



**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

M.S. Ramaiah University of Applied Sciences

Programme Structure and Course Details

Of

MD Hospital Administration 2022 onwards

Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

M.S. Ramaiah University of Applied Sciences

Ramaiah Medical College

Principal and Dean
M.S. Ramaiah Medical College and Hospital
M.S. Ramaiah University of Applied Sciences
Bangalore-560054

Dean - Academics
M.S. Ramaiah University of Applied Sciences
Bangalore-560054



**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

M.S. Ramaiah University of Applied Sciences

Programme Specifications

MD Hospital Administration Programme 2022

onwards

Programme Code: MD144

M.S. Ramaiah University of Applied Sciences

Ramaiah Medical College

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University's Vision, Mission and Objectives

The M. S. Ramaiah University of Applied Sciences (MSRUAS) will focus on student-centric professional education and motivates its staff and students to contribute significantly to the growth of technology, science, economy and society through their imaginative, creative and innovative pursuits. Hence, the University has articulated the following vision and objectives.

Vision

MSRUAS aspires to be the premier university of choice in Asia for student centric professional education and services with a strong focus on applied research whilst maintaining the highest academic and ethical standards in a creative and innovative environment

Mission

Our purpose is the creation and dissemination of knowledge. We are committed to creativity, innovation and excellence in our teaching and research. We value integrity, quality and teamwork in all our endeavors. We inspire critical thinking, personal development and a passion for lifelong learning. We serve the technical, scientific and economic needs of our Society.

Objectives

1. To disseminate knowledge and skills through instructions, teaching, training, seminars, workshops and symposia in Engineering and Technology, Art and Design, Management and Commerce, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences to equip students and scholars to meet the needs of industries, business and society
2. To generate knowledge through research in Engineering and Technology, Art and Design, Management and Commerce, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences to meet the challenges that arise in industry, business and society
3. To promote health, human well-being and provide holistic healthcare
4. To provide technical and scientific solutions to real life problems posed by industry, business and society in Engineering and Technology, Art and Design, Management and Commerce, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences
5. To instill the spirit of entrepreneurship in our youth to help create more career opportunities in the society by incubating and nurturing technology product ideas and supporting technology backed business
6. To identify and nurture leadership skills in students and help in the development of our future leaders to enrich the society we live in
7. To develop partnership with universities, industries, businesses, research establishments, NGOs, international organizations, governmental organizations in India and abroad to enrich the experiences of faculties and students through research and developmental programs

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Program Specifications: MD Hospital Administration

Faculty	Ramaia Medical College
Department	Hospital Administration
Program	MD – Hospital Administration
Program Code	MD144
Dean of Faculty	Dr Shalini Chandrashekar Nooyi
Head of the Department	Dr Satyashankar P

1. Title of the Award: MD in Hospital Administration
2. Mode of Study: Full-Time
3. Awarding Institution /Body: M. S. Ramaiah University of Applied Sciences, Bengaluru
4. Joint Award: Not Applicable
5. Teaching Institution: Ramaiah Medical College
6. Date of Program Specifications: September 2022
7. Date of Programme approval by the academic Council of MSRUAS: 27th September 2022
8. Program Approving Regulating Body and Date of Approval: National Medical Council of India
9. Rationale for the Program

MD in Hospital Administration prepares a Doctor for a management & or administrative career in healthcare industry and hospital services. The program facilitates learning in theory and practice of different functional areas of Management and to equip the students with an integrated approach to management function and managerial skills. The courses are designed to develop - (i) the analytical, problem solving and decision making abilities, (ii) the awareness of the socio-economic environment, and (iii) the personality with socially desirable values and attitudes.



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Program objectives (PO) for MD Hospital Administration Postgraduate students

PO1. Acquire theoretical backgrounds of academic disciplines of management science in general for the purpose of application in the hospital and health services in particular to improve the quality of patient care and ensure optimum utilization of the resources and facilities.

PO2. Understand the complex nature of health and medical care administration and to foresee the antagonising and synergizing variables towards the role performance of the hospitals.

PO3. Develop administrative and executive leadership founded on through understanding and knowledge of organizational problems, employee productivity and social responsibilities in the existing milieu.

PO4. Be motivated for learning and research in hospital administration by actual involvement in the operational processes of problem identification, decision making and implementation.

Program specific outcome (PSO) for MD Hospital Administration Postgraduate students

PSO1 - Apply scientific management approach and managerial tools to improve managerial skills. To develop strategic thinking and critical awareness of management style and constantly weigh its appropriateness to deal with various professional groups, skilled and unskilled staff, patients their families and members of the community.

PSO2- To acquire the requisite knowledge on the philosophy, objectives, structure, legal aspects, business laws, staffing, relationships, operating policies, systems and methods, problems of various departments/services of a hospital for the effective and efficient performance of hospitals.

PSO3 - To understand the healthcare needs of a community, disease epidemiology and its micro and macroeconomics and accordingly plan for medical services.

PSO4- To be able to handle man-power planning, personnel selection, job analysis, job specifications and development of staffing pattern to suit the needs of an organization.

PSO5 - To plan how to manage various administrative support areas of the hospital and to visualize into the future needs and expectations of the community from the hospital.

PSO6 - Be cost conscious with commitment to keep service cost within the reach of the users and apply total quality management technique (TQM).



Note: A- Affective Domain, C- Cognitive Domain & P- Psychomotor Domain

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Course-PO-PSO Mapping

Course Code and name	Program Outcomes				Program Specific Outcomes					
	POs				PSOs					
	PO1	PO2	PO3	PO4	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
MDC569A General Administration	3	3	3	2	3	3	3	3	3	3
MDC570A Health Administration	3	3	3	3	3	3	3	3	3	3
MDC571A Hospital Administration and Hospital Planning	3	3	3	3	3	3	3	3	3	3
MDC572A Administration of Clinical and Non- Clinical Services	3	3	3	3	3	3	3	3	3	3
MDP518A Thesis- Hospital administration	3	3	3	3	3	3	3	3	3	3



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8. Regulations:**(A) Attendance, Progress and Conduct**

1. A candidate pursuing degree course should work in the concerned department of the institution for the full period as a full time student. No candidate is permitted to run or work in clinic/laboratory/nursing home while studying postgraduate course. No candidate shall join any other course of study or appear for any other examination conducted by this university or any other university in India or abroad during the period of study.
2. Each term shall be taken as a unit for the purpose of calculating attendance. Attendance of 80% every term is mandatory for appearing in the final university examination.
3. Every student shall attend symposia, seminars, conferences, journal review meetings, grand rounds, area presentation and lectures during each year as prescribed by the department and not absent himself / herself from work without valid reasons.
4. Every candidate is required to attend a minimum of 80% of the training during each academic term of the post graduate course. Provided further, leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% attendance of training period every term.
5. Any student who fails to complete the course in the manner stated above shall not be permitted to appear for the University Examinations.

(B) Monitoring of progress of Studies

1. Logbook: A logbook should be maintained recording the duration of posting, the period of absence, if any, skills performed, and remarks if any by the teacher/faculty member. The logbook should also record journal clubs, seminars attended and partaken as well as undergraduate teaching activities the post graduate student has participated and should be signed by the faculty in charge.
2. Special mention may be made of the presentations by the candidate as well as details of area or planning procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution, and presented in the university practical/clinical examination.
3. Procedure for defaulters: There will be a committee constituted by all teachers to review such situations. The defaulting candidate is counselled by the guide and head of the department. In extreme cases of default, the departmental committee may recommend that defaulting candidate will be withheld from appearing the examination, if she/he fails to fulfil the requirements in spite of being given adequate chances to set himself or herself right.

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11. Teaching Learning Methods:

The following methods will be used by the departments of hospital administration to impart training in this course:

1. **Lectures** by the faculty members and experts from different fields to update their knowledge of hospital/General Management. These may be a combination of both didactic and interactive types.
2. **Symposia/seminars** to familiarize newer developments and emerging trends in hospital administration.
3. **Journal clubs** to familiarize with research methodologies and analysis of the result. The resident to whom the journal is allotted should present the journal summaries (as photocopies) to the group where each article is fully discussed. They are expected to show their understanding of the aspect covered in the article and on which the other residents are questioned by each other and clarification sought by the faculty. Such discussion enables the residents to prepare for general discussion in the class.
4. **Practical Competencies/exercises:** Under the supervision of faculty in charge, each candidate will be posted in different areas of the hospital, where he/she will have to critically examine the infrastructure and operational mechanism of the area, etc., find out the lacunae in the services and provide constructive suggestions to improve the services on the latest available guidelines/works which are nationally/internationally accepted. These observations will be presented by the post graduates at the end of their posting in the class room session.
5. **Case Studies:** Students will be individually attached in rotation to the different departments/services of affiliated hospitals. Students will spend 18 hours per week (3 hours daily on all days) except in the first 12 weeks. Each student will study the allotted department as comprehensively as possible and will write out a case study report (minimum four dissertations) of approximately 3000 words, which shall be presented to the rest of the group and the subject will be discussed by members of the faculty and the students.
6. **Attendance at Scientific meetings, CME programmes:**
The post graduate students are expected to attend meetings related to their discipline, present papers/posters in these meetings.

Paper/poster presentation:

A post graduate student of a post graduate degree course in broad specialties/super specialties would be required to present one poster presentation, to read one paper at a national/state conference and to present one research paper which should be published/accepted for publication/sent for publication during the period of his postgraduate studies so as to make him eligible to appear at the postgraduate degree examination.

Teaching skills:

The post graduate students shall be required to participate in the teaching and training programme of undergraduate students and interns.



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A logbook:

A logbook should be maintained recording the duration of posting, the period of absence, if any, skills performed, and remarks if any by the teacher/faculty member. The logbook should also record journal clubs, seminars attended and partaken as well as undergraduate teaching activities the post graduate student has participated and should be signed by the faculty in charge.

Department should encourage e-learning activitiesSpecial administrative attachments

The aim of the attachment is to familiarize the students with the special features and functioning of various types of medical institutions and medical administrative offices (Government / Non-Government). One, two or three or more days will be allotted depending upon the size and importance of the place.

Medical Institutions to be visited will be contacted in advance and purpose of the visit/attachment explained so that a responsible person conducts these students and explains things adequately.

Suggested Places of attachment

1. Hospital for chest diseases
2. Dental College
3. Artificial Limb Centre
4. Manufacturing Section
5. School of Nursing
6. A Taluk Hospital
7. A Rural Health Centre and peripheral centers
8. An Urban Health Centre
9. A multi-specialty/single specialty corporate hospital
10. Maternity and Child Welfare Centre
11. Government Hospital
12. Taluk Office for Vital Registration
13. ESI Hospital
14. Transfusion Centers
15. An Ayurveda Hospital
16. Office of Drug Controller
17. Any other Institutions decided by the Department.



7. Assessment: It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only also helps teachers to evaluate students, but also students to evaluate themselves. The monitoring will be done by the staff of the department based on participation of students in various teaching/learning activities.

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1. FORMATIVE ASSESSMENT, i.e., assessment during the training, Formative assessment should be continual and should assess medical knowledge, procedural & academic skills, interpersonal skills, professionalism, self-directed learning and ability to practice in the system.

Quarterly assessment during the MD training should be based on:

1. Journal based / recent advances learning
2. Patient based /Laboratory or Skill based learning
3. Self-directed learning and teaching
4. Departmental and interdepartmental learning activity
5. External and Outreach Activities / CMEs

The student to be assessed periodically as per categories listed in postgraduate student appraisal form (Annexure I).

The case study reports, dissertations, seminars and general performance of the students will be evaluated by internal examiners/faculty members at regular intervals, preferably on a semester basis. This will be noted down on Report cards/Log Book made for each student individually and will have the name of the paper/case study/dissertation/report/seminar/journal club, date of presentation and marks/remarks awarded by the evaluating faculty.

2. SUMMATIVE ASSESSMENT:

At the end of training, the summative examination would be Carried out.

The examination shall be in three parts:

a) **Thesis:** Thesis shall be submitted at least six months before the Theory and Clinical / Practical examination. The thesis shall be examined by a minimum of three examiners; one Internal and two external examiners, who shall not be the examiners for Theory and Clinical Examination. A post graduate student shall be allowed to appear for the Theory and Practical/Clinical examination only after the acceptance of the Thesis by the examiners.

b) Theory / Practical Examinations:

Theory examination: There will be written examinations in four Papers which will comprise of Subjective type questions, testing knowledge, cognitive skills. The examination pattern is: Each paper comprising of 100 marks each: Each paper with 10 Long essays – of 10 marks each

c) Practical Examination: A practical examination and Viva Voce will be held for students along with Theory examinations.

The following methods will be used to assess the student in the practical examination:

i) **Long case** - A long case will be given to students for 1.5-hour duration, which they will answer Specific questions theoretically and may be examined by a viva voce regarding this case.

ii) **Short case** - A short case will be given to students for 1-hour duration, which they will answer specific questions theoretically and may be examined by a viva voce regarding this case.

iii) **Spots** - Spots will be given to students and they will have to answer specific questions Regarding the spot.

v) **Viva voce** - The student will be assessed by a viva voce examination on topics pertaining to Hospital Administration.

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Scheme of Examination:**A. Theory (Written Paper) 400 marks**

There shall be four question papers, each of three hours' duration. Each paper shall consist of 10 short essay questions each carrying 10 marks. Total marks for each paper will be 100. Questions on recent advances may be asked in any or all the papers. Details of distribution of topics for each paper will be as follows.

Name of the course	Course Code	Topics	Marks
General Administration 1	MDC569A	General Management, Human Resource Management Materials Management in a Hospital, Basic Accounting, Financial Management, Cost Accounting, Organizational behavior, Marketing Services, Information Systems, Business Law and Regulations.	100
General administration 2	MDC570A	Medical Sociology, Health Economics, Health Administration in India, Medical Care Systems, Biostatistics, Research Methodology, National Health Programmes, Epidemiology – General, Health Information Systems, Legal Aspects of Health Care, International Health, Community Health Administration.	100
Hospital Administration and Hospital Planning	MDC571A	Hospital Organisations, Hospital Planning, Nursing Service Administration, Quality Assurance, Legal Aspects of Hospitals, Human Relation in Hospitals, Hospital Hazards including Disaster Management and Fire-Safety management Biomedical Waste Management Equipment Management, Recent Trends	100
Administration of Clinical and Non-clinical services	MDC572A	Hospital Planning - General consideration, Organization & administration of clinical services, Organization & Administration of Supportive & Utility Services, Project Management and related case studies	100
Thesis-Hospital Administration	MDP518A	Approval 6 months before final examination	

A. Clinical: 200 marks

One long case of 100 marks and two short cases of 50 marks each.

B. Viva Voce: 100 marks

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1) Viva-Voce Examination:(80Marks)

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression and interpretation of data. It includes all components of course contents and topics pertaining to Hospital Administration. It includes discussion on dissertation also.

2) Pedagogy Exercise:(20Marks)

A topic be given to each candidate in the beginning of examination. He/she is asked to make a presentation on the topic for 8-10 minutes.

C. Total Marks Distribution:

Maximum marks for M.D degree course	Theory	Practical	Viva	Grand Total
	400	200	100	700



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Annexures

Annexure 1_ Overall course plan year-wise

Annexure 2_ Academic Activity

Annexure 3_ Logbook entry

Annexure 4_ Students appraisal form



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Annexure 1Year wise Activities

	ACADEMICS/RESEARCH/PROFESSIONALISM
1 st year	<ul style="list-style-type: none"> • Orientation to the subject and departmental activities • Understand the Competency, syllabus and assessment of the PG curriculum in Anatomy as per the RGUHS requirement • Mandatory to attend all lecture/practical class • Start Journal clubs and seminars • Teaching Activities • Attend the PG research methodology training programme and mandatory to complete MCI /NMC prescribed online research methodology course • Attend the Post graduate Medical education training program (PG MET) • Selection of topic for thesis – Synopsis • Preparation and submission of the synopsis • Maintain logbook entry of all activities • Internal assessment I - theory, practical & viva voce • Begin review and data collection for thesis • Attend CME/Conferences/training Workshops • Preparation for Poster/Oral Presentation in State / National conference/International • Submission of 1st year logbook to HOD for signature • Feedback from guide and HOD
2 nd year	<ul style="list-style-type: none"> • Continue academic activities as per syllabus • Plan for rotational postings • Continue Journal club and seminars • Complete record book • Teaching Activities • An oral / poster presentation in State / National conference / international conference • Submission of logbook entry to HOD signature with all entries of the teaching learning methods and training programmes • Internal assessment II – both theory, practical and viva voce • Review thesis preparation • Feedback from Guide and HOD
3 rd year	<ul style="list-style-type: none"> • Continue academic activities as per syllabus • Complete thesis • Presentation of thesis • Complete logbook entries • Teaching activities • Practice pedagogy sessions • Preliminary examination (III IA– theory, practical and viva voce) three months prior to university examination • Feedback from Guide and HOD



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Annexure 2Department of Hospital Administration
Academic Activity

Sl.No.	Activity	Timing
1.	Area Posting	Monday To Saturday (10a.M -1.00p.M)
2.	Drp Postings	Three Month As Per Nmc
3.	Faculty Lecture	Wednesdays (3.00 P.M – 5.00 P.M)
4.	Seminar/Journal/Area Presentation	Thursdays (3.00 P.M-5.00 P.M)
5.	Theory Discussion	Monday,Tuesday,Friday&Saturday (09 A.M- 10 A.M) / (3.00 P.M – 4.00 P.M)



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Annexure -3Logbook entry

Table 1: Academic activities attended:

Name:

Admission Year:

College:

Date	Type of activity: Specific Seminar, Journal club, presentation, UG teaching	Particulars

Table 2: Academic presentations made by the student

Name: Admission Year: College:

Date	Type of activity, Specific Seminar, Journal club, presentation, UG teaching	Topic



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ANNEXURE-4**Postgraduate Students Appraisal Form**

Name of the Department/Unit :

Name of the PG Student :

Period of Training : FROM.....TO.....

Sr. No.	PARTICULARS	Not Satisfactory			Satisfactory			More Than Satisfactory			Remarks
		1	2	3	4	5	6	7	8	9	
1.	Journal based / recent advances learning										
2.	Patient based /Laboratory or Skill based learning										
3.	Self-directed learning and teaching										
4.	Departmental and interdepartmental learning activity										
5.	External and Outreach Activities / CMEs										
6.	Thesis / Research work										
7.	Log Book Maintenance										

Publications Yes/ No

Remarks*

*REMARKS: Any significant positive or negative attributes of a postgraduate student to be mentioned. For score less than 4 in any category, remediation must be suggested. Individual feedback to postgraduate student is strongly recommended.

SIGNATURE OF STUDENT

SIGNATURE OF ASSESSEE

SIGNATURE OF HOD



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Course Specifications MD Hospital Administration

2022 onwards

Course Code: MDC569A



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Course Specifications

Course Title	General Administration- 1
Course Code	MDC569A
Department	Hospital Administration
Faculty	Ramaiah Medical College

Course summary:

This course is designed in such a way that the student will master the basic concepts of management and general administration of hospital.

Course Outcomes:

CO 1: Be aware about management concepts and process with a focus on leadership and human behaviour in organizations. (C,A,P)

CO 2: Should be able to conceptualize the strategic plan formulation and decision making in administration of hospitals, which emerge from judicious and meaningful combination of technological, economic, social, political and psychological processes. (C,A)

CO 3: Should follow scientific approach to management in general and the hospital administration in particular. (C)

CO 4: Should understand the concepts, principles & practices of human resource management & to appreciate the need for systematic approach to people management. (C,A,P)

CO 5: Should be able to work independently in financial & materials management. He will be able to assess on sound basis the total financial needs of a hospital and thus plan and measure the results scientifically. (C)

CO 6: Should be aware regarding the application of marketing and public relations concepts in healthcare and their relevance to hospital administrators. Also understand basics of healthcare IT and its applications. (C,A,P)

Course Content: General Administration -

Management Principles:

1. Introduction
2. Definition
3. Characteristics of Management
4. Management - A Profession
5. Principles of Management
6. Management and Administration
7. Evolution of the management theory: Traditional Versus Modern
8. Management as a behavioral Science
9. Functions of Management
10. Principles of Scientific Management
11. Modern Management - Systems Approach.



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Managerial Planning:

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1. Introduction
2. Nature of Planning
3. Objectives of Planning
4. Limitations of Planning
5. Process of Planning
6. Types of Planning
7. Strategies of Planning
8. Policies
9. Rules
10. Procedures
11. Programmes
12. Budgets

Mechanics and Dynamics of Organising:

1. Process of Organising
2. Principles of Organising
3. Formal and Informal Organisation
4. Span of Control
5. Line and Staff Authority Relationship
6. Line Organisation
7. Line and Staff Organisation
8. Functional Organisation
9. Need of Flexibility in an Organisation

Authority & Delegation:

1. Introduction
2. Authority defined
3. Bases of Authority
4. Modern Context
5. Types of Organizational Authority
6. Delegation
7. Barriers of Delegation
8. Encouraging Delegation
9. Conclusion

Direction & Leadership:

1. Importance of Direction
2. Principles of Direction
3. Element of Direction
4. Leadership
5. Nature of leadership
6. Leadership and Management
7. Leadership Styles
8. Leadership as a Continuum
9. Functions of Leadership
10. Importance of Leadership
11. Theories of Leadership
12. Qualities of a Good Leader



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1. Process of Controlling
2. Requirement of Adequate Control
3. Significance of Control
4. Techniques of Managerial Control
5. Traditional Techniques
6. Budgetary Control
7. Non budgetary Control
8. Modern Control or Network Techniques
9. PERT (Programme Evaluation & Review Technique)
10. CPM (Critical Path Method)

MBO:

1. Introduction
2. Objectives
3. Key Result Areas (KRA)
4. Top Man's commitment
5. Conclusion

Communication:

1. Introduction
2. What is communication
3. Basic concepts
4. Types of communication
5. Major problems in communication
6. Barriers of communication
7. Principles of good communication
8. The manager and the communication network

Tools and Techniques of Modern Management:

1. Introduction
2. Application of newer management techniques for health care
3. Methods of modern management techniques

Operational Research:

1. Concepts
2. Techniques
3. Applications of OR techniques in Hospital
4. Simplex Method
5. Transportation Method
6. Simulation models
7. Queuing theory
8. Inventory Control
9. Definition of operational research (OR)
10. Techniques of applying modern mathematical model

Office procedures:

1. Definition of office
2. Drafting official letters
3. Office procedures
4. Service rules and procedure
5. Conduct rules
6. Disciplinary proceedings

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7. Conclusion

Human Resources Management Personnel Management in Hospitals:

1. Definition and importance
2. Needs of employees
3. Essence of personnel management
4. Policies
5. Elements of personnel programme
6. Need for continued evaluation
7. Conclusion

Man Power Planning:

1. Introduction
2. Importance of manpower planning
3. Types of planning
4. Methods and factors involved in planning
5. Manpower control and review
6. Manpower management
7. Practice in India
8. Limitations of manpower planning
9. Conclusions

Industrial Relations:

1. Introduction
2. Evaluation of Industrial Relations
3. Definition, scope and disputes of industrial relations
4. Scope and aspects of industrial relations
5. Objectives of industrial relations
6. Causes of dispute
7. Trade Unions
8. Functions of Trade Unions in India
9. Approach to Industrial relations
10. Scope of the Industrial Relations Functions
11. Functional requirement of successful industrial relation programme
12. Organs of industrial peace
13. Industrial relations in health services industries
14. Reasons why health care employees join union
15. Industrial laws relating to the hospitals in India
16. Role of the administration in labour relations

Wage fixation and negotiation techniques:

1. Individual bargaining
2. Formalized machinery
3. Collective bargaining
4. Requisites for collective bargaining
5. Position in India
6. Joint negotiating committee
7. Limitations of collective bargaining
8. Statutory methods of wage fixation
9. Some important judicial findings

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Employees Welfare:

10. Conciliation Officers
11. Wage Board
12. Industrial courts, industrial tribunals and national tribunals.

Performance Appraisal:

1. Introduction
2. Differences between wages and fringe benefits
3. Benefits and services
4. Objectives of fringe benefits
5. Theory of individual protection
6. Factors influencing employees benefit and services
7. Coverage of benefits
8. Classification
9. Employee services
10. Problems raised by benefit programme
11. Stress Management
12. Safety in hospitals
13. Grievance redressal, occupational

Counselling:

1. Introduction
2. Meaning and purpose of appraisal
3. Methods of appraisal
4. MBO approach to appraisal
5. Layout of a model proforma
6. Conclusion
1. Introduction
2. Counseling for H.R.D.
3. Situations demanding counseling
4. Structural requirements
5. Counseling as a process
6. Skill for counseling
7. Conclusions
8. Human relation
- Absenteeism in hospitals

Materials Management in Hospitals:

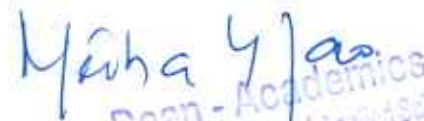
1. Equipment, planning, procuring, storing and dispensing including maintenance.
2. Concept of stores
3. Importance of stores in the hospitals
4. Storing
5. Types of stores - medical, surgical, linen, general
6. Supply and replacement of stock
7. Cardex systems and use of bin cards
8. Stock verification
9. Control of pilferage
10. Inventory control - meaning, scope, definition
11. ABC/VED Analysis
12. Economic order quantity



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13. Lead time
14. Safety stock
15. Quality control over supplies
16. Purchase controls
17. Pricing - rate contract, tendering
18. Purchase of capital equipment
19. Purchase verses leasing
20. Import policies, procedures
21. Customs and excise and exemptions
22. Letter of credit
23. Maintenance of equipment, plants, property
24. Preventive maintenance, repair
25. Maintenance contract
26. Store audit
27. Materials planning
28. Disposal of unserviceable articles
29. Price forecasting
30. Inspection
31. Dispensing/distribution
32. Condemnation

Basic Accounting:

1. Principles of Book keeping
2. Accounting concepts
3. Importance and scope of financial accounting
4. Books of accounts, accounting entries
5. Cash and accrual accounting, revenue and capital Expenditure
6. Income and expenditure accounts
7. Trial balance
8. Operation of bank accounts, bank reconciliation
9. Preparation of final accounts with adjustments for positions
10. Issues in the determination of income
11. Depreciation
12. Inventory valuation
13. Audit of final accounts of companies
14. Analysis and interpretation of financial statements

Financial Management

1. Functions of finance
2. Management of current assets
3. Dividend decisions
4. Concept in taxation of income
5. Internal control and internal audit
6. Budgeting and control - budget for revenues, inpatient revenue, special service revenue, cash budgets, capital reporting income and financial expenditure budgets
7. Forecasting
8. Financial information system
9. Short term and long term financing
10. Issue of shares, debenture bonds



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11. Convertible debentures
12. Loan from commercial, industrial banks
13. Lease financing

Structures:

1. Concepts of financial management and their application in hospitals.
2. Trends in financing of health and hospital services
3. Sources of financing
4. Resource mobilization and preparing proposals for financing
5. Capital investment analysis
6. Capital finance decisions
7. Allocation of resources
8. Capital and operating expenditure
9. Budgeting and control - Budget for revenues, inpatient revenue, special service revenue, cash budgets, capital expenditure budget, techniques of analysis, budgeting process, forecasting and planning for bed-need and other facilities.

Cost Accounting:

1. Introduction to cost systems
2. Resources, cost centers, products
3. Systems for operational control and performance measurement
4. Activity based cost systems in service functions
5. Activity based cost systems to influence behaviour
6. Hospital rate setting
7. Break even analysis

Structures:

1. Cost of health care
2. Costing of the hospital services
3. Hospital financial management
4. Hospital financing
5. Resource generation
6. Cost containment
7. Role of gate keeping in hospitals
8. Impact of finances on the high technology medical - Health economics equipment decision
9. Decentralization of financial resources

Organizational Behaviour

1. Basics of sociology.
2. Basics of anthropology Basics of Psychology
3. Concepts and issues
4. Application of behavioural sciences concepts in hospitals
5. Dynamics of organizational behaviour
6. Human behaviour
7. Formal and informal groups
8. Motivation process Motivation:
9. Meaning
10. Process of motivation



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11. Importance of motivation
12. Principles
13. Techniques
14. Importance of behavioural sciences and Sound motivation system
15. Theories of motivation
16. Maslow's need hierarchy theory
17. Herzberg's two factor theory
18. McGregor's theory X and theory Y
19. Morale
20. Johari window
21. Briggs-Myers scale of personality test
22. Personality assessment tests
23. Team building skills
24. Concepts of political sciences
25. Machiavellian principles *vis-a-vis* Hippocratic oath
26. Organizational climate and design
27. Conflict management
28. Organizational dynamics and change
29. Stress management
30. Organizational Development (OD) - concept, objectives and goals, process, behavioural science approach to O.D
31. Team building
32. OB Labs

Marketing Management

1. Marketing concept and issues - nature, importance, purpose policy
2. Business cycle
3. Marketing strategies
4. Strategies evaluation and control
5. Marketing management principles
6. Marketing information and research
7. Source of marketing information
8. Measurement and scaling
9. Environment analysis and research
10. Marketing research
11. Consumer analysis-
12. Planning a marketing mix of hospital services
13. Service Pricing policy and professional fee
14. Demand analysis, cost analysis, competitive analysis
15. Promotion of hospitals services-advertising etc
16. Marketing of health services
17. Developing new services
18. Customer relationship management (CRM)
19. Public relations in hospitals
20. Social marketing
21. Patient satisfaction
22. Marketing ethics
23. Privatization of health and hospital services



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Information Systems Management:

Fundamentals of Computers

1. Input to computer
2. Storage Devices
3. Central Processing Unit
4. Computer Output

Data Communication and Networks

1. Electronic Mail
2. Data Communication
3. Local Area Networks
4. Wide Area Networks Systems Software
5. Microsoft Disk Operating System - Compilers
6. Interpreters
7. Windows Application Software
8. Word Processing
9. Electronic spread sheet
10. Database Management software
11. Graphics

Basics of Programming

1. Programming Languages
2. Flow Charts
3. Structural Programming

Computer Applications

1. Hospital Information Systems
2. Office Automation
3. Decision Support Systems
4. Expert Systems
5. Multimedia
6. Microsoft office (Microsoft word, excel, power point, one point), Internet,
7. Searching scientific databases (e.g. Pubmed, Medline, Cochrane reviews).

Image Archiving

1. Computer Applications in Medicine
2. Desk Top Publishing Computer Resources Management
3. Planning for Computerization.
4. Selection of computers.
5. Selection of Software packages
6. Computer manpower
7. Uninterrupted Power Supply for Computers - Protection from Computer Viruses
8. Computer Maintenance



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Business Law & Regulations

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1. Law of contracts
2. Special contracts
3. Sale of goods act
4. Types and characters of negotiable instruments
5. Companies act
6. MRTP, Monopolies, restrictive and unfair trade practices
7. Pollution control



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Course Mapping (CO-PO-PSO Mapping)

Course Code and name	Course Outcome	Program Outcomes POs				Program Specific Outcomes PSOs					
		PO1	PO2	PO3	PO4	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
MDC569A General Administration -1	CO 1	3	3	3	2	3	3	3	3	3	3
	CO 2	2	3	3	3	2	3	3	3	3	3
	CO 3	3	3	3	3	3	3	3	3	3	3
	CO 4	3	3	3	3	3	3	3	3	3	3
	CO 5	3	3	3	3	3	3	3	3	3	3
	CO 6	3	3	3	3	3	3	3	3	3	3



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Course Specifications MD Hospital Administration

2022 onwards

Course Code: MDC570A



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course Specifications

Course Title	General administration -2
Course Code	MDC570A
Department	Hospital Administration
Faculty	Ramaiah Medical College

Course Summary:

This course is designed in such a way that the student will be able to apply health administration principles in delivering medical care in the hospital as well as through its outreach in the community and also familiarize with research methodology.

Course Outcomes:

CO 1: Should be able to apply health administration principles in delivering medical care in the hospital as well as through its outreaches in the community. (C)

CO 2: Should learn epidemiological and bio-statistical techniques to help proper planning of the medical care programme incorporating appropriate disciplines of medical, health and health related sciences. (C)

CO 3: Be able to work independently in studying the patterns of diagnosis and treatment both preventive and curative of the diseases in the hospital as well as in the community, and be able to organize medical care within the resources as per availability with appropriate measures to control cost. (C)

CO 4: Be able to analyze healthcare services in the context of both the micro and macro-economic situations and understand the basic principles of healthcare economics. (C,A)

CO 5: Be conversant with the importance of total quality in healthcare, evolution of quality management, strategy for quality management, continuous quality improvement, coordination of activities, assessment of quality, quality techniques. (C,A,P)

Course Content:

Health Administration:

Medical Sociology:

1. Introduction to Sociology of Health (Medical Sociology) Branches of Medical Sociology.
2. Sociological perspectives of Health, illness and Healing.
3. Culture, Health and illness
4. Sick role behaviour
5. Illness behavior
6. Psychosocial models of illness behaviour.
7. The profession of Healing (a phenomenological approach)



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Doctor-patient interaction

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Making of a Health Care Professional:

1. The institutional perspective.
2. Dynamics of institutional behaviour.
3. Hospital as an institution
4. Medicine as an institution
5. Medicine as an institution of Social Control.
6. Organizational perspective
7. Organizational culture
8. Case study of organisations.
9. Health and illness (a philosophical perspective) - Alternatives for the future
10. Social issues and health
11. Doctor patient relation

Health Economics:

1. Basic economics
2. Analysis of Demand and supply.
3. nature of demand of hospital services and its determinants
4. Economic aspects of health care in India.
5. Budgets of central & state Governments.
6. Health insurance in India-schemes and TPA's,, health insurance in other parts of the world, evolution of DRGs and its prerequisites.
7. Concept of managed care

Health Administration In India:

1. Health in Indian constitution.
2. General introduction to organisation of health services in India - Central, State, Defense, Railways & other public sector undertakings and voluntary health agencies. Evolution of corporate hospitals.
3. Review of Reports on Health Care: Bhore Committee, Mudaliar Committee, Jain Committee,
4. Mukherjee Committee, Rao Committee, Kartar Singh Committee and Srivastava Committee reports.
5. Five year plans with special reference to health plans.
6. National health policy

Medical Care System:



1. Need and Demand for Medical Care
2. Availability and cost of Medical Care
3. Study of the entire hospital and medical care system of the country in the context of the overall community health service
4. Primary care
5. Rural Medical Care
6. Urban Medical Care
7. Medical care system in Metropolitan cities
8. Relationship of the medical care provided by hospitals with medical care services that are provided through dispensaries and primary health centers. Study of the Administration of Health Insurance Schemes like C.G.H.S. and E.S.I., Social security measures
9. Medical Care System in other countries which should include health care delivery system, types of hospitals, cost of care, accreditation

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of hospitals system of levying charges and health insurance schemes in other developing countries.

10. Quality of Medical Care - Medical Audit
11. Progressive patient care
12. Organisation and administration of better medical care
13. Indigenous system of Medical Care
14. Alternative health Strategy
15. Comprehensive Health Projects with rural development
16. Regionalisation - Organisation and functioning
17. Rehabilitation
18. International organisations related to health services

Biostatistics and Health Statistics:

1. Basic concepts - Introduction, definitions
2. Elementary ideas
3. Basis of Medical Research
4. Presentation of data
5. Frequency distribution
6. Measurements of central tendency Mean, Median, Mode.
7. Measurement of dispersion-mean and standard deviation,
8. Sampling.
9. Testing of hypothesis.
10. Tests of significance, Normal test, "t" test square test Fisher's exact test, Non-parametric tests of significance, One-way and two-way analysis of variance, Multivariate analysis, Survival analysis-log rank test, Relative risk calculation – Odd's ratio, familiarity with commonly used statistical software.

Research Methodology:

1. Introduction
2. Planning a research project and selecting a research problem, Research Design
3. Bibliographical data.
4. Field data.
5. The schedule & questionnaire.
6. The interview.
7. Observations - unstructured & structured.
8. The case study.
9. Measurement & analysis of data.
10. Interpretation and report writing.



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National Health Programmes:
Control of communicable diseases:

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1. Leprosy
2. Malaria
3. T.B.
4. polio
5. Helminthiasis
6. Filaria
7. Trachoma
8. S.T. Diseases
9. Cholera
10. AIDS, diabetes, Cancer control programs, RNTCP
11. Family Welfare
12. Immunization
13. Family Welfare
14. MCH/RCH
15. National Rural Health Mission

Epidemiology:

1. Evaluation and uses of epidemiology
2. Definitions and terminology
3. Natural history of disease and role of hospital in various levels of prevention
4. Types of epidemiology
5. Methods of epidemiological studies
6. Socio-economic status and occupation as determinant in disease distribution
7. Cause and effect relationship
8. Age as variable in epidemiology
9. Epidemiology of an acute infectious disease (Cholera)
10. Epidemiology of a chronic disease (Rheumatic Heart Disease)
11. Epidemiology of a non-disease entity (accidents)
12. Epidemiology of hospital infection
13. How to investigate an epidemic and role of the hospital in its control
14. Common diseases in India - their epidemiology and prevention
15. Common causes of disability resulting in dependency and non-productivity - Screening and surveys
16. Concept of Health indicators

Health Statistics:



1. Need for health statistics
2. Methods of registration - fallacies and difficulties and model and sample registration scheme
3. Common rates and ratios in India
4. Incidence and Prevalence rates
5. Morbidity Statistics - problems of measurement, sources of morbidity and morbidity surveys
6. Health reports
7. ICD
8. Notifiable diseases
9. Health Management Information Systems
10. National Health Accounts

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2. International Health Regulations
3. Notifiable diseases
4. Vaccination certificates
5. AIDS Bill.
6. Environmental Protection Act
7. Occupational Hazards
8. Food and drug laws
9. Law relating to vital events - central births and death registration act
10. Mental health bill
11. CPA, Industrial Laws
12. Labour Laws
13. Ethical issues in healthcare

Community Health Administration

1. Concept in Community Health
2. Health for All and Primary Health Care
3. Basics of Epidemiology and Biostatistics
4. Occupational Health
5. Health Insurance

International Health International Health agencies / NGOs

1. International Health Regulations



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Course Mapping (CO-PO-PSO Mapping)

Course Code and name	Course Outcomes	Program Outcomes				Program Specific Outcomes					
		PO1	PO2	PO3	PO4	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
MDC570A General Administration 2	CO 1	3	3	3	3	3	3	3	3	3	3
	CO 2	3	3	3	3	3	3	3	3	3	3
	CO 3	3	3	3	3	3	3	3	3	3	3
	CO 4	3	3	3	3	3	3	3	3	3	3
	CO 5	3	3	3	3	3	3	3	3	3	3
3: Very Strong Contribution, 2: Strong Contribution, 1: Moderate Contribution											



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Course Specifications MD Hospital Administration

2022 onwards

Course Code: MDC571A



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Course Specifications

Course Title	Hospital Administration and Hospital Planning
Course Code	MDC571A
Department	Hospital Administration
Faculty	Ramaiah Medical College

Course Summary:

The course is designed in such a way that the student will master all the process involved in establishing a new hospital as well as expansion of services in an existing hospital.

Course Outcomes:

CO 1: To outline the peculiarities of health care institutions, factors influencing hospital care and role of hospital administration in providing of good patient care including special problems of administration of a teaching hospital, voluntary hospital, district hospital, PHC, nursing home, etc.(C,A,P)

CO2: Be able to plan and design a hospital from the smallest to the largest ones as per the needs and resources of the community. He should also become competent to modernize, modify and extend the existing ones as needed and be able to guide the architects regarding the essential requirements in hospital planning and constructions and get effective utilization of space at minimum cost.(C)

CO 3: Acquire knowledge of the laws and regulations applicable to hospitals and hospital employees, understand medico-legal aspects of practice of Medicine in hospital setting and the laws applicable to setting up of a new hospital.(C)

CO 4: Acquire knowledge of major types of hospital hazards, hazards of biomedical waste and its proper disposal and also should acquire knowledge of types of disasters in the community, and be able to set forth policies and procedures for disaster preparedness and be able to execute disaster management plan for a hospital.(C,P)

CO 5: Should be able to learn to establish equipment management process and its various components for a hospital.(C)

Course Content:

Hospital Administration:



1. Introduction to the hospital field
2. Definitions - hospitals and medical care institution, types, control
3. Functions - Medical Care, Prevention, Professional education and Research - Role of hospital in Health Spectrum
4. History and Development of Hospitals
5. Hospitals of India today
6. Number, Type, Size, Distribution, Ownership, Utilization Ratios, Trends, Problems Features and distinction between Govt., Corporate, Private, Voluntary and Public Undertaking hospitals

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Management of a hospital:

1. Responsibilities
2. Hospital Organisation: Organizational Structure
3. The Governing Authority
4. The Administrator
5. Clinical Aspects
6. Channels of authority and communication
7. Different models of organizational structures in various types of hospitals
8. Merits and Demerits of different models
9. Job description of various positions
10. Chain of authority, authority responsibility and operational relationship between various positions.
11. The Hospital Administrator:
12. Qualification
13. Responsibilities
14. Authority Relationship
15. Motivation
16. Role
17. Functions
18. Medical Director v/s Chief Executive. Job description and operational relationship. Medical v/s Non-Medical Administrator

Specialized Hospitals:

1. Chronic diseases hospital
2. Cancer hospital
3. Infectious disease hospital
4. Psychiatric hospital
5. Ayurvedic hospital
6. Children' hospital
7. Maternity hospital
8. Geriatric hospital
9. Problems of hospital administration
10. Case Method Study of Hospital Problems
11. Nursing Problems in Hospital
12. Human relations in Hospital
13. Importance of public understanding and support Techniques of Public Relationships
14. Health Education in Hospital-responsibilities of the hospital to the general public,

Methods of health education in Hospital and their importance

1. Hospital Hazards and Fire Safety
2. Disaster programmes
3. Administration of a teaching hospital, special problems
4. Administration of a voluntary hospital including private nursing homes
5. Administration of a General Hospital, District Hospital, Taluk Hospital and Municipal Hospital
6. Recent trends in hospital administration

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7. Training of medical manpower in hospitals
8. Administrative & Biosocial Researches in hospitals - Hospital Management Information System
9. Hospital Statistics
10. Evaluation of hospital care and methods of evaluation

HOSPITAL PLANNING:

General Introduction:

1. Community Diagnosis
2. Planning of the hospital in general:
3. What to build, where to build and how to build
4. Bed allotment

Hospital Planning - Role of Hospital Consultant:

1. Strategic planning
2. Project conceptualization
3. Enumeration and description of project as an entity: laws/legalities associated with setting up of hospitals
4. Space programming
5. Adjoincy delineation
6. Functional requirements
7. Preparing architects briefs
8. Operations planning
9. Human resource planning
10. Equipment planning
11. Functional zoning of hospital building
12. External and internal traffic inside the campus
13. Internal functional layout
14. Functional specific input for structural design
15. Rodent and pest control for hospital building
16. Hospital furniture planning
17. Computer networking in hospital building
18. Communication and P.A. system in hospital building.

Role of the Architect:

In the planning stages, preliminary sketches, final plans, working drawing, specifications, cost estimates, construction problems and contract modifications

Site Survey:

Physical environment, possibility for expansion utilities water, electricity, sewer lines, telephone, transportation and others.

Hospital Buildings:

1. External Architectural aspects
2. Internal arrangements
3. External services
4. Residential accommodation
5. Hospital hygiene - importance thereof
6. Hospital lighting
7. Ventilation
8. Planning of individual services and departments



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9. Landscaping in hospitals
10. Role of administrator in building a hospital
11. Processing a hospital project

Planning of specific hospitals:

1. 1000 bed hospital teaching or general
2. 200 bed hospital
3. 500 bed hospital (district level)
4. Taluka Hospital
5. Tuberculosis hospital
6. Long term care hospitals
7. Primary health Centre
8. Other specialized hospitals
9. day care center
10. trauma centers
11. Taking over and commissioning a new hospital
12. Alteration and additions in an existing hospital

Planning the maintenance department:

1. Engineers Office
2. Workshop of various types
3. Repair and Maintenance schedule

Preparing equipment list for the new hospital:

1. Built in equipment
2. Non expendable, locally available or to be Imported
3. Expendable equipment

Medical Equipment Plans

1. Need identification
2. Enumeration, description and specification of each equipment
3. Market Survey
4. Tender Notification
5. Short listing of suppliers
6. Technical evaluation of equipment
7. Negotiation
8. Purchase
9. Installation and Commissioning
10. After sales maintenance Mechanical services in hospitals: Lifts, boilers, incinerators, A.C. plants etc.
11. - Utility items in hospitals. Hospital planning and indigenous system of medicine

Nursing Service Administration:

1. Nursing profession
2. Definition and Classification
3. Professional & Hierarchical classification
4. Nursing Education Scenario

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Job description of nurses at various levels and various Departments

1. Nursing Organisation structure
2. National, State Hospitals and Community levels.
3. Nurses and doctors relationship
4. Nurses and patients relationship
5. Nurse as a social and professional entity
6. Staffing norms in various types of hospitals and different departments - Service condition of hospital
7. Recent trends in nursing profession and nursing practices

Quality in Hospital Services

1. Medical audit and evaluation of health care
2. Quality concept
3. Quality assurance in various hospital services, medical
4. Verifiable standards and parameters in evaluation of quality
5. Evaluation as a tool of quality assurance programmes
6. Legislation, certification, grading, accreditation
7. Accreditation process and bodies offering accreditation
8. Concept of concurrent evaluation
9. Cyclic evaluation
10. Terminal evaluation

Legal Aspects of Hospitals:

1. Introduction of hospital as an Industry
2. Similarities and distinction between production industry and hospitals
3. The comparative similarities and distinctive features between workers (workforce) in production industry and hospital. – Medico-legal procedure requirements and patient care conflict - Broad introduction to medical jurisprudence. Consent.

Negligence, Law of Torts

1. Legal position regarding patient confidentiality and ownership of medical records.
2. Laws and regulations applicable to hospitals
3. Labour Laws
4. Workman Compensation Act, 1923
5. Minimum Wages Act, 1948
6. Delhi Nursing Home Registration Act, 1953 (& similar state laws)
7. Employees State Insurance Act, 1948
8. Essential Services Maintenance Act, 1968
9. Court procedure and attendance in court
10. Settlement of Disputes
11. BARC Guidelines
12. Emergency services in hospital – Supreme Court guidelines
13. Permits and Licenses in hospitals
14. Pre Conception Pre Natal Diagnostic Techniques Act, 1994
15. Medical Termination of Pregnancy Act, 1971
16. Transplantation of Human Organs & Tissues Act, 1994



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Maha Yash

17. Environmental Protection Act, 1986
18. Clinical Establishment Act, 2010
19. Case law on Medical Negligence – British & Indian
20. Consideration of complaints for professional misconduct by State Medical Council & medical Council of India
21. Drugs & Cosmetics Act, 1940
22. Mental Health Act, 1987

Human Relation in Hospitals

1. Public Relations and hospital
2. Training of medical and paramedical manpower in hospitals
3. Interpersonal relationship
4. Conflict management

Hospital Hazards Including Disaster Management

1. General Safety
2. Fire Safety
3. Hospital Hygiene
4. Hospital Acquired infection
5. Definition, types
6. Components of Disaster plan – Pre hospital and hospital
7. Disaster preparedness
8. Disaster plan formulation and implementation

Biomedical Waste Management

1. BMW management and handling rule
2. Segregation
3. Collection
4. Transportation
5. Disposal
6. Modern technology for handling BMW
7. Radioactive waste handling

Equipment Management

1. Demand estimation
2. Strategies of Hospital Equipment Planning and Selection
3. Purchase procedure
4. Installation and commissioning
5. Hospital Equipment Utilization and Audit and Maintenance
6. Quality control in equipment planning

Recent Trends

1. Recent trends in hospital administration
2. Challenges to administrators
3. Reengineering
4. Outsourcing
5. Telemedicine
6. Artificial intelligence
7. Accreditation
8. Recent trends in nursing profession and nursing practices
9. Medical Tourism

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Course Mapping (CO-PO-PSO Mapping)

Course Code and name	Course Outcome	Program Outcomes				Program Specific Outcomes					
		POs				PSOs					
		PO1	PO2	PO3	PO4	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
MDC571A Hospital Administration and Hospital Planning	CO 1	3	3	3	3	3	3	3	3	3	3
	CO 2	3	3	3	3	3	3	3	3	3	3
	CO 3	3	3	3	3	3	3	3	3	3	3
	CO 4	3	3	3	3	3	3	3	3	3	3
	CO 5	3	3	3	3	3	3	3	3	3	3
3: Very Strong Contribution, 2: Strong Contribution, 1: Moderate Contribution											



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Course Specifications MD Hospital Administration

2022 onwards

Course Code: MDC572A



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Course Specifications

Course Title	Administration of Clinical and Non-Clinical Services
Course Code	MDC572A
Department	Hospital Administration
Faculty	Ramaiah Medical College

Course Summary:

The course is designed in such a way that the student will master the efficient administration of the clinical and nonclinical services of the hospital.

Course Outcomes:

CO 1: Assess clinical and non-clinical needs of the patients, physicians and other para-medical personnel and organize appropriate services.(C,A,P)

CO 2: Should acquire knowledge of planning and commissioning of different types of hospitals including specialty hospitals.(C)

CO 3: Gain insights in to various aspects like importance, functions, policies and procedures, equipping, controlling, co-ordination, communication, staffing, reporting and documentation of the nonclinical services in a hospital.(C)

CO 4: Should be able to improve patient care and augment quality of services by his leadership, determination and foresight.(A,P)

Course Content:**Administration of Clinical Services****Hospital Planning and General Consideration:**

1. Changing system of Health Services concepts in planning, designing and space
2. Site surveys for planning a hospital
3. Hospital buildings - an overview
4. External architectural aspects
5. Internal arrangements
6. Hospital Hygiene
7. Lighting and Ventilation
8. Role of administrator in building a hospital

Organisation and Administration of Clinical Services:

1. Outpatient Department
2. Medical Services (including STD, Leprosy & Chest Diseases)
4. Surgical services (Orthopedics, reconstructive, Urology, Cardiothoracic, Eye & ENT)
5. Operating Department
6. Pediatric Services



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7. Dental Services and Maxillofacial surgery
8. Psychiatric Services
9. Radiological and other imaging services
10. Casualty and Emergency Services
11. Hospital Laboratory Services
12. Anesthesia Services
13. Obstetrics and Gynecology services including IVC
14. Neurosurgery Services
15. Neurology Services
16. Pediatric Surgery services
17. Intensive care unit
18. Acute cardiac care Unit
19. Special clinics
20. Cardio-respiratory services
21. Gastroenterology services
22. Endocrinology services
23. Nuclear Medicine Department including PET and other developments
24. Physical Medicine Department
25. Burns, Paraplegic and Malignant Diseases Treatment Centre
26. Nephrology Services
27. Renal dialysis unit
28. Trauma services
29. Radio-Imaging (MRI, CT)
30. Cardiac Cath Lab

Organisation and Administration of Supportive and Utility Services

1. Enquiry, Registration
2. Admission Office
3. Transfer to other hospitals including Sanatoria
4. Medical Superintendent's Office, Reports and Returns, Medical Boards, Entitlement of treatment, filing and book keeping
5. Hospital standing orders
6. Hospital welfare service including canteen stores
7. Indian Red Cross Society and Hospitals
8. Ward management
9. Medical Stores and Pharmacy Services
10. Pharmacy & Drug and Cosmetics Act
11. Manufacturing in hospitals
12. Blood Bank and Transfusion services
13. Central Sterile Supply department (C.S.S.D.)
14. Oxygen Manifold/Concentrator
15. Hospital Risk Management
16. Dietary Services
17. Hospital Laundry
18. Hospital gardens
19. Medical Records

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20. Death in hospital: Brought in dead
21. Fatal documents
22. Mortuary
23. Maintenance and repair including sophisticated equipment
24. Pest and Rodent Control
25. Inspection, Medical Superintendent's rounds
26. Purchase Dept.
27. House Keeping Services
28. Hospital Engineering Services Hospital maintenance services
29. Hospital Stores
30. Medical Records, Admission, enquiry and registration
31. Hospital establishment and offices
32. Cafeteria services
33. Welfare services
34. Mortuary

Transportation in hospital:

1. Intramural
2. Extramural
3. Staff, Patient, Visitors, Vendors
4. Administrative measures for control of Hospital Infection
5. Exit interview & discharge procedure

Project Management

1. Feasibility study
2. Project conceptualization
3. Functional requirements
4. External and Internal traffic
5. Space Programming Adjoincy delineation
6. Architects brief
7. Enumeration and description of project as an entity
8. Human Resource Plan



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Course Mapping (CO-PO-PSO Mapping)

Course Code and name	Course Outcomes	Program Outcomes				Program Specific Outcomes					
		PO1	PO2	PO3	PO4	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
MDC572A Administration of Clinical and Non-Clinical Services	CO 1	3	3	3	3	3	3	3	3	3	3
	CO 2	3	3	3	3	3	3	3	3	3	3
	CO 3	3	3	3	3	3	3	3	3	3	3
	CO 4	3	3	3	3	3	3	3	3	3	3
3: Very Strong Contribution, 2: Strong Contribution, 1: Moderate Contribution											



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Course Specifications MD Hospital Administration

2022 onwards

Course Code: MDP518A



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Course Specifications

Course Title	Thesis- Hospital Administration
Course Code	MDP518A
Department	Hospital Administration
Faculty	Ramaiah Medical College

Course Summary:

The course is designed in such a way that the student will master the science of research in terms of designing, conducting and interpreting the results.

Course Outcome:Course details:

Every candidate pursuing MD Medicine degree course is required to carry out work on a selected research project under the guidance of a recognised post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.

The dissertation is aimed to train a post graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions.

Every candidate shall submit to the Registrar (Academic) of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course on or before the dates notified by the University. The synopsis shall be sent through the proper channel.

Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of the University.

The dissertation should be written under the following headings:

1. Introduction
2. Aims or Objectives of study
3. Review of Literature
4. Material and Methods
5. Results
6. Discussion
7. Conclusion
8. Summary
9. References (Vancouver style)
10. Tables
11. Annexures



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Course Mapping (CO-PO-PSO Mapping)

Course Code and name	Course Outcomes	Program Outcomes				Program Specific Outcomes					
		PO1	PO2	PO3	PO4	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
MDP518A Thesis- Hospital Administration	CO 1	3	3	3	3	3	3	3	3	3	3
	CO 2	3	3	3	3	3	3	3	3	3	3
3: Very Strong Contribution, 2: Strong Contribution, 1: Moderate Contribution											



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Course Materials:

Books

1. Charney William: Handbook of Modern Hospital Safety-Lewis Publishers Pvt Ltd, London.
2. DF Buck: Basic Hospital Finance Management.
3. Davies Llewellyn R & Macaulay HMC: Hospital Planning and Administration, Jaypee Brothers, New Delhi.
4. Francis CM: Medical Ethics, Jaypee Brothers, New Delhi.
5. Guy Carrin and Marc Vereecke: Strategies for Healthcare Finance in Developing Countries, Macmillan, London (Case Studies).
6. Gupta Shakti & Kant Sunil: Hospital Stores Management - An Integrated Approach, JP Brothers, New Delhi.
7. Goel, SL: Healthcare Systems and Management, Vol 1-4; Deep And Deep Publications, New Delhi
8. Hyman Stanley: Supplies Management in Healthcare.
9. Jain & Narang: Cost Accounting, S Chand & Co, New Delhi.
10. JE Park & K Park: Text Book of Preventive and Social Medicine, Banarisdas Bhanot, Jabalpur.
11. Kulkarni, GR: Managerial Accounting for Hospitals, Mumbai.
12. Knight Bernard: Legal Aspects of Medical Practice.
13. Kunders, GD: Facilities Planning and Arrangement in Healthcare, Prism Books Pvt Ltd, Bangalore.
14. Kunders, GD: Designing for Total Quality in Healthcare, Prism Books Pvt Ltd, Bangalore
15. National Commission on Macro Economics and Health: Ministry of Health and Family Welfare, GOI. Financing and Delivery of Healthcare Services in India, NCMH New Delhi.
16. Pena, Jesus: Hospital Quality Assurance.
17. Quality Management in Health Care, Principles and Methods, Donald Lighter and Douglas C Fair, Jones and Bartlett Publishers.
18. Rajkumar: Acts applicable to hospitals in India.
19. Srinivasan AV: Managing a modern hospital, Response Books, New Delhi.
20. Sarma RK, Sharma Yashpal: A handbook on hospital Administration, Durga Printers, Jammu.
21. Sharma, Madhuri: Essentials for Hospital Supportive Services, Jaypee Brothers, New Delhi.
22. Tabish, Syed Amin: Hospital Planning, Organisation and Management.
23. James R Evans: Total Quality Management - South Western Publishers.
24. Journals: 3 -5 International and 2 National (all indexed) Journal



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