

शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४.

दुरध्वनी : (ईपीएबीएक्स) २६०९००० (अभ्यास मंडळे विभाग- २६०९०९४) तार : युनिशिवाजी
फॅक्स : ००९१-०२३१-२६९१५३३ व २६९२३३३. e-mail: bos@unishivaii.ac.in

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दिनांक: 22.8.2012

प्रति,
संचालक
दूर शिक्षण केंद्र
शिवाजी विद्यापीठ,
कोल्हापूर.

विषय:- वाणिज्य विद्याशाखेतर्गत असणा-या एम.बी.ए. एक्झिक्युटिव्ह (डिस्टंस मोड) या कोर्समधील ऐच्छिक विषयात Hospital Management हा अधिकचा विषय समाविष्ट करणेबाबत.

महोदय/ महोदया,

उपरोक्त विषयसंदर्भात विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयास अनुसरून आपणांस आदेशान्वये कळविण्यात येते की, शैक्षणिक वर्ष 2012-13 पासून वाणिज्य विद्याशाखेतर्गत असणा-या एम.बी.ए. एक्झिक्युटिव्ह (डिस्टंस मोड) या कोर्समधील ऐच्छिक विषयात Hospital Management हा अधिकचा विषय समाविष्ट करणे आला आहे. सोबत अभ्यासक्रमाची प्रत जोडलेली आहे. उपरोक्त अभ्यासक्रम विद्यापीठाच्या www.unishivaji.ac.in या संकेतस्थळावर उपलब्ध करणेत आलेला आहे.

तेव्हा सदर बाब सर्व संबंधित शिक्षक व विद्यार्थी यांच्या निदर्शनास आणावी.

कळावे,

आपला विश्वासू

सही / -

उपकुलसचिव

सोबत- वरीलप्रमाणे

प्रत:-

1. अधिष्ठाता, वाणिज्य विद्याशाखा
2. अध्यक्ष व्यवसाय व्यवस्थापन अभ्यास मंडळ
3. परीक्षक नियुक्ती विभाग
4. संलग्नता विभाग
5. इतर परीक्षा विभाग-1
6. पात्रता विभाग
7. संगणक केंद्र

यांना माहितीसाठी व पुढील आवश्यक त्या कार्यावाहीसाठी



Shivaji University, Kolhapur
M.B.A. (Executive) Distance Mode
Implement from 2012-13
Hospital Management (Optional Paper)
Paper – I

Principles & Planning for Hospital Management

Unit 1. Hospitals & Health Care Systems in Indian and Global perspectives

- a) Introduction- Definition- Classification-Types
- b) Different Hospital Service Units

Unit 2. Fundamentals of Hospital Planning

- a) Market Research & Feasibility Study
- b) Strategic Planning & Operational Planning

Unit 3. Organizational Structure & Control Process

- a) Organizational Structure - Importance – Process – Mission – Vision
- b) Control Process

Unit 4. Human Resource Planning for Hospital

- a) Hospital Man power Planning – Recruitment - Development
- b) Leadership – Team Building - Human Behavior

Unit 5. Service Marketing & Code of Medical Ethics

- a) Service Marketing
- b) Code of Medical Ethics

Unit 6. Operational & Clinical Research

- a) Operational Research
- b) Clinical Research

Unit 7. Statutory Requirements of a Hospital

- a) Statutory Requirements
- b) Laws related to Hospital

Unit 8. Health Insurance & Consumer Protection Act

- a) Health Insurance
- b) Consumer Protection Act

Paper – II
Hospital Facilities

Unit 1. Hospital Facility Designing

- a) Architectural Designing
- b) Designing concerns for HVAC, Security, fire & communications

Unit 2. Designing of Special Areas

- a) Operation Theatre – Intensive Care Unit – Emergency
- b) Mortuary

Unit 3. Equipments

- a) Capital Equipment Planning – Grouping & Classification
- b) Procurement, Maintenance & Condemnation

Unit 4. Medical Technology

- a) Planning for technical advances
- b) Future trends in Hospital Management

Unit 5. Material Management & Inventory Control

- a) Material Management
- b) Inventory Control

Unit 6. Hospital Pharmacy & Medication Management

- a) Hospital Pharmacy
- b) Medication Management

Unit 7. Medico Social Services

- a) Organization including Staffing - Scope
- b) Function of Medico social worker – Problems & trends

Unit 8. Nutrition & dietary services

- a) Nutrition & Diet types
- b) Kitchen & supplies

Paper – III
Hospital Services

Patient Care Services –

Unit 1. Emergency Services & Disaster Management

- a) Emergency Services
- b) Disaster Management

Unit 2. Out Patient Department (OPD)

- a) Planning – Calculating expected workload – Functions & Functional Zones.
- b) Organizational Structure – Functional Management – Day Care centre.

Unit 3. Ward Management

- a) Ward Planning – Ward Design
- b) Ward Management – Pharmacy – Functions of a ward clerk

Unit 4. Operation Theatre & CSSD

- a) Operation Theatre Complex
- b) C.S.S.D

Hospital Support Services –

Unit 5. Imaging & Diagnostic Services

- a) Radiology & Imaging Services
- b) Central Clinical Laboratory

Unit 6. Blood Bank

- a) Guidelines - Organization of Blood Bank
- b) Donation Facilities – Good Transfusion Practices

Unit 7. Linen, Laundry and Transport

- a) Linen, Laundry
- b) Transport

Unit 8. Housekeeping & Bio Medical Waste (BMW)

- a) Housekeeping
- b) Bio Medical Waste

Paper – IV
Total Quality Management and HIMS –

Unit 1. Hospital Financial Management

- a) Hospital Budget & it's Control
- b) Costing – Pricing – Cost Centres – Performance Budgeting

Unit 2. Medical Audit & Hospital Acquired Infections

- a) Medical Audit
- b) Hospital Acquired Infections

Unit 3. Good Medical Practices

- a) Regulatory Committees
- b) Accreditation Bodies – ISO/NABH/JCI

Unit 4. Laws as applied to Medical Profession

- a) Doctor Patient Relationship - Consent
- b) Laws related to Hospital Administration

Unit 5. Medico Legal Issues & Legal Responsibilities

- a) Medico Legal Issues
- b) Legal Responsibilities

Unit 6. Medical Record Department

- a) Importance – Planning & Organization - Hospital Statistics
- b) Retrieval – Retention – Confidentiality & Safety

Unit 7. Computer Application in a Hospital

- a) LAN – WAN - PACS
- b) Data Collection - Security & confidentiality

Unit 8. Hospital Information System

- a) Planning computerized HIS – Classification – Benefits
- b) Non Computerized HIS

Paper – V
Case Studies in Hospital Management

- Unit 1.** **Concept and types of cases, steps in Case Analysis**
- Unit 2.** **Relevance and importance of Case Studies in Hospital Management**
- Unit 3.** **Steps for Case Solution, Analysis and Interpretation of Case in Hospital**
- Unit 4.** **Analysis and interpretation of short cases-examples**
- Unit 5.** **Analysis and interpretation of medium cases-examples**
- Unit 6.** **Analysis and interpretation of medium cases-examples**
- Unit 7.** **Short and Medium cases for practice**
- Unit 8.** **Long cases for practices**
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