INTRODUCTION TO PATHOLOGY & MICROBIOLOGY

Objective: The aim of the course is to enable students to have a good understanding of Pathology & Microbiology necessary for hospital administration. The students at the end of the semester should be able to: Acquire the necessary knowledge. To appreciate the laboratory investigations to be done in a given simulated clinical problem. Appreciate the underlying principles of pathology/microbiology involved in a laboratory investigation and its application to diagnosis of the disease in question. Identify abnormal from normal values of common investigations & appreciate the difference between laboratory investigations done for screening, definitive diagnosis and those done for monitoring the course of the disease.

EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.

Course Contents:
Inflammation acute & chronic
Neoplasia: aetiology, clinical types and clinical course of disease.
Haemostasis: Hemorrhage, shock & thrombosis.
Basics of Immune system and its role in aetiology and prevention of Disease.
Respiratory System: Pulmonary tuberculosis and sputum examination. Carcinoma of lung. Bronchial asthma
Diseases of GIT and Liver: Infectious hepatitis, Infectious diarrheas. Peptic Ulcer
Genito-urinary Tract: urinary tract infections; Nephritis, Renal failure
Pathology of venereal diseases, including AIDS.
Laboratory Investigations: Various profiles like Pyrexia, Lipid, Cardiac, Renal, Hepatic, Fertility, Obesity, Cancers & hematological etc.
Principles of Blood Banking.
Pathology of some common diseases. Coronary Heart Disease, cerebro-vascular accidents, hypertension. Diabetes mellitus

Microbiology & Parasitology:
Parasitology, with special emphasis on the prevailing parasitic diseases of India specially Plasmodium, Amoeba & Giardia, Ascaris, Enterobius, Taenia, Woucheria, Dracunculus, Hydatid etc.
Morphology and Physiology of bacteria, fungi and viruses.
Introduction to microbes
Standard microbial laboratory processes and methods.
Major bacterial, fungal and viral diseases and their findings.
Drugs of Microbial origin.
INTRODUCTION TO PATHOLOGY & MICROBIOLOGY

**Recommended Books.** (Latest Edition)
1. Basic Pathology Robin 5th ed. 1992 W.B. Saunders
3. Hand book of resource material for II Prof. MBBS students of Pathology prepared by Dept. of Pathology MGM Medical College, Indore.
Microbiology by Ananthnarayan
Parasitology by
BH 202  
BBA (HA) 5Yr (Integrated) Semester II

INTRODUCTION TO HOSPITAL ADMINISTRATION

Objective: The objective of the course is to enable students to have a good understanding of Hospital Administration.

EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.

Introduction to the hospital field.
Definitions -- hospital and medical care, types, control. Functions -- medical care, prevention, professional education and research. Role of hospital in health spectrum. Hospital of India-to-day. Classification & Accreditation, Number, type, size, distribution, ownership, utilization, rations, trends, problems

Hospital administration
Principles, Responsibilities, Roles & Functions of Hospital Administrator, Expected qualities of a good Hospital Administrator, Organization of Hospital. The governing authority; business aspects; clinical aspects; channels of authority and communication. Importance of qualified v/s non qualified, Medical v/s non Medical Hospital Administrator, Problems of hospital administration and their expected solutions.
Management of different clinical, paraclinical & support service departments in Hospitals

Hospital hazards, Administration of Government (Rural, District & Municipal Hospital) v/s Private Hospitals Administration of a teaching hospital Administration of a corporate hospital. Administration of a voluntary hospital. Recent trends in hospital administration.
Hospital utilization and its evaluation, Public Health Education in Hospitals – Patient Education through I.T. (CAPE), Public Relations in Hospitals, Quality Management in Hospitals-Certification & Accreditation
TQM in Hospitals
Management of Medical Records Department (manual & computerized)
Management of Hospital Information System (Manual, Online & Offline)
Hospital Audits, Financial Audit, Clinical Audit, Tissue Audit
Nosocomial Infection
Management of Biomedical Waste in Hospitals (Law & the Reality)
Role of Administration in Education and Research
Recent trends in hospital administration

Text Book: (Latest Edition)
1. S. Porkodi & Shashikala, Hospital Architecture Planning & Design, Parshwa Publication, New Delhi
2. B. M. Sakharkar, Principles of Hospital Administration and Planning
3. Kunders Hospital Planning & Hospital Management
Objective: The objective of the course is to enable students to have a good understanding of Nutrition & Dietetics as is necessary for a Hospital Administrator.

EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.

Course Contains:
I. Health food & nutrition - An introduction.
(a) The concept of health.
(b) Definition of nutrition, nutrients, nutritional status and nutritional care.
(c) Classification of nutrients.
(d) Five major food groups, functions of food.
(e) Meal planning.
(f) Balanced diet.

II. The Nutrients-
(a) Introduction, composition, properties, specific function sources, R.D.A of macro and micro nutrients.
   (1) Proteins (2) Carbohydrates (3) Lipids (4) Minerals (5) Vitamins and their metabolism.
(b) Water and electrolyte balance.

III.
(a) An overview of digestion, absorption, transport and utilization of nutrients in the body.
(b) Energy metabolism: Basal Metabolic Rate, factors affecting BMR.

IV. Malnutrition and Deficiency diseases.
(a) Malnutrition: causes, hazards and symptoms of under nutrition.
(b) Protein calorie malnutrition: marasmus and kwashiorkor.
(c) Vitamin Deficiency: vit. A,D, and deficiency of the B group.
(d) Deficiency of iron - Anemias.

IV. DIETETICS
(a) Therapeutic modification of the Normal diet:
   - Purpose of modified diets.
   - soft diet, Liquid diet - clear fluid diet & Full fluid diet.
(b) Diet in other diseased states:
   (1) Over weight - Low calorie diets/Obesity
   (2) Dietary consideration in Infections & Feves.
   (3) Diet in diseases of stomach & G.I. Tract
      - Peptic ulcer, diarrhoea, dysentery - Low Residue diet/High Fiber diet.
   (4) Diet in disturbances of the Liver- high Protein/High carbohydrate / Fat restricted diet
Diet in Diabetes Mellitus.
(5) Dietary management of acute & chronic Diseases of the heart: - sodium and fat restricted diet.
(7) Nutrition in surgical conditions: - Tube feedings, high protein, high fat, Low CHO diet.

VI. Institutional Management
Role of Dietician in the hospital set up i) where food is provided by the hospital and ii) where food is not catered by the organization

An introduction to food service system and their development

Food service systems -
Planning and operations :-

- Layout and equipments.
- Menu planning.
- Food purchasing
- Receiving and store room management
- Prerequisites for Hygienic Bulk Food production
- Food production:
  - i) Management of Quality and Quantity food
  - ii) Kitchen productions
  - iii) Quantity control
  - iv) Quality control
- Delivery and service of food in different systems. (Centralized and Decentralized food distribution)
- Maintenance & Sanitation.
- Energy and time management.
- Food acceptability and sensory evaluation.
- Infection Control
- Pest Control
BH 204
BBA (HA) 5Yr (Integrated) Semester II
FINANCIAL ACCOUNTING

OBJECTIVE: The objective of this course is to help students to acquire basic accounting concepts and use them as a tool of decision making.

EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.

COURSE CONTENTS:
Introduction to Accounting: Meaning of Accounting, The process of Accounting, Advantages of Accounting, Financial Accounting, Financial Statements, Uses of Financial Statements, Limitations of Accounting. Relationship with other functional areas.


Bank Reconciliation Statement.

Depreciation: Meaning, Objectives, Methods of Depreciation.

TEXT READINGS: (Latest Edition)

2. T.S.Grewal, Double Entry System of Book Keeping, Sultan Chand and Sons
OBJECTIVE: The objectives of the course is to provide the students basic concepts of information technology and its applications so as to enable them to make more efficient use of IT.

EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.

CONTENT

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Content of the Block</th>
<th>TOPICS TO BE COVERED</th>
<th>No. of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Information Technology</td>
<td>Concept, Definition, Characteristics and interpretation, Data its logical and physical concepts. Technology and its relevance in information age. Interpretation and elaboration of IT.</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Fundamental of Communication Technology</td>
<td>Media of Communication, Guided and Unguided media, Data transmission rate, Channel capacity, Transmission impairments. Signal and Noise, Encoding / Decoding, Analog and digital signals, A to D A&amp; D to A conversion. Modulation, Multiplexing FDM, TDM, Communication Techniques, Circuit Switching, Message switching 7 packet switching. Their advantages &amp; disadvantages.</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>Internet</td>
<td>Basics &amp; extended services, www, hypertext http, search engines, internet applications, types of internet connection, h/w &amp; s/w requirements.</td>
<td>9</td>
</tr>
<tr>
<td>7</td>
<td>Multimedia</td>
<td>Introduction Tools, Graphics, Sound, Video &amp; Animation.</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>Artificial Intelligence</td>
<td>Basic Concept of Artificial intelligence and Expert system.</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>Exposure to application</td>
<td>Exposure to application IT in various area of management function &amp; corporate world.</td>
<td>6</td>
</tr>
</tbody>
</table>

TEXT READINGS: (Latest Edition)
1. The Internet Complete – Pearson Education
2. The Internet Book – Douglas e-Commerce, PHI
5. Computer Networks – Andrews Tanebaum, PHI
OBJECTIVE: The objectives of the course is to tech important quantitative techniques to students so is to provide them exposure of rational decision process.

EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.

CONTENT

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Content of the Block</th>
<th>TOPICS TO BE COVERED</th>
<th>No. of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>Introduction to Quantitative Techniques and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Introduction to statistical methods</td>
<td>Introduction to statistical methods – Collection of data, Security of data, Presentation of numerical data and its diagrammatic representation.</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Measures of Central Tendency</td>
<td>Measures of Central Tendency and Dispersion – Arithmetic Mean, Median, Mode, Range, Mean deviation and standard deviation.</td>
<td>16</td>
</tr>
<tr>
<td>7</td>
<td>Probability</td>
<td>Basic Concepts of probability.</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>Probability Distribution</td>
<td>Probability Distribution – Binominal, Poisson and Normal Distribution.</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>Sampling</td>
<td>Sampling, Sampling methods, sampling and non-sampling errors.</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>Decision Theory</td>
<td>Introduction to Decision Theory.</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>Simple Correlation and Regression</td>
<td>Simple Regression and Simple Correlation, Trend Analysis using Regression line, Correlation Analysis</td>
<td>16</td>
</tr>
</tbody>
</table>

TEXT READINGS: (Latest Edition)

2. Fundamental of Statistics, D.N. Elhance
3. Statistical Methods, Prof. S.P. Gupta
4. Statistics for Management, Prof. R.I. Levin
5. Statistics Theory, Methods and Applications, Sancheti and Kapoor
Course Objectives: The objectives of the course are to enable students to learn and to have a good working practice of English.

EXAMINATION: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks.

Syllabus

(A) Prose (A.G. Gardiner)
   1. On Saying 'Please'
   2. On Habits
   3. On Courage
   4. On Fear
   5. On Keyhole Morals.

(B) Poetry
   1. On His Blindness – John Milton
   2. It is not Growing Like a Tree – Ben Jonson
   3. Elegy Written in a Country Churchyard – Thomas Gray

(C) English Grammar & Usages

(D) Concord; Agreement of the verb with its subject, structure of sentence, Element of a series, Active & Passive Voice, Reported Speech

(E) Paragraph Writing

(F) Precis-Writing

(G) Letter & Application – Writing

(H) Essay Writing

Text Books: (Latest Edition)
2. Solomon Ambuchelvan, What is what of English, Acme Learning
3. Deepshikha Jain, Communicative English Parshva Publishers
4. Rajshri Dewan, English and Business Communication Acme learning