



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

Shri Vaishnav School of Management

Choice Based Credit System (CBCS) in Light of NEP-2020

BBA-Healthcare and Hospital Management

(In Association with Shalby Academy))

II Semester (2025-2028)

BBAHHMSA201 ADVANCED BUSINESS MANAGEMENT

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*							
BBAHHM SA201	MAJ	Advanced Business Management	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; MAJ – Major

*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSE OBJECTIVE

The course aims to provide students with a thorough understanding of modern business concepts, techniques, and strategies. It focuses on developing the strategic thinking and decision-making abilities needed to effectively lead organizations in a complex, global, and ever-changing corporate environment. It will educate students for leadership and management positions in a variety of industries, providing them with the skills and knowledge required to drive company success, stimulate innovation, and adapt to the changing demands of the global economy.

EXAMINATION SCHEME

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

COURSE OUTCOMES

- CO1: Students will be able to **remember** and define essential concepts such as job analysis, recruitment methods, employee selection procedures, and placement processes.
- CO2: Students will be able to describe the significance of job analysis and human resource planning in staffing, **explaining** how these processes contribute to aligning the workforce with organizational needs.
- CO3: Students will **demonstrate** the ability to apply various recruitment strategies and the employee selection process to fill job vacancies effectively in an organizational context.
- CO4: Students will assess training needs within an organization, identify performance gaps, and **analyze** the appropriate design and delivery methods for training programs (on-the-job or off-the-job).
- CO5: Students will be able to **critically evaluate** the success of training programs and communication methods used within an organization, assessing their impact on performance and employee development.
- CO6: Students will **design** and propose a complete human resource plan that includes recruitment, training, budget allocation, and control techniques to align workforce strategies with organizational goals.

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COURSE CONTENTS

UNIT I: Staffing – Recruitment & Selection

- Understanding the concept of staffing and its critical role in organizational success.
- Job Analysis: Understanding job analysis / Job Description & Job Specification
- Understanding recruitment processes
- Internal and external recruitment methods.
- Steps in the selection Procedure
- Meaning and Importance of Human Resource Planning
- Defining HR planning and its role in ensuring the availability of right talent at the right time.

UNIT II: Training & Development

- Difference between Training, education and Development
- Assessment of Training Needs
- Design and development of the training Programme including on-the-job and off-the-job methods of training
- Modern techniques like gamified learning and digital training tools
- Evaluation of the training programme
- Meaning, Definition, and Importance of Coordination: The concept of coordination and its essential role in aligning organizational efforts and ensuring smooth operations.

UNIT III: Budgeting

- Area or scope of control
- Steps in control process
- Advantages and Limitations of control
- Objective of Budgetary control
- Advantages and Disadvantages of budgetary control
- Types of Budgets and Preparation of Budget

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BBAHHM SA201	MAJ	Advanced Business Management	60	20	20		-	-	3	-	-	3

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UNIT IV: Controlling

- Controlling Techniques: Brief introduction of
 - ✓ Break-Even Analysis
 - ✓ Quality Control
 - ✓ PERT /CPM
 - ✓ Financial Ratio analysis, value added , external /internal Audit.

UNIT V: Communication

- Importance of communication
- Purposes of communication
- Formal / Informal Communication
- Forms of Communication
- The communication process
- Barriers to communication
- Principles of Effective Communication

SUGGESTED READINGS

1. P. C. Tripathi & P. N. Reddy, Principles of Management
2. T Ramasamy, Principles of Management, Himalaya Publishing House

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BBAHHMSA202 HOSPITAL PLANNING AND DESIGN

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM	University Exam	Two Term Exam	Teachers * Assessment	END SEM	University Exam	Teachers * Assessment		
BBAHHM SA202	MAJ	Hospital Planning and Design	60	20	20		-	-	3	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit; MAJ - Major

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COURSE OBJECTIVE

The course is aimed at equipping students, architects, healthcare professionals, and planners with the knowledge, skills, and tools necessary to design healthcare facilities that are functional, efficient, and compliant with regulatory standards. The course focuses on the planning and design principles required to create hospitals that are conducive to both patient care and staff efficiency.

EXAMINATION SCHEME

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

COURSE OUTCOMES

- CO1: Demonstrate a thorough understanding of the principles, concepts, and phases involved in hospital planning and design. Understand the specific requirements of different hospital departments and how to integrate them into a cohesive, functional facility.
- CO2: Design environments that promote patient comfort, safety, accessibility, and wellbeing, while also enhancing the workflow efficiency of hospital staff.
- CO3: Apply sustainable design strategies to minimize the environmental impact of hospital buildings, such as energy-efficient systems, waste reduction, and the use of sustainable materials.
- CO4: Design hospitals that minimize the risk of infections through infection control measures, such as isolation rooms, proper ventilation, and cleanable surfaces.
- CO5: Create hospital floor plans and layouts that facilitate optimal flow of patients, staff, and medical equipment while ensuring accessibility and compliance with safety standards. Demonstrate the ability to design functional, aesthetically pleasing, and practical hospital spaces.

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END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*								
BBAHHM SA202	MAJ	Hospital Planning and Design	60	20	20		-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit; MAJ - Major

***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSE CONTENTS

UNIT I: Introduction to Hospital Planning and Design

- Overview of hospital planning and design.
- Importance of healthcare facility design in patient care. Types of healthcare facilities: General hospitals, specialty hospitals, outpatient centers, etc. Historical development and evolution of hospital design.
- Core principles of hospital design (functionality, flexibility, patient safety).
- Types of healthcare delivery models and their impact on hospital design.
- Design considerations for patient flow, medical equipment, and staff efficiency.

UNIT II: Healthcare Facility Requirements and Functional Areas

- Design requirements for various hospital departments (emergency room, surgical theaters, outpatient clinics, diagnostic areas, etc.).
- Space planning for patient care areas: Wards, ICUs, operating rooms, recovery rooms.

UNIT III: Support Services

- Laboratories, pharmacies, kitchens, administrative offices. Overview of local, national, and international building codes and regulations. Healthcare-specific standards (e.g., NFPA, Joint Commission, ADA, HIPAA).
- Design implications of patient safety, infection control, and accessibility.

UNIT IV: Infection Control and Safety in Healthcare Design

- Design for infection prevention and control: Isolation rooms, ventilation systems, sterilization areas, CSSD.
- Hospital security and patient safety: Emergency exits, security systems, fire protection.
- Designing for disaster preparedness and resilience (e.g., earthquake, flood).

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BBAHHM SA202	MAJ	Hospital Planning and Design	60	20	20		-	-	3	-	-	3

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***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT V: Financial and Operational Planning in Hospital Design

- Budgeting and cost control in hospital design and construction.
- Balancing functionality with cost-efficiency.
- Managing hospital operations post-design: Facilities management, maintenance, and renovations.

SUGGESTED READINGS

1. Richard L. Miller, David D. P., "Hospital and Healthcare Facility Design", Wiley, 2013
2. Julie A. Jacko, "Design for Health: Applications of Ergonomics and Human Factors in Healthcare", CRC Press, 2012
3. Deborah L. Mills, "Healthcare Facility Planning: Thinking Strategically", Health Administration Press, 2014
4. D. R. McGregor, "Planning and Designing Healthcare Facilities", John Wiley & Sons, 2017

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BBAHHMSA203 HOSPITAL COST ACCOUNTING

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY				PRACTICAL				
			END SEM University Exam	Two Term Exam	Teachers * Assessment	END SEM University Exam	Teachers * Assessment	L	T	P	
BBAHHM SA203	MIN	Hospital Cost Accounting	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit; MIN - Manor

*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSE OBJECTIVE

The Cost Accounting course aims to provide students with a comprehensive understanding of cost concepts, classifications, and methodologies essential for effective decision-making in business. The course focuses on equipping learners with the ability to analyse cost behaviours, apply various costing techniques such as job, process, and activity-based costing, and evaluate cost control and management strategies. Emphasis is placed on developing practical skills for preparing cost statements, conducting variance analysis, and utilizing cost data for planning, budgeting, and performance assessment. By the end of the course, students will be proficient in leveraging cost accounting tools to enhance organizational efficiency and achieve strategic objectives.

EXAMINATION SCHEME

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

COURSE OUTCOMES

- CO1: To introduce the basics of cost accounting and enabling the student and to provide relevant and actual knowledge of cost accounting.
- CO2: Get foundational understanding and clarity of basic principles and core concepts of cost accounting and to Compare the two branches namely financial and cost accounting.
- CO3: Apply the concept of reconciliation statement with the help of financial statement and cost statement. Interpret variable cost variances and fixed cost variances.
- CO4: Analyze differentiate methods of schedule costs per unit of production.
- CO5: Ascertainment of the cost per unit of the different products that a business concern manufacturer.
- CO6: Develop an idea of the cost per km/person/room of the different service sectors like Transport, hospital and hotel.

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			THEORY			PRACTICAL		L	T	P	CREDITS
END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*							
BBAHHM SA203	MIN	Hospital Cost Accounting	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MIN – Manor

*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSE CONTENTS

UNIT I: Essential of Cost Accounting (Theory only)

Introduction & Definition and Concept of Cost Accounting, Advantages & Objectives of Cost Accounting, Financial Accounting and Cost Accounting, Methods and Techniques of Cost Accounting, Installation of Costing System.

UNIT II: Unit Costing: (Theory & Examples)

Costing Procedure: Treatment of Stocks Examples based on Cost Sheet and Price Quotation

UNIT III: Reconciliation of Cost and Financial Accounting (Theory & Examples)

Preparation of Reconciliation Statement based on Cost Sheet and Profit & loss Account. (Preparation of Cost Sheet and/or Profit & Loss Account and preparation of Reconciliation Statement)

UNIT IV: Operating Costing (Theory & Examples)

Meaning of Operating Costing or service costing, Features of Operating Costing, Users of Service Costing, Cost Unit, Cost Analysis, transport Costing, Hospital Costing.

UNIT V: Operating Costing (Practical Problems)

Practical Problems to be asked on Transport Costing, Hospital Costing and Hotel Costing.

SUGGESTED READINGS

1. M N Arora, Cost Accounting: Principles & Practice, Vikas Publishing House, 2019
2. N K Sharma, Practical Costing Shree Niwas Publication, 2017
3. Dr P C Tulsian, Cost Accounting S. Chand, 2017
4. Dr Murthy & S Gurusam, Cost Accounting McGraw Hill, Companies, 2019

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BBAHHMSA204 HEALTH ECONOMICS

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*							
BBAHHMSA204	MDC	Health Economics	60	20	20	-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; **MDC** – Multidisciplinary Course

***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSE OBJECTIVE

The course is designed to equip students with a comprehensive understanding of the economic principles that underpin healthcare systems and policies. It focuses on the analysis of healthcare demand and supply, resource allocation, and cost-effectiveness in healthcare decision-making. The syllabus emphasizes the role of economic evaluation in addressing critical issues such as healthcare financing, insurance, and equitable access to medical services. By exploring the interplay between market forces, government interventions, and public health goals, the syllabus aims to develop students' ability to critically assess and contribute to the design of effective, efficient, and equitable healthcare systems. Through this, students are prepared to address contemporary challenges in global and local health contexts using economic insights.

EXAMINATION SCHEME

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

COURSE OUTCOMES

- CO1: *Recognizing* key economic concepts and *Define* terminologies related to healthcare systems, such as utility, wealth, demand & supply.
- CO2: *Understanding* the relationship between healthcare delivery and economic principles, *Interpret* the implications of cost-benefit analysis in health policies.
- CO3: *Applying* the economic theories to *relate* healthcare policies, insurance systems, and resource allocation strategies by *using* demand and supply principles to healthcare markets.
- CO4: *Analyzing* the economic factors influencing healthcare systems and assess the efficiency and equity of various healthcare interventions and *categorize* the improvements for health financing from multiple sources.
- CO5: *Evaluate* healthcare financing models and policy proposals *using* cost-benefit and cost-effectiveness frameworks.
- CO6: *Creating and Develop* evidence-based recommendations for improving healthcare systems and addressing economic challenges in public health.

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BBAHHMSA204	MDC	Health Economics	60	20	20		-	-	3	-	-	3

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MDC – Multidisciplinary Course

***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSE CONTENTS

UNIT I: Fundamentals of Economics and Health Economic:

Definition and branches of economics, Micro vs Macro Economics, Scarcity definition of economics, Central economic problems, Concepts and Terminologies in Health Economics, Economics of Health vs Economics of Healthcare.

UNIT II: Demand in Health Care

Meaning of Demand, Demand for Health Care, Demand Function, Law of demand: Price & income, The Grossman Model and Health Disparities

UNIT III: Supply in HealthCare

Meaning of Supply, Supply in Health Care, Supply Function, Law of supply and its determinants, Hospitals as Health Providers of Health, Supply Induced Demand, Profit Maximization Model

UNIT IV: Financing and Insurance in Health Care

Financing Health care, Health financing mechanisms: public, private, and TPA, Uncertainty and Risk – Health Insurance,

UNIT V: Information Economics in Health

Moral Hazard, Information Economics in Health: Adverse Selection.

SUGGESTED READINGS

1. N.George Mankiw, Principles of Economics, Cengage, Eight Edition
2. Charles E. Phelps, Health Economics, Routledge, Sixth Edition
3. Jay Bhattacharya, Timothy Hyde, and Peter Tu, Health Economics, Palgrave Macmillan, 2nd Ed.
4. H.L.Ahuja, Modern Economics, S.Chand 19th Edition

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BBAHHMSA205 COMMUNICATION SKILLS FOR HEALTHCARE PROFESSIONALS

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								CREDITS	
			THEORY			PRACTICAL		L	T	P		
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BBAHHM SA205	AEC	Communication Skills for Healthcare Professionals	60	20	20	-	-	2	-	-	2	

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; AEC- Ability Enhancement Compulsory Course

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COURSE OBJECTIVE

The main objective of this course is to provide practical information on the importance of communication skills and body language with reference to the healthcare sector.

The program also entails practical activity based listening skills and negotiation skills, reading, CV writing, presentation skills and Creating profiles for professional linkage in healthcare management.

EXAMINATION SCHEME

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

COURSE OUTCOMES

- CO1: To study the rationale of result oriented communication.
- CO2: To study and implement listening and negotiation skills.
- CO3: To learn presentation skills.
- CO4: To study modern methods of creating professional networks and profiles.

COURSE CONTENTS

UNIT I: Communication in healthcare: An Introduction

- Importance and Purpose of Communication in healthcare sector
- Process of Communication
- Types of Communication

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BBAHHM SA205	AEC	Communication Skills for Healthcare Professionals	60	20	20		-	-	2	-	2

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; AEC- Ability Enhancement Compulsory Course

*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT II: Non-Verbal Communication

- Personal Appearance
- Gestures
- Postures
- Facial Expression
- Body Language (Kinesics)
- Understanding the Time
- Understanding the Silence
- Tips for Improving Non-Verbal Communication

UNIT III: Barriers to Communication

- Social
- Physical
- Psychological
- Cultural
- Interpersonal
- Intrapersonal
- Organizational

Short Story: A case of Identity: Sherlock Holmes

UNIT IV: Oral Communication

- Paralanguage
- Word Formation: Prefixes, Bases and Suffixes.

UNIT V: Teamwork and Leadership

- Conflict resolution and negotiation
- Effective communication and active listening
- Problem solving and decision making
- Motivation and Delegation
- Importance of Mindfulness and self care

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			THEORY			PRACTICAL		L	T	P	CREDITS	
END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*								
BBAHHM SA205	AEC	Communication Skills for Healthcare Professionals	60	20	20		-	-	2	-	-	2

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; AEC- Ability Enhancement Compulsory Course

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UNIT VI: Comprehension Skills

- Purpose, Process, Methodologies
- Skimming and Scanning

Short Story: The Yellow Wallpaper: Charlotte Perkins Gilman

UNIT VII: Presentation Skills & Professional Writing

- Preparing a PowerPoint Presentation
- Presenting a Paper
- Drafting an Email
- Creating profiles for professional linkage
- Report Writing
- Preparing Resume & Cover Letter Writing

SUGGESTED READINGS

1. Business communication by Vikram Bisen
2. Business Communication by Peter Hartley & Clive G. Bruckmann
3. Improve your Communication Skills by Alan Barker
4. The Chanakya Way : Lessons on Leadership and Management by Radhakrishnan Pillai
5. Essentials of Business Communication by Rajendra Pal & S.L. Korlahalli
6. Business Communication by Urmila Rai & S.M. Rai
7. Hospital management : A Practical Guide by Dr Vijay Agarwal
8. Spoken English by R.K Bansal & J.B. Harrison
9. Soft Skills for Everyone by Jeff Butterfield
10. Healthcare Management : A Guide for Indian Healthcare Professionals by Dr R. K. Sharma

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BBAHHMSA206 HOSPITAL HAZARDS AND DISASTER MANAGEMENT

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM	University Exam	Two Term Exam	Teachers * Assessment	END SEM	University Exam	Teachers * Assessment		
BBAHHM SA206	VAC	Hospital Hazards and Disaster Management	60	20	20	-	-	2	-	-	2

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit; VAC - Value Addition Course

*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSE OBJECTIVE

The Course will enable the students to learn activities to be done in the system for preparedness of hazards. It aims to prepare healthcare professionals with the skills, knowledge and strategies required to effectively manage various hazards and disasters in hospital setting. Students will get knowledge about bio medical waste management and segregation. Students will understand how to maintain essential hospital operations during disaster and to understand roles and responsibilities of hospital staff during emergencies.

EXAMINATION SCHEME

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

COURSE OUTCOMES

- CO1: Understand the fundamental principles and theories of disaster preparedness, response, recovery, and mitigation as applied to healthcare settings.
- CO2: Apply best practices for coordinating hospital staff and resources during a crisis to ensure an effective emergency response.
- CO3: Identify and analyze potential hazards (natural, technological, human-made) that may affect healthcare facilities and conduct a risk assessment of a hospital's vulnerability to different types of disasters and propose mitigation strategies.
- CO4: Evaluate the effectiveness of hospital emergency response plans through simulation exercises, drills, or after-action reports and critically assess hospital performance during disasters and recommend improvements to response strategies.
- CO5: Design a comprehensive disaster preparedness and response plan for a hospital, considering various emergency scenarios.
- CO6: Formulate protocols for triage, evacuation, patient care, and resource allocation during emergencies.

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COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*							
BBAHHM SA206	VAC	Hospital Hazards and Disaster Management	60	20	20		-	-	2	-	2

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; VAC – Value Addition Course

*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSE CONTENTS

UNIT I: Introduction to Hospital Hazard

- Meaning -Types - Physical- Biological Mechanical- Psychological- Its impact on employees- Preventive measures.
- Hospital Hazards Management: Meaning-Need- Principles- Purpose.
- Materials management: Storage of hazardous materials and its inventory level.

UNIT II: Introduction to Disaster Management:

- Disaster: Meaning- Types- Manmade- Natural
- Need for Disaster Management (NDMA)-
- Management of Natural Disaster- The disaster cycle (prevention, preparedness, response, recovery).

UNIT III: Hospital Acquired Infection:

- Types of infection - Common Nosocomial infections and their Causative agents – Prevention of hospital-acquire infection.
- Role of the central sterile supply department - Infection control committee.
- Monitoring and control of cross infection.
- Staff health - Prevention of needle stick injuries - Hospital Hygiene.
- Patient Safety.

UNIT IV: Biomedical Waste Management:

- Meaning-Categories of Biomedical Wastes- Disposal of biomedical waste products
- Incineration and its importance- Indian Medical Association- Government Rules and Schedules –
- Standards for Waste autoclaving, microwaving and deep burial- Segregation- Packaging- Transportation- Storage.

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BBAHHM SA206	VAC	Hospital Hazards and Disaster Management	60	20	20		-	-	2	-	-	2

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; VAC – Value Addition Course

*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT V: Disaster Management

Epidemics:

- Epidemiological Triad – Epidemics Cholera, Plague, Typhoid, Jaundice - Management of epidemics.
- Management of manmade disaster-Nuclear, Biological, Chemical Disasters- Accidents: Road, Train, Fire- Management.
- Management of disaster- Prevention- Method Precautions- Ambulance Management- Role of Hospitals, Community, Voluntary agencies and Government in disaster management.

SUGGESTED READINGS

1. Joshi Sonopant G, Disaster Management for Healthcare Professionals, Jaypee Brothers Medical Publishers, 2012
2. Dr. S. K. Sharma, Risk Management Handbook for Healthcare Organizations, Elsevier India, 2014
3. S. S. Sharma, "Disaster Management: Preparedness, Response, and Recovery", Tata McGraw- Hill, 2014
4. R. K. Gupta, "Hospital Safety and Risk Management", CBS Publishers & Distributors 2020

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BBAHHMSA207 INFORMATION TECHNOLOGY SKILL AND DATA ANALYSIS

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*							
BBAHHM SA207	SEC	Information Technology Skill and Data Analysis	50	0	0	30	20	1	-	2	2

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; SEC- Skill Enhancement Course

***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

COURSE OBJECTIVE

The course will enable the students to learn Information Technology Skill and Data Analysis to acquire knowledge about MS Office tools, along with a foundational understanding of management systems like MIS and ERP, making them well-prepared for professional environments that require such expertise.

EXAMINATION SCHEME

The semester Examination will be worth 50 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 30 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 20 marks. Similarly, in the Practicals, the viva and practical exam would be conducted for 50 Marks.

COURSE OUTCOMES

- CO1: Understand the functionality of key features in MS Word, basic editing tools like find-replace and font formatting with core Excel functionalities, components and tools of MS PowerPoint and core concepts of MIS.
- CO2: Relate the importance of document formatting and page setup, importance of Excel's data manipulation tools, significance of adding style, color, and graphics to a presentation and importance of MIS in facilitating the flow of information across various levels of an organization (operational, tactical, and strategic).
- CO3: Analyze how to effectively use MS Word tools to enhance the content of a document for clarity and visual appeal, MS Excel features to create and format charts and summarize data for meaningful business insights, MS Powerpoint options for structure and design of presentations and MIS for decision-making and organizational efficiency.
- CO4: Evaluate the effectiveness of document design options to improve the document's impact and readability, the accuracy of Excel formulas for data analysis and decision support, the structure and design of presentations by applying principles of formatting for a coherent presentation flow and the advantages and limitations of MIS in improving organizational performance.

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BBAHHM SA207	SEC	Information Technology Skill and Data Analysis	50	0	0	30	20	1	-	2	2

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; SEC- Skill Enhancement Course

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CO5: Collaborate in teams to design and format a professional document using advanced MS Word features for a cohesive final output, to create a comprehensive data analysis report in Excel, to design and deliver a PowerPoint presentation that effectively communicate a business idea and to design an MIS framework for a industry-specific requirements.

COURSE CONTENTS

UNIT I: MS – Word:

Home: Format Painter, table of content, font, paragraph, select, find-replace
Design: Document formatting, Page border and color, Theme, watermark

UNIT II: MS – Excel:

Insert: Table, Pivot table, Charts
Formula: Auto sum, Statistical, Lookup
Data: Sort, Filter
Review: Protect Sheet

UNIT III: MS Power Point:

Creating a presentation: Setting Presentation Style, Adding text to the Presentation
Formatting a Presentation: Adding style, Colour, Gradient fills, Arranging objects, Slide Background, Slide layout
Adding Effects to the Presentation: Setting Animation & transition effect

UNIT IV: Introduction to MIS

- Information Systems – Basics of MIS, meaning and four components;
- Importance / Advantages of MIS
- Types of information – operational, tactical and strategic
- Information Systems in Organizational Context / Hospital and Healthcare

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*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

UNIT IV: Introduction to ERP

- Introduction to ERP
- Various Functional Modules- Application of ERP with respect to Customer Relationship Management, Human Resource Management

SUGGESTED READINGS

1. P. Mohan, Management Information system, Himalaya Publishing house
2. Lauden & Lauden, Management Information System, Pearson.

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