



Bachelor of Health Care Management

(BHCM)

Syllabus

Faculty of Management Studies

POKHARA UNIVERSITY

2005

BACHELOR OF HEALTHCARE MANAGEMENT (BHCM) PROGRAM

GOAL AND FOCUS

In 1923, USA Started courses on Hospital Administration, In 1967, AIIMS introduced Master degree in India. First of all, Nepal, Pokhara University started Bachelor of Health Care Management in 2000 as a 3 years program and is amended as a 4 years program in 2005. The program has a goal to make students able to handle the problems of health and hospital management with a pioneering spirit.

OBJECTIVES

The BHCM program at the faculty of management studies (FMS) of Pokhara University is devoted to impart both theoretical foundation and practical knowledge in Health care management. Specially, the program aims, among others, to:

- Prepare students to take up entry-level management position to start as a specialized professional career in Health and Hospital management.
- Inculcate a positive attitude, abilities and practical skills, essential for competent and responsible manager; and
- Develop necessary foundation for graduate studies in management, especially in Health & Hospital Management (healthcare management).

CAREER OPPORTUNITY

BHCM graduates can choose following area to build the career.

- University (Education and Research)
- Hospital
- Health Organization
- Health Consultancy etc.

AN INTRODUCTION TO BHCM PROGRAM

A. GENERAL

1. Title

The title of the program is Bachelor of Health Care management (BHCM).

2. Objective

The objective of the BHCM program is to produce qualified health care professionals of conceptual foundation and practically sound.

3. Course Structure

- The program follows the credit system. Each course is assigned a certain number of credits depending generally upon its lecture, tutorial and practical work hours in a week. In theory subjects, one lecture per week is assigned one credit as a general rule.
- Three credit hours of theory is equivalent to 48 hours lecture in one semester.
- The BHCM course comprises of 18 credit hours in third, fifth and seventh semesters, and 15 credit hours, in all other semesters with the total of 129 credit hours spreading over eight semesters with the following distinct components:
 - General Core Courses: These courses help students for strong foundation, analytical and managerial skills in the area of health care

management. This area covers 60 credit hours, 20 courses of 3 credit hours each.

- Professional Core Courses: These courses help students' to develop strong foundation in the area of health and hospital management. This area covers 36 credit hours, 12 courses of 3 credit hours each.
- Internship: The internship provides students with an opportunity to gain real -life experience by working in recognized health program or hospital organized for a period of four to six weeks. The internship covers 9 credit hours, 3 internship of 3 credit hours, each
- Electives: The electives courses help students to develop specialized and focused skill in the areas of health management (specialization I) and Hospital management (specialization II). This area covers 24 credit hours, 4 courses of 3 credit hours form each specialization areas.

- General Core Courses:
 - ENG 101.3 English I
 - ENG 102.3 English II
 - ENG 103.3 Business Communication
 - MTH111.3 Managerial Mathematics
 - HHM 223.3 Bio Statistics
 - ACC 111.3 Managerial Account
 - ECO 101.3 Micro Economics
 - ECO 102.3 Macro Economics
 - PSY 101.3 Psychology
 - SOC 101.3 Sociology
 - CMP 101.3 Computer Application
 - CMP 103.3 Programming Language
 - HHM 321.3 Health Information System
 - MGT 101.3 Principle of Management
 - MKT 101.3 Principles of Marketing
 - MGT 103.3 Human Resource Management
 - MGT 111.3 Strategic Management I
 - MGT 112.3 Strategic Management II
 - MGT 102.3 Organizational Relations
 - RCH 101.3 Research Methodology
- Professional Core Course:
 - HHM 111.3 Principle of Health Care
 - HHM 222.3 Epidemiology
 - HHM 121.3 Hospital Administration I
 - HHM 221.3 Hospital Administration II
 - HHM 212.3 Health Planning
 - HHM 213.3 Hospital Planning
 - HHM 311.3 Health System & Policy
 - HHM 313.3 Health care Inventory Management
 - HHM 321.3 Health program
 - HHM 3222.3 Support Services
 - HHM 323.3 Health Care Evaluation
 - HHM 324.3 Health Care Law
- Internship:
 - INT 200.3 for practical knowledge and skills about health care organization
 - INT 300.3 for major study of health project or component
 - INT 400.3 for major practical study and SWOT major department
- Each course is identified by the course code followed by the course title (e. g., ENG 101.3 English I etc).

4. Normal and Maximum Duration of Stay in the University

The normal duration for completing the BHCM course is four years. In exceptional case, however, the student is allowed normal duration plus two year to complete the course within six years from the time of admission, the University registration is annulled.

5. Academic schedule

The academic session consists of two semesters per year. Generally the Fall semester (September-February) starts in September and the spring semester (February-July) begins in February, however it may differ slightly in any particular year

6. Medium of Teaching and Examination

The medium of instruction and examination for BHCM program will be English.

B. ADMISSION AND EXAMINATION

1. Entry Requirement for New Student

The entry requirement for a new student in BHCM will be intermediate or Higher secondary level (10+2) or proficiency certificate Level (PCL) in any discipline recognized by Pokhara University. Besides the basic academic requirement, an entrance examination will be held for all applicants.

2. Admission Procedure

A notice inviting application for admission is publicly announced. The application forms and information brochures are provided, on request, after the payment of the prescribed fee.

The concerned college scrutinizes the applications. The eligible candidates are informed to take the entrance test. The date and time for the entrance test is informed to the prospective students by the college. The college may also interview the candidates for final selection for admission.

The candidates, Who are given provisional admission under special condition, are required to submit all necessary documents within a month of the beginning of regular classes. Otherwise, the admission will be annulled.

3. Student Evaluation

The Student's academic performance during a semester will be evaluated internally (sessional work) and externally (the final examination). The sessional work examination will be evaluated by the teaching Faculty and it will be of 50% weight. The remaining 50% will be the final Examination, conducted University.

To pass a particular course, a student must obtain a minimum of D grade in sessional work (average of internal assessments) and the final examination, separately.

4. Attendance Requirement

The students must attend every lecture, tutorial seminar and practical class. However, to accommodate for sickness and other contingencies, of the attendance requirement shall be a minimum of 80% of the classes in any particular subject, otherwise s/he shall not be allowed to take the final examination in class for more than four weeks without notifying the authorities, his/ her name will be removed from the college roll.

5. Course Registration

The academic record of a student shall be maintained in terms of the courses for which s/he registers in any semester, and the grades s/he obtains in those courses. Registration for courses is done at the beginning of each semester. Since registration is a very important procedural part of the credit system, it is absolutely essential that all students present themselves at the college. In case of illness or any exceptional circumstance during the registration period, the student must inform the principal or head of the institution. Registration absentia may be allowed only in rare cases, at the discretion of the authorized register for courses and will only be allowed to complete other formalities.

Generally in a particular semester or year only those courses would be offered for registration which are mentioned in the syllabus, however their sequence may be interchanged if necessary.

6. Repeating a Course

A course may be taken only once for a grade, except when a student receives a “F” grade. Since passing of all courses individually is an essential requirement to obtain a degree, the student must retake the failing course a when offered by the college and must successfully complete the same. A student may also be allowed to retake a course to achieve a minimum CGPA of 2.0. The grade earned first time the course was taken. Student can retake a course only two times for credit.

7. Transfer of credit Hours

A maximum up to 25% of the total credit hours of course completed in an equivalent program of a recognized institution may be transferred/ waived for credit on the recommendation of the head of the faculty. For transfer of credit, a student must have received a grade of B or better in respective course. Courses taken earlier than five years from the time of transfer may not be accepted for transfer of credit. However, a student transferring from one program to another program of Pokhara University may receive a credit transfer of all the compatible courses completed with at least grade C.

The concerned subject committee of the University will make an evaluation of the applicant for transfer of credit. The awarding of transferred credit will be based on the applicant’s score in the University, Which s/he has attended previously.

8. Final Examination

University conducts final examination at the end of each semester. The procedure of final examination conduction will be as per the examination rules of the University.

9. Unsatisfactory Results

Students may apply for retotalling or rechecking of their grades as per University rule, upon payment of prescribed fee.

C. GRADING SYSTEM

The grades (marks) awarded to student in a course is based on his/ her consolidated performance in sessional and final examination. The letter grade in any particular subject is an indication of a student's relative performance in that course. The pattern of grading will be as follows:

Letter	Grade	Grade point description
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	Good
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Minimum requirement
F	0	Failing

In unusual circumstances, the student may be awarded an incomplete grade of "I". If all the requirements are not completed within the following semester, the grade of "I" will be automatically converted to an "F". A student receiving an "I" grade does not need to register for that subject in the following semester to complete the required words.

The performance of a student in a semester will be evaluated in terms of the semester grade point average (SGPA). The student's final grade will be calculated on cumulative grade point average (CGPA).

SGPA = Total honor points earned in a semester/ total number of credits registered in a semester. CGPA = Total honor points earned/total number of credits completed.

D. DIVISION EQUIVALENCE

In Pokhara University, CGPA 2.5 or more and 3.0 or more are considered as Second and First divisions, respectively.

E. DISMISSAL FROM THE PROGRAM

A student is normally expected to obtain a CGPA of 2.0, the student, whose performance in the past semesters does not show the possibility of maintaining this CGPA, may be advised to leave or dismissed from the program

F. AWARD OF DEGREE

On completion of all requirements with CGPA of 2.0 or better, the student will be awarded a degree of Bachelor of Health Care Management (BHCM).

G. DEGREE WITH DISTINCTION

To obtain a degree with distinction, a student must obtain CGPA 3.6 or better

H. DEAN'S LIST

The Dean's list recognizes outstanding performances of academic excellence by students. To qualify, a student must obtain a CGPA of 3.7 or better.

Note: The provisions of this document are not to be regarded as a binding contract between the University and the students. The University reserves the right to change any provisions or requirements contained in this document at any time, without pre-notification within the students' term of residence.

CURRICULUM STRUCTURE

**FIRST YEAR
FIRST SEMESTER**

Code	Description	Credit Hours	per-requisite course	Core course
ENG 101.3	English I	3		
MGT 101.3	Principles of Management	3		
CMP 101.3	Computer Application	3		
HHM 111.3	Principles of Health Care	3		
MTH 111.3	Managerial Mathematics	3		
TOTAL		15		

SECOND SEMESTER

Code	Description	Credit Hours	pre-requisite course	Core course
ENG 102.3	English II	3		
Eco 101.3	Microeconomics	3		
CMP 103.3	Programming Language	3		
HHM 121.3	Hospital Administration I	3		
ACC 111.3	Managerial Account	3		
TOTAL		15		

SECOND YEAR

THIRD SEMESTER

Code	Description	Credit Hours	pre-requisite course	Core course
END 103.3	Business Communication	3		
SOC 101.3	Sociology	3		
ECO 102.3	Macroeconomics	3		
HHM 212.3	Health Planning	3		
HHM 213.3	Hospital Planning	3		
INT 200.3	Internship	3		
TOTAL		18		

FOURTH SEMESTER

Code	Description	Credit Hours	pre-requisite course	Core course
PSY 101.3	Psychology	3		
RCH 101.3	Research Methodology	3		
HHM 221.3	Hospital Administration II	3		
HHM 222.3	Epidemiology	3		
HHM 223.3	Bio Statistics	3		
TOTAL		15		

**THIRD YEAR
FIFTH SEMESTE**

Code	Description	Credit Hours	Pre- requisite course	Core course
MGT 102.3	Organizational Relations	3		
MKT 101.3	Principles of Marketing	3		
HHM 311.3	Health System and Policy	3		
HHM 312.3	Health Information System	3		
HHM 313.3	Health Care Information System	3		
INT 300.3	Internship	3		
TOTAL		18		

SIXTH SEMESTER

Code	Description	Credit Hours	pre-requisite course	Core course
MGT 103.3	Human Resource Management	3		
HHM 321.3	Health Program	3		
HHM 322.3	Support Services	3		
HHM 323.3	Health Care Evaluation	3		
HHM 324.3	Health Care Law	3		

TOTAL	15
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FOURTH YEAR
SEVENTH SEMESTER

Code	Description	Credit Hours	pre- requisite course	Core course
MGT 111.3	Strategic Management I	3		
	Elective I (Specialization I)	6		
	Elective II (Specialization II)	6		
INT 400.3	Internship	3		
TOTAL		18		

ELGHTH SEMESTER

Code	Description	Credit Hours	Per- requisite course	Core course
MGT 112.3	Strategic Management II	3		
	Elective III (Specialization I)	6		
	Elective IV (Specialization II)	6		
TOTAL		15		

⊗ represents the core course.

Notes:

- The evaluation of internship shall be as follows:
 - Work evaluated by immediate supervisor of the section 50%
 - Report submitted to the college 25%
 - Report verbal presentation at college 25%
- Only “Pass/Fail” grade are awarded in the internship and student must obtain “Pass” grade.

Electives

Specialization I: Health Management

- HHM 301.3 Anatomy and physiology
- HHM 302.3 Community Health
- HHM 303.3 Environmental Health
- HHM 304.3 International Health Environments
- HHM 305.3 Health Economics
- HHM 306.3 Population Studies
- HHM 307.3 Health Project Management
- HHM 308.3 Health Institutions
- HHM 309.3 Special Topics on Health

Specialization II: Hospital Management

- HHM 401.3 Modern Hospitals
- HHM 402.3 BIO Medicals
- HHM 403.3 Hospital Finance
- HHM404.3 Hospital Automation Management
- HHM 405.3 Hospital Quality Management
- HHM 406.3 Hospital Project Management
- HHM 407.3 Health Care Marketing
- HHM 408.3 Health Educations
- HHM 409.3 Special Topics on Hospital

BHCM
First Year
First Semester

ENG 101.3 (Credit hours 3)

English I

BHCM, First Year, First semester

Course Objectives:

This course contains informative reading to improve reading skills, exercises to help improve listening skills, effective writing exercises to develop useful techniques in writing and realistic creative writing to give an opportunity to express oneself. The course aims to develop the overall skills in the use of English language. Specially it aims to:

1. Revise and consolidate on what the students have already learnt in their +2 or higher secondary course;
2. Develop and extend their knowledge further,
3. Develop their reading, listening and writing skills;
4. Orient them towards creative writhing;
5. Polish students “problem areas” of English grammar;
6. Develop their vocabulary skills; and
7. Develop the knowledge and practice of functional language needed in different situations.

The method of teaching should be student-centered and activity oriented. Extensive use of audiovisuals and workbook should be made.

Course Contents:

- | | |
|---|-----------------|
| 1. Module I | 16 hours |
| Desert Island, Around the world, That’s show business! Food and drink, Crossing the Channel | |
| 2. Module II | 16 hours |
| Buildings and homes, put it in writing, The third age, It takes all sorts....., Communication | |
| 3. Module III | 16 hours |
| The English –speaking World, Travlers, Love Stories, On business, Here is the news | |

Text Book:

1. Jones, Leo: Cambridge Advanced English, Cambridge: CUP.

References:

Dictionary, Video and Cassettes

MGT 101.3 (Credit hours 3)

Principles of Management

BHCM, First Year, First Semester

Course Objectives:

This course aims to familiarize students with the fundamental principles of management with a view to develop their understanding of the functions of management, evolution of management theories, globalization of management and emerging concepts in management

Course Contents:

- 1. Introduction** **4 hours**
Concepts of management, The management process and function, Types and roles of managers, Managerial levels and skills, Emerging challenges for management
- 2. Management Theories** **6 hours**
Scientific management school, Administrative management, Behavioral school, Management science school, Systems approach, Contingency approach
- 3. Environment Context** **5 hours**
Concept of environment, External environment and internal environment, Organization – environment relationship, Managerial ethics, Social responsibility, Emerging business environment in Nepal
- 4. Planning and Decision Making** **6 hours**
Planning: an overview, Importance of planning, purpose and functions of organization goals, Types of planning, Concept of strategic planning, Situational analysis, Managerial decision making: nature of decision marking, styles and conditions of decision making, group decision making, tools for planning and decision marking
- 5. Organizational Design and structure** **8 hours**
Meaning, principles and approaches to organizing, job design, Departmentation, Nature and types of organization design, Situational influence on organizational design, informal organization, Authority, power and responsibility, Delegation and decentralization of authority, Emerging concepts in organizing
- 6. Leadership and Motivation** **5 hours**

Understanding individuals in organization, Nature, functions and styles of leadership, approaches to leadership, The motivational process, The need- hierarchy and motivation-hygiene theories, Motivation through employee participation

7. Communication and Team Work

6 hours

Concept, nature, and forms of organizational communication, Informal communication, Interpersonal communication, barriers to communication, Group and teams: concept and characteristics, Interpersonal and inter-group conflicts, Managing conflicts

8. Control and Quality management

4 hours

Elements of control, Nature and types of control managing control in organization, Information for effective control, MIS and DSS, TQM, Factors effecting quality Deming management

9. International Management

4 hours

Globalization- concept, nature and forms, Methods of globalization, Changing international management scenario. Multinational companies –meaning and types, effects and benefits

Text Books:

1. Griffin, R.: Management, ATTBS, Delhi.
2. Pant, P.R.: Principles of Management, Buddha Academic Enterprises.

Reference Books:

1. Robbins P. and Coulter, M.: Management, Prentice Hall of India.
2. Stoner, J. A., R, E, Freeman and D. R. Gilbert: Management, Prentice Hall of India.

CMP 101.3 (Credit hours 3)

Computer Application

BHCM, First Year, First Semester

Course Objectives:

This course aims to provide students with a skill in word processing, spread –sheet, data base, and use of power point internet and e-mail. Students are required to undertake a project work under the supervision of the course director/teacher that will form the third internal evaluation test.

Course Contents:

- 1. Introduction to personal Computer** **8 hours**
History of computers, PC at a glance, Building blocks of PC, PC software, Micro, mini, main and super computers, Applications of computer, The input accessories, Considerations in buying a computer, Computer networking (simple definition of different types of network; star, ring, and bus typology)
- 2. Operating System** **8 hours**
What is an operating system, The DOS (involve different commonly used commands), Disadvantage of DOS, Windows operating system; setting, properties and installation guides, Software tools (utility programs).
- 3. Word Processor** **8 hours**
Learn to use help, Opening, creating, saving, saving documents in different formats and printing documents, password protection, Customization of MS Word to user's requirements, Checking spelling, thesaurus and grammar, Editing formatting and changing appearance of the page and merging documents, Importing graphics and creating drawing objects, Creating tables, Embedding and linking, Creating a hyperlink, Working with a long document, Customizing document (e.g. bullet and numbering. Header and footer, printing area, putting a picture, and other techniques) Familiarization with Macro and Mail merge
- 4. Spreadsheet** **8 hours**
Working with workbooks and worksheet, Entering data and selecting cells, Editing work-sheet data, Creating formula and working with charts, Creating drawing and working with pictures, Validating cell entries, sorting and conditional formatting, Making decision using Excel, Pivot tables, Graphs
- 5. Presentation** **4 hours**
Rudiments of presentation, Creating presentation slides suing Microsoft power point, Different techniques presenting slides, Arranging and sorting slides, Animation and other effects
- 6. Database** **4 hours**
Basic concepts of database, Table design, Form and report design using a single table
- 7. Internet and E-mail** **2 hours**

MS Outlook and its configuration to setup e-mail account, Search engines

8. Project Work

6 hours

Students are required to perform regular reporting and presentation in all of the above MS Office techniques. The student, with the consent of the course coordinator must submit a project that incorporates the use of MS Word, MS Excel and MS Power Point

Text Book:

1. Busby, Michael and Russel A. Stultz: Microsoft Office 2000, BPB Publications.

Reference Books:

1. Ram B.: Computer Fundamentals, Willey Eastern Publication.
2. Saxena S.: A First Course in Computers, Vikas Publishing.

HHM 111.3 (Credit hours 3)

Principles of Health Care

BHCM, First Year, First Semester

Course Objectives:

Up on the successful completion of the course the students will be able to:

1. Distinguish between health and disease
2. Choose the modern concept of health and health care delivery system.
3. Select and identify the PHC approach and risk factors of disease.

Course Contents:

Module I

- | | |
|--|----------------|
| 1. Introduction | 5 hours |
| 1.1 Concept of man & medicine | |
| 1.2 Germ theory of diseases | |
| 1.3 Modern Medicine | |
| 1.4 Changing concept in public Health | |
| 2. Modern Concept of Health | 5 hours |
| 2.1 Introduction of Health, Definition of health. | |
| 2.2 Concept of health and changing concept of health. | |
| 2.3 New philosophy of health | |
| 2.4 Dimensions of health | |
| 2.5 positive health, A Relative Concept, Concept of well-being | |
| 3. Holistic Health | 5 hours |
| 2.1 Definition, Characteristic of Holistic Health | |
| 2.2 Different eren of Medicine | |
| 2.3 Concept of healing | |
| 2.4 Healing Modalities | |
| 2.5 Alternative Medical therapies | |
| Test on Module I | 1 hours |
| Module II | |
| 4. Determining of Health | 5 hours |
| 4.1 Determinants of health | |
| 4.2 Spectrum of health | |
| 4.3 Ecology of health | |
| 4.4 Right to health | |
| 4.5 Responsibility for health | |
| 5. Determining of Health | 5 hours |
| 5.1 Health Development | |
| 5.2 Introduction of Health Indicators | |
| 5.3 Importance of Health indicators | |
| 5.4 Characteristics of indicators | |
| 5.5 Classification of indicators | |

- 6. Causation** **5 hours**
- 6.1 Concept of Disease
 - 6.2 Concept of causation
 - 6.3 Multifactor Causation
 - 6.4 Web of causation
 - 6.5 Natural History of disease
 - 6.6 Disease cycle
- Test On Module II** **1 hours**
- Module III**
- 7. Epidemiological Triad** **5 hours**
- 7.1 Agent, Host, environment
 - 7.2 Risk factors and Risk group
 - 7.3 Concepts of Control
 - 7.4 Concepts of prevention
 - 7.5 Modes of Intervention
- 8. Health Care**
- 8.1 Introduction of health Care
 - 8.2 Characteristics of Health care
 - 8.3 Health system
 - 8.4 Level of Health Care
 - 8.5 Health Care services
 - 8.6 Health Care Systems
 - 8.7 Health Care delivery
 - 8.8 health status & Health problems
 - 8.9 Health Care Revolutions
- 9. Primary Health Care** **5 hours**
- 9.1 Introduction
 - 9.2 Definition
 - 9.3 Principles & elements of PHC
 - 9.4 Alma – Ata Recommendation
 - 9.5 Assessment of primary Health Care
 - 9.6 National strategy for health for all
- Test on Module III**
- Text Books:**
1. J. E. park: Text book of preventive and Social Medicine, 2000 publisher, 1167, prem Nagar, Jabalpur, 482001 (India)

Reference Books:

1. Dr. H. Dixit: Quest for Health, Health 1999, Health Learning Material, T.U. Maharjgunj.
2. S. L. Goel: Health Care system and Management, primary health care Management 2001. Publisher, deep, Deep publications Pvt. Ltd, F- 159, Rajouri Garden, New Delhi – 110027

MTH 11.3 (Credit hours 3)

Managerial Mathematics

BHCM, First Year, First Semester

Course Objectives:

This course aims to impart to students the knowledge of various mathematical tools used in management.

Course Contents:

- 1. Review of Basic Arithmetic Algebraic Skills** **7 hours**
Manipulation of exponents (Law of indices solving linear equations (up to 3 variables) simple logarithmic calculation, and compound interest compound depreciation, Annuities Permutation and combination
 - 2. Matrices and Determinant** **7 hours**
Types of matrices, Matrix operations, matrix representation of equations, Determinant, Inverse of a Matrix, Solution of linear equations by Cramers' rule, Inverse matrix rule, Applications of matrix algebra
 - Test on Module I** **1 hour**
 - 3. Set Theory and Real number system** **4 hours**
Introduction, Types of set, Venn diagram, set Operations Inverse Number of elements in a set, Applications, Real number system, Open and Closed intervals, Absolute value, Linear inequalities and their graphs
 - 4. Functions and Graphs** **7 hours**
Definition of function, Injective (one to one) functions Inverse function, Linear, Quadratic and Polynomial functions (Introduction only), Exponential & logarithmic functions, Trigonometric functions, Graphs and Applications of each type of functions
 - 5. Limit and Continuity** **3 hours**
Limit of a function, continuity and discontinuity of function
 - Test on Module II** **1 hour**
 - Module III: Derivatives and Antiderivatives**
 - 6. Differentiation** **8 hours**
Definition of derivative, Techniques of differentiation, Derivative of algebraic, exponential, logarithmic and trigonometric functions (simple cases), Application related to function of one variable
 - 7. Integration** **6 hours**
Indefinite integrals, Techniques of integration, Definite integrals Applications
 - Test on Module III** **1 hour**
- Basic Text:**
1. Budnick, Frank S.: Applied Mathematics for Business, Economics and the Social Sciences, Fourth Edition, McGraw Hill Inc.
- Reference Books:**
1. Bajracharya C.: Business Mathematics, M. K. publishers & Distributors

BHCM
First Year
Second Semester

ENG 102.3 (Credit hours 3)

English II

BHCM, First Year, Second Semester

Course Objectives:

This course aims to develop writing skills in the students. It functions as a min- rhetoric offering extensive advice on planning, writhing and revising, including brainstorming, clustering, journal writing, and editing, The course introduces students to the various modes of writing and with enough examples it teaches how to distinguish between the various modes and comprehend an essay’s content, understand the writer’s purpose and audience, recognize the stylistic and structural techniques used to shape the essay, and their sensitivity to the nuances of word choice and figurative language, In addition, there are ample “Writing Assignments” and “Collaborative Writing Activity” for the students to apply what they have learnt.

Course Contents:

Module I

16 hours

1. Introduction

Reading to Write

2. The Writing Process

Invention, Arrangement, Drafting and Revision

3. Narration

Sandra Sisneros, Only Daughter; Donna Smith –Yackel, My Mother Never Worked

4. Description

Mark Twain, Reading the River; N. Scott Momaday, The Way to Rainy Mountain

Module II

16 hours

5. Exemplification

Robert M. Linlinfeld and William L. Rahje, Six Enviro- myths

Richard Leaderer, English is a Crazy Language

6. Process

Alexander petrunkevitch, The Spider and the Wasp; Larry Brown, On Fire

7. Cause and Effect

Norman Cousins, Who Killed Benny pare?

Marie Winn, Television: The plug-In Drug

8. Comparison and Contrast

Bruce Catton, grant and Lee” A study in Contrast

Deborah Tannen. Sex, Lies, and Conversation

9. Classification and Division

Allen pace Nilsen, Sexism in English: A 1990s Upsate

Stephanie Ericsson, The Way We Lie

Module III

16 hours

10. Definition

Judy Brady: I Want a Wife

Burno Bettelheim. The Holocaust

11. Argumentation

Structuring an Argumentative essay

Tomas Jefferson, The Declaration of Independence

Debate Casebook: Multicultural

12. Combing the patterns Education

Lars Eighner, On Dumpster Diving

13. Using and Documenting Sources

Paraphrasing, Summarizing, and Using Quotations, Avoiding plagiarism, Using APA Style to Cite and Document Sources

Text Book:

1. Kirszner, G. Laurie & Stephen R. Mandell: Patterns for College writing: A Rhetorical Reader and Guide, 7th ed.

ECO 101.3 (Credit hours 3)

Microeconomics BHCM, First year, Second Semester

Course Objectives:

This course aims to acquaint students the basic fundamentals of micro economic theory. It enhances the skills of the students in tabular and graphic interpretation of the economic concepts with respect to business decisions.

Course Contents:

- 1. Introduction** **3 hours**
Introduction to economic theory: problem of scarcity, Introduction to microeconomics and macroeconomics, Function of microeconomic theory, Comparative statics and dynamics, positive and normative economics
- 2. Demand, supply and Equilibrium** **7 hours**
Meaning and economic of Demand, Individual demand (Law of demand and Demand curve), Market demand curve, Meaning and Concept of Supply, Individual supply (Law of Supply and Supply Curve), Market supply curve, Shifts in demand and supply curves and the changes in equilibrium
- 3. Measurement of Elasticities** **4 hours**
Price elasticities of demand, Are and point elasticity, Total expenditure (revenue) and elasticity, Income elasticity, cross elasticity and price elasticity of supply
- 4. Consumer Demand Theory** **10 hours**
Cardinal approach of utility, Consumer equilibrium, Ordinal approach of utility, Indifference curve, Marginal rate of substitution, budget line, consumer equilibrium, income consumption curve, price consumption curve, separation of substitution and income effect from price effect for normal, inferior and Giffen good
- 5. Costs of Production** **7 hours**
Production function, production with one variable input: total, average and marginal product, Law of diminishing marginal returns, production function with two variable inputs: Isoquants, marginal rate of technical substitution, Law of returns to scale, Isocost lines, Optimum, Combination of inputs, Expansion path
- 6. Cost of production** **4 hours**
Short-run total, average and marginal cost curves, Geometry (shape) of short- run cost curves, Relationship between average and marginal revenue curves in different market situations
- 7. Concept of Revenue Curves** **2 hours**
Nature of revenue curves in various markets, Total, average and marginal revenue curves, Relationship between average and marginal revenue curves in different market situations
- 8. Product Pricing** **7 hours**
Perfect competition; pricing under perfect competition; equilibrium in short run and long run, Monopoly; pricing under monopoly, short and long period, Monopolistic competition; pricing under monopolistic competition; short and long period, Comparison among various market situations
- 9. Theory of Factor pricing** **4 hours**
Factor pricing in perfectly competitive markets, factor pricing in imperfectly competitive markets, Bilateral monopoly

Text Book:

1. Mankiw, N. Gregory: Principles of Microeconomics, the Dryden press, Harcourt Brace College publishers

Reference Book:

1. Dominick Salvatore: Theory and problems of Microeconomics, 3/ed, Schaum's outline series, McGraw-Hill, Inc, Singapore.

CMP 103.3 (Credit hours 3)

Programming Language

BHCM, First Year, Second Semester

Course Objectives:

This course aims to introduce students to the imperative programming principles and acquaint them with the programming language.

Course Contents:

- 1. Historical Development** **2 hours**
History of computing and computers, Types of computers (analog and digital), Generations of computers
- 2. Introduction to Computer Systems** **4 hours**
Fundamental concept of computer, Memory, hardware, software and firmware, Block diagram of digital computer, Computer peripherals
- 3. Programming preliminaries** **10 hours**
Introduction to program and programming language, Types of programming language, Generations of programming languages, program design methodology, Software development: stages of software development, Text editor, Assembler, Compiler, Interpreter, Algorithms, Flowcharts, pseudo codes, ASCII
- 4. Introduction to C** **16 hours**
C Basics; variables and constants The simple data types in C. Operators, Header files Input statement Unformatted I/O, Formatted I/O, Type conversion, Loops and Decisions (For loop, while loop, Do while loop, Nested loop Case-break and continue statements, If Else, Else-If and Switch statements). Functions (Variables, Returning a value from a function, Sending a value to a function, Arguments, Preprocessor directives, C libraries, Macros, Header files and proto typing). Recursion
- 5. Arrays and strings** **4 hours**
Initializing arrays, Multidimensional arrays, String; Functions relates to the string

- | | |
|---|----------------|
| 6. Structures and Unions | 3 hours |
| Initializing structures, Nested type structure, Arrays and structures, Unions | |
| 7. Pointers | 4 hours |
| Pointer data type, pointers and Arrays, pointers and Functions, pointers and Structures | |
| 8. Files and File handling | 5 hours |
| Opening and creating a file in different modes (Read, write and Append) | |

Text Book:

1. Rajaraman, V; Computer Programming in C, prentice –Hall of India, New Delhi

Reference Books:

1. Kelley, A. & pohi I: A Book on C, Addison Wesley Longman Singapore pvt. Ltd.
2. Yshavant Kanetkar: Let Us C, BPB Publication, New Delhi.

HHM 121.3 (Credit hours 3)

Hospital Administration I

BHCM, First Year, Second Semester

Course Objectives:

At the end of this course the students will be able to:

1. Organize simple Hospital organization & administration functions.
2. Assist on management of selected of selected departments of big hospitals.

Course Contents:

Module I

- 1. Introduction** **5 hours**
 - 1.1 Historical background of hospitals
 - 1.2 Definition of hospital
 - 1.3 Types and its functions of hospital
 - 1.4 Role of hospitals in health care
 - 1.5 Role of hospital, in primary health care
- 2. Hospital Organization** **5 hours**
 - 2.1 The Governing Board, its functions & roles.
 - 2.2 Chief executive, duties, functions and responsibilities.
 - 2.3 Medical, Nursing, Paramedical and other staff, Interrelationship and their role
 - 2.4 Various types of organization charts, advantages & disadvantages.
 - 2.5 Complexity and characteristics of hospital organization
- 3. Major Hospital in the world** **5 hours**
 - 3.1 Indian Hospitals
 - 3.2 US Hospitals
 - 3.3UK Hospitals
 - 3.4Others
 - 3.5 Nepalese Hospitals

Test on Module II **1 hour**

- 4. Medical Record** **5 hours**
 - 4.1 Concepts of Medical record
 - 4.2 Historical background of Medical Record
 - 4.3 Characteristics of Medical Record
 - 4.4 Medical Record Department
- 5. Medical Statistics** **5 hours**
 - 5.1 Hospital beds: Concepts, Characteristics
 - 5.2 Bed Compliments
 - 5.3 Bed Days
 - 5.4 Bed Turn Over
 - 5.5 Death Rates

- 6. Hospital Patients** **5 hours**
- 6.1 OPD Tickets & Inpatient
 - 6.2 Admissions
 - 6.3 Discharge & Clearance
 - 6.4 Death & Clearance
 - 6.5 Follow up
 - 6.6 Finance Clearance
 - 6.7 Referral & Diagnostic services
- Test on Module II** **1 hour**
- Module III**
- 7. Hospital Waste & Infection** **5 hours**
- 1.1 Types of Hospital Infections
 - 1.2 Infection Controls in Hospitals
 - 1.3 Types of Hospital Wastes
 - 1.4 Hospital Waste Management
 - 1.5 Team for Infection control & Waste Management
- 8. Emergency service** **5 hours**
- 8.1 Emergency Department
 - 8.2 Types of emergency services
 - 8.3 Team & facility for Emergency Department
- 9. Outpatient Services** **5 hours**
- 9.1 Various ORD services: concepts
 - 9.2 OPD administration & procedure
 - Follow up in OPD
 - 9.4 Inpatient/ Admission from OPD
 - OPD & Emergency

Text on Module III **1 hour**

Practical:

10 marks from the marks of sectional work is for practical.

Text Books:

1. B.M. Sahkarkar: principles of Hospital Administration and planning, jaypee Brothers, Delhi, 1998.
2. Dr. j. R. McGbony: principle of Hospital Administration, Second Edition, G.P. PUTNAM'S SONS, New York, 1969

Reference Books:

1. G.D. Kunders and Co.: Hospitals: planning, Design and Management, Tata McGraw – Hill, New Delhi, 2000.
2. Maculay: Hospital planning and Administration, HMC, WHO.
3. C.M. Francis, Hospital Administration 2000, publisher, jaypee Brothers; Medical publishers (P) ltd. New Delhi.

ACC 111.3 (Credit hours 3)

Managerial Account

BHCM, First Year, Second Semester

Course Objectives:

At the end of this course the students will be to:

- To equip students with the sound knowledge and skill in handling managerial accounting system.
- To make able to maintain scientific and systematic accounting record and financial statement.
- To make able to analysis and check book of account.
- To support the basis of accounting process of hospital and health management

Course Contents:

Module I: Recording process and Accounting system

- | | |
|--|----------------|
| 1. Introduction | 4 hours |
| 1.1 Meaning of book keeping system | |
| 1.2 Single entry and double entry system | |
| 1.3 Features of single entry and double entry system of book keeping | |
| 1.4 Meaning and function of accounting | |
| 1.5 Procedures of accounting | |
| 2. Journal Entry | 4 hours |
| 2.1 Meaning | |
| 2.2 Rules of debit & credit for journal entry | |
| 2.3 Recording of transaction into journal entry | |
| 3. Ledger Account | 3 hours |
| 3.1 Meaning 7 Features | |
| 3.2 Objective & importance | |
| 3.3 Positing into ledger account | |
| 3.4 Balancing and closing of ledger account | |
| 4. Depreciation | 4 hours |
| 4.1 Meaning and importance of depreciation | |
| 4.2 Causes of depreciation | |
| 4.3 Advantages of providing depreciation | |
| 4.4 Calculation of depreciation under straight line and diminishing balancing method | |
| Test on Module I | 1 hour |
| Module II: Financial statements | |
| 5. Trial Balance | 2 hours |
| 5.1 Meaning | |
| 5.2 Importance | |
| 5.3 Preparation of trial balance | |
| 6. Final Account | 8 hours |

- 6.1 Meaning of final account
- 6.2 Meaning & Objectives of Trading account
- 6.3 Preparation of Trading account
- 6.4 Meaning & objectives if profit & loss account
- 6.5 Preparation of profits & loss account
- 6.6 Meaning & Objectives of balance sheet
- 6.7 Preparation of balance sheet
- 6.8 Adjustment for final account
- 6.9 Preparation of final account

7. Statement to Cash Flow **5 hours**

- 7.1 Cash flow and accrual accounting
- 7.2 Purpose of the statement of cash flow
- 7.3 Operating, investing and financing activities
- 7.4 Formats of statement of cash flow
- 7.5 Preparation of cash flow statement

Test on module II **1 hours**

Module III: Accounting of Non trading organization, Ratio Analysis and Auditing

8. Accounting of Non-trading organization **6 hours**

- 8.1 Meaning of non trading concern
- 8.2 Meaning of Receipt & payment account
- 8.3 Preparation of receipt & payment account
- 8.4 Meaning of income & expenditure account
- 8.5 Objectives of income & expenditure account
- 8.6 Preparation of income & expenditure account
- 8.7 Preparation of balance sheet of non-trading organization

9. Ratio analysis **6 hours**

- 9.1 Concept of ratio analysis
- 9.2 Advantage of ratio Analysis
- 9.3 Classification of ratios
- 9.4 Calculations of ratios

10. Auditing **3 hours**

- 10.1 Meaning
- 10.2 Functions
- 10.3 Importance
- 10.4 Advantages
- 10.5 Difference between Auditing and Accounting

Test on Module III

Basic Text:

1. J.R. Battibi: Advance Accounting, The standard Accounting publications Pvt. Ltd, Bambay, 1997
2. Ten Writers (Nepali Writers); Principal of Book Keeping and Government Accounting, Budha Academic publisher & Distributors Pvt. Ltd. Kathmandu, Nepal, 2004.

Reference Books:

1. J.S. Grewal: Introduction of Accountancy, S. Chand & Company Ltd. 2001
2. I.M. Pandey, Financial Management, Vikas Publishing hours Pvt. Led. Sts Masid Road, jangpur, New Delhi
3. R. L. Gupta & M. Radhaswamy: Advanced Accountancy, Sultan Chand & Sons, New Delhi, 1999.
4. R. Narayan Swamy: Financial Accounting: Ammagerial Perspective, prentice Hall of India.
5. Kamak gupta: Contemporary Auditing, Tata McGraw Hill publishing Company Limited. New Delhi.

BHCM
Second Year
Third Semester

ENG 103.3 (Credit hours 3)

**Business Communication
BHCM, Second Year, Third Semester**

Course Objectives:

This course aims to impart to students the knowledge of effective written and oral communication skills for handling business operations.

Course Contents:

- 1. Communication in Workplace** **5 hours**
The role of communication in business, business communication model, perception and reality, communication malfunctions
- 2. Fundamentals Business Writing** **5 hours**
Adaptation and selection of Words, construction of clear sentences and paragraphs, writing for effect
- 3. Quality of Effective Correspondence** **6 hours**
Objectives of business letter, primary goal, conversational style, you-viewpoint, language, courtesy, emphasis by position and sentence structure, coherence in letter, problems of cultural difference, ethics and public relations writing
- 4. Business Correspondence** **10 hours**
Direct inquiry, indirect situations, persuasive requests and collections, sales and applications, memorandums
- 5. Business Report Writing** **6 hours**
Basic of report writing and readability management, report structures, graphics and visual aspects of report writing
- 6. Public speaking and Oral Reporting** **5 hours**
Making formal speeches: Selection of topic, presentation method, audience analysis, appearance and bodily action, use of voice and visual aids, Oral reporting: definition, differences between oral and written reports, planning the oral report, problems for speeches and oral reports
- 7. Additional Oral Communication** **5 hours**
Conducting and participating in meetings, using the telephone, interview, listening
- 8. Nonverbal Communication** **3 hours**
Definition, classification of nonverbal communication
- 9. Selected topics** **3 hours**
Technology-enabled communication, tools for presentation, cross- cultural communication

Text Books:

1. Lesikar, Raymond V. and John D. Pettit Jr.: Business Communication: Theory and practice, Irwin Inc: India.
2. Lesikar, Raymond V, John D. Pettit Jr and Marie E. Flatley: Business Communication, Irwin.

SOC 101.3 (Credit hours 3)

Sociology

BHCM, Second Year, Third Semester

Course Objectives:

This course aims to provide students with the basic concepts of sociology along with the knowledge about cultural and social institutions and processes.

Course Contents:

- 1. Introduction to Sociology** **4 hours**
Meaning of sociology, Nature of Sociology, Methods of sociology (Scientific methods and limitations, Sociology as a science), Subject matter of sociology
- 2. Theories** **8 hours**
Meaning of perspective and their uses in sociology, Major theoretical perspectives of sociology: Functionalist, Conflict and Interactions: Basic assumptions their strength and weakness. Relationship of business Management with social sciences (Sociology/ anthropology)
- 3. Basic Concept in Sociology** **14 hours**
Society: meaning nature and types (Pre-industrial and industrial society), Community: meaning and nature. Culture; meaning, characteristics and functions, Cultural contents (Material and non material culture) and Elements of culture (Norms values, beliefs, knowledge, technology, signs). Group: meaning, nature, importance, and classification of groups (primary) and secondary) and factors enforcing group formation Organization: meaning nature, formal organization and Weber's bureaucracy. Social institutions: meaning nature, functions and types (primary and secondary)
- 4. Basic social institutions** **10 hours**
Marriage: meaning, characteristics, function and types (Monogamy, polygamy, endo and exogamy), factors effecting marriage (Industrialization, organization, education, legislation). Family: meaning, characteristics, types (Nuclear and joint, patriarchal and matriarchal, functions, nuclearization and changing functions of family. Kinship: meaning, rule of descent, kinship usages (Rule of avoidance and joking relationships)
Education system: meaning of education, function of education (Functionalists view and conflict view). Religion; meaning (Religion as a system of beliefs and practices) Sacred and profane, functions of religions (functionalist and conflict approach) Political system: meaning and basic features of democracy and totalitarianism, meaning and functions of welfare state Economic system: capitalism and socialism, meaning and basic features with their strengths and limitations
- 5. Socialization** **3 hours**
Meaning of socialization, primary socialization (Theory of Frued, Mead, Cooley and piaget), Agents of socialization, Impact of man on society and impact of society on man. Personality: meaning, static and dynamic nature of personality, factors determining personality (Biological and environmental i.e. socio-cultural)
- 6. Social Stratification** **3 hours**

Meaning of social differentiation, inequality and social stratification, Nature and types of social stratification (meaning and characteristics of caste, class, ethnic and gender inequality with reference to Nepal)

7. Social Control

3 hours

Crime and deviance: meaning and their differences. Merton's type of Anomie
Concept of social sanction, conformity, meaning and nature of social control, types of social control (formal and informal): Agencies of social control (formal and informal i.e. law, education, coercion, norms and values, religion)

8. Social Change

3 hours

Meaning, nature, causal factors (population, social organization, environment, technology) and Conflict approach to social change

Text Book:

1. Shankar, Rao, C.N.: (2000), Sociology: Primary principles (3rd edition). New Delhi: S. Chand & Company.

Reference Books:

1. Calhoun, Light, Keller: Sociology (6th ed). New York: McGraw Hill.
2. R.M. Mac Icer and C.H. page: Society: An introductive analysis
3. M. Heralmabous with RM Held: Sociology: Themes and perspectives
4. Rishikeshav Raj Regmi: The essentials of Sociology

ECO 102.3 (Credit hours 3)

Macroeconomics

BHCM, Second Year, Third Semester

Course Objectives:

This course aims to familiarize students with the overall economic system and concepts of macroeconomics.

Course Contents:

- 1. Nature and Scope of Macroeconomics** **3 hours**
Meaning and Concept of macroeconomics; Basic issues in macroeconomics: unemployment, inflation business cycles, and economic growth; scope and importance of macroeconomics; Distinction and interdependence between microeconomics and macroeconomics
- 2. Circular Flow of Income and Expenditure** **4 hours**
Circular flow with saving and investment, circular flow in a three- sector closed economy, Adding foreign sector: Circular flow in a four-sector open economy, Importance of the circular flow
- 3. National Income: Concept and Measurement** **7 hours**
Meaning and definitions of National income, Various concepts of National income: Gross Domestic product/ Output/Income, Gross National product/ output/ Income, Net Domestic/ national product, GDP/GNP/NNP at market price, GDP/GNP/NNP at factor cost, Real and Nominal GDP/GNP/NNP, Methods of computing/ measuring GDP/GNP/NNP: Income method, Expenditure method, Value added method, personal income, Disposable Income, and per Capita Income, Difficulties in the measurement of National income, Importance of National income analysis
- 4. Classical Theory of Employment** **2 hours**
Classical theory of employment and output, summary of the classical model (including say's law and Quantity theory of money), Keynes's criticism of classical theory
- 5. Principle of Effective demand** **2 hours**
Aggregate demand price, Aggregate supply price, Determination of effective demand, Importance of effective demand, Repudiation of Say's law and full Employment Theory
- 6. Consumption Function and Saving Function** **2 hours**
Meaning of consumption function, Keynes's psychological law of consumption, Meaning and significance of Marginal propensity to Consume (MPC) and Average propensity to Consume (APC), Determinants of the consumption function, Measures to raise the propensity to consume, Saving function
- 7. The Investment functions** **3 hours**
Meaning and concepts goods market, types of investment: Induced vs. Autonomous Investment, Determinants of investment, Marginal Efficiency of Capital (MEC), Marginal Efficiency of Investment (MEI); Relation between NEC and the MEI
- 8. Income Determination in Closed and Open Economy (Goods Market equilibrium)** **3 hours**

Meaning and concepts goods market, Two-sector economy: Determination of the equilibrium level of income (Goods market equilibrium) with aggregate expenditure and aggregate output, Equilibrium with saving and investment, Equilibrium level of income in the three- sector and four- sector economy

- 9. The Concept of Multiplier** **2 hours**
Concept of multiplier: investment multiplier, government expenditure multiplier, tax multiplier, export multiplier, and import multiplier, working principle of the multiplier in simple two sector economy, Determination of multiplier in two, three- and four- sector economy, Leakages of multiplier, Importance of multiplier.
- 10. Theories of Interest Rate (Money Market Equilibrium)** **4 hours**
Concept of money market, Classical theory of interest and its criticism, Loanable funds theory of interest and its criticism, Keynes's liquidity preference theory of interest
- 11. IS and LM Function: General Equilibrium of product and Money Markets** **4 hours**
The product (goods) market, Deriving the IS Curve, The money Market, Deriving the LM Curve, General equilibrium of product and money market with IS and LM curves, Shift in the IS and LM functions in general equilibrium, Simultaneous shift in the IS and LM function
- 12. Macroeconomic Equilibrium** **2 hours**
Derivation of aggregate demand curve (AD), Derivation of aggregate supply curve (AS), Equilibrium with AD-AS, change in macroeconomic equilibrium with shift in AD and AS
- 13. Theories of Inflation** **5 hours**
Meaning of inflation, measures of inflation: CPI, WPI, GDP Deflator, inflationary gap. Cause of inflation, The Philips curve: The short-run relationship between unemployment and inflation
- 14. Business Cycles** **1 hours**
Meaning of business cycles (economic fluctuation), phases of a typical business cycle: Recovery; prosperity; recession, and suppression, Counter cyclical measures.
- 15. Fiscal and Monetary Policies** **4 hours**
Objectives, tools and policy measures in developing countries

Text Book:

1. Mankiw. N. Gregory: (1997). Macroeconomics (3rd ed.), New York: Worth Publishers

Reference Book:

1. Donbush, Rudiger; Fisher, Stanley; and Startz, Richard: (2001); Macroeconomics (8th ed.), New Delhi; Tata McGraw Hill.

HHM 212.3 (Credit hours 3)

Health Planning

BHCM, Second Year, Third Semester

Course Objectives:

Upon the successful completion of the course students will be able to:

1. Draft & Organize health planning in different levels of planning in the context of developing countries
2. Prepare plan for various health projects and programs and implement the plan.

Course Contents:

Module I

- | | |
|--|----------------|
| 1. Concept and approaches to planning | 6 hours |
| 1.1 Planning models | |
| 1.2 Realistic rational planning | |
| 1.3 Public and private sector planning | |
| 1.4 Levels of planning | |
| 1.5 Planning, Management and policy | |
| 1.6 Planning activities and terms | |
| 2. Planning for Health | 5 hours |
| 2.1 Planning for the healthcare sector | |
| 2.2 Development of government policies and plans towards non-state organizations | |
| 2.3 Planning for health promotion | |
| 2.4 Planning for health | |
| 3. Financing Health Care | 4 hours |
| 3.1 Alternative strategies to increase effective resource levels | |
| 3.2 Criteria for choosing a financing system | |
| 3.3 Alternative approaches to financing health care | |
| 3.4 Planning and financing | |
| Test on Module I | 1 hours |
| Module II | |
| 4. Informations for planning | 5 hours |
| 4.1 Information needs | |
| 4.2 Type of information | |
| 4.3 Information systems | |
| 5. Situational Analysis | 5 hours |
| 5.1 Key components of situational analysis | |
| 5.2 Population characteristics, physical and socio- economic characteristics, policy and political environment, policy and political environment | |
| 5.3 Health needs, Health services, Resources | |
| 5.4 Efficiency, effectiveness, equity and quality of services | |
| 5.5 Analysis of the situation and its responsibility | |

6. Setting Priorities	5 hours
6.1 Health and need	
6.2 Perceptions of health	
6.3 Responsibility of setting priorities	
6.4 priority setting and PHC	
Test on Module II	1 hours
Module III	
7. Option Appraisal and Evaluation	4 hours
7.1 Option appraisal and economic appraisal	
7.2 Option appraisal and programming	
7.3 Appraisal and evaluation	
8. Resource allocation and budgeting	3 hours
8.1 Different forms of budget	
8.2 Budgeting and resource allocation approaches	
8.3 Financial management and accounting	
9. Programs, Projects, implementation and monitoring	4 hours
9.1 Programs and projects	
9.2 Implementation	
9.3 Monitoring	
9.4 Location of projects and programs	
10. Evaluation	4 hours
10.1 Methods of Evaluation	
10.2 Evaluation strategy	
10.3 Steps for Evaluation	
Test on Module III	1 hours

Text Books:

1. Andrew Green: An Introduction to Health planning in developing Countries, Second Edition, Oxford University press, United Kingdom, 1999

Reference Books:

1. K. park: Text book of preventive and social Medicine,
2. DoHS: Annual Reprts of Department of Health Sevices, Teku, Kathmandu.
3. DoHS: Tenth plan (2002-2007), National Planning Commission, Nepal.

HHM 213.3 (Credit hours 3)

Hospital Planning

BHCM, Second Year, Third Semester

Course Objectives:

Upon the successful completion of the course students will be able to:

1. Draft & plan for various department of a hospital
2. Prepare Architects briefs
3. Assist on preparing TOR for hospital design consultant
4. Evaluate Architect is proposal for hospital plans, site, aesthetics and complete.

Course Contents:

Module I: Infrastructure planning

- | | |
|--|----------------|
| 1. Concepts of Hospital Planning | 5 hours |
| 1.1 Hospital: From the center of Excellence to community support | |
| 1.2 Concept & guiding principles in hospital planning | |
| 1.3 Fundamentals and functional Design | |
| 1.4 Regionalization of Hospital services & Factors influencing hospital utilization | |
| 1.5 Assessment of the need for the hospital services | |
| 2. Planning a Hospital Building | 5 hours |
| 2.1 Preliminary: survey of existing hospital facilities, required staff and services | |
| 2.2 Hospital planning team: Hospital architect, Hospital consultant and core group. | |
| 2.3 Hospital site, selection of site and requirements of land, water, power etc. | |
| 2.4 Hospital bed planning | |
| 2.5 Architect brief | |
| 2.6 Master plan | |
| 2.7 Planning the hospital building | |
| 3. Other Areas of Hospital Planning | 5 hours |
| 3.1 Financial planning | |
| 3.2 Equipment planning & service | |
| 3.4 Building contract and contract documents | |
| 3.5 Furnishing and equipping the hospital | |
| 3.6 Hospital project life cycles | |
| Test on Module I | 1 hours |
| Module II: Planning of Medical Services | |
| 4. Outpatient Services | 5 hours |
| 4.1 Introduction | |
| 4.2 Function | |
| 4.3 Staffing pattern | |
| 4.4 Space & Resources plans for OPD | |
| 5. Emergency services | |
| 5.1 Introduction | |
| 5.2 Function | |

- 5.3 Organization chart
- 5.4 Space & resource for emergency
- 5.5 Duties of Resident Doctor & team
- 6. Laboratory services** **5 hours**
- 6.1 Introduction of Laboratory services
- 6.2 Function of Clinical laboratories Department
- 6.3 Organization of Clinical Laboratories Department
- 6.4 Space & Resources for Laboratory Service
- Test on Module II** **1 hours**
- Module III**
- 7. Radiology services** **5 hours**
- 7.1 Introduction and importance of Radiology services
- 7.2 Function of Clinical Laboratories Department
- 7.3 Organization of Clinical Laboratories Department
- 7.4 Space & Resources for Radiology Department
- 8. Surgical Department** **5 hours**
- 8.1 Introduction and function of Medical services
- 8.2 Organization of the Department of Medical Services
- 8.3 The Medical Staff
- 8.4 Management of Recovery Room Services
- 8.5 Space & Resources for surgery Department
- 9. Planning of Nursing Services** **5 hours**
- 9.1 General nursing unit
- 9.2 Pediatric nursing unit
- 9.3 Obstetrical nursing unit
- 9.4 Psychiatric nursing unit
- 9.5 Isolation rooms
- 9.6 Intensive care units
- 9.7 Newborn nurseries
- Test on Module III** **1 hours**
- Practical:**
- 10 marks from the marks of sessional work is for practical.
- 10. Hospital Practical** **6 days @ 8 hours/day**
- 1. WARD/ Nursing Unit:** Students will be placed in the ward/ nursing unit (medical) of the hospital where they will be present their findings for class room discussions.
 - 2. CSSD:** Students will be placed in the CSSD of the hospital where they will be acquainted and acquainted the skill regarding the planning of the services. At the end they will be required to be present their findings for class room discussions.
 - 3. Laundry:** Students will be placed in the Laundry unit of the hospital where they will be acquainted and acquired the skill regarding the planning of the laundry services. At the end they will be required to be present their findings for class room discussions.
 - 4. Kitchen (Dietary) Department:** Students will be placed in the Dietary Department of the hospital where they will be acquired to present their findings for class room discussion.
 - 5. Text Books**

6. 1. G.D. Kunders and Co: Hospitals, planning, Design and Management, Tata McGraw-Hill, New Delhi,2000.

Reference Books:

1. Macaulay: Principles of Hospital planning and Administration, HMC, WHO
2. B.M. Sakharkar: Principles of Hospital Administration and planning, jaypee Brothers, Delhi, 1998.

BHCM
Second Year
Fourth Semester

PSY 101.3 (Credit hours 3)

Psychology

BHCM, Second Year, Fourth Semester

Course Objectives:

The course aims to provide students with the knowledge of psychology, the basis of human behavior and different psychological process.

Course Contents:

- 1. Definition of psychology as a Behavioral science** **5 hours**
Definition and Meaning: Meaning of Behavioral, S-R and S-O-R paradigms; Overt vs. Covert Behavior; psychology as Empirical Science; Methods of studying psychology; scope of psychology; Contribution of psychology in different fields
- 2. Biological Bases of Behavior** **5 hours**
Human Body: Neuron as the Basic Unit of the Nervous System and functions Neuron, Davison of Nervous System-Central and peripheral, Sympathetic Systems and functions
- 3. Learning and Memory** **6 hours**
Learning: meaning types of learning, classical conditioning, trial and error, operant conditioning, insightful learning: reinforcement and learning, schedules of reinforcement, incentives and feedback, transfer of learning. Memory: meaning, memorization process, types of memory, meaning of forgetting, types and its causes
- 4. Emotions and Motivation** **6 hours**
Emotions: meaning, nature, types; development and differentiation of emotions: meaning, concept of motives, types of motives and hierarchy of motives, conflict of motives, frustration, stress and coping of emotions as motives
- 5. Sensation, Attention, and perception** **10 hours**
Sensation as a raw material for experience, Various types of senses: visual, auditory, olfactory, kinesthetic, vestibular and other senses. Attention: meaning factors of attention, types of attention, span, fiction and division of attention, distraction. Perception: meaning laws of perception and perceptual groping, Errors in perception: illusions, hallucinations and delusions
- 6. Thinking and problem solving** **6 hours**
Thinking: meaning, types of thinking, convergent and divergent thinking. Process of concept formation: abstraction, generalization and discrimination. Meaning of problem solving, step of problem solving and set in problem solving
- 7. Intelligence** **5 hours**
Concept, Types of intelligence: general and specific, intelligent quotient (IQ). Measurement of intelligence: major tests of intelligence (Benet-Simon Test)
- 8. Personality** **5 hours**
Concept and nature. Personality and culture relationships. Factors influencing personality development. Assessing personality: self- report test, situational and projective tests (Rorschach Ink-Blot Test TAT)

Text Book:

1. Mangal, S.K.: General psychology, Sterling publishers Pvt. Ltd

Reference Books:

1. Morgan, C. and J.W. King: Introduction to psychology, Tata McGraw-Hill.
2. Hilgard, Atkinson and Atkinson: Introduction to psychology, Oxford and IBH, India.

RCH 101.3 (Credit hours 3)

Research Methodology

BHCM, Second Year, Fourth Semester

Course Objectives:

This course aims to familiarized students with the basic concepts of research methodology as used in business administration with a view to develop their capability to conduct small research projects and write effective research reports.

Course Contents:

- 1. Research in Business** **5 hours**
Research in business administration, Applying scientific thinking to business administration problems, The research process, Role of research in business administration, Nature of business research, Ethics in business research
- 2. Review of Literature** **6 hours**
Concept and need for review of literature, Steps in review of literature, organizing library findings, Evaluating the literature, Recording references, Developing a theoretical framework
- 3. Sampling** **4 hours**
Concept of sample and sampling, sampling process and problems, Types of samples: probability and non probability sampling, Determination of the sample size, Sampling and non –sampling errors
- 4. Measurement and Scaling** **5 hours**
Variable and its types, Nature of measurement, Reliability and validity, Nature of scaling, Response methods, Scale construction
- 5. Research Designs** **6 hours**
Descriptive (historical, exploratory, case study and developmental), Comparative (correlational and causal-construction)
- 6. Problem and Hypothesis Formulation** **6 hours**
Concept of a problem, steps in problem formulation, Research questions, Characteristics of a well formulated problem, concept and formulation of hypothesis
- 7. The Research proposal** **2 hours**

Topic selection, criteria of topic selection, purpose of research proposal, contents of research proposal.

8. Data Collection Instruments **6 hours**

Methods of collecting primary data, Questionnaire designing, Research interview, Exploration and use of secondary data, Coding, editing, and tabulating

9. Data Analysis **4 hours**

Presenting data in tables, graphs and diagrams, Use of descriptive and inferential statistical techniques in data analysis and interpretation of results, Concept and importance of qualitative data analysis

10. Research Report Writing **4 hours**

Concept and purposes of report writing and presentation, Types of reports, Components and layout of various types of reports, Essentials of a good report

Text Books:

1. Donald Cooper and Pamela Schindler: Business Research Methods (Sixth edition), Tata McGraw-Hill.
2. Howard K. Wolff and prem R. pant: Social Science Research and Thesis Writing, Buddha Academic Publishers and Distributors

HHM 221.3 (Credit hours 3)

Hospital Administration II

BHCM, Second Year, Fourth Semester

Course Objectives:

Upon the successful completion of the course students will be able to:

1. Organize major departments of a hospital.
2. Plan and manage the various departments of a hospital.
3. Monitor and supervise the staffs working in various departments.

Course Contents:

Module I: General Administration of a Hospital

- | | |
|--|----------------|
| 1. Fundamentals | 5 hours |
| 1.1 Review of Hospital administration I | |
| 1.2 General Administration | |
| 1.3 Medical Administration | |
| 1.4 Technical & Non Technical departments | |
| 1.5 Medical staff | |
| 1.6 None medical technical staff | |
| 1.7 Non Technical staffs | |
| 2. Administrative Services | 5 hours |
| 2.1 Administrative & Non Medical Technical departments. | |
| 2.2 Marketing & public Relation | |
| 2.3 Finance & Account | |
| 2.4 Procurement & Inventory | |
| 2.5 Legal responsibilities | |
| 2.6 Security & Disaster | |
| 2.7 Infections & Waste Management | |
| 2.8 Architectural, plan, Mechanical service & maintenance engineering team | |
| 2.9 Admission & Discharge office | |
| 2.10 Records & Automation | |
| 3. OPD & Inpatient Services | 5 hours |
| 1.1 OPD departments | |
| 1.2 Referral department | |
| 1.3 other support services department, security committee, task force, teams consultants | |
| 1.4 Advance diagnostic services | |
| 1.5 OT, post operative & advance treatment service | |
| Test on Module I | 1 hours |
| Module II: Inpatient Services | |
| 4. Medical Services | 3 hours |
| 4.1 Introduction and function of medical services | |
| 4.2 Organization of the department of medical services | |
| 4.3 The medical staff | |

- 4.4 Duties of the chief of medical staff
- 4.5 Introduction to the concept of medical social services in a hospital
- 5. Surgical Services** **3 hours**
- 5.1 Introduction and function of surgical services, types of surgeries.
- 5.2 The surgical department and its organization
- 5.3 Duties of the chief of medical staff
- 5.4 Management of recovery room services
- 5.5 Consent for surgery, problems/ issues in surgery services.
- 6. Maternity Services** **3 hours**
- 6.1 Introduction, function and organization
- 6.2 Delivery unit procedural
- 6.3 Recommended isolation measures
- 6.4 Concept of Rooming IN
- 6.5 New born infant care
- 6.6 Identification, principle of identification, procedure for routine identification, use of foot prints or finger prints
- 6.7 Birthing & other Certificate
- 7. Paedtric Services** **3 hours**
- 7.1 Introduction & function of surgical services
- 7.2 Paedtric departments & its organization
- 7.3 Paedtrician & the team
- 7.4 Duties of chief of paedtric department
- 7.5 Modern paedtric units & services.
- 8. House Keeping & Laundry Department** **3 hours**
- 8.1 Introduction and Importance
- 8.2 Function & scope
- 8.3 Organization, Resources, Space & Services
- 8.4 Duties & responsibilities o House keeping & Laundry Department.
- Test on Module II** **1 hours**
- 9. Radiology services** **3 hours**
- 9.1 Introduction and importance of radiology services
- 9.2 Function of Radiology department
- 9.4 Organization of Radiology department
- 9.4 Duties of radiologists and technologists & the team.
- 9.5 Types of equipments & other resources.
- 10. Laboratory Services** **4 hours**
- 10.1 Introduction of Laboratory services
- 10.2 Function of clinical laboratories department
- 10.3 Organization of clinical laboratories department
- 10.4 Duties of pathologists and medical technologists/ team
- 10.5 Resources for Laboratory services.
- 11. Pharmacy Services** **4 hours**
- 11.1 Introduction of pharmacy
- 11.2 Drug and Therapeutics committee, its composition and objectives
- 11.3 Duties of chief pharmacist & the team
- 11.4 Hospital formulary and its need in a hospital

11.5 Inventory management, emergency drugs and quality of drugs

11.6 Guiding factors in preparation of hospital pharmacy

11.7A organization of pharmacy

12. Central Sterile Supply Department (CSSD)

4 hours

12.1 Introduction and functions of CSSD.

12.2 Distribution system in CSSD.

12.3 Duties of central sterile supply supervisor & the team

12.4 Organization of CSSD

12.5 Resources for CSSD

Test on module III

Practical:

10 Marks from the marks of sessional work is for practical.

13. Hospital practical

4 days @ 8 hours/day

All the students are required to complete practical work for the period of 4 days on any one area covered in the theory & overall Hospital, where students shall be acquainted and acquire the skill regarding the overall functioning of the concerned department. At the end students shall present their findings for classroom discussions.

Text Books:

1. B.M. Sakharkar: Principle of Hospital Administration and planning, Jaypee Brothers, Medical publishers (P) Ltd. New Delhi. 1998.

2. Dr. J. R. McGibony: Principle of Hospital Administration, Second Edition, G.P. PUTNAM'S SONS, New York, 1969

Reference Books:

1. G.D. Kunders and Co: Hospitals: Planning, Design and Management, Tata McGraw-Hill, New Delhi, 2000.

2. C.M. Francis: Hospital Administration, Jaypee Brothers, Medical publishers (p) New Delhi 2000.

3. Journals:

a. Journal of Healthcare Management; American College of Healthcare Executives

b. Hospital Administration; Indian Hospital Association Helping the Health Sector Through Technology

c. The Physician Executive; The American College of Physician Executives 4890 West Kennedy Blvd, suite 200, Tampa, FL 33609-25875

HHM 222.3 (Credit hours 3)

Epidemiology

BHCM, Second Year, Fourth Semester

Course Objectives:

Upon the successful completion of the course students will be able to:

1. Appreciate & use Epidemiology in Health care Management
2. Apply the different methods used in Epidemiology.
3. Plan and control the different techniques to control spread of disease in the community.

Course Contents:

Module I: Fundamentals

1. Introduction

5 hours

- 1.1 Terminology used in Epidemiology
- 1.2 Epidemiological concepts
- 1.3 Ecology & Epidemiology historical context
- 1.1 Introduction and Definition of Epidemiology
- 1.2 Scope of Epidemiology
- 1.3 Components of Epidemiology

2. Use of Epidemiology

5 hours

- 2.1 Approaches of Epidemiology.
- 2.2 Measurements of Epidemiology
- 2.3 Tools of Measurements
- 2.4 Epidemic versus Endemic Diseases
- 2.5 Achievements in Epidemiology
- 2.6 Causation in epidemiology

3. Measurement in Epidemiology

5 hours

- 3.1 Measurements of Morbidity & Mortality
- 3.2 Rates, Ratios, proportions
- 3.3 Incidence & prevalence
- 3.4 Crude, specific & Adjusted Rates
- 3.5 Major Sources of Error in measurement of Diseases

Test on Module I

1 hours

Module II: Epidemiological Study

4. Epidemiological methods

5 hours

- 4.1 Observational study
- 4.2 Descriptive Epidemiology
- 4.3 Analytical study “Case Control Study & cohort study”
- 4.4 Experimental study
- 4.5 Uses of Epidemiology

5. Modes of Disease Transmission

5 hours

- 5.1 Dynamics of disease Transmission
- 5.2 Modes of transmission
- 5.3 Chain of infection
- 5.4 Susceptible Host
- 5.5 Host and defenses

6. Epidemiological Informations

5 hours

- 6.1 Measuring health & Diseases
- 6.2 Definition of Health 7 disease
- 6.3 Measures of disease frequency
- 6.4 Use of available informations
- 6.5 Comparing disease occurrences
- Test on Module II**
- Module III: Prevention & Control**
- 7. Epidemiological prevention**
- 7.1 Epidemiology & prevention
- 7.2 Scope of prevention
- 7.3 Levels of prevention
- 7.4 Screens
- 7.5 Epidemiology, public policy & Health policy
- 8. Applications** **5 hours**
- 8.1 Demographic
- 8.2 Base line study
- 8.3 Research study
- 8.4 Uses of EPI Info
- 9. Case study of Nepal** **5 hours**
- 9.1 Communicable disease cases
- 9.2 Disaster Management Case Study
- 9.3 Study visit & care study in department of health services Epidemiology section.
- 9.4 Case study on prevention
- 9.5 Case Study on Intervention 7 control
- Test on Module III** **1 hours**

Text Books:

1. J.E. park: Text book of prevention and social medicine- 2000, publishers- M/s Banarsidas Bhanot 1167, preen Nagar, Jabalpur, 482001 (India).
2. R. Beaglehole atat,: Basic Epidemiology, WHO & Orient Longman, 1993

Reference Books:

1. Barker: practical Epidemiology, DJP, ELBS London, 1994
2. Department of HMC/ 2003/04: Annual Report of Health Service

HHM 223.3 (Credit hours 3)

Bio Statistics

BHCM, Second Year, Fourth Semester

Course Objectives:

Upon Completion of this course the students will be able to:

1. Collect, analyze & interpret data, Informations
2. Use moderns tools & techniques of statistics.
3. Organize & manage bio- statistical data and information system

Course Contents:

Module I: Fundamental of Statistics

- | | |
|---|----------------|
| 1. Introduction | 4 hours |
| 1.1 Origin and Meaning of Statistics | |
| 1.2 Definition of Statistics | |
| 1.3 Uses of Statistics | |
| 2. Collection of Data | 5 hours |
| 2.1 Needs of Data Collection | |
| 2.2 Types of Data | |
| 2.3 Methods of collection of data | |
| 2.4 Sources of data | |
| 3. Classification and Tabulation | 6 hours |
| 3.1 Introduction | |
| 3.2 Meaning and Objective of Classification | |
| 3.3 Types of classification | |
| 3.4 frequency Distribution | |
| 3.5 Tabulation | |
| 3.6 General Rules for Tabulation | |
| Test on Module I | 1 hours |
| Module II: Introduction of probability | |
| 4. Diagrammatic and Graphic Representation | |
| 4.1 Importance of diagrammatic and Graphic Representation | |
| 4.2 Types of diagram | |
| 4.3 Graph of frequency distribution | |
| 5. Measures of Central Tendency and Dispersion | |
| 5.1 Objectives of measure of Central Tendency and Dispersion | |
| 5.2 Characteristics of Measure of Central Tendency and Dispersion | |
| 6. Theory of probability | 5 hours |
| 6.1 Permutation and Combination | |
| 6.2 Basic Terminology of probability | |
| 6.3 Additional and multiplication laws of probability | |
| Test on Module II | 1 hours |
| Module III: regressions Analysis | |
| 7. Probability Distribution | 5 hours |
| 7.1 Binomial Distribution | |
| 7.2 passion Distribution | |

7.3 Normal Distribution

8. Correlation and Linear regression analysis **5 hours**

8.1 Types of Correlation

8.2 Methods of studying correlation coefficient: scatter diagram, Karl person's coefficient

8.3 Linear regression, Line of regression of X on Y and Y on X

9. Sampling and Designing of sample survey **5 hours**

9.1 Methods of Enumeration

9.2 Methods of sampling (i) random sapling (ii) Non-random sapling

9.3 Parameter and statistics

Test on Module III **1 hours**

Practical:

10 marks from the marks of sessional work is for practical.

10. Practical Work

All the students are requested to do the practical work on statistical tools and model like SPSS/ EPI Info software package and excel software package for statistical analysis.

Text Books:

1. P.S. C. Rao, Sundar: An Introduction to Bio-statistics
2. Gupta S.P.: Fundamentals of Statistics, Himalayan publishing House, India-2005
3. Gupta S.C.: Fundamentals of Statistics, Himalayan publishing House, India -2005

Reference Books:

1. Mahajan K.: methods of Bio-Statistics, jaypee Brothers-B-3edical publishers (p) Ltd. India.
2. Bhanu Chandra Bajracharya: text book of statistics
3. Snedcor and cochram: Statistical methods
4. D.P. silwal & P.K. Sharma: Text book of Business Statistics

**BHCM
Third Year
Fifth Semester**

MGT 102.3 (Credit hours 3)

Organizational Relations BHCM, Third Year, Fifth Semester

Course Objectives:

This course aims to provide students with an understanding of the basic concepts of individual and group behavior and relations in the context of organizations and systems.

Course Contents:

- 1. Organizational Behavior** **8 hours**
Concept of O.B; Contributing disciplines to OB; Challenges and opportunities in the field: Emerging trends in OB) improving quality and productivity, improving people's skills, managing workforce diversity)
- 2. Determinants of Individual Behavior** **15 hours**
Attitudes; Beliefs; values; Needs and goals; perception: meaning and factors affecting perception; personality personality traits, determinants of personality, personality and behavior; Motivation: meaning, need theories, reinforcement theories, equity theories and expectancy theories; Organizational commitment
- 3. Interpersonal and Group Behavior** **15 hours**
Groups; definition, stages of group development, group structure, group tasks, group norms; Understanding work teams, types of teams, factors in managing teams; Leadership: concepts and theories (Trait; Behavioral: OHP state, Michigan, Managerial grid; contingency Theories: Fiedler Model, Hersey & Blanchard, path goal theory), current issues in leadership (Trust; Emotional intelligence); Communication: functions and types, communication and process, current issues in communication; Inter-group conflict: nature and causes, managing such conflicts
- 4. Organizational Relations and Dynamics** **10 hours**
Organizational design, technology, work design and job autonomy; Work stress, managing stress; Organizational; culture, creating and sustaining culture; Organizational change and development, OD process, OD intervention

Text Book:

1. Robbins, Stephen P; Organizational Behavior: Concepts, Controversies and Applications, prentice-Hall of India.

Reference Books:

1. Arnold, H.J. and D.C. Feldman: Organizational Behavior, McGraw Hill.
2. Davis, K. and J.W. Newstrom: Human Behavior at Work: Organization Behavior, McGraw Hill.
3. Dwivedi, R.S.: Human Relations and Organizational Behavior, Macmillan India.
4. Agrawal, G.R.: Organizational Relations in Nepal, M.K. publishers, Kathmandu.

MKT 101.3 (Credit hours 3)

Principles of Marketing

BHCM, Third Year, Fifth Semester

Course Objectives:

This course aims to provide concepts and principles of marketing with a view to develop students' skill in analyzing marketing opportunities and taking decisions in the areas of the marketing mix.

Course Contents:

- 1. Introduction** **4 hours**
Meaning and core concepts of marketing: marketing management concept; demand management and customer relationships. Marketing management cycle: analysis, planning, implementation and control. Marketing management philosophies: production, product, selling, marketing and societal marketing concepts, marketing challenges in the new millennium.
- 2. Marketing process and Environment** **4 hours**
Marketing process: targeting consumers and developing marketing environment: micro and macro environmental factors affecting marketing
- 3. Marketing Information System and Buyer Behavior** **6 hours**
Marketing information system: concept and components. Consumer behavior: buying process and determinants. Business buyer behavior: buying process and determinants.
- 4. Market Segmentation and Targeting** **4 hours**
Market segmentation: levels of market segmentation, bases for segmenting consumer and business markets. Market targeting: evaluation and selection of market segments. Positioning: concept and implementation
- 5. Product** **9 hours**
Concept and levels of product, product classifications, product life cycle, New product development process, Individual product decisions: product attributes, branding, packing, labeling and product support services, product line and mix decisions. Service marketing: nature and characteristics of service, service marketing strategies- service-profit chain, service differentiation, service quality, and service productivity
- 6. Pricing** **5 hours**
Concept of price and pricing, Internal and external factors affecting price, pricing approaches: cost-based, value –based, and completion-based pricing. New product pricing, product mix pricing, price adjustment strategies, price changes: initiating and responding to price changes
- 7. Distribution** **8 hours**
Concept of distribution, Channel functions. Channel levels for consumer markets. Advertising: objectives and budgets, message and media selection. Personal selling: nature and importance. Relationship marketing, Sales promotion: integrated logistics management
- 8. Promotion** **8 hours**

The marketing communication process, The promotion Mix strategy: push vs. pull strategies. Advertising: objectives and budgets, message and media selection Personal selling: nature and importance. Relationship marketing, sales promotion: objectives and tools. Public relations: nature and tools

Text Book:

1. Gary Armstrong and Philip Kotler: Marketing An Introduction, Pearson Education Asia

Reference Books:

1. Kotler, Philip and G. Armstrong: Principles of Marketing, prentice –Hall of India.
2. Koirala, K.D.: Fundamentals of Marketing Decisions, M.K. publishers.
3. Agrawal, Govind ram: Marketing in Nepal, Educational Enterprises (p) Ltd.

HHM 311.3 (Credit hours 3)

Health System and policy

BHCM, Third Year, Fifth Semester

Course Objectives:

At the end the course the schedules will be able to:

1. Distinguish and choose between various existing health care systems in the world.
2. Critically analyze the development plan of Nepal particularly health Plans.

Course Contents:

Module I: Health System

- | | |
|--|----------------|
| 1. Introduction | 5 hours |
| 1.1 Meaning & concept of Health system | |
| 1.2 Healthcare Vs medical care | |
| 1.3 Evolution of modern health system | |
| 1.4 Models of Health systems | |
| 2. Health System Reform | 5 hours |
| 2.1 Introduction and History | |
| 2.2 Health System reforms in UK | |
| 2.3 health System reforms in USA | |
| 2.4 Health System reforms in Germany | |
| 2.5 Health system reforms in Nepal | |
| 3. Progressive patient Care | 5 hours |
| 3.1 Concept and introduction to progressive patient care | |
| 3.2 Elements o progressive patient care | |
| 3.3 Use of progressive patient care | |
| 3.4 Domiciliary care | |
| 3.5 Out patient care | |
| 3.6 Intensive care | |
| 3.7 Self care | |
| Test on Module I | 1 hours |
| Module II | |
| 4. Types of Hospital Care | 5 hours |
| 4.1 Aurvedic Hospital | |
| 4.2 Naturo pathy Hospital | |
| 4.3 Yogic Hospital | |
| 4.4 Hospices Care | |
| 4.5 Sanitarian | |
| 4.6 Health at Home | |
| 4.7 Health at school | |
| 4.8 Health at Work | |
| 4.9 Health & life style | |
| 5. Hospital System | 5 hours |

5.1 Meaning and concept of hospital system	
5.2 Planning of hospital system	
5.3 Types of hospital system	
5.4 Localized hospital system	
5.5 partially centralized hospital system	
5.6 Highly centralized hospital system	
6. Hospital System of the World	5 hours
6.1 Hospital system in USA	
6.2 Hospital system in UK	
6.3 Hospital system in Germany	
6.4 Hospital system in Nepal (Central, Regional, Zonal, District,)	
6.5 Hospital system in India	
Test on module Ii	1 hours
Module III: Development Plans	
7. Development plans	4 hours
7.1 History of development plans in the world	
7.2 History of development plans in Nepal	
7.3 Five year plans of Nepal	
7.4 Health 7 development in Nepal (PHC, Health post & sub Health post)	
8. Health plans of Nepal	4 hours
8.1 First development plans	
8.2 second development plan	
8.3 Health plan of Nepal (First/ Second)	
8.4 Health guidelines.	
8.5 Comparative study of Health plans of Nepal/ India.	
9. Health policy of Nepal	4 hours
9.1 Health policy	
9.2 Issues & Characteristics	
9.3 Policy formulation & procedure	
9.4 Policy Implementation	
9.6 Health strategy, formulation, approval & implementation	
9.7 Acts (Rules, Procedures in Health Care; formulation approval & implementation.)	
10. Comparative study	3 hours
10.1 Health policy of Nepal vs India	
10.2 Health plan if Nepal vs India	
10.3 Health strategy of Nepal vs India	
Test on module III	1 hours

Text Books:

1. Hospital registration and Hospital System WHO
2. The WHO World Health Report 2000
3. SL Goel: Management of Hospitals 20022, Deep & Deep publications Pvt. Ltd. F- 159, rajouri Garden, New Delhi- 110027
4. S. L. Goel: Health Care System and Management- Health Care Policies and programmers 2001, Deep & Deep publications Pve. Ltd F-159, Rajouri Garden, New Delhi-110027

Reference Books:

1. J. park: Text Book of preventive & Social Medicine, publishers; M/s Banarsidas Bhanot 1167, prem Nagar, Jabalpur, 482001 India)
2. Health policy of Nepal, HMGN
3. J.R. Mc Gibony: principles of Hospital Administration, publishers: G.P. Putnam's sons new York.
4. Approach to ninth five year plan, HMG
5. Subodh pokhrel: Health Management, 2002

HHM 312.3 (Credit hours 3)

Health Information System
BHCM, Third Year, Fifth Semester

Course Objectives:

At the end of the course the students will be able to:

1. Plan implement & use Health information System for a HSO.
2. Analyze & use the National Health information system.
3. Practice MIS applications with computers.
4. Develop various HSO forms & records/ Tools.

Course Contents:

Module I: Management Information System (MIS)

- | | |
|---|----------------|
| 1. Data | 3 hours |
| 1.1 Background of Information System | |
| 1.2 Definition of Data | |
| 1.3 Types of data | |
| 1.3 Methods of collecting primary data and secondary data. | |
| 2. Information | 3 hours |
| 2.1 Definition of informations | |
| 2.2 Important of informatios, sources of informations | |
| 2.3 Qualities of information, classification of informations. | |
| 2.4 Distinction between data and information. | |
| 3. Information System | 3 hours |
| 3.1 Definition, purpose, types of information system | |
| 3.2 Function of information system | |
| 3.3 Conversion of data and information. | |
| 4. Management Information System (MIS) | 3 hours |
| 4.1 Introduction /Definition of NIS | |
| 4.2 Functions of MIS | |
| 4.3 Different levels of MIS with levels of Management | |
| 4.4 Framework for NIS organization and Management Triangle | |
| 5. Issues on MIS | 3 hours |
| 5.1 Planning & Control activities in different functional areas of management | |
| 5.2 Categories of end users and categories of MIS | |
| 5.3 Characteristics of MIS | |
| 5.4 MIS Design | |
| 5.5 Implementation of MIS | |
| 5.6 Approaches of MIS development | |
| 5.7 MIS and use of computer | |
| 5.8 Constraints & limitation of MIS | |
| Test on Module I | 1 hours |
| Module II: Health Information System (HIS0 | |
| 6. Hospital Information System | 5 hours |
| 6.1 Introduction to Hospital information system | |
| 6.2 Common benefits of Hospital Information system | |

6.3 Critical issues in Hospital Information system	
6.4 Methods of planning Hospital Information system	
6.5 Process of establishing Hospital Information System	
7. Health Information System	5 hours
7.1 Introduction and definition of Health Information system	
7.2 Component and requirement of Health Information system	
7.3 Use and Sources of Health Information system	
7.4 National health Informations system	
7.5 International Health Informations System	
7.6 Use of SPSS & EPI Info.	
8. Patient Management: Computerized Information System (PMS)	5 hours
8.1 Introduction to PMS	
8.2 The database	
8.3 Components of database	
8.4 Issue of security, confidentiality and reliability	
Test on Module II	1 hours
Module III: Application of Hospital/ Health Information System	
9. Impacts of Hospital Information System	4 hours
9.1 Admitting Department.	
9.2 Emergency Medical Service (EMS)	
9.3 Inpatient Care Unit	
9.4 Pathology	
9.5 Pharmacy	
9.6 Medical Records	
10. Various Department of Hospital	4 hours
10.1 Medical History Form	
10.3 Admission /Discharge Form	
10.3 Physical Examination form	
10.4 Laboratory Report Form	
10.5 X-Ray Report, Tissue Examinations, Doctor's Order, progress Report and Nurses Notes.	
10.6 Other Table/ Forms	
11. Recodes, Reports	3 hours
11.1 Introduction of records, Reports	
11.2 Importance/ Purpose of Records, Reports	
11.3 Advantage of Report & Records	
11.4 Guide to Record & Reports Writing	
11.6 Types of Reports	
12. Various Forms used in Health project	4 hours
12.1 Report Forms used in Community Level	
12.2 Report Used in District Level	
12.3 Report keeping system in National Level	
Test on module II	1 hours
Practical:	
10 marks from the marks of sessional work is for the practical.	
13. Computer practical	15 hours

During the computer practical students will develop the record sheets, charts, charts tables and reports using modern computer software. Practical module.

Module 1-4: Access software application to develop records sheets, table & charts

Module 5-8: Graphics software application to develop & present the summary of analysis reports.

Module 9-12: Small project work & report preparation

Module 13-16: Introduction to EPI computer software package. Introduction to Health care package available in the Internet

Text Books:

1. Gupta, A.K.: Management Information System, S. Chand & Company- 2000. (India)
2. Sadagopan: Management Information system, India

Reference Books:

1. John R. Mc Gibony. M.D.: Principles of Hospital Administration, publisher; G,P, Putnam's sons New Yourk, USA
2. Ramhari khal: Introduction to Health Management, publisher; Education and Community Health Organization (ECHO) Laganlhel, Lalitpur
3. Homer H. Schmitz: Hospital Inforamtion system, An Aspen publication
4. Howard S. Rowland and Beatrice L. Rowland: Hospital Administration Handbool. An Aspen publication
5. K. park: Text Book of preventive and social medicine 2000, publishers M/S Banarsidas Bhanot 1167, prem Nagar, Jabalpur, 482 001 (India)
6. Subodh pokheral: Health Management

HHM 313.3 (Credit hours 3)

Health Care Inventory Management

BHCM, Third Year, Fifth Semester

Course Objectives:

Upon the successful Completion of the course students will be to:

1. Manage Inventory of a hospital
2. Use various inventory management tools/ techniques in health care management.
3. Manage store control inventory, purchase required equipment and materials used in hospital & health organization

Course Contents:

Module I: Fundamentals of Material Management

- | | |
|---|----------------|
| 1. Introduction of Material Management | 5 hours |
| 1.1 Concept | |
| 1.2 Function of material Management | |
| 1.3 Objectives of material management | |
| 1.4 Material cycle | |
| 1.5 Elements of Material Management system | |
| 2. Material identification, Codification & Standardization | 5 hours |
| 2.1 Identification | |
| 2.2 Codification | |
| 2.3 Standardization | |
| 3. Inventory control | |
| 3.1 Concept | |
| 3.2 Objectives of Inventory Control | |
| 3.3 Principles | |
| 3.4 Lead time, safety stock & recorders level | |
| 3.5 Scientific Inventory Control (ABC, VED, SDE, EOQ & FSN Analysis) | |
| Test on Module I | 1 hours |
| Module II: Procurements | |
| 4. Purchasing | 5 hours |
| 4.1 Objectives of purchasing | |
| 4.2 Elements of purchasing system | |
| 4.3 Principles of purchasing | |
| 4.4 purchasing system | |
| 5. Stores Management | 5 hours |
| 1.1 Functions of Hospital store | |
| 1.2 Planning of Hospital | |
| 1.3 Location of Layout | |
| 1.1 procurement of stores | |
| 6. Stores Control | 5 hours |
| 6.1 Inspection of stores | |

- 6.2 Store verification
- 6.3 Obsolescence and Condemnation
- 6.4 Auction & Disposal

Test on Module II **1 hours**

Module III: Equipments and Automation

7. Inventory Management Automation **5 hours**

- 7.1 Uses of Hospital Information system
- 7.2 Maintenance of Records
- 7.3 Importance of MIS in Material Management

8. Equipment Management **5 hours**

- 8.1 Purchase of Equipments, Instruments, Tools & Accessories
- 8.2 preventive Maintenance and Maintenance Card
- 8.3 Corrective Maintenance
- 8.4 Operation of Equipment, spare parts, Depreciation etc.
- 8.5 Equipment Audit
- 8.6 Condemnation & Disposal, Salvation Value, Replacement Cost, Maintenance Cost etc.

9. Health care Equipments, Accessories & Material **5 hours**

- 9.1 Managements of Hospital use non-Consumables
- 9.2 Management of Hospital use Consumables
- 9.3 Hazardous/ Mom Hazards
- 9.4 Health Camp & other uses: Consumable/ Non-Consumable, Hazaed/ non hazards, Medical/ non Medical items etc.
- 9.6 Case study on Inventory Management for a Health camp or Health project onrushing Home or Hospital

Test on module III **1 hours**

Practical:

10 marks from the marks of sessional work is for practical.

10. Practical Work

Practical on inventory management of a selected department of a hospital & report presentation

Text Books:

1. Gupta shakit, kant sunil & Daave P.K.: Hospital stores Managenet, jaypee Brothers Medical publishers (p)ltd. New Delhi, 2000.
2. WHO, Maintenance & Repair of Laboratory: Diagnostic Imaging & Hospital Equipment, WHO, Geneva, 1994

Reference Books:

1. Sakharker, BM: principles of Hospital Administration & planning, jaypee Brothers Medical publishers (p) Ltd, New Delhi, 1999.
2. Srinivasan, A.V. (ed): Managing a modern Hospital, Response Books, New Delhi, 2000.
3. Sheel, Munel & Fear, David: Care & safe use of Hospital Equipment VSO, UK,1995.
4. Pai pragna: Effective Hospital management, National book Depot, 2002.
5. Francis, CM, Souza, Mario C de: Hospital Administration, publisher; jaypee Brothers Medical publishers (p) Ltd, New Delhi, 2000.

**BHCM
Third Year
Sixth Semester**

MGT 103.3 (Credit hours 3)

Human Resource Management

BHCM, Third Year, Sixth Semester

Course Objectives:

This course aims to familiarize the students with the basic concepts and functions of HRM in the context Nepal.

Courses Contents:

- 1. HRM in Context** **7 hours**
Concept, nature objectives, and functions of Human Resource Management; personnel Management Vs. Human resource Management; Human Resource Management system; Importance of Human Resource Management; The changing world of work and the changing role of Human Resource professionals; Human resource strategy-concept and perspectives; Environment of Human Resource Management in Nepalese organization; International perspective of Human Resource Management; Ethical issues in Human resource Management
- 2. Meeting Human Resource Requirements** **8 hours**
Human resourcing and Human Resource planning concepts and importance; Human Resource Information system and Human Resource Inventory importance and uses, succession planning; job analysis, job specification, job description; Attracting a high performing workforce-recruitment and selection, internal and external recruitment, Testing and selecting employees-selection tests and tools; Classification and differential placement
- 3. Developing Human Resources** **6 hours**
Concept and importance of developing Human Resource; Employee socialization; Detering training needs; Considerations in desing of the training programmers –on-the – job vs. off-the-job training; Developing managers –methods of management and leadership development; Mentoring; Empowerment; Evaluating training effectiveness
- 4. Performance and Effectiveness** **4 hours**
Role of Human Resource in a firm’s competitiveness; Concept and methods of evaluating employee performance; Emerging concepts and issues in performance appraisal; Career development
- 5. Compensation** **8 hours**
Concept; Compensation programmes; job evaluation system-methods and process; The compensation structure; Incentive system-gain –sharing incentive plans, employee benefits and services; Retirement programmes; Retirement benefits; Executive compensation; Compensation; Compensation in Nepal-government regulations, minimum wages, social welfare factors, and incentive compensation; Emerging concepts and issues in compensation management
- 6. Occupational Health and Safety** **3 hours**
Concepts, importance, legal provisions, practices and emerging issues in OHS

7. Managing Employee Relations, Change and Communication **4 hours**

Human Resource Management Communications –concept, Human Resource Management Communications communication programme; Employee handbook, Mechanism of effective communications; Organizational culture, change and human resources; job stress factors; Spirituality in the workplace; participation, partnership and employee involvement

8. Industrial Relations **8 hours**

Changing nature of the employment relationship; Industrial relations-concept; Trade unions; Employers associations; Labor legislation in Nepal along with important provisions; Collective bargaining –concept and process; Disciplinary actions; Grievance handling; Conflict management –unilateral, joint and third party decisions; Dismissal redundancy and outplacement; Current situation of IR in Nepal; Emerging concepts in industrial relations

Text Books:

1. Decezo. D.A. and Robbins, S.P.: Human Resource Management, prentice –Hall, India.
2. Dessler, Gary.: Human Resource Management, prentice –Hall, India.

HHM 321.3 (Credit hours 3)

Health Program

BHCM, Third Year, Sixth Semester

Course Objectives:

Upon the successful completion of the course students will be able to:

1. Plan, formulate & implement various types of Health programs.
2. Organize and manage the health project and programs in various sectors and various INGO/ NGO's,

Course Contents:

Module I: National Concept

- | | |
|---|----------------|
| 1. Introduction | 3 hours |
| 1.1 Introduction of programme and project | |
| 1.2 Concept, Nature of programme and project | |
| 1.3 Importance of program and project | |
| 2. National Health Program | 3 hours |
| 2.1 Introduction | |
| 2.2 Organizational Structure of MOH, DOH, Center to peripheral Level. | |
| 2.3 Management of National Health programmes | |
| 3. Health Education | 3 hours |
| 1.1 Introduction, Nature Scope, Mission and management | |
| 1.2 principles of health Education | |
| 1.3 Dimension of Health Education programme | |
| 1.4 Methods of Health Education | |
| 1.5 Health Education in Hospitals | |
| 1.6 Evaluation of Health Education | |
| 4. Nutrition program | 3 hours |
| 4.1 Introduction, Objective, Indicator, Mission & Management | |
| 4.2 Strategies, activities | |
| 4.3 Problem and constraint | |
| 4.4 Definition & Classification of Nutrition | |
| 4.5 Nutritional problem of Children and adult | |
| 5. Expanded Programme on Immunization | 3 hours |
| 5.1 Introduction, Objective and strategies | |
| 5.2 Indicators, activities and problem and constraints | |
| 5.3 Six major killer disease and hepatitis B | |
| 5.4 Vaccine available in Nepal | |
| 5.5 Immunization, Schedule and cold chain | |
| Test on Module I | 1 hours |
| Module II: Further sartorial programs | |
| 6. Control of Acute Respiratory Infection (ARI) | 3 hours |
| 6.1 Introduction, Objectives, Strategies, Missions and Management | |

6.2 Indicators, Activities and problem/ constraint	
6.3 Definition, Classification and management of ARI	
7. Control of Dirrhoel Disease	3 hours
7.1 Introduction, Objectives strategies, Missions and Management	
7.2 Indicators, Activities and problem/ Constraint	
7.3 Definition of diarrhoes, sign/ symptom/ Constraint	
7.4 Classification of dehydration	
7.5 Management & prevention of dearrhoel disease	
8. Family planning program	3 hours
8.1 Introduction, objectives strategies, mission & Management	
8.2 Indicators, activities and problem and constraint	
8.3 Definition, Methods of Family planning	
9. Safe Motherhood programme	3 hours
9.1 Introduction, aims/ objectives programme	
9.2 Indicator, activities, problem/ constraint.	
9.3 Concept of national Maternity care guidelins	
10. Safe Motherhood programme	3 hours
10.1 Introduction, aims/ objectives and strategies	
10.2 Indicator, activities, problem/ Constrant	
10.3 Concept of national materity/ care guidelins	
Test on module II	1 hours
Module III: Epidemic Health Program	
11. STDS and AIDS	3 hours
11.1 Introduction, objectives strategies & Mission.	
11.2 Indicator, activities and problem and constraint	
11.3 Definition of ATD/ AIDS	
11.4 Sign and symptom	
11.5 Management/ treatment of STD/ AISD	
12. National Tuberculosis Programme	3 hours
12.1 Introduction, objectives, strategies & Mission	
12.2 Indicators, policies and strategies	
12.3 Concept of DOTS program	
12.4 Definition of TB, sign and symptom and management.	
13. Malaria Control	3 hours
13.1 Introduction, Objective and strategies	
13.2 Indicator, activities and problem/ constraints.	
13.3 Definition, couse, singn and symptom and management and prevention	
14. Kala –azar Centrol	3 hours
14.1 Introduction, objectives and strategies	
14.2 Indicators, actives and problem & coustrant	
14.3 Definition, sign and symptom, couse, diagnosis	
14.4 Treatment, prevention and management of kalaazar.	
15. Leprosy control programme	3 hours
15.1 Introduction, objectives and strategies	
15.2 Indicators, activites and problem/ Constrant	
15.3 Definition, sign and symptom and cause of Leprosy and deagnosis	

15.4 Treatment, prevention and management of leprosy.

Test on module III

1 hours

Practical:

10 marks from the marks of sessional work id for practical.

16. Case Study

Student shall present at last a case study on health program in Nepal, studies shall attend at least on guest lecture/ seminar or related topics.

Basic Books:

1. Department of Health services: Annual Reports, Ministry of Health 2003/04
2. K.K. Kafle & R.G. pinniger; Manual for primary health care Diagnostic and Treatment in the District, health Learning Materials Center, P.O.Box 2533, Kathmandu, Nepal.

ReferenceBooks

1. Geel, S.L. Health Care system & Management; Healthcare policies & programmes: Volume 2, Deep & Deep publications pvt Ltd. New Delhi,2001
2. Geel, S.L. Health Care system & management; Healthcare Management and Administration; volume-3 Deep & Deep publications pvt. Ltd. New Delhi, 2001
3. Dixit, Hemang: The Quest for Health, Educational Enterprises Pvt. Ltd., Kathmandu, 1999

HHM 322.3 (Credit hours 3)

Support Services

BHCM, Third Year, Sixth Semester

Course Objectives:

Upon the successful completion of the course students will be able to:

1. Manage all support services
2. Organize and Manage all department

Course Contents:

Module I: Compare Support Services Department

- | | |
|---|----------------|
| 1. Medical record Department | 5 hours |
| 1.1 Introduction, scope and functions. | |
| 1.2 setting layout and space requirement | |
| 1.3 Work load and staffing pattern. | |
| 1.4 Organization, management, policies and procedures | |
| 2. Linen and Laundry Services | 5 hours |
| 2.1 Introduction, scope and function | |
| 2.2 Setting, layout and space requirement | |
| 2.3 Work load and staffing pattern | |
| 2.4 Organization, Management, policies and procedures | |
| 3. Dietary Departments | 5 hours |
| 3.1 Introduction, scope and function | |
| 3.2 Setting, space, location requirement | |
| 3.3 Work load staffing pattern | |
| 3.4 Organization, Management, policies and procedures | |
| Test on Module I | 1 hours |
| Module II: Hours Keeping Department | |
| 4. Maintenance service Department | 5 hours |
| 4.1 introduction, scope and function | |
| 4.2 Setting, location, space and physical facilities | |
| 4.3 Work load and staffing pattern | |
| 4.4 organization, Management, policies and procedures | |
| 5. Hours Keeping Department | 5 hours |
| 5.1 Introduction, scope and functions | |
| 5.2 Setting, location, space and physical facilities | |
| 5.3 Work load and staffing pattern | |
| 5.4 Organization, Management, policies and procedures | |
| 6. Waste Management | |
| 6.1 Introduction, definition, classification and categorization of hospital waste management. | |
| 6.2 generation & segregation of waste | |

- 6.3 Collection, storage and transport of waste.
- 6.4 Waste treatment technologies
- 6.5 Final disposal of hospital waste.
- 6.6 Legal & ethical issues
- 6.7 Human resource development: Issues in Hospital waste Management

7. Infection control program

- 7.1 Introduction, definition, causes of infection in Hospital.
- 7.2 Infection control organization in Hospital
- 7.3 Objectives of the infection control program.
- 7.4 infection control program, committee, team, manual
- 7.5 Role and responsibilities of administrator in Infection control.
- 7.6 Infection control in Hospital premise.
- 7.7 Universal precaution of infection control in hospital.

8. Public Relation Services

- 8.1 Definition of public Relation
- 8.2 Purposes of public Relation
- 8.3 Important of public Relation
- 8.4 Ways of establishing public relation.

9. Health Camp and under 5 yrs Services

- 9.1 Introduction of health Camp and under 5 yrs services
- 9.2 Objectives and Important of health camp and under 5yr services
- 9.3 organization and management of Health
- 9.5 Planning for the Health needs.
- 9.5 Activates of Health Camp
- 9.6 Children camp & under 5 yrs services

10. Health Care Project & Support Service

- 10.1 Introduction of program & project.
- 10.2 Steps involved in project planning
- 10.3 Steps Involved in project Management.
- 10.4 Steps in project formulation
- 10.5 project implementations
- 10.6 Evaluation of projects

Practical:

10 marks from the marks of sessional work is for practical.

11. Hospital Practical

All the students are requires to do the practical work for the period of 3-4 day on all five areas where they will be acquainted and will acquired the skill and skill knowledge regarding the organization, management and function of the individual. At end they will be required to bring their findings for classroom discussions. Students. Student shall also complete a case study on support services for a Health camp and Health project.

Text books:

1. Dr. J. R. McGIBONY: principles of Hospital Administration, publisher; G.P. Purnam's Sons, New York.

Reference Books:

1. B.M. Sakharkar: Principles of Hospital Administration and planning,
2. RC Anand & Didhartha Satpathy: Hospital waste management a Holistic Approach, Publisher jaypee Brothers.
3. Infection Control program, publisher; WHO, Geneva -1999.
4. B.T. Basavan Thappa: Nursing Administration, publisher; jaypee Brothers -2002

HHM 323.3 (Credit hours 3)

Health care Evaluation

BHCM, Third Year, Sixth Semester

Course Objectives:

To make able to evaluate hospital & health services in terms of quality, efficiency, equity and all other aspects by Providing basic concept of evaluation of health care and various tools and techniques and by Evaluating existing issues in national health system, policy, program & implementation.

Course Contents

Module I; Fundamentals

- | | |
|---|----------------|
| 1. Introduction | 3 hours |
| 1.1 Introduction | |
| 1.2 Origin of Health Care Evaluation | |
| 1.3 Definition of Health Care Evaluation | |
| 1.4 Approaches to Health Care Evaluation | |
| 2. Aspect of Health Care Evaluation | 4 hours |
| 2.1 Principals of Measurement | |
| 2.2 Data Collection | |
| 2.3 Measurement in Health Care | |
| 2.4 Reliability & Variability | |
| 2.5 Efficiency, Effectiveness & Acceptability | |
| 3. Measurement in Health Care | 4 hours |
| 3.1 Principals of Measurement | |
| 3.2 Data Collection | |
| 3.3 Measurement in Health Care | |
| 3.4 Reliability & Variability | |
| 3.5 Manager's Role | |
| 4. Economic Evaluation | 4 hours |
| 4.1 Cost- benefit & Cost – Effectiveness Analysis | |
| 4.2 Measurement of Costs | |
| 4.3 The Budgeting System | |
| Test on Module I | 1 hours |
| 5. Study Methodology | 3 hours |
| 1.1 Randomized Control Trials (RCT) | |
| 1.2 Non- Randomized Trials | |
| 1.3 Observational Studies | |
| 6. Control | 4 hours |
| 6.1 Introduction of Control | |
| 6.2 Basis of Control | |
| 6.3 Control Strategies | |
| 6.4 Control Framework | |

6.5 Condition of Successful control	
7. Evaluating Primary Care (PC)	4 hours
7.1 The Content of primary Care	
7.2 Acceptability of primary care	
7.3 Audit of primary care	
7.4 Relationship between primary care & other Health services	
7.5 Case study on PHC evaluation	
8. Evaluation of Hospital Services	4 hours
8.1 Importance of Evaluation of Hospital service	
8.2 Steps in Evaluation	
8.3 factors Influencing Hospital Services	
8.4 Frame Work, Guideline and procedures on evaluation of Hospital Services	
Test on Module II	1 hours
Module III: Applications	
9. Evaluation of Hospital Services	3 hours
9.1 Evaluation of Organization	
9.2 Evaluation of Clinical & Supportive Services	
9.3 Tools of Evaluation of Hospital Services	
9.4 Case Study	
10. Medical Audit	3 hours
10.1 Concept & Introduction	
10.2 Importance of Medical Audit	
10.3 Methods of Medical Audit	
10.4 Case Study	
11. Evaluation of Diagnostic Services	3 hours
11.1 Concept of Diagnostic Services	
11.2 Finding the Value of a Diagnostic Services	
11.3 Indicators for Evaluation of Diagnostic Services	
11.4 Case Study	
12. Evaluation in Clinical Laboratory Services	3 hours
12.1 Introduction	
12.2 Efficiency	
12.3 Outcome	
12.4 Sensitivity and Specificity	
12.5 Case Study	
13. Evaluation of Medical Training	3 hours
13.1 Assessment of Educational needs	
13.2 Assessment of Internal Behavior	
13.3 Outcome Evaluation	
13.4 Outcome Evaluation	
13.5 Trainees as Evaluators	
13.6 Assessment of Usefulness of National training programme/ policies.	
13.7 Case Study	
Test on Module III	1 hours

1. Holand, Walter W. ED.: Evaluation of Healthcare, Oxford University press, London, 1983.

References Books:

1. Kaluzny, Arnold D; Warner D. Michael; Warner, Davis G; Zelman, William N: Management of Health Services, prentice Hall Inc. New jersy, USA.
2. World Bank: World Development Report, 1993, Investing in Health, Oxford University press.
3. Sakharkar, B.N.: Hospital planning and Administration, jaypee medical publications, New Delhi.

HHM 324.3 (Credit hours 3)

**Health Care Law
BHCM, Third Year, Sixth Semester**

Course Objectives:

To make able practice management in legal & professional and ethical manner and

1. Apply the health care law ethics & philosophy of health care practices.
2. Protect health institution from, legal prosecutions.
3. Identify the medical legal cases.
4. Monitor and supervise the subordinate & advocate agent's & legal practices.

Course Contents:

Module I: Basic Knowledge

- | | |
|---|----------------|
| 1. Introduction | 5 hours |
| 1.1 Concept | |
| 1.2 Sources of Law | |
| 1.3 Constitution | |
| 1.4 Legislation | |
| 1.5 Criminal Law | |
| 1.6 Civil Law | |
| 2. Natural Law | 5 hours |
| 2.1 Concepts | |
| 2.2 Characteristics of Natural Law | |
| 2.3 Theory of Natural Law | |
| 3. Legal Basis and Governance of Hospitals | 5 hours |
| 3.1 Legal Basis of Governmental, Non-governmental and private Hospitals | |
| 3.2 Governing Board: Structure, Duties and Liabilities | |
| 3.3 Administrator: Duties and Liabilities | |
| Test on Model I | 1 hours |
| Module II: Law & Medical practices | |
| 4. Doctor- Patient Relationship | 5 hours |
| 4.1 Concept | |
| 4.2 Duties of Doctor | |
| 4.3 Duties of Public | |
| 4.4 Duty towards Law Enforcer Cement | |
| 4.5 Doctor patient Relationship | |
| 5. Law of Contract | 5 hours |
| 5.1 Concept | |
| 5.2 Types of Contract | |
| 5.3 Consent | |
| 5.4 Care Without consent | |
| 5.5 Medical Records | |
| 6. Medical Negligence | 5 hours |
| 6.1 Medical Negligence at Doctor's / Hospital's Level | |
| 6.2 Negligence at patient's or Attendant's Level | |

6.3 Negligence at Manufacturer's / Dispenser's Level

6.4 Composite Negligence

Test on Module II

1 hours

Module III: Health Care Law & Ethics

7. Introduction of Various Laws Applicable to Health Care Management **5 hours**

7.1 Nepal Medical Council Act.

7.2 Nepal Nursing Council Act.

7.3 Nepal Health professional Council Act.

7.4 Consumer protection Act.

7.5 Other Acts related to Healthcare Management

8. Medical Ethics

2 hours

8.1 Death and Dying

8.2 Organ Transplant

8.3 Abortion and Fertility

8.4 Confidentiality

8.5 Beneficence and Normal efficiency

9. Health and The law

2 hours

9.1 Public Health Law

9.2 Control of the use of medicine

9.3 Compensation for drug induced injury

10. Medicines and result

2 hours

10.1 Marketing Medicine

10.2 Control of the use of medicine

10.3 Compensation for drug induced injury

11. Case study & Result

2 hours

11.1 Case study on Medical practice

11.2 Case study on Medical products

11.3 Case study on patient/ public Hospital

11.4 Case study on Govt roles

11.5 Right to Health, treatment, death confidentiality, against dissimulation etc.

Text Books:

1. Montgomery, jonathan: Health Care Law, Aspen publications, Meryland, USA.

Reference Books:

1. Singh jagadish and Bhusan, Vishwa: Medical Negligence and Compensation, Bharat Law publications, jaipur
2. Miller, Robert D.: Problems in Hospital Law, Aspen publications, Meryland, USA.
3. Various Acts relates to Healthcare Management.
4. Gerrett, Thomas M. et. Al.: Health Care Ethics: principles and problems, prentice Hall, New Jersey, USA.

BHCM
Fourth Year
Seventh Semester

MGT 111.3 (Credit hours 3)

Strategic Management I

BHCM, Fourth Year, Seventh Semester

Course Objectives:

This course aims to introduce the students to the fundamental concepts of strategic management. The course also aims to develop skills in students to develop a mission statement, perform an external audit, conduct an internal assessment, and formulate strategies through cases and experiential exercises.

Course Contents:

- 1. Strategic Management** **7 hours**
Definition: Dimensions of strategic decisions, Levels of strategy, Characteristics of strategic management decisions, Formality in strategic management, Value of strategic management, Role of chief executives in strategic management
- 2. External Environmental Analysis and Forecasting** **5 hours**
Components of remote environment: economic, social, political, legal (legislation and regulations), technological (PEST analysis), Linking strategy with ethics and social responsibility
- 3. Establishing Company Direction** **6 hours**
Developing business mission and strategic vision; communicating the strategic vision; Setting performance objectives; strategic objectives versus financial objectives Strategic intent; Strategy marking pyramid: Corporate strategy, Business strategy, Functional strategy and operational strategy, Uniting the strategy marking effort
- 4. Industry and Competitive Analysis** **6 hours**
Methods of industry and competitive analysis, Fiv forces of competition, Driving forces, Environmental scanning techniques, Strategic group maps, Monitoring competition, Key factors for Competitive success evaluating
- 5. Evaluating Company Resource and Competitive Capabilities** **8 hours**
Strengths and resources capabilities, Weakness and resource deficiencies, Competencies and capabilities, Market opportunities, Threats to future profitability, strategic cost analysis and value chains, Benchmarking, Competitive capabilities to competitive advantage
- 6. Strategic Options** **10 hours**
Generic strategies: Low cost provider strategy, Differentiation strategy, Best- cost provider strategy, focused strategy. Grand strategies: Concentration, Market development, product development, Innovation, Horizontal integration, Vertical integration, joint Venture, Concentric diversification, Conglomerate diversification, Retrenchment/ turnaround, Divestiture, Liquidation
- 7. Strategic Analysis and Choice** **6 hours**
Evaluating and choosing strategies, Industry environment and strategy choices, Evaluating and choosing to diversity

Text Books:

1. Pearce, John A. and Robinson, Richard B: Strategic Management, AITBS, Delhi.
2. Thomson, Arthur A. and Stickland III: Strategic Management, Tata McGraw-Hill, New Delhi

Reference Books

1. Agrawal, G.R.; Business strategy & strategic Management in Nepal, M.K. publisher Kathmandu

BHCM
Fourth Year
Eighth Semester

MGT 112.3 (Credit hours 3)

Strategic Management II

BHCM, Fourth Year, Eight Semesters

Course Objectives:

This course aims to expose strategic management implementation concepts and also to familiarize them with major strategic issues in the context of today's global dimension of business. Cases will be used to provide students with a balanced mix of service industries. Multi-business firms, technology-focused firms, and global competition

Course Contents:

- 1. Review of Strategy Formulation** **4 hours**
A brief review of the concept and process of strategic management, Environment analysis, Industry and competitive analysis, strategy options and strategic analysis and choices
- 2. Global Business Environment** **6 hours**
Concept, Types and analysis of global business environment, Foreign market analysis and entry strategy, Cross-country differences, strategy options for entering and competing in foreign markets, strategic alliances and joint ventures, Networking strategies
- 3. Strategic Analysis and Choices in a Multi-business Company** **6 hours**
Concept and nature of multi- business company, Rationalizing, diversification and integration, Behavioral considerations affects strategic choice, Building shareholders; value, Analysis of external dependence, Internal political considerations
- 4. Operationalizing Strategy** **6 hours**
Concept and nature of strategy implementation, short-term and long-term objectives, policies, Functional tactics to operationalize strategy, Resource allocation, Managing conflicts, Employee empowerment
- 5. Institutionalizing Strategy** **6 hours**
Concept, Structuring and effective organization, organizational leadership, organizational culture, Matching structure with strategy, Building resource strengths and organizational capabilities, Managing the internal organization to promote better strategic execution, Installing support systems and supportive reward system.
- 6. Strategic Control and Evaluation** **8 hours**
Concept of control in strategic management, Types of control, Quality control, Role of strategic information system, Activity based costing, Measures of corporate performance, Measures of function and divisional performance, problems of measuring performance, Guidelines for proper control, strategic audit to evaluate and control perforce.
- 7. Contemporary Strategic Issues:**
 - a. Internet Era** **4 hours**
The internet technology and participants: The demand for internal service and suppliers of technology and services, strategic challenges of competing technologies, Impact of Internet on competitive rivalry, barriers to entry, buyer power, supplier power
 - b. Managing Information technology and Innovation** **3 hours**

Technology sourcing, product portfolio, Evaluation and control

c. Entrepreneurial Ventures and Small Business **3 hours**

Importance of small business and entrepreneurial ventures, Use of strategic planning and strategic management models, issues in environmental scanning and strategy implementation from the perspective of small business

d. Not-for-profit Organization **2 hours**

Concept and nature of not-for-organization, Importance of revenue sources, Usefulness of strategic management concept and techniques for not-for-profit organization

Text Books:

1. Pearce, John A. and Robinson, Richard B: Strategic Management, AITBS, Delhi.
2. Thomson, Arthur A. and Stickland III: Strategic Management, Tata McGraw –Hill, New Delhi.
3. Wheelen, T.L. and Hunger, J.D.: Strategic Management and Business Policy, Pearson Education, New Delhi.

THE END