s Theory of Job Loading

10. **Group Dynamics & Teams**
- Theories of Group Formation
- Formal Organization & Informal Groups & their interaction
- Importance of teams
- Formation of teams
- Team Work

**Total Hours**
40
Course – 101

Books Recommended:


06. Management Information System – By Dr. P.C. Pardeshi & Others.

07. Management: Tasks, Responsibilities & Practices – By Peter Drucker – Allied Publisher.

08. Practice of Management – By Peter Drucker – Allied Publisher.

************************************
# Managerial Accounting & Financial Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. Introduction</td>
<td>2</td>
</tr>
<tr>
<td>• Origin of Accounting &amp; its importance</td>
<td></td>
</tr>
<tr>
<td>• Different disciplines in Accounting</td>
<td></td>
</tr>
<tr>
<td>• Difference between Accounts, Costing, Finance, Taxation, Audit, etc.</td>
<td></td>
</tr>
<tr>
<td>02. Double Entry System of Accounts</td>
<td>4</td>
</tr>
<tr>
<td>• Transactions – Debit &amp; Credit</td>
<td></td>
</tr>
<tr>
<td>• Classification of Accounts</td>
<td></td>
</tr>
<tr>
<td>• Rules of Accounts</td>
<td></td>
</tr>
<tr>
<td>• Convention, concepts &amp; norms of Accounts</td>
<td></td>
</tr>
<tr>
<td>• Advantages of Double Entry System of Accounts</td>
<td></td>
</tr>
<tr>
<td>03. Journal</td>
<td>6</td>
</tr>
<tr>
<td>• Types of Journals/Subsidiary Books</td>
<td></td>
</tr>
<tr>
<td>• Passing of Journal Entries, writing of narrations.</td>
<td></td>
</tr>
<tr>
<td>04. Ledger</td>
<td>2</td>
</tr>
<tr>
<td>• Posting in Ledger</td>
<td></td>
</tr>
<tr>
<td>• Balancing of Ledger Accounts</td>
<td></td>
</tr>
<tr>
<td>05. Preparation of Trial Balance</td>
<td>3</td>
</tr>
<tr>
<td>• Correction of mistakes in Trial Balance</td>
<td></td>
</tr>
<tr>
<td>• Difficulties in locating the mistakes &amp; its consequences</td>
<td></td>
</tr>
<tr>
<td>06. Depreciation</td>
<td>2</td>
</tr>
<tr>
<td>• Why depreciation?</td>
<td></td>
</tr>
<tr>
<td>• Mode of Depreciations.</td>
<td></td>
</tr>
<tr>
<td>07. Preparation of Final Accounts</td>
<td>6</td>
</tr>
<tr>
<td>• Profit making Hospitals</td>
<td></td>
</tr>
<tr>
<td>• Non-profit making Hospitals.</td>
<td></td>
</tr>
</tbody>
</table>
08. Working Capital Management
   • Needs of Working Capital
   • Estimation of Working Capital requirement
   • Different sources of funds
   • Norms to be considered for Bank Loans

09. Changes in Financial Statements
   • Ratio Analysis
   • Limitation of Ratio Analysis.

10. Budgetary Control
    • Difference between Budget, Estimate & Projection
    • Types of Budget – with special reference to Functional Budget
    • How to monitor a Budget

11. Elements of Cost of a Product/Service
    • Direct & Indirect Cost
    • Allocation of Overhead Cost
    • Analysis of Marginal Costing & Unit Costing.

Total Hours 40
Course – 102

Books Recommended:

01. Useful Reading for Hospital Management – By Col. Khare & Others.


05. Modern Accounting – By Hanif & Mukharjee.

06. Cost Accounting Methods & Problems – By B. K. Bhor.


*****************************************************************************
## Hospital Planning

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Types of Hospital Organisation &amp; Statutory Requirements for Planning.</td>
<td>4</td>
</tr>
<tr>
<td>02.</td>
<td>Steps in Hospital Planning:</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>• Need Assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Appointment of Planning Teams/Consultants</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Appointment of Architect</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Size of the Hospital</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Design of the Hospital</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Selection of the Contractor</td>
<td></td>
</tr>
<tr>
<td>03.</td>
<td>Preparation of Architect’s Brief.</td>
<td>2</td>
</tr>
<tr>
<td>04.</td>
<td>Selection of the Size, Preparation of the Masterplan.</td>
<td>2</td>
</tr>
<tr>
<td>05.</td>
<td>Preparation of Schedule of Accommodation.</td>
<td>4</td>
</tr>
<tr>
<td>06.</td>
<td>Layout, Grouping, Zoning &amp; Phasing of Activities.</td>
<td>2</td>
</tr>
<tr>
<td>07.</td>
<td>Circulation &amp; Movements of Patients, Staff, Visitors.</td>
<td>2</td>
</tr>
<tr>
<td>08.</td>
<td>Planning for</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>• Out Patient Department/Accident/Emergency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Indoor accommodation, Ward design, Bed wise planning, special requirements of certain</td>
<td></td>
</tr>
<tr>
<td></td>
<td>departments such as ICU, OT, Pediatric, Maternity ward.</td>
<td></td>
</tr>
<tr>
<td>09.</td>
<td>Planning for Water supply, Electricity, Drainage &amp; Sewage disposal.</td>
<td>4</td>
</tr>
<tr>
<td>10.</td>
<td>Planning for Equipments &amp; Purchase.</td>
<td>4</td>
</tr>
<tr>
<td>11.</td>
<td>Planning for various categories of Staff, Administrative action for Appointment, Training.</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Hours** 40
Course – 103

Books Recommended:


05. Hospital Administration & Planning – By A.G. Chandorkar – Paras Medical Publisher.

06. Hospitals Planning, Design & Management – By Kunders & Gopinath.


08. Management of Hospital – By S.L. Goel & R. Kumar – Deep & Deep Publisher.

*****************************************************************************
COURSE – 104

**Medical Terminology & Procedures**

01. Fundamentals of Medical Terminology  2
    - Word Roots
    - Prefix
    - Suffix
    - Abbreviations & Symbols

02. Introduction to Anatomy & Physiology  2

03. Organs & Systems  10
    1. Gastro Intestinal
    2. Respiratory
    3. Circulatory
    4. Renal
    5. Reproductive
    6. Nervous

04. Common Diseases & Procedures  4
    1. Gastro Intestinal
       - Cholecystitis
       - Cholelithiasis
       - Appendicitis
       - Intestinal Obstruction
       - Hernia
       - Peritonitis
       Gastroscopy : Endoscopy, Laparotomy, Laparoscopy.

05. Common Diseases & Procedures  4
    2. Respiratory
       - Tuberculosis
       - Bronchial Asthma
       - Respiratory Failure
       - Pulmonary Embolison
       - Pneumonia
       Branchosopy, Pulmonary Function Test, Cardio-Pulmonary Resuscitation.
06. Circulatory
   • Hypertension
   • Coronary Artery Disease
   • Arrhythmias
   • Cardiac Arrest
   • Shock. Deep Vein Thrombosis (DVT), ECG,

2D Echo Cardiogram, Coronary Angiography,
Cardiac Catheterisation, Stress Test, Pacemaker.

07. Renal
   • Nephrotic Syndrome
   • Urinary Tract Infection
   • Renal Failure
   • Renal / Bladder Stones

Intravenous Pylography, Cystoscopy, Urinalysis
Hoemodialisis, Peritoneal Dialysis.

08. Reproductive
   • Female – Breast Cancer/Self Examination
     Menstrual Disorders, Dysmenorrhea,
     Premenstrual Syndrome (PMS),
     Menorrhagia Ovarian Cyst, Fibroids,
     Malignancy, Infertility Mammography,
     Ultra Sound, Laparoscopy, IVF, Tubectomy,
     D & C.
   • Male - Prostate Enlargement, Hydrocele, Impotence,
     Transurethral Resection of Prostate (TURA)

09. Nervous
   • Stroke (Cerebro Vascular Accident)
   • Brain Tumor
   • Brain Injuries
   • Spinal Cord Injuries

Lumbar Puncture, Myelography, CT Scan, MRI,
EEG, EMG
10. Oncology
   • Investigations

Total Hours  40

Course – 104

Books Recommended:


02. Anatomy & Physiology in Health & Illness – By Anne Waugh – Churchil Livingstone.


04. Dorland’s Pocket Medical Dictionary.

05. Taber’s Cyclopedic Medical Dictionary – Fadavis Philadelphia.


***************************
Hospital Administration

01. Routine Admission/Discharge Procedures/Discharge Summary 2

02. Hospital Utilisation Statistics.
   • Average Length of Stay (ALS)
   • Bed Occupancy Rate
   • Turn Over Interval

03. Daily Reports / Returns.
   • Hospital Census
   • Matron’s Report
   • Medical Officer’s Report
   • Casualty Report, Medico-Legal Cases
   • Report from ICU / ICCU
   • Security Report
   • Maintenance Department Report
   • OT List

04. Patient’s Complaints. 2
05. Medical Certificates. 2

06. Hospital Committees.
   • Role, Composition, Frequency of Meetings,
     Minutes of the Meetings, Follow up Actions.

07. Patient Satisfaction Survey.
   • Interviews, Questionnaires, Observations,
     Group Discussions, Patient Opinion Polls,
     Report Writing.

08. Duty Roster of various categories of Staff. 2
09. Availability of Materials
   • Critical Items, Stock Level, Procurement Methods.

10. Administration of Patient Related Schemes.
    • Medical Insurance (Cashless Benefit),
      CGHS, ECHS, CSMA, TPA, ESI.


12. Duties & Responsibilities of the Hospital Administrator/CEO.
    • In Profit Making Hospitals
    • In Non-Profit Making Hospitals


    • Telephone Courtesy, Guest Lectures,
      Organisation of Camps, Seminars, Workshops,
      Continuous Medical Education, Public Participation.

15. Hospital Security.
    • Staff, Patients, New born babies, Female
      staff/Patients, Stores.

16. Application of Hospital Information System (HIS) & Management Information System (MIS)

17. Negotiation Skills.
    • Purchase of Stores / Equipment, Union Matters,
      Collective Bargaining.

18. Hospital Waste Management.

19. Methods of Infection Control.

20. Fire Fighting.

    • Mob violence, Bomb threat, Terrorist strike,
      Mass casualties, Political agitation, Prisoners.

22. Standard Operating Procedures (SOPs).

Total Hours 40
Course – 105

Books Recommended:


03. Medical Stores Management – By Shakti Gupta & Sunil Kant – Jaypee Brothers, New Delhi.


06. Hospital Waste Management – By A.G. Chandorkar – Paras Medical Publisher.

07. Hospital Infection Control – By S.A. Tabish – Academa, New Delhi.

*****************************************************************************
COURSE – 106

Evaluation Pattern of Course 106

Journal related to Hospital Training

Journal should contain details of main departments of Hospitals, along with its location, space requirements, equipment needs, manpower, functions, etc.

30 Marks – For Classroom performance, attendance & tutorials.
70 Marks – For the Viva Voce.

At the end of the Semester-I a Viva Voce shall be conducted by the Institute. During Viva Voce examination Questions pertaining to subjects taught in the Semester-I will also be included. Examiners will assess students for 100 marks
Human Resource Management

01. Functions of Human Resource Management  
   • The Managerial Perspective  
   • Objectives of Personnel Department  
   • Human Resource Development (HRD).

02. Position of the Personnel Department.  
   • Organisation of the Personnel Department  
   • Line – Staff Relationship.

03. Manpower Planning & Development.  
   • Manpower Needs.

04. Job Analysis, Job Description & Specifications for Hospital Staff.

05. Selection & Recruitment.  
   • Orientation.

06. Manpower Developing & Training.  
   • Counselling

07. Career Planning.  
   Promotion Policies.  
   • Separation  
   • Employee Turnover.

08. Wage Administration, Salary Administration.


<table>
<thead>
<tr>
<th></th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Industrial Relations.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>• Unions &amp; their role</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Settlement of disputes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Industrial Dispute Act</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Collective bargaining.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Employee Communication.</td>
<td>2</td>
</tr>
<tr>
<td>13.</td>
<td>Dynamics of Behaviour at Individual Level.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Group Dynamics.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Issues Relating to Management of Professionals, Consultants, Specialists, Medical Officers, Nursing Staff, Other Paramedical Staff.</td>
<td>4</td>
</tr>
<tr>
<td>15.</td>
<td>Development of staff.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• In service Training, on job Training, Higher Courses, Specialised Training.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Discipline.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Punctuality</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Dress code</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Identification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Behaviors of staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Disciplinary action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Law of natural justice</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours** 40
Course – 201

Books Recommended:


***************************
### COURSE – 202

**Laws Related to Hospital & Medical Services**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Introduction &amp; Legal Procedures.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Court, Affidavit, Evidence, Complaint, Investigation, Oath, Offence, Warrant, Summons.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Medico Legal Aspects of Emergency Services.</td>
<td></td>
</tr>
<tr>
<td>02.</td>
<td>Inquest.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Police Inquest, Magistrate’s Inquest.</td>
<td></td>
</tr>
<tr>
<td>03.</td>
<td>Criminal Courts in India &amp; their Powers.</td>
<td>2</td>
</tr>
<tr>
<td>04.</td>
<td>General Important Legal Knowledge Pertaining to IPC, CRPC, Civil PC, Evidence Act.</td>
<td>2</td>
</tr>
<tr>
<td>05.</td>
<td>Introduction to Indian Constitution.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Preamble, Fundamental Rights.</td>
<td></td>
</tr>
<tr>
<td>06.</td>
<td>Rights &amp; Responsibilities of Medical Person.</td>
<td>2</td>
</tr>
<tr>
<td>07.</td>
<td>Hippocratic Oath, Declaration of Geneva.</td>
<td>2</td>
</tr>
<tr>
<td>08.</td>
<td>List of Offences &amp; Professional Misconduct of Doctors, as per Medical Council of India.</td>
<td>2</td>
</tr>
<tr>
<td>09.</td>
<td>Organisational &amp; Procedural Laws.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Indian Contract Act</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Nursing Home-Registration Act</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Birth-Death Registration Act</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Labour Laws Applicable to a Hospital.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Indian Trade Union Act 1926/Industrial Dispute Act 1947.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The Bombay Shops &amp; Establishment Act.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The Workmen’s Compensations Act.</td>
<td></td>
</tr>
</tbody>
</table>
• The Industrial Employment (Standing Orders) Act 1946.
• Payment of Wages Act.
• Employee Provident Fund Act.
• Maternity Benefit Act.

   • General Claims Procedure.

   • Medical Termination of Pregnancy Act 1971 (MTP Act)
   • Prenatal Diagnostic Techniques, Regulations & Prevention of Misuse Act 1994 (PNDT Act)
   • Transplantation of human organs Act 1994.


15. Medical Ethics/Doctor Patient Relationship.

16. Preventive Steps for Doctors/Hospitals to Avoid Litigation.
   • Consent Form
   • Life Support
   • Dying Declaration
   • Death Certificate
   • High Risk
   • Post Mortem

17. Illustrative Cases of Medical Negligence in India.
   • Surgery
   • OBST/GYNAEC
   • Medicine
   • Pediatrics
   • Other Disciplines/Anaesthesia

18. Legal Requirements of Licences/Certificates for a Hospital.

Total Hours 40
Course – 202

Books Recommended:

01. Parikh’s Text Book of Medical Jurisprudence & Toxicology – By Dr. C.K. Parikh – CBS Publications.


03. Medical Negligence & Legal Remedies – By Anoop K. Kaushal – Universal.


06. Organ Transplant Act.


08. Indian Trade Union Act 1926.

09. Industrial Dispute Act 1946.


12. Modi’s Book on Medico Jurisprudence & Toxicology.

******************************************************************************
   - Definition
   - Scope & Functions
   - Objectives

02. Materials Planning.
   - Classification of Materials
     1. Consumable
     2. Non consumable
   - Working out quantities required, forecasting
   - Budgeting.

03. Purchase Management.
   - Objectives
   - Purchase system
     1. Centralised
     2. Decentralised
     3. Local purchase
   - Legal aspects of purchasing.
   - Out Sourcing of Services

04. Purchase Procedures.
   - Selection of Suppliers
   - Tendering procedures
   - Analysing bids
   - Price negotiations
   - Issue of purchase orders
   - Rate Contracts
   - Follow up action

05. Receipt of Materials.
   - Inspection of materials
   - Preparation of defect/Discrepancy Report
• Disposal of rejected items
• Stocking of accepted items
• Accounting of materials.

06. Store Management. 6
• Organisation & layout
• Functions of Store Manager
• Materials handling, Flow of goods/FIFO
• Computerisation of inventory transactions
• Security of stores
• Disposal of scrap/unserviceable materials
• Sub-stores in various departments
• Physical stock taking.

07. Inventory Control. 4
• Aims & objectives
• Scope of Inventory Control
• Lead-time, Buffer stock, Reorder level, Two Bin System, EOQ.

08. Tools & Techniques of Inventory Control. 5
• Classification of Inventory
• Techniques of Inventory Control
  1. ABC
  2. VED
  3. Others.

09. Medical Stores. 5
• Functions
• Storage condition/Monitoring, Expiry Dates & Action
• Cold Chain
• Role of drug Review Committee
  1. Hospital formulary
  2. Obsolescence.

10. Case Studies. 4

Total Hours 40

-----------------------------
**Course – 203**

**Recommended Books:**


-----------------------------------

..
# COURSE – 204

## Health Care & Administration of Clinical & Non-clinical Services

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01.</strong></td>
<td>Health Administration in India.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>02.</strong></td>
<td>Health Care Delivery System.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>03.</strong></td>
<td>National Health Policy.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>04.</strong></td>
<td>National Health Programmes.</td>
<td><strong>4</strong></td>
</tr>
<tr>
<td></td>
<td>• Tuberculosis’s control Programme, Dots</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Programme for control of Blindness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Family welfare programme</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• AIDS control programme, role &amp; functions of National AIDS Control Organisation (NACO).</td>
<td></td>
</tr>
<tr>
<td><strong>05.</strong></td>
<td>Epidemiological Triad, Levels of Disease Prevention.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>06.</strong></td>
<td>Research Methodology.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>07.</strong></td>
<td>Radiology Services.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>08.</strong></td>
<td>Pathology &amp; Clinical Laboratory.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>09.</strong></td>
<td>Central Sterile Supply Department.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td>Laundry &amp; Linen Services.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td>House Keeping Services.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td></td>
<td>• Disposal of Biomedical Waste</td>
<td></td>
</tr>
<tr>
<td><strong>12.</strong></td>
<td>Kitchen Canteen Services.</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>13.</strong></td>
<td>Medical Records Department.</td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>
   • Maintenance of Building, Campus & Utilities  
   • Biomedical services  
   • Fire safety.

   • Quality control  
   • ISO, ISO standards  
   • Hospital Accreditation  
     1. Role of Quality Council of India (QCI)  
     2. National Accreditation Board of Hospitals (NABH).


18. Public Relations.  

Total Hours 40  

-------------------------------------------------
Course – 204

Books Recommended :

01. Park’s Text Book of Preventive & Social Medicine – By K. Park - Banarasidas Bhanot, Jabalpur.


03. Hospital Services Management – By S.K. Parthsarthi – K.J. Hospital, Madras.


07. Total Quality Management – By V.V. Gopal – ICFAI University Press.


******************************************************************************
COURSE – 205

Project Report

Evaluation Pattern -

Every student will complete a Project Report under the guidance of a Senior Faculty who will act as the Guide. The Project is expected to be studied in one of the Hospitals allotted by the Institute.

At the end of Semester-II the student is expected to complete the Project Report of not less than 5000 words & submit a copy of the Report to the Director/Principal of the Institute/College before 31st March of the second year. The report must be based upon the first hand study of some functional area of Hospitals & its management. The Report will be internally evaluated by the Guide of the Project & the marks out of 30 will be communicated by Director to the University before the commencement of Semester-II University examination.

At the end of the Semester-II, the Viva Voce shall be conducted by the panel of two External Examiners appointed by the University. The evaluation of the Project Report by the External Examiners should be out of 70 marks. During Viva Voce, questions pertaining to subjects taught during the second Semester will be also included.
COURSE – 206

Computer Fundamentals & Software Related To Hospitals

01. Computer basics: 4
Definition of a Computer, Block Diagram of elements of digital computer-their functions, Computer Hardware & Software, Computer generations, Types of computers, Memory, CPU, I-O devices, Secondary storages, Magnetic Tape, Disk, CD-ROM. Other recent developments-Scanners, Digitizer, Plotters, Printers, Hardware and Software. Micro, Mini, Main-frame and super computers, Discussion on recent IT trends.

02. Representation of Data: 1
Decimal, Binary, Octal, Hexadecimal number systems, BCD, EBCDIC, ASCII Conversions. Simple Additions, Subtractions, Multiplications, Divisions, Data and Information.

03. Software Concepts: 2
Introduction to Programming, Flowcharts and Algorithms. Types of Softwares System software’s, Application software’s, Firmware software’s, Computer Languages like machine, Assembly, and Higher Level Languages, Stored program Concept.

04. Operating System-Introduction: 4

05. File Management: 2
Concept of file. File organization and accessing techniques-Indexed, Line, Rules for Naming of the files, sequential, Hashed. File handling functions, Types of computer files..

06. Broad view of Operating Systems: 3
MS-DOS, UNIX, MS-WINDOWS, Difference between two OS (Single & multi-user os) Operating system applications.

08. Introduction to Virus and Vaccines, Various types of Viruses & Vaccines and their applications, DTP, multimedia concepts and Computer applications 2

09. Basic Concept of Networking and Data Communications: Introduction to Networking & types of Networking. Basic communication concepts. Topologies, Protocols, Ethernet, TCP/IP etc. 2

10. Introduction to Internet Technology: Explanation of Internet and its applications like E-mailing, Chatting Browsing Data Uploading/ Downloading etc. 4

11. Introduction to the software’s related to the Hospital Management: Hospital Management System, Payroll system, Accounting System, Inventory Control System & other computer applications in Hospitals. 8

Total Hours 40

Evaluation Pattern of Course 206

30 marks for Classroom performance, attendance & tutorials
70 marks for end Semester Examination conducted by the respective Institute.

Books Recommended:

01. Computers Today : by Sanders.
03. Fundamentals of Computing: by Tucker, Cupper,
04. Operating System Concept: by Peterson Biberachaty.
07. Know your PC: by Peter Norton.
08. Computer Networks: by Andrew S. Tenenbaum.

*******************************************************************************