

Paper title: Perspectives of Management

Paper number Paper - 1
Maximum marks

Model Question Papers / Past Question Papers

Syllabus details

1. Introduction: Concept of Management: Definition – Nature – Purpose – Scope and Significance – Management Vs. Administration- Universality of Management Principles – Evolution of Management thought – Approaches to Management – Process of Management – Internal and External environment Forces – Functions of Management.
2. Planning: Concept and Significance – Types of Plans – Objectives – Management by objectives, by exception, by crisis - Strategies – Policies – Procedures – Rules – Programmes- Planning Premises.
Decision Making: Decision Making Process – Decision Tree Analysis – Linear Programming – Game Theory.
3. Organising : Nature and Purpose – Principles of organisation: formal and informal organisation- span of control – Hierarchy - Authority and responsibility – Delegation of authority –centralisation – decentralisation – Line and Staff conflict and cooperation – Plural executive – Committees – Board of Directors.
Staffing: The Nature and purpose of staffing - Recruitment – Selection – Placement and Promotion – training – Executive development programmes.
4. Direction: Elements of Directing – Communication – Importance Process – Media –barriers to communication: Effective communication – Motivation and importance in management- Leadership.
5. Control: Process of Control – Reporting system for Control- Modern Control Techniques – PERT and CPM.
Indian Management Scenario: Business Class in India – Management Development in India- Social responsibilities of business and managers role.

RECOMMENDED BOOKS:

Harold Koontz & Heinz Weihrich : Management
Peter F. Drucker : Practice of Management
L A. Alien : Management and Organisation
Newman & Summer : The Process of Management
Black & Moulton : Managerial Grid
A. Das Gupta : Business & Management in India
Sahru S. Rangnekar : In the Wonderland of Indian Managers
Prasad. Lallan & S.S. Guhan : Management principles and Practice
M. Benarjee : Modern Management
Sherlekar & Sherlekar : Principles of Business Management

Paper title: Management of Health Systems

Paper number

Paper - 2

Maximum marks

Model Question Papers / Past Question Papers

Syllabus details

UNIT-I: Concept of Health and Disease - Health Environment – Levels of Health Care – Health Indicators – Health for all vision.

UNIT-II

Healthcare delivery system – An Overview – Alternative Systems of Medicine - Indian Systems of Medicine – Ayurveda – Yoga – Naturopathy – Siddha – Unani – Homeopathy – Highlights of National Health Policy.

UNIT-III

Epidemiology of Communicable Diseases – National Programmes - Respiratory Infections – Intestinal Infections – Arthropod – borne Infections – Zoonoses – Surface Infections.

UNIT-IV

Epidemiology of Non-communicable Diseases – Coronary Heart Disease – Hypertension – Cancer – Diabetes – Obesity – Blindness – Accidents.

RECOMMENDED BOOKS:

01. National Health System and Their Orientation towards Health for All – WHO.
02. Social Security Principles, International Labour Organization, Geneva.
03. Park, K “Preventive and Social Medicine”, Banarsidas Bhanot Publishers, Jabalpur.
04. Frawley, David (1997), Ayurvedic Healing: A Comprehensive Guide, Motilal Banarsidas Publishers Pvt. Ltd., Delhi, India.
05. Jayasuriya, Anton (1995), The Scientific Basis of Acupuncture, Medicinal Alternative International, Colombo, Sri Lanka.
06. Kishore, J “National Health Programmes of India”, New Delhi, Century Publications.
07. Ministry of Health and Family Welfare Publications, New Delhi.
08. Sreenivas T, Management of Hospitals, APH Publishing Corporation, New Delhi

Paper title: Medical terminology, records and insurance

Paper number

Paper - 3

Maximum marks

Model Question Papers / Past Question Papers

Syllabus details

UNIT-I Common terms of healthcare management: Terms related to levels of health care; primary, secondary and tertiary – systems of medicine – Ayurveda, Siddha, Unani, Homeopathy, Yoga, Naturopathy, Reiki, etc. – Preventive and Curative medical care – General and specialty Hospitals-Pharmacopia (in patient and out patient).

UNIT-II

Specialty-wise terminology – Pathology terms of common use – clinical, diagnostic and therapeutic terms – Pediatric services – Dental – Psychiatric – Casualty and Emergency – neurology – obstetric and Gynecology – Dermatology intensive care – coronary care services.

UNIT-III

Medical Records – Admission – Billing – Nursing Records – Diagnostic Records – Infection Control Records – Maintenance of Operation Theatres Records – Maintenance of Intensive Care Units Records – Clinical Records – Housekeeping Records – Food Records – Engineering Records – Maintenance Records – Security Records – Fatal Documents – Mortuary Maintenance Records – Transportation – Medico Legal Records.

UNIT-IV

Medical Insurance – Insurance Policy – Health Insurance in Indian Scenario – Economics of Life and Health Insurance - Importance – Health Insurance Policies – Administration of Health Insurance Schemes like CGHS and ESI and Social Security Measures – Health Insurance Taxation – Health Insurance Providers - Insurance Policy – Population Insurance Regulations – Payment Comparisons – Analysis of Risks – Indian and International Insurance Plans.

RECOMMENDED BOOKS:

01. Preventive and Social Medicine, K.Park, 15th edition, Banarasidas Bhanot Publishes, Jabalpur.
02. India Health Report, Rajiv Mishra, Rachel Chaterjee, Sujatha Rao, Oxford University Press, New Delhi.
03. Textbook of Midwives, V.Ruth Bennett, Lindo, K Brown, ELBS, British Publishers, London.
04. Website : indianmedicine.nic.in

Paper title: Diagnostic, Support and Utility services

Paper number

Paper - 4

Maximum marks

Model Question Papers / Past Question Papers

Syllabus details

UNIT-I: Clinical Services – Outpatient Services – Accident and Emergency Services – Inpatient Services – Operation Theatre Services – Intensive Care Unit Services – Nursing Services.

UNIT-II

Diagnostic and Therapeutic Services - Laboratory Services – Radio Diagnosis and Imaging Services – Radiation Hazards – Blood Transfusion Services – Pharmacy Services.

UNIT-III

Support and Utility Services – Sterile Supply Services in Hospitals – Medical Records Department – Linen and Laundry Services – Dietary Services – Housekeeping Services – Mortuary Services – Transportation System – Ambulance Services – Sanitation and Waste Management.

UNIT-IV

Safety Services – Hospital Acquired Infection – Disaster Management – Fire Fighting – Security Services.

RECOMMENDED BOOKS:

- 01) Outpatient Services in Hospital Planning and Administration, WHO, Geneva.
- 02) Kaunders, GD, Gopinadh, S and Katakam, A, Outpatient Services in Hospitals, Tata McGraw Hill Publishing Pvt. Ltd., New Delhi.
- 03) Role of Hospitals in Ambulatory Care, WHO Technical Series, Geneva.
- 04) Hospital Planning and Administration, WHO, Geneva.
- 05) McGibony, "Principles of Hospital Administration", Chicago.
- 06) The Organization and Management of Hospital Dietary Services, NIHFW, New Delhi.

Paper title: Hospital accounting and Hospital laws

Paper number

Paper - 5

Maximum marks

Model Question Papers / Past Question Papers

Syllabus details

UNIT-I Bookkeeping – Scope of Accounting – Accounting Concepts and Principles – Double Entry Bookkeeping - Journal – Ledger – Subsidiary Books – Cash Book – Trial Balance – Trading Account – Profit & Loss Account – Balance Sheet – Bank Reconciliation Statement.

UNIT-II

Materials Management – Concepts – Organizing the Materials Management – Materials Handling – Problems – Storekeeping and Warehousing Management – Material Records – Lab Control.

UNIT-III

Inventory Management – Raw Materials – Finished Goods – Norms of Inventory – Ordering Costs – Inventory Carrying Costs – Economic Order Quantity (EOQ) – Economic Purchase Quantity (EPQ) – ABC Analysis – Control Ratios – Determination Stock Levels.

UNIT-IV

Hospital Laws – Law of Contract Applicable to Doctors – Liability Risks – Medico Legal Issues – Consumer Protection Act – Company Law – Taxation – Mercantile Law.

RECOMMENDED BOOKS:

- 01) Prasad, G & Chandrasekhara Rao, V, “Accounting for Managers” Jai Bharat Publishers, Guntur.
- 02) Ramachandran, N & Ramkumar Kakani, “Financial Accounting for Management” Tata McGraw Hill Publishing Company Limited, New Delhi.
- 03) Siddiqui, S.A. and Siddiqui, A.S., “Managerial Economics and Financial Analysis”, New Age International (P) Ltd., Publishers, New Delhi.
- 04) Mishra, R.K. and Naveen, B, “Readings in Managerial Economics Accounting & Financial Analysis” B.S.Publications, Hyderabad.
- 05) Gopalakrishnan, P and Sundaresan, M, “Materials Management” – An Integral Approach”, Prentice-Hall of India Private Limited, New Delhi.
- 06) Bulchandani, K.R. “Business Law for Management”, Himalaya Publishing House, Mumbai.
- 07) Avathar Singh, Law of Contract and Specific Relief, Eastern Book Company, Lucknow
- 08) Gulshan SS, Kapoor GK, Business Law including Company Law, New age International Publishers, New Delhi.