



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)
(Accredited by NBA-AICTE, New Delhi, ISO 9001:2000 Certified Institution &
Accredited by NAAC with "A" Grade)

Madagadipet, Puducherry - 605 107



School of Arts & Science

Minutes of First Meeting of Board of Studies for B.B.A. (Hospital Administration)

The First Meeting of Board of Studies for Bachelor of Business Administration - Hospital Administration (B.B.A. - HA) Programme was held on 12th August 2022, Friday at 10.20 A.M. via Zoom Meeting (Great Learning Platform) with the Head of the Department in the Chair.

The following members were present for the BoS meeting.

S. No.	Name of the Member	Designation
1	Dr. Bala Sendhil Kumar G. Professor and Head, B.B.A. - HA, School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Chairman
2	Prof. G. D. Puri., Professor & Head Department of Anesthesia, Post Graduate Institute of Medical Education & Research, Chandigarh	Pondicherry University Nominee
3	Dr. V. Uma Professor & Head, Department of MBA (Hospital Administration), Dr. N.G.P. Arts And Science College, Coimbatore	Subject Expert (Academic Council Nominee)
4	Dr. J. Ashokkumar Assistant Professor, Department of Management Studies, Central University of Tamil Nadu, Thirurur	Subject Expert (Academic Council Nominee)
5	Dr. R. R. Surath Kumar Ph.D Managing Director, Hicare Pharma, Chennai	Member (Industry representative)
6	Dr. Sivasacty Assistant Professor, Department of Commerce & Management, School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Internal Member
7	Ms. S. Visalakshi Assistant Professor, Department of Management Studies, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member
8	Mr. K. Kandasamy Assistant Professor, Department of Commerce & Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member
9	Ms. B. Gothai Natchi Assistant Professor, Department of Commerce & Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member

10	Ms. S. Jeeja Assistant Professor Department of Commerce & Management, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member
11	Ms. M. Abirami @ Manoranjitham Assistant Professor, Department of Commerce & Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member
12	Dr. M. Vanitha Assistant Professor, Department of Tamil, School of Arts and Science, Sri Manakula Vinayagar Engineering College Puducherry	Internal Member
13	Mr. R. Srinivasan Assistant Professor, Department of English School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member

Agenda of the Meeting

Item No. : BoS / BBA-HA 1.1

- ❖ Welcome Address.
- ❖ Introduction of Members of Board of Studies.

Item No. : BoS / BBA-HA 1.2

- ❖ Discussion and Approval of Curriculum Framework of the UG Programme - Bachelor of Business Administration (B.B.A.) in Hospital Administration.

Item No. : BoS / BBA-HA 1.3

- ❖ Discussion and Approval of Syllabus of First Semester and Second Semester of the Programme in Bachelor of Business Administration (B.B.A.) in Hospital Administration.

Item No. : BoS / BBA-HA 1.4

Discussion of the Evaluation Systems as in the existing Regulation 2020 of School of Arts and Science, SMVEC.

- ❖ Marks distribution for Continuous Assessment and End semester Examinations
- ❖ Question paper pattern
- ❖ Pass Requirements
- ❖ Letter Grade System
- ❖ Classification of Degree

Item No. : BoS / BBA-HA1.5

- ❖ Any other item with the permission of chair

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Minutes of the Meeting

The meeting deliberated on the agenda items that had been approved by the Chairman.

Item No. : BoS / BBA-HA 1.1

Dr. G. Bala Sendhil Kumar, Chairman, BoS opened the meeting by greeting and introducing the external members to the internal members and meeting thereafter deliberated on the approved agenda items.

Item No. : BoS / BBA-HA 1.2

The Curriculum Framework of the UG Programme - Bachelor of Business Administration (B.B.A.) in Hospital Administration (HA) was discussed in detail. The Board of Studies members approved and recommended the Curriculum (refer Annexure - I) with the following suggestions:

- ❖ The courses like Infection Control, Pharmacovigilance, Disaster Management, Infection Control, are added in Discipline Specific Elective Courses.
- ❖ A Skill Enhancement Course named "Hospital Field Study" is introduced for the students to get Hospital Exposure.
- ❖ A Skill Enhancement Course named "Patient Relationship and Counselling" and Discipline Specific Course entitled "Medical Records Management" is included in fifth semester.
- ❖ Discipline Specific Course entitled "Supportive Services and Facilities Management" is included in sixth semester.

Item No. : BoS / BBA-HA 1.3

The proposed Syllabi of the First Semester and Second Semester Courses of B.B.A. in Hospital Administration Programme was presented by the Chairman of the BoS. The same was discussed in detail by the BoS Members and was unanimously approved by the members.

The Syllabi of the First Semester and Semester Courses of B.B.A. in Hospital Administration Programme are presented in Annexure - II.

Item No. : BoS / BBA-HA 1.4

The Evaluation Systems pertaining to the following were discussed and accepted by the BoS Members.

- ❖ Marks distribution for Continuous Assessment and End Semester Examinations
- ❖ Question paper pattern
- ❖ Pass Requirements
- ❖ Letter Grade System
- ❖ Classification of Degree

BoS / 2022/ BBA-HA / 4.5



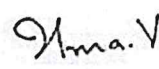


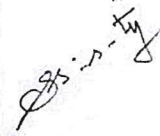
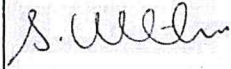
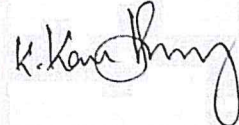

No other item was considered for further discussion in the First Meeting of BoS of BBA - Hospital Administration.

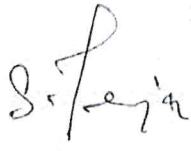
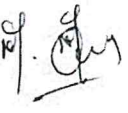

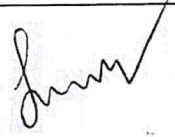
The external members of the Board have expressed their appreciations for framing curriculum and syllabi based on the industrial needs which enhances employability skills of the students. The meeting ended with vote of thanks by the Chairman of the Board was concluded at 11.50 A.M.

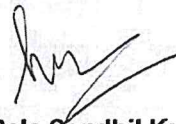
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The Minutes of the First Meeting of Board of Studies for B.B.A. (Hospital Administration) Programme held on held on 12th August 2022 is signed by the members who attended the meeting:

Sl. No	Name of the Member with Designation and official Address	MEMBERS AS PER UGC NORMS	Signature
1	Dr. Bala Sendhil Kumar G. Professor and Head - B.B.A. (HA), School of Arts and Science Sri Manakula Vinayagar Engineering College, Puducherry	Chairman	
2	Prof. G. D. Puri., Professor & Head Department of Anesthesia, Post Graduate Institute of Medical Education & Research, Chandigarg	Pondicherry University Nominee	
3	Dr. V. Uma Professor & Head, Department of MBA (Hospital Administration), Dr. N.G.P. Arts And Science College, Coimbatore	Subject Expert (Academic Council Nominee)	
4	Dr. J. Ashokkumar Assistant Professor, Department of Management Studies, Central University of Tamil Nadu, Thirururur	Subject Expert (Academic Council Nominee)	
5	Dr. R. R. Surath Kumar Managing Director, Hicare Pharma, Chennai	Member (Industry representative)	
6	Dr. Sivasacty Assistant Professor, Department of Commerce & Management, School of Arts and Science Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
7	Ms. S. Visalakshi Assistant Professor, Department of Management Studies, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
8	Mr. K. Kandasamy Assistant Professor, Department of Commerce & Management, School of Arts and Science Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
9	Ms. B. Gothai Natchi Assistant Professor, Department of Commerce & Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	

10	Ms. S. Jeeja Assistant Professor, Department of Commerce & Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
11	Ms. M. Abirami @ Manoranjitham Assistant Professor, Department of Commerce & Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
12	Dr. M. Vanitha Assistant Professor, Department of Tamil, School of Arts and Science, Sri Manakula Vinayagar Engineering College Puducherry	Internal Member	
13	Mr. R. Srinivasan Assistant Professor, Department of English, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	


Dr. G. Bala Sendhil Kumar
 Professor and Head - B.B.A. (HA)
 Chairman - BoS / B.B.A. (HA)


Dr. S. Muthulakshmi
 Dean - School of Arts & Science
 Sri Manakula Vinayagar Engineering College

Annexure - I

CURRICULUM

BACHELOR OF BUSINESS ADMINISTRATION (HOSPITAL ADMINISTRATION)

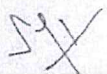
STRUCTURE FOR UNDERGRADUATE PROGRAMME

Sl. No	Course Category	Breakdown of Credits
1	Modern Indian Language (MIL)	6
2	English (ENG)	6
3	Discipline Specific Core Courses (DSC)	80
4	Discipline Specific Elective Courses (DSE)	12
5	Inter-Disciplinary courses (IDC)	15
6	Skill Enhancement Courses (SEC)	12
7	Employability Enhancement Courses (EEC*)	0
8	Ability Enhancement Compulsory Courses (AECC)	6
9	Open Electives (OE)	4
10	Online Courses (OC)	2
11	Extension Activity (EA)	1
Total		144

SCHEME OF CREDIT DISTRIBUTION – SUMMARY

Sl. No	Course Category	Credits per Semester						Total Credits
		I	II	III	IV	V	VI	
1	Language (MIL)	3	3	-	-	-	-	6
2	English (ENG)	3	3	-	-	-	-	6
3	Discipline Specific Core Courses (DSC)	8	12	14	14	12	20	80
4	Discipline Specific Elective Courses (DSE)	-	-	3	3	3	3	12
5	Inter-Disciplinary Courses (IDC)	3	3	3	3	3	-	15
6	Skill Enhancement Courses (SEC)	2	2	2	2	2	2	12
7	Employability Enhancement Courses (EEC*)	0	0	0	0	0	0	0
8	Ability Enhancement Compulsory Courses (AECC)	2	2	2	-	-	-	6
9	Open Electives (OE)	-	-	2	2	-	-	4
10	Online Courses (OC)	-	-	-	-	2	-	2
11	Extension Activity (EA)	-	1	-	-	-	-	1
Total		21	26	26	24	22	25	144

* EEC will not be included for the computation of "Total of Credits" as well as "CGPA".


Curriculum

B.B.A (Hospital Administration) 

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SEMESTER – I										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Theory										
1	A20FRT101	French - I	MIL	3	0	0	3	25	75	100
	A20TAT101	Tamil - I								
2	A20BET101	Business English - I	ENG	3	0	0	3	25	75	100
3	A20BAT101	Principles of Accounting	DSC	3	1	0	4	25	75	100
4	A20BAT102	Principles of Management	DSC	4	0	0	4	25	75	100
5	A20BAD101	Managerial Economics	IDC	3	0	0	3	25	75	100
Skill Enhancement Course										
6	A20BHS101	Communication Skills	SEC	0	0	4	2	100	0	100
Employability Enhancement Course										
7	A20BHC101	Certification Course - I*	EEC	0	0	4	0	100	0	100
Ability Enhancement Compulsory Course										
8	A20AET101	Environmental Studies	AECC	2	0	0	2	100	0	100
							21	425	375	800

SEMESTER – II										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Theory										
1	A20FRT202	French - II	MIL	3	0	0	3	25	75	100
	A20TAT202	Tamil - II								
2	A20BET202	Business English - II	ENG	3	0	0	3	25	75	100
3	A20BFT202	Basics of Cost and Management Accounting	DSC	3	1	0	4	25	75	100
4	A20BHT201	IT for Healthcare Institutions	DSC	4	0	0	4	25	75	100
5	A20BHT202	Healthcare Environment	DSC	4	0	0	4	25	75	100
6	A20BHD201	Medical and Health Laws	IDC	3	0	0	3	25	75	100
Skill Enhancement Course										
7	A20BHS202	Hospital Field Study	SEC	0	0	4	2	100	0	100
Employability Enhancement Course										
8	A20BHC202	Certification Course - II*	EEC	0	0	4	0	100	0	100
Ability Enhancement Compulsory Course										
9	A20AET202	Public Administration	AECC	2	0	0	2	100	0	100
Extension Activity										
10	A20EAL201	National Service Scheme	EA	0	0	2	1	100	0	100
							26	550	450	1000

*Employability Enhancement Course are to be selected from the list in Annexure 3

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B.B.A (Hospital Administration)

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SEMESTER – III										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Theory										
1	A20BHT303	Marketing for Healthcare Institutions	DSC	4	0	0	4	25	75	100
2	A20BHT304	Organisation Behaviour in Hospitals	DSC	4	0	0	4	25	75	100
3	A20BHT305	Human Anatomy, Physiology and Medical Terminology	DSC	4	0	0	4	25	75	100
4	A20BAD303	Statistics for Management	IDC	3	0	0	3	25	75	100
5	A20BHE3XX	DSE-I**	DSE	3	0	0	3	25	75	100
6	A20XXO3XX	Open Elective – I***	OE	2	0	0	2	25	75	100
Practical										
7	A20BHL307	Hospital Data Analysis Lab	DSC	0	0	4	2	50	50	100
Skill Enhancement Course										
8	A20BHS303	Documentation and Presentation Skills	SEC	0	0	4	2	100	0	100
Employability Enhancement Course										
9	A20BHC303	Certification Course - III*	EEC	0	0	4	0	100	0	100
Ability Enhancement Compulsory Course										
10	A20AET303	Value Education	AECC	2	0	0	2	100	0	100
							26	550	450	1000

SEMESTER – IV										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Theory										
1	A20BHT406	Human Resource for Healthcare Institutions	DSC	4	0	0	4	25	75	100
2	A20BHT407	Hospital Operations Management	DSC	4	0	0	4	25	75	100
3	A20BHT408	Health Insurance Management	DSC	4	0	0	4	25	75	100
4	A20BFD402	Business Analytics	IDC	3	0	0	3	25	75	100
5	A20BHE4XX	DSE-II**	DSE	3	0	0	3	25	75	100
6	A20XXO4XX	Open Elective – II***	OE	2	0	0	2	25	75	100
Internship										
7	A20BHP411	Hospital Internship	DSC	0	0	4	2	40	60	100
Skill Enhancement Course										
9	A20BHS404	Analytics Lab	SEC	0	0	4	2	100	0	100
Employability Enhancement Course										
10	A20BHC401	Certification Course - IV*	EEC	0	0	4	0	100	0	100
							24	450	550	1000

* Employability Enhancement Course are to be selected from the list in Annexure 3

** Discipline Specific Electives are to be selected from the list given in Annexure 1

*** Open electives offered by the Departments are listed in Annexure 2

 Curriculum

B.B.A (Hospital Administration) 

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SEMESTER – V										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Theory										
1	A20BHT509	Financial Management for Healthcare Institutions	DSC	4	0	0	4	25	75	100
2	A20BHT510	Social Entrepreneurship	DSC	4	0	0	4	25	75	100
3	A20BHT511	Medical Records Management	DSC	4	0	0	4	25	75	100
4	A20CCD504	Research Methodology	IDC	4	0	0	3	25	75	100
5	A20BHE5XX	DSE-III**	DSE	3	0	0	3	25	75	100
Online Certification Course										
6	A20BHM501	Online Course	OC	0	0	4	2	Successful Completion		
Skill Enhancement Course										
7	A20BHS505	Patient Relationship and Counselling	SEC	0	0	4	2	100	0	100
							22	225	375	600

SEMESTER – VI										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Theory										
1	A20BHT612	Strategic Hospital Management	DSC	4	0	0	4	25	75	100
2	A20BHT613	Patient Care Planning and Management	DSC	4	0	0	4	25	75	100
3	A20BHT614	Supportive Services and Facilities Management	DSC	4	0	0	4	25	75	100
4	A20BHT615	Ethics in Health Care	DSC	4	0	0	4	25	75	100
5	A20BHE6XX	DSE-IV**	DSE	3	0	0	3	25	75	100
Project										
7	A20BHP621	Project	DSC	0	0	8	4	40	60	100
Skill Enhancement Course										
8	A20BHS606	Biomedical Waste Management	SEC	0	0	4	2	100	0	100
							25	415	485	900

** Discipline Specific Electives are to be selected from the list given in Annexure 1

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B.B.A (Hospital Administration) 

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Annexure 1

Discipline Specific Electives (DSE)

Discipline Specific Electives (DSE-I) - Offered in Third Semester		
Sl. No.	Course Code	Course Title
1	A20BHE301	Transport and Hospitality Management
2	A20BHE302	Fundamentals of Life Insurance
3	A20BHE303	Infection Control
Discipline Specific Electives (DSE-II) - Offered in Fourth Semester		
Sl. No.	Course Code	Course Title
4	A20BHE404	Quality Assurance
5	A20BHE405	Pharmacovigilance
6	A20BHE406	Hospital Management Information System
Discipline Specific Electives (DSE-III) - Offered in Fifth Semester		
Sl. No.	Course Code	Course Title
7	A20BHE507	Hospital Pharmacy
8	A20BHE508	Disaster Management
9	A20BHE509	Infection Control
Discipline Specific Electives (DSE-IV) - Offered in Sixth Semester		
Sl. No.	Course Code	Course Title
10	A20BHE610	Business Ethics and Social Responsibility
11	A20BHE611	Medical Tourism
12	A20BHE612	Recent Trends in Healthcare Systems

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B.B.A (Hospital Administration)

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Annexure 2

OPEN ELECTIVE COURSES

Open Elective - I (Offered in Semester III)			
Sl. No	Course Code	Course Title	Offering Department
1	A20BTO301	Biotechnology for human welfare	Bioscience
2	A20BTO302	Food Processing	Bioscience
3	A20BTO303	Food Technology	Bioscience
4	A20CHO304	Food Analysis (Practical)	Chemistry
5	A20CHO305	Molecules of Life (Practical)	Chemistry
6	A20CHO306	Water Analysis (Practical)	Chemistry
7	A20CMO307	Fundamentals of Accounting and Finance	Commerce and Management
8	A20CMO308	Fundamentals of Management	Commerce and Management
9	A20CMO309	Fundamentals of Marketing	Commerce and Management
10	A20CPO310	Data Structures	Computational Studies
11	A20CPO311	Programming in C	Computational Studies
12	A20CPO312	Programming in Python	Computational Studies
13	A20ENO313	Conversational Skills	English
14	A20ENO314	Fine-tune your English	English
15	A20ENO315	Interpersonal Skills	English
16	A20MAO316	Mathematical Modelling	Mathematics
17	A20MAO317	Quantitative Aptitude - I	Mathematics
18	A20MAO318	Statistical Methods	Mathematics
19	A20VCO319	Event Management	Media Studies
20	A20VCO320	Graphic Design	Media Studies
21	A20VCO321	Role of social media	Media Studies
22	A20NDO322	Basic Food Groups	Food Science
23	A20NDO323	Life-Style Management	Food Science
24	A20NDO324	Nutritive Value of Foods	Food Science
25	A20PHO325	Astrophysics	Physics
26	A20PHO326	Basic of Modern Communication System	Physics
27	A20PHO327	Bio-Physics	Physics
28	A20TMO328	அடிப்படை தமிழ்	Tamil
29	A20TMO329	வாழ்வியல் இலக்கணம்	Tamil
30	A20TMO330	புதுக்கவிதைப் பட்டறை	Tamil

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B.B.A (Hospital Administration)

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Open Elective – II (Offered in Semester IV)

Sl. No.	Course Code	Course Title	Offering Department
1	A20BTO401	Herbal Technology	Bioscience
2	A20BTO402	Vermiculture	Bioscience
3	A20BTO403	Biotechnology for Society	Bioscience
4	A20CHO404	C++ Programming and its Application to Chemistry	Chemistry
5	A20CHO405	Computational Chemistry Practical	Chemistry
6	A20CHO406	Instrumental Methods of Analysis	Chemistry
7	A20CMO407	Essential Legal Awareness	Commerce and Management
8	A20CMO408	Essentials of Insurance	Commerce and Management
9	A20CMO409	Practical Banking	Commerce and Management
10	A20CPO410	Database Management Systems	Computational Studies
11	A20CPO411	Introduction to Data Science using Python	Computational Studies
12	A20CPO412	Web Development	Computational Studies
13	A20ENO413	Functional English	English
14	A20ENO414	English Next-India	English
15	A20ENO415	English for Competitive Exam	English
16	A20MAO416	Discrete mathematics	Mathematics
17	A20MAO417	Operations Research	Mathematics
18	A20MAO418	Quantitative Aptitude - II	Mathematics
19	A20VCO419	Basics of News Reporting	Media Studies
20	A20VCO420	Scripting for media	Media Studies
21	A20VCO421	Video Editing	Media Studies
22	A20NDO422	Food Labelling	Food Science
23	A20NDO423	Hygiene and Sanitation	Food Science
24	A20NDO424	Nutrition for Adolescent	Food Science
25	A20PHO425	Digital Electronics	Physics
26	A20PHO426	Geo-Physics	Physics
27	A20PHO427	Space Science	Physics
28	A20TMO428	சிறுகதைப் பயிற்சி	Tamil
29	A20TMO429	செய்தி வாசிப்பு பயிற்சி	Tamil
30	A20TMO430	நிகழ்த்துக்கலை	Tamil

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B.B.A (Hospital Administration)

Annexure 3

EMPLOYABILITY ENHANCEMENT COURSES - CERTIFICATION COURSES

(Not included in CGPA and Credits computation)

Certification Course - I, II, III & IV

(To be chosen from the below list but not limited)

Sl. No.	Course Title
1	MS Office
2	Advanced Excel
3	Tally
4	Digital Marketing
5	Microsoft 365 fundamentals
6	Block Chain
7	PMI Project Management Ready
8	Google Analytics
9	Artificial Intelligence
10	Financial Planning, Banking & Investment Management

Signature

Curriculum

B.B.A (Hospital Administration)

Signature

2.E.18.14

ANNEXURE - II
Syllabi - Semester 1 & Semester 2

A20TAT101

TAMIL – I
(Common to all UG programs)

L	T	P	C	Hrs
3	0	0	3	45

பாடத்திட்டத்தின் நோக்கம்

- இரண்டாயிரம் ஆண்டுகால தமிழின் தொன்மையையும் வரலாற்றையும் அதன் விழுமியங்களையும் பண்பாட்டையும் எடுத்துரைப்பதாக இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது.
- தமிழ் இலக்கியம் உள்ளடக்கத்திலும், வடிவத்திலும் பெற்ற மாற்றங்கள், அதன் சிந்தனைகள், அடையாளங்கள் ஆகியவற்றை காலந்தோறும் எழுதப்பட்ட இலக்கியங்களின் வழியாகக் கவனத்தோடு இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது.
- மொழியின் கட்டமைப்பைப் புரிந்து கொள்வதாகவும் பாடத்திட்டம் வடிவமைக்கப்பட்டுள்ளது.
- வாழ்வியல் சிந்தனைகள், ஒழுக்கவியல் கோட்பாடுகள், சமத்துவம், கீழலியல் எனப் பல கருவிகளை மாணவர்களுக்கு எடுத்துரைக்கும் விதத்தில் இப்பாடத்திட்டம் உருவாக்கப்பட்டுள்ளது.
- சிந்தனை ஆற்றலைப் பெருக்குவதற்குத் தாய்மொழியின் பாக்களிப்பினை உணர்த்த இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது.

பாடத்திட்டத்தின் வெளிப்பாடுகள்

CO1 – இலக்கியங்கள் காட்டும் வாழ்வியல் நெறிமுறைகளைப் பேணிநடத்தல்.

CO2 – நமது எண்ணத்தை வெளியிடுதலும் கருவியாகத் தாய்மொழியைப் பயன்படுத்துதல்.

CO3 – தகவல் தொடர்புக்குத் தாய்மொழியின் முக்கியத்துவத்தை உணர்தல்.

CO4 – தாய்மொழியின் சிறப்பை அறிதல்.

CO5 – இலக்கிய இன்பங்களை நுகரும் திறன்களை வளர்த்தல்.

அலகு-1

(9 Hrs)

இக்காலக் கவிதைகள்-1

- | | | |
|-----------------|---|----------------------------------|
| 1. பாரதியார் | - | கண்ணன் என் சேவகன் |
| 2. பாரதிதாசன் | - | தமிழ்ப்பேறு |
| 3. அய்யப்பன் | - | அவதாரம் |
| 4. மீரா | - | கனவுகள் + கற்பனைகள் = காகிதங்கள் |
| 5. து.நரசிம்மன் | - | மன்னித்துவிடு மகனே |

அலகு-2

(9 Hrs)

இக்காலக் கவிதைகள்-2

- | | | |
|----------------------|---|--------------------------------|
| 1. ராஜா சந்திரசேகர் | - | கைவிடப்பட்ட குழந்தை |
| 2. அனார் | - | மேலும் சில இரத்தக் குறியீடுகள் |
| 3. சுகிர்தராணி | - | அம்மா |
| 4. நா.முத்துக்குமார் | - | துர் |

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அலை-3

(9 Hrs)

சிற்பிலக்கியங்கள்

- | | | |
|-------------------------|---|---------------------------------------|
| 1. கலிங்கத்துப் பரணி | - | வொருதடக்கை வான் எங்கே... (பாடல்-485) |
| 2. அழகர்கிள்ளைவிடு தூது | - | இதமாய் மனிதருடனே... (பாடல்-45) |
| 3. நந்திக் கலம்பகம் | - | அம்பொன்று வில்லொடிதெல்... (பாடல்-77) |
| 4. முக்சுடற் பள்ளு | - | பாயும் மருதஞ் செழிக்கவே... (பாடல்-47) |
| 5. குற்றாலக் குறவஞ்சி | - | ஓடக் காண்பதுமே... (பாடல்-9) |

காப்பியங்கள்

மணிமேகலை-உலகநறி புக்க காதை- 'மாசுஇல் வால்ஒளி! - இந்நாள் போலும் இளங்கொடி கெடுத்ததை'.
(28-அடிகள்)

அலை-4

(9 Hrs)

தமிழ் இலக்கிய வரலாறு

1. சிற்பிலக்கியம்- தோற்றமும் வளர்ச்சியும்
2. புதுக்கவிதை- தோற்றமும் வளர்ச்சியும்
3. சிறுகதை -தோற்றமும் வளர்ச்சியும்
4. புதினம் -தோற்றமும் வளர்ச்சியும்
5. உரைநடை - தோற்றமும் வளர்ச்சியும்

உரைநடைப் பகுதி

1. உ.வே.சாமிநாதையர் - சிவதருமோத்திரச் சுவடி பெற்ற வரலாறு.
2. தஞ்சாவூர் - சவஜாவின் கோபம்.
3. இரா. பச்சியப்பன் - மாடல்ல மன்றையவை.

அலை 5

(9 Hrs)

வொழிப்பயிற்சி

1. கலைச்சொல்லாக்கம்
2. அகரவரிசைப்படுத்துதல்
3. மரபுத்தொடர்/பழமொழி
4. கலை விமர்சனம்
5. நேர்காணல்

உரைநடை நூல்கள்

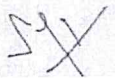
1. சக்திவேல், சு., தமிழ் மொழி வரலாறு, மாணிக்கவாசகர் பதிப்பகம், சிதம்பரம், 1988.
2. சிற்பி பாலசுப்ரமணியம் மற்றும் நீலபத்மநாபன், புதிய தமிழ் இலக்கிய வரலாறு, தொகுதி-1, 2, 3, சாகித்திய அகாடமி, புதுவடல்லி, 2013.
3. பாரதியார், பாரதியார் கவிதைகள், குமரன் பதிப்பகம், சென்னை, 2011.

பார்வை நூல்கள்

1. கைலாசபதி.க.தமிழ் நாவல் இலக்கியம், குமரன் பதிப்பகம், வடபழனி, 1968.
2. சுந்தரராஜன், பே.கோ. சிவபாதசுந்தரம். சோ., தமிழில் சிறுகதை வரலாறும் வளர்ச்சியும், க்ரியா, சென்னை, 1989.
3. பரந்தாமனார்.அ.கி., நல்ல தமிழ் எழுத வேண்டுமா, பாரி நிலையம், சென்னை, 1998.
4. பாக்கியமேரி, வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு, என்.சி.எச். பதிப்பகம், சென்னை, 2011.
5. வல்லிக்கண்ணன். புதுக்கவிதையின் தோற்றமும் வளர்ச்சியும், அன்னம், சிவகங்கை, 1992.

இணையத்தளங்கள் :

1. <http://www.tamilkodal.com>
2. <http://www.languagelab.com>
3. <http://www.tamilweb.com>



B.B.A (Hospital Administration)



A20FRT101

FRENCH – I
(Common to all UG programs from 2021-22)

L	T	P	C	Hrs
3	0	0	3	45

Course Objectives

- To enable the students read, understand, and write simple sentences.
- To grasp relevant grammar for communication
- To learn about the land, people and culture of France.

UNITÉ - 1

Je m'appelle Elise. Et Vous ?

Vous Dansez ? D'accord

Monica, Yukiko et compagnie

UNITÉ - 2

Les Voisins de Sophie

Tu vas au Luxembourg ?

UNITÉ - 3

Nous Venons pour l'inscription

A Vélo, en tain, en avoin

Pardon, monsieur, le BHV s'il vous plait ?

UNITÉ - 4

Au march'e

On déjeune ici ?

UNITÉ - 5

On va chez ma copine ?

Chez Susana

Text Book

Prescribed Text book : *FESTIVAL 1* - Méthode de Français

Authors : Sylvie POISSON-QUINTON

Michèle MAHEO-LE COADIC

Anne VERGNE-SIRIEYS

Edition : CLE International, Nouvelle Édition révisée : 2009

Reference Book : Festival 1

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A20BET101

BUSINESS ENGLISH – I
(Common to B.Com., B.Com. CS & BBA)

L	T	P	C	Hrs
3	0	0	3	45

Course Objectives

- To understand the concept, process, and importance of communication.
- To gain knowledge about the business.
- To develop skills of effective communication - both written and oral.
- To help students to acquaint with the application of communication skills in the business world
- To enhance the presentation and negotiations skills of the students

Course Outcomes

After completion of the course, the students will be able to

CO1 –Gather the basics and importance of communication

CO2 –Can inculcate all the methods of writing

CO3 –Draft effective business writing with brevity and lucidity

CO4 –Acquire career skills to work efficiently and collaboratively

CO5 –Present an effective oral presentation

UNIT I INTRODUCTION TO COMMUNICATION

(9 Hrs)

Meaning and Definition - Process - Functions - Objectives - Importance - Essentials of good communication - Communication barriers - Overcoming communication barriers. Written - Oral - Face-to-face - Silence - Merits and limitations of each type.

UNIT II BUSINESS LETTERS

(9 Hrs)

Need and functions of business letters - Planning & layout of business letter - Kinds of business letters - Essentials of effective correspondence.

UNIT III DRAFTING OF BUSINESS LETTERS

(9 Hrs)

Enquiries and replies - Placing and fulfilling orders - Complaints and follow-up - Sales letters -Circular letters - Application for employment and resume - writing Report - Notices, Agenda and minutes of the Meetings – Memos.

UNIT IV ORAL COMMUNICATION

(9 Hrs)

Meaning, nature and scope - Principles of effective oral communication - Techniques of effective speech - Media of oral communication (Face-to-face conversation - Teleconferences – Press Conference – Demonstration - Radio Recording - Dictaphone – Meetings - Rumor -Demonstration and Dramatization - Public address system - Grapevine -The art of listening - Principles of good listening.

UNIT V COMMUNICATION SKILLS

(9 Hrs)

Group Decision-Making - Interviews - Speeches -Customer Care/Customers Relations - Public Relations (Concept, Principles, Do's and Don'ts etc. to be studied for each type).

Text Books

1. K. K. Sinha, "Business Communication", Galgotia Publishing, 4th Edition, 2011.
2. C. S. Rayudu, "Media and Communication Management", Himalaya Publishing House, 1st Edition, 2013.
3. HorySankarMukerjee, "Business Communication: Connecting at Work", Oxford University Press, 1st Edition, 2016.

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Reference books

1. Rajendra Pal & J. S. Korlahalli, "Essentials of Business Communication", Sultan Chand & Sons, 3rd Edition, 2011.
2. Nirmal Singh, "Business Communication: Principles, Methods and Techniques", Deep & Deep Publications Pvt. Ltd, 1st Edition, 2008.
3. Krishna Mohan, R.C. Mohan & Virendra Singh Nirban, "Business Correspondence and Report Writing", Tata McGraw-Hill Publishing, 6th Edition, 2020.

Web References

1. <https://www.wix.com/encyclopedia/definition/oral-communication>
2. <https://writingcenter.unc.edu/tips-and-tools/business-letters/>
3. <https://www.thebalancecareers.com/communication-skills-list-2063779>
4. <https://thebusinesscommunication.com/what-is-face-to-face-conversation/>
5. https://www.tutorialspoint.com/organizational_behavior/group_decision_making.htm

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Course Objectives

- To develop a deeper understanding of the Fundamentals of Accounting
- To appreciate the role and significance of subsidiary books in accounting system
- To learn the preparation of basic financial statements of small business entities.
- To gain knowledge about the accounting for non-profit entities.
- To develop the knowledge of accounting from incomplete records.

Course Outcomes

After completion of the course, the students will be able to

CO1 – Explain the concepts of accounting and solve simple problems on fundamentals of accounting

CO2 – Prepare various subsidiary books including different types of cash books.

CO3 – Prepare the basic financial statements of various business entities

CO4 – Handle the accounting pertaining to Non-Profit Making Entities

CO5 – Prepare basic financial statements from incomplete accounting records.

UNIT I ACCOUNTING FUNDAMENTALS**(15 Hrs)**

Meaning and Scope of Accounting, Basic Accounting Concepts, and Conventions – Accounting Standards – International Financial Reporting Standards and their applicability in India – Nature and Objectives of Accounting – Distinction between Book-Keeping and Accountancy – Accounting Transactions – Double Entry Book Keeping – Maintenance of Journal, Ledger, and Trial Balance. Simple Problems on Journal and Trial Balance Preparation.

UNIT II ACCOUNTING FROM INCOMPLETE RECORDS**(10 Hrs)**

Introduction – Meaning of incomplete records – Features of incomplete records - Limitations of incomplete records - Differences between double entry system and incomplete records - Accounts from incomplete records - Ascertaining profit or loss from incomplete records through statement of affairs - Preparation of final accounts from incomplete records.

UNIT III SUBSIDIARY BOOKS**(10 Hrs)**

Subsidiary Books – Meaning and Importance – Types of Subsidiary Books – Purchase Book – Sales Book – Purchase Returns Book – Sales Returns Book – Bills Receivables Book – Bills Payables Book – Journal Proper – Cash Book. Types of Cash Book – Simple, Double-column, Triple-Column, Petty Cash Book. Simple Problems in Sales Book, Purchases Book, and Cash Book.

UNIT IV FINAL ACCOUNTS**(15 Hrs)**

Preparation of Manufacturing, Trading & Profit and Loss Account or Income Statement – Meaning, Contents, and Preparation – Balance Sheet or Position Statement – Meaning, Contents and Preparation – Adjustments in Final Accounts (Closing Stock, Expenses and Income Outstanding, Expenses paid and Income received in advance, Depreciation, Provision for Bad and Doubtful Debts, Interest on Capital and Interest on Drawings. Preparation of Basic Financial Statements with special adjustments - Practical Problems.

UNIT V ACCOUNTING FOR NON-PROFIT ENTITIES**(10 Hrs)**

Introduction – Features of non-profit organizations – Receipts and Payments Account -Items peculiar to not-for-profit organizations (Capital expenditure, Revenue expenditure, Deferred revenue expenditure, Capital receipt, Revenue receipt) - Income and Expenditure Account - Balance Sheet.

Text Books

1. S.P. Jain & K.L. Narang, "Financial Accounting", Kalyani Publishers, 12th Edition, 2014.

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2. S.N. Maheswari, Suneel K. Maheswari & Sharad K. Maheswari, "An Introduction to Accountancy", Vikas Publishing House, 12th Edition, 2019.
3. Maheswari & Maheswari, "Financial Accounting", Vikas Publishing House, 6th Edition, 2018.

Reference Books

1. K.L. Nagarajan, N. Vinayagam & P.L. Mani, "Principles of Accountancy", S. Chand & Sons, 4th Edition, 2016.
2. T.S. Grewal, "Double Entry Book-keeping", Sultan Chand & Sons, 12th Edition, 2020.
3. Hanif & Mukherjee, "Financial Accounting", Tata McGraw Hill, 2nd Edition, 2019.
4. P.C. Tulsian & Bharat Tulsian, "Financial Accounting", S.Chand, 2nd Edition, 2016.

Web References

1. <https://nptel.ac.in/courses/110101003>
2. <https://archive.nptel.ac.in/courses/110/101/110101131/>
3. <https://courses.lumenlearning.com/sac-finaccounting/chapter/ledgers-journals-andaccounts/>
4. <http://www.accountingnotes.net/management-accounting/management-accountingmeaning-limitations-and-scope/5859>
5. <https://efinancemanagement.com/financial-accounting/financial-statement-notes>

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A20BAT102

PRINCIPLES OF MANAGEMENT

L	T	P	C	Hrs
4	0	0	4	60

Course Objectives

- To provide an in-depth understanding of Management Concepts.
- To explain purpose and types of planning as well as significance of decision-making
- To be familiar with nature and functions of organisation, departmentation and delegation.
- To understand various leadership styles and their relative merits, as well as theories of motivation.
- To evaluate the importance of coordination in harmonizing the organizational activities, and the significance of controlling in attaining the goals.

Course Outcomes

After completion of the course, the students will be able to

CO1 – Demonstrate their conceptual understanding and application of principles and functions of management.

CO2 – Appreciate the purpose and types of planning, MBO, elements and principles of decision-making.

CO3 – Develop skills and ability to work in groups to achieve organizational goals and understand the principles of and issues in the delegation of authority

CO4 – Demonstrate their ability in applying theories of motivation in work situations, and also appropriate leadership style needed for the individual organisations

CO5 – Understand the importance of coordination in management as well as controlling function.

UNIT I NATURE OF AND APPROACHES TO MANAGEMENT

(12 Hrs)

Concept of Business Organization. Promotion of Business: Considerations in Establishing New Business. Qualities of a Successful Business man .Forms of Business Organizations and their relative Merits and Demerits .Impact of Globalization on Business Organizations. Problems of Business Organizations in India. Management – Definition, Meaning and Nature – Scope and Functions- Approaches to Management – Role and Functions of Manager- Levels of Management – Management as Art or Science or Profession.

UNIT II PLANNING AND DECISION-MAKING

(12 Hrs)

Planning – Meaning, Nature and Purpose of Planning - Steps in Planning – Characteristics of a Sound Plan - Types of Planning – Planning Premises – Management By Objectives(MBO). Decision Making – Characteristics – Elements of decision making – Principles of decision making – Types of Decisions. Simple Case Studies on Planning and Decision-making.

UNIT III ORGANISING

(12Hrs)

Organization – Meaning, Nature – Principles – Functions of Organization. Different form of organization – Formal and Informal Organization. Departmentation – Nature and Types. Delegation of Authority – Importance of Delegation - Advantages of Delegation – Problems of Delegation - Span of Management – factors affecting Span of Management. Simple Case Studies on Organizing and Delegation.

UNIT IV LEADING

(14 Hrs)

Leadership: Concept and Styles; Trait and Situational Theory of Leadership, Introduction, Definition- Nature & Scope – Functions of a leader – Qualities of leadership – Leadership styles. Essential elements of Direction- Principles of Direction – Importance of Direction – Supervision – Meaning, Types of supervision – Motivation – Definition, Nature of motivation – Importance of Motivation – types of Motivation- Theories of motivation – Theory 'X', 'Y', & 'Z'- Maslow's Hierarchy of needs. Communication –

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Objectives, Nature and Types – Barriers to Communication, and Overcoming those barriers. Simple Case Studies on Leadership, Motivation, and Communication.

UNIT V COORDINATING AND CONTROLLING

(10 Hrs)

Coordination – Meaning, Nature and Characteristics – Controlling: Meaning, Objectives of controlling – Principles of controlling – Importance of controlling, controlling techniques.

Text Books

1. C.B. Gupta, "Business Management", Sultan Chand Sons, 9th Edition, 2012.
2. L.M.Prasad, "Principles and Practice of Management", Sultan Chand & Sons, 9th Edition, 2015.
3. Koontz O'Donnell, "Essentials of Management", Tata McGraw Hill, 7th Edition, 2007.

Reference Books

1. J.A.F. Stoner, R.E. Freeman & Daniel R. Gilbert, "Management", Pearson Education, 6th Edition, 2004.
2. Y.K. Bhushan, "Business Organisation and Management", Sultan Chand & Sons, 11th Edition, 2013.
3. P.C. Tripathi & P.N. Reddy, "Principles of Management", Tata McGraw Hill, 5th Edition, 2012.
4. Stephen P. Robbins & Mary Coulter, "Management", Prentice Hall of India, 10th Edition, 2009.

Web References

1. <https://www.studynama.com/community/threads/business-organisation-management-notes-pdf-ebook-for-b-com-first-year.2735/>
2. <http://www.gupshupstudy.com/notes/business-organization-and-management-3635>
3. <https://sol.du.ac.in/solsite/Courses/UG/StudyMaterial/02/Part1/BOM/English/SM-1.pdf>
4. <http://www.mbaexamnotes.com/principles-of-management.html>
5. <https://icmai.in/upload/Students/Syllabus2016/Foundation/Paper-1New-29012021.pdf>

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MANAGERIAL ECONOMICS

L	T	P	C	Hrs
3	0	0	3	45

Course Objectives

- To be acquainted with the basic concepts of economics.
- To identify the applications and limitations of economic laws in decision-making and problem-solving.
- To provide knowledge of different types of markets.
- To understand the related market competition concept in the real world.
- To infer the various macroeconomic factors in an economy.

Course Outcomes

After completion of the course, the students will be able to

- CO1** - Exhibit the role of a manager by making strategic business decisions considering the internal and external environments
- CO2** - Utilize the concept of demand, the elasticity of demand to identify the determinants of demand and forecast demand.
- CO3** - Assess technically the possible ways of increasing the level of production.
- CO4** - Develop knowledge of different market structures and make the price and output decisions.
- CO5** - Develop an understanding of the role of government and taxes in controlling inflation and deflation.

UNIT I INTRODUCTION TO MANAGERIAL ECONOMICS

(8 Hrs)

Introduction – Definition – Scope - Firm's Objective - Profit Maximization – Sales Maximization - Other Objectives - Role of Managerial Economist.

UNIT II DEMAND ANALYSIS AND FORECASTING

(10 Hrs)

Demand - Determinants of Demand - Law of Demand - Exceptions to the Law – Demand Distinction - Elasticity of Demand - Price Elasticity - Income Elasticity - Cross Elasticity –Demand forecasting – Meaning – Methods of forecasting

UNIT III PRODUCTION FUNCTION

(8 Hrs)

Production Function– Meaning – Assumption – Isoquants – MRS -Producer's Equilibrium - Laws of Production - Laws of Variable Proportion – Laws of Returns to Scale.

UNIT IV MARKET STRUCTURE AND PRICING

(10 Hrs)

Market Structure and Competition - Meaning and Classification of Market - Features of Perfect Market, Monopoly, Monopolistic, Oligopoly and Duopoly - Price Discrimination -Types - Price Discrimination under Monopoly – Price and output determination under Monopoly, Monopolistic and Oligopoly Markets. Pricing a new product - Pricing over the lifecycle of a product - Profit and Profit Management - Accounting Profit and economic profit - Theories of Profit.

UNIT V MACROECONOMIC FACTORS

(9 Hrs)

National income - Meaning –approaches to compute national income – Factors determining national income. Business cycle – definition- characteristics – phases – inflation – definition, and meaning – types – demand-pull inflation – cost-push inflation – effects of inflation –anti-inflationary measures - deflation - meaning – effects of deflation.

B.B.A (Hospital Administration)

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Text Books

1. R.L. Varshney & K.L. Maheswari, "Managerial Economics", Sultan Chand & Sons, 19th Edition, 2018.
2. G.S. Gupta, "Managerial Economics", McGraw Hill Education, 2nd Edition, 2017.
3. A. Koutsoyiannis, "Modern Microeconomics", Palgrave Macmillan, 2nd Edition, 2008.

Reference Books

1. Pradeep Kumar, "Managerial Economics", Kedar Nath Ram Nath & Co Publishers, 2nd Edition, 2016.
2. Luke M. Froe & Brian T. McCann, "Managerial Economics – A Problem Solving Approach", Thomson South Western, 4th Edition, 2015.
3. Yogesh Maheshwari, "Managerial Economics", PHI Learning, 1st Edition, 2012.
4. Joel Dean, "Managerial Economics", Prentice Hall of India Private Limited, 7th Edition, 2010.
5. D.N. Dwivedi, "Managerial Economics", Vikas Publishing House, 8th Edition, 2015.

Web References

1. <https://businessjargons.com/determinants-of-elasticity-of-demand.html>
2. <http://www.economicsdiscussion.net/laws-of-production/laws-of-production-laws-of-returns-to-scale-and-variable-proportions/5134>
3. <https://www.intelligenteconomist.com/profit-maximization-rule/>
4. ps://scholar.cu.edu.eg/?q=mahmoudarafa/files/l.3_market_structures_and_price.pdf
5. <https://icmai.in/upload/Students/Syllabus2016/Foundation/Paper-1New-29012021.pdf>

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Course Objectives

- To improve the skill of rapid reading and comprehending efficiently
- To decode the correspondence between sound and spelling in English
- To train students to organize, revise and edit ideas to write clearly and commendably
- To enhance the sense of social responsibility and accountability of the students
- To expound the significance of time and stress management

Course Outcomes

After the completion of the course, the students will be able to

CO1 - Understand the pattern to communicate effectively

CO2 - Impart Speaking skills with self-confidence

CO3 - Use writing strategies to improve their drafting skills and comprehending of articles

CO4 - Demonstrate leadership qualities to Participate in Group Discussion and Interview efficiently

CO5 - Expertise in Managerial skills

UNIT I COMMUNICATION SKILLS - SPEAKING**(12 Hrs)**

1. Aspects of speaking
2. Process and techniques of effective speech
3. Presentations
4. Topic to be given to students for short speech
5. Self-Introduction

UNIT II SELF-MANAGEMENT SKILLS**(12 Hrs)**

1. Time Management
2. Stress management
3. Perseverance
4. Resilience
5. Mind mapping
6. Self- confidence

UNIT III COMMUNICATION SKILLS – READING**(12 Hrs)**

1. Phonics
2. Vocabulary
3. Comprehension
4. Skimming and Scanning

UNIT IV SOCIAL SKILLS**(12 Hrs)**

1. Negotiation and Persuasion
2. Leadership
3. Teamwork
4. Problem solving
5. Empathy
6. Decision making

UNIT V COMMUNICATION SKILLS - WRITING

(12 Hrs)

1. Descriptive
2. Narrative
3. Persuasive
4. Expository
5. Picture composition

Text Books

1. Syamala. V, "Effective English Communication for you", Emerald Publishers, 1st Edition, 2002.
2. Balasubramanian, "A Textbook of English Phonetics for Indian Students", Trinity Press, 1st Edition, 1981.
3. Sardana, C.K., "The Challenge of Public Relations", Har- Anand Publications, 1st Edition, 1995.

Reference Books

1. Murphy, John J, "Pulling Together: 10 Rules for High-Performance Teamwork", Simple Truths, 1st Edition, 2016.
2. Sanjay Kumar, PuspshLata. "Communication Skills".Oxford University Press.1st Edition, 2015.
3. Barun K. Mitra, "Personality Development and Soft skills", Oxford University Press, 1st Edition, 2016.

Web References

1. <https://blog.dce.harvard.edu/professional-development/10-tips-improving-your-public-speaking-skills>
2. <https://corporatefinanceinstitute.com/resources/careers/soft-skills/management-skills/>
3. <https://zety.com/blog/how-to-introduce-yourself>
4. <http://blogs.placementindia.com/2010/04/23/exercise-to-improve-communicationskills/>
5. <http://www.businesscommunicationblog.com>

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ENVIRONMENTAL STUDIES

(Common to B.A., B.Sc., B.Com.,
B.B.A. and B.C.A.)

L	T	P	C	Hrs
2	0	0	2	30

Course Objectives

- To gain knowledge on the importance of natural resources and energy.
- To know the structure and function of an ecosystem
- To imbibe an aesthetic value with respect to biodiversity, understand the threats and its conservation and appreciate the concept of interdependence
- To know the causes of types of pollution and disaster management
- To observe and discover the surrounding environment through field work.

Course Outcomes

After completion of the course, the students will be able to

CO1 – Understand about the various resources

CO2– Learn about the biodiversity

CO3– Learn the different types of pollution and to prevent the pollution

CO4– Know about the pollution Act

CO5– Observe various environmental issues in surroundings

UNIT I ENVIRONMENTAL SCIENCES: NATURAL RESOURCES (6 Hrs)

Environmental Sciences - Relevance - Significance - Public awareness - Forest resources - Water resources - Mineral resources - Food resources - conflicts over resource sharing - Exploitation - Land use pattern - Environmental impact - fertilizer - Pesticide Problems - case studies.

UNIT II ECOSYSTEM, BIODIVERSITY AND ITS CONSERVATION (6 Hrs)

Ecosystem - concept - structure and function - producers, consumers and decomposers - Food chain - Food web - Ecological pyramids - Energy flow - Forest, Grassland, desert and aquatic ecosystem. Biodiversity - Definition - genetic, species and ecosystem diversity - Values and uses of biodiversity - biodiversity at global, national (India) and local levels - Hotspots, threats to biodiversity - conservation of biodiversity –Insitu&Exsitu.

UNIT III ENVIRONMENTAL POLLUTION AND MANAGEMENT (6 Hrs)

Environmental Pollution - Causes - Effects and control measures of Air, Water, Marine, soil, solid waste, Thermal, Nuclear pollution and Disaster Management - Floods, Earth quake, Cyclone and Landslides. Role of individuals in prevention of pollution - pollution case studies.

UNIT IV SOCIAL ISSUES - HUMAN POPULATION (6Hrs)

Urban issues - Energy - water conservation - Environmental Ethics - Global warming - Resettlement and Rehabilitation issues - Environmental legislations - Environmental production Act. 1986 - Air, Water, Wildlife and forest conservation Act - Population growth and Explosion - Human rights and Value Education - Environmental Health - HIV/AIDS - Role of IT in Environment and Human Health - Women and child welfare - Public awareness - Case studies.

UNIT V FIELD WORK (6 Hrs)

Visit to a local area / local polluted site / local simple ecosystem - Report submission.

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Text Books

1. Bharucha Erach, "Textbook of Environmental Studies for Undergraduate Courses", Orient Black Swan, 2nd Edition, 2013.
2. Basu Mahua, Savarimuthu Xavier, "Fundamentals of Environmental Studies", Cambridge, 2nd Edition, 2017.
3. Agarwal, K.C. "Environmental Biology", Nidi Publications, 1st Edition, 2004.

Reference Books

1. Kumarasam, Alagappa Moses & Vasanthy, "Environmental Studies", Bharathidasan University Publications, 1st Edition, 2004.
2. Rajamannar, "Environmental Studies", EVR College Publications, 1st Edition, 2004.
3. Kalavathy, S, "Environmental Studies", Bishop Heber College Publications, 1st Edition, 2004.

Web References

1. https://aits-tpt.edu.in/wp-content/uploads/2018/08/Environmental-Studies-Lecture-notes.doc-I_Betech_-ECE-CSE-EEE-CEME_III-Sem_BR.pdf
2. <http://eagri.org/eagri50/ENVS302/pdf/lec05.pdf>
3. <https://www.youtube.com/watch?v=78prsPYm98g>
4. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2792934/>
5. <https://www.frontiersin.org/articles/505570>

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பாடத்திட்டத்தின் நோக்கம்

- இரண்டாயிரம் ஆண்டுகால தமிழின் தொன்மையையும் வரலாற்றையும் அதன் விழுமியங்களையும் பண்பாட்டையும் எடுத்துரைப்பதாக இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது.
- தமிழ் இலக்கியம் உள்ளடக்கத்திலும், வாடிவத்திலும் பெற்ற மாற்றங்கள், அதன் சிந்தனைகள், அடையாளங்கள் ஆகியவற்றை காலந்தோறும் எழுதப்பட்ட இலக்கியங்களின் வழியாகக் கற்றுவதற்கு இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது.
- மொழியின் கட்டமைப்பை புரிந்து கொள்வதாகவும் பாடத்திட்டம் வாடிவமைக்கப்பட்டுள்ளது.
- வாழ்வியல் சிந்தனைகள், ஒழுக்கவியல் கோட்பாடுகள், சமத்துவம், சூழலியல் எனப் பல கருவிகளை மாணவர்களுக்கு எடுத்துரைக்கும் விதத்தில் இப்பாடத்திட்டம் உருவாக்கப்பட்டுள்ளது.
- சிந்தனை ஆற்றலைப் பெருக்குவதற்குத் தாய்மொழியின் பாக்களிப்பினை உணர்த்த இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது.

பாடத்திட்டத்தின் வெளிப்பாடுகள்

- CO1** – இலக்கியங்கள் காட்டும் வாழ்வியல் நெறிமுறைகளைப் பேணிநடத்தல்.
CO2 – நமது எண்ணத்தை வெளிப்படுத்தும் கருவியாகத் தாய்மொழியைப் பயன்படுத்துதல்.
CO3 – தகவல் தொடர்புக்குத் தாய்மொழியின் முக்கியத்துவத்தை உணர்தல்.
CO4 – தாய்மொழியின் சிறப்பை அறிதல்.
CO5 – இலக்கிய இன்பங்களை நுகரும் திறன்களை வளர்த்தல்.

அலகு-1

(9 Hrs)

1. எட்டுத்தொகை: 1. குறுந்தொகை (படல்-130) 2. நற்றிணை (படல்-27) 3. அகநானூறு (படல்-86).
2. பத்துப்பாட்டு: சிறுபாணாற்றுப்படை (அடிகள்-126-143).
3. பதினெண் கீழ்க்கணக்கு: திருக்குறள்- வெகுளாமை (அதிகாரம்-31), காதல் சிறப்புரைத்தல் (அதிகாரம்-113).

அலகு-2

(9 Hrs)

1. எட்டுத்தொகை:
 1. ஐங்குறுநூறு (படல்-203),
 2. கலித்தொகை- பாலைத்திணை (படல்-9),
 3. புறநானூறு (படல்-235).
2. பத்துப்பாட்டு- முல்லைப்பாட்டு (6-21).
3. பதினெண் கீழ்க்கணக்கு :
 1. நாலடியார் - நல்லார் எனத்தான் (221).
 2. திரிகடுகம்- கோலஞ்சி வாழும் குடியும் (33).
 3. இனியவை நாற்பது- குழவி தளர்நடை (14).
 4. கார் நாற்பது- நலமிசு கார்த்திகை (26).
 5. களவழி நாற்பது-கவளங்கொள் யானை (14).

அலகு-3

(9 Hrs)

சைவம்- பன்னிரு திருமுறைகள்

- | | | |
|---------------------|---|---|
| 1. திருஞானசம்பந்தர் | - | வேறு தோளிபங்கன் (இரண்டாம் திருமுறை). |
| 2. திருநாவுக்கரசர் | - | மனமெனும் தோணி (நான்காம் திருமுறை). |
| 3. சுந்தரர் | - | ஏழிசையாய் இசைப்பயனாய் (ஏழாம் திருமுறை). |

- | | | |
|------------------|---|--|
| 4. மாணிக்கவாசகர் | - | ஆதியும் அந்தமும் இல்லா (திருவெம்பாவை). |
| 5. திருமுலர் | - | அன்பு சிவம் இரண்டு (திருமந்திரம்). |

வைணவம் - நூலாயிரத் திவ்வியப் பிரபந்தம்

- | | | |
|---------------------------|---|--------------------------------|
| 1. பேயாழ்வார் | - | திருக்கண்டேன் பொன்மேனி.... |
| 2. பெரியாழ்வார் | - | கருங்கண் தோகை மயிற் பீலி.... |
| 3. தொண்டராடிப்பொடிஆழ்வார் | - | பச்சைமாமலை போல்.... |
| 4. ஆண்டாள் | - | கருப்பூரம் நூறுமோ? கமலப்பு.... |
| 5. திருமங்கையாழ்வார் | - | வாடினேன் வாடி வருந்தினேன்.... |

இஸ்லாமியம்

சீறாப்பூராணம்- பாடல் நின்ற பிணை மானுக்குப்...5 பாடல்கள் (பாடல் எண்கள் 61-65).

கிருத்துவம்

இரட்சண்ய யாத்ரீகம்- கடைதிறப்புப் படலம் -5 பாடல்கள் (பாடல் எண்கள்: 3,9,10,15,16).

அலகு - 4

(9 Hrs)

தமிழ் இலக்கிய வரலாறு

1. சங்க இலக்கியங்கள் 2. நீதி இலக்கியங்கள் 3. பக்தி இலக்கியங்கள் 4. காப்பியங்கள்.

அலகு-5

(9 Hrs)

சிறுகதைகள்

- | | | |
|-------------------------|---|------------------------------|
| 1. புதுமைபித்தன் | - | அகலிகை |
| 2. நா. விச்சமூர்த்தி | - | வேப்பமரம் |
| 3. அகிலன் | - | ஒரு வேளைச்சோறு |
| 4. ஜி.நாகராஜன் | - | பச்சக் குதிரை |
| 5. கி.ராஜநாராயணன் | - | கதவு |
| 6. சா.கந்தசாமி | - | தக்கையின் மீது நான்கு கண்கள் |
| 7. ஆண்டாள் பிரியதர்ஷினி | - | மாத்திரை |
| 8. வண்ணதாசன் | - | ஒரு உல்லாசப் பயணம் |
| 9. சு. தமிழ்ச்செல்வன் | - | வெயிலோடு போய் |
| 10. பாரததேவி | - | மாப்பிள்ளை விருந்து |

பார்வை நூல்கள் :

1. அரக, வீ., இருபதாம் நூற்றாண்டு சிறுகதைகள் நூறு, அடையாளம் பதிப்பகம், திருச்சி, 2013.
2. அருணாச்சலம், பா., பக்தி இலக்கியங்கள், பாரி நிலையம், சென்னை, 2010.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை, 2000.
4. பாக்கியமேரி, வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு, என்.சி.பி.எச். பதிப்பகம், சென்னை, 2011.
5. பசுபதி, மா. வே., செம்மொழித் தமிழ் இலக்கண இலக்கியங்கள், தமிழ்ப் பல்கலைக்கழகம், 2010 .

இணையத்தளங்கள் :

1. <http://www.tamilkodal.com>
2. <http://www.languagelab.com>
3. <http://www.tamilweb.com>

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A20FRT202

FRENCH-II
(Common to all UG Programs)

L	T	P	C	Hrs
3	0	0	3	45

Course Objectives:

- To enable the students read, understand, and write simple sentences.
- To grasp relevant grammar for communication
- To learn about the land, people and culture of France.

UNITÉ - 1

Qu'est -ce qu'on leur offre ?

On solde !

Découvrir Paris en bus avec l'open Tour

UNITÉ - 2

Si vous gagne vous ferez quoi

Parasol ou parapluie ?

UNITÉ - 3

Quand il est midi à Paris

Vous allez Vivre à Paris...

L'avenir du Français

UNITÉ - 4

Souvenirs d'enfance

J'ai fait mes études à Lyon 2

UNITÉ - 5

Retour des Antilles

Au voleur ! Au voleur !

TextBook

PrescribedTextbook : *FESTIVAL 1* - Méthode de Français

Authors : Sylvie POISSON-QUINTON

Michèle MAHEO-LE COADIC

Anne VERGNE-SIRIEYS

Edition : CLE International, Nouvelle Édition révisée : 2009.

Reference Book Festival 1

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A20BET202

BUSINESS ENGLISH – II
(Common to B.Com., B.Com. CS & BBA)

L	T	P	C	Hrs
3	0	0	3	45

Course Objectives

- To develop the vocabulary and use it in their day today life
- To gain knowledge about the business writing
- To develop soft skills and utilize it
- To help students to acquaint with application of communication skills in the business world
- To make user friendly communication with the modern era tools

Course Outcomes

After completion of the course, the students will be able to

CO1 –Gather the basics and importance of communication.

CO2 –Can inculcate all the methods of writing.

CO3 –Enhance their soft skills and get adapted.

CO4 –Acquire career skills to work efficiently and collaboratively.

CO5 –Communicate effectively by using new modes.

UNIT I- VOCABULARY DEVELOPMENT

(9 Hrs)

Business vocabulary -Business Idioms - Business Phrases -One-word substitute -Incorrectly spelt words- confusable- Synonyms -Antonyms

UNIT II- BUSINESS WRITING

(9 Hrs)

Article writing - Application -Poster -Advertisement design- HR Letters – Letters of Offer, Performance Appraisal and Termination

UNIT-III SOFT SKILLS

(9 Hrs)

Introduction- Self-confidence, - Leadership Skills- Time Management -Stress Management – Team Management - Positive Attitude- Goal Setting- Career Planning-Creative Thinking – Public Speaking- Emotional Quotient.

UNIT IV-APPLICATION OF COMMUNICATION SKILLS

(9 Hrs)

Presentation skills: Setting the objectives –planning – preparation – practice and rehearsal –getting ready – making the presentation – paralinguistic elements in Presentation-Types of visual aids to support presentation. Negotiation skills: Nature and Need-Factors affecting Negotiation-Process of negotiation Types of Negotiators- Tips for successful negotiation.

UNIT V- TECHNOLOGY IN COMMUNICATION

(9 Hrs)

E-mail -Email etiquette- Telephone Advantages and Disadvantages – Guidelines for effective telephonic conversation – Fax- Tele conferencing -Video conferencing.

Text Books

1. Rajendra Pal & J. S. Korlahalli, "Essentials of Business Communication", Sultan Chand & Sons, 3rd Edition, 2011.
2. C.B. Gupta, "Basic Business Communication", Sultan Chand & Sons, 4th Edition, 2017.
3. HorySankarMukerjee, "Business Communication: Connecting at Work", Oxford University Press, 1st Edition, 2016.

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Reference Books

1. NiraKonar, "Communication Skills for Professionals", Prentice Hall of India, 2nd Edition, 2011.
2. Nirmal Singh, "Business Communication: Principles, Methods and Techniques", Deep & Deep Publications Pvt. Ltd, 1st Edition, 2008.
3. Krishna Mohan, R.C. Mohan & Virendra Singh Nirban, "Business Correspondence and Report Writing", Tata McGraw-Hill Publishing, 6th Edition, 2020.
4. Kevin Gallagher, "Skills Development for Business and Management Students", Oxford University Press., 1st Edition, 2010.

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1. <https://www.readnaturally.com/research/5-components-of-reading/vocabulary>
2. <https://businesswriting.com>
3. <https://www.teachingenglish.org.uk/article/paralinguistics>
4. <https://www.entrepreneur.com/article/236724>
5. <https://www.inc.com/guides/2010/06/email-etiquette.html>

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**BASICS OF COST AND MANAGEMENT
ACCOUNTING**

L	T	P	C	Hrs
3	1	0	4	60

Course Objectives

- To be familiar with cost classification and preparation of cost sheet
- To understand the role of marginal costing in managerial decisions
- To be familiar with standard costing and computation of variances
- To understand about various budgets and their preparation
- To know about the techniques of financial analysis

Course Outcomes

After completion of the course, the students will be able to

CO1 – Demonstrate their ability to prepare cost sheets

CO2 – Elaborate the application of marginal costing in decision-making

CO3 – Compute different types of variances.

CO4 – Prepare different types of budgets for business enterprises.

CO5 – Demonstrate an understanding of Financial Statement Analysis and its Tools.

UNIT I INTRODUCTION AND COST SHEET

(15 Hrs)

Cost Accounting –Meaning, Definition, Nature and Scope – Functions and Limitations – Distinctions between Cost Accounting and Financial Accounting. Management Accounting Meaning, Definition –, Merits and Limitations of Management Accounting – Tools and Techniques of Management Accounting – Distinction between Cost Accounting and Management Accounting. Cost – Classification of Cost – Elements of Cost – Cost Sheet or Statement of Cost – Tender or Quotations – Practical Problems.

UNIT-II: MATERIAL COST

(15Hrs)

Material Purchase and Control Purchase Department and its Objectives – Purchase Procedure – Classification and Codification of Materials, Material Control: Levels of Stock and EOQ – Perpetual Inventory System, ABC and VED Analysis – Accounting of Material Losses.

UNIT-III: METHODS OF PRICING

(15Hrs)

Methods of pricing of Material Issues Cost Price Methods: FIFO, LIFO, Average Price Methods: Simple and Weighted Average Price Methods, Notional Price Methods: Standards Price, and Market Price Methods

UNIT IV BUDGETARY CONTROL

(15 Hrs)

Meaning of Budget, Budgeting and Budgetary Control – Distinction between Estimates, Forecasts and Budgets – Objectives, Advantages and Limitations of Budgetary Control – Distinction between Budgetary Control and Standard Costing – Classification of Budgets – Fixed and Flexible Budgeting – Preparation of Sales, Production, Purchases, Cash and Flexible Budgets – Master Budget – Budgeted Profit and Loss Account and Balance Sheet – Practical Problems.

UNIT V FINANCIAL STATEMENTS ANALYSIS

(15 Hrs)

Financial Statements – Meaning, Nature, Advantages and Limitations. Meaning of Financial Statements Analysis – Techniques of Financial Statement Analysis – Horizontal Analysis, Vertical Analysis, Trend Analysis, and Ratio Analysis.

Ratios – Meaning and Types – Advantages and Limitations of Ratio Analysis – Classification of Ratios – Profitability Ratios, Solvency Ratios, Liquidity Ratios, Efficiency and Performance Ratios. Problems on

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Computation of Ratios from Financial Statements and Calculating Missing Values. (Construction of Financial Statements from Ratios is excluded). Practical Problems.

Text Books

1. Suveera Gill, "Cost and Management Accounting", Vikas Publishing House, 1st Edition, 2020.
2. S.N. Maheswari, et al., "Accounting for Management", Vikas Publishing House, 4th Edition, 2018.
3. R.S.N. Pillai & V. Bagavathi, "Cost Accounting", S. Chand Publishing, 6th Edition, 2018.

Reference Books

1. M.N. Arora, "A Textbook of Cost and Management Accounting", Vikas Publishing House, 10th Edition, 2019.
2. M.A. Sahaf, "Management Accounting: Principles and Practice", Vikas Publishing House, 3rd Edition, 2019.
3. Nand Dhameja, K.S. Sastry & Kapil Dhameja, "Finance and Accounting for Managerial Competitiveness", S. Chand Publishing, 1st Edition, 2019.
4. Mohammed Hanif, "Modern Cost and Management Accounting", McGraw Hill Education, 1st Edition, 2019.
5. Colin Drury, "Cost and Management Accounting", Cengage Learning, 5th Edition, 2015.

Web References

1. https://www.icsi.edu/media/webmodules/publications/FULL_BOOK_PP-CMA-2017-JULY_4.pdf
2. <https://icmai.in/upload/Students/Syllabus2016/Inter/Paper-8-April-2021.pdf>
3. <https://icmai.in/upload/Students/Syllabus2016/Inter/Paper-10-April-2021.pdf>
4. <https://resource.cdn.icai.org/62026bos50397cp6.pdf>
5. <https://resource.cdn.icai.org/62034bos50397cp14.pdf>
6. <https://resource.cdn.icai.org/62035bos50397cp15.pdf>

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A20BHT201

IT FOR HEALTHCARE INSTITUTIONS

L	T	P	C	Hrs
4	0	0	4	60

Course Objectives

- To provide an in-depth understanding of Information Technology Concepts.
- To explain purpose and types of Data Resource Management.
- To be familiar with Telecommunications and Computer Networks.
- To understand the Electronic Commerce Systems.
- To understand the E-governance.

Course Outcomes

After completion of the course, the students will be able to

CO1 – Demonstrate their conceptual understanding and component of Modern Computer Systems.

CO2 – Appreciate the purpose and types of Data Resource Management.

CO3 – Develop skills and ability to work with Telecommunications and Computer Networks

CO4 – Demonstrate their ability in concepts related to Electronic Commerce Systems.

CO5 – Understand the importance of E-governance

UNIT I COMPUTER SYSTEMS AND DATA RESOURCE MANAGEMENT (13 Hrs)

Computer Peripherals, Input, Output and Storage technologies - Word Processing - Desktop Publishing - Operating Systems - Concept of Data Warehouses and Data Marts, Introduction to Data Centers. Storage Technologies.

UNIT II COMPUTER NETWORKS (12 Hrs)

Types of networks - Business Uses of Internet, Intranet and Extranet - Web 2.0/3.0/4.0/5.0 - Distributed/Cloud/Grid Computing - 3G, 4G &5G technologies.

UNIT III ELECTRONIC COMMERCE SYSTEMS (15 Hrs)

Introduction to e-Commerce and M-Commerce - Advantages and Disadvantages - Concept of B2B, B2C, C2C - Concept of Internet Banking - Electronic Payment Systems - UPI..

UNIT IV HOSPITAL INFORMATION SYSTEM (10 Hrs)

Introduction to Hospital Information System (HIS) - Meaning - Concepts - Applications - Structure of HIS – Formal and Informal System – Information Networks.

UNIT V DEVELOPMENT AND DESIGN OF HOSPITAL INFORMATION SYSTEM (10 Hrs)

Introduction to the approaches to the development of HIS - Bottom Approach - Top-down Approach - quantitative methods - automated procedures. HIS Design: Define the problem - Set Objectives - Information needs – Information sources - development and selection of alternative design.

Text Books

1. Norton P (2010), Introduction to Computers, Tata McGraw-Hill
2. Bakkar A.R. & Mol J.L.: Hospital information system - Effective Health Care Vol.1 Amsterdam.
3. Gorden B. Davis & Margrath H. Oslon: Management information system - Conceptual Foundation, Structure and development., Mc Grew Hill Book Co.

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Reference books

1. Jawadekar, WS (2009); Management Information System; Tata McGraw Hill
2. Bakkar A.R.:Hospital Information System Risks., Failures and Actions., Amsterdam.
3. Mclead R & Schell G (2009), Management Information Systems; Pearson Prentice Hall
4. Griesser G etl Data Protection in Health Information system - Considerations and Guidelines

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1. <https://crk.umn.edu/academics/math-science-and-technology-department/information-technology-management/online>
2. <https://www.igi-global.com/journal/information-technology-management/1074>
3. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5787626/>

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Course Objectives

- To provide an in-depth understanding of Internal and External Environment.
- To understand healthcare systems.
- To be familiar with Health Care Sector in India.
- To understand Health Care Regulation.
- To understand the E-governance.

Course Outcomes

After completion of the course, the students will be able to

- CO1** – Demonstrate their conceptual understanding of Internal and External Environment.
CO2 – Appreciate knowledge on healthcare systems.
CO3 – Develop skills related Health Care Sector in India
CO4 – Demonstrate their ability in concepts related to Health Care Regulation.
CO5 – Understand Epidemiology

UNIT I INTRODUCTION**(10 Hrs)**

Theoretical Framework-Environment-Internal and External- Environmental Scanning-Economic Environment - Competitive Environment-Natural Environment-Political Legal Environment- Socio-Cultural Environment –International and Technological Environment

UNIT II HEALTH CARE SYSTEMS**(15 Hrs)**

Evolution – Institutional Settings - Out-Patient services– Medical Services – Surgical Services – Operating department – Pediatric services – Dental services – Psychiatric services –Casualty & Emergency services – Hospital Laboratory services – Anesthesia services – Obstetrics and Gynecology services – Neuro – Surgery service – Neurology services.

UNIT III OVERVIEW OF HEALTH CARE SECTOR IN INDIA**(15 Hrs)**

Primary care – Secondary care – Tertiary care – Rural Medical care – urban medical care – curative care – Preventive care – General & special Hospitals-Understanding the Hospital Management – Role of Medical, Nursing Staff, Paramedical and Supporting Staff - Health Policy - Population Policy - Drug Policy – Medical Education Policy

UNIT IV HEALTH CARE REGULATION**(10 Hrs)**

WHO, International Health regulations, IMA, MCI, State Medical Council Bodies, Health universities and Teaching Hospitals and other Health care Delivery Systems.

UNIT V EPIDEMIOLOGY**(10 Hrs)**

Aims – Principles – Descriptive, Analytical and Experimental Epidemiology - Methods – Uses

Text Books

1. Paul's, readings in economics, tata McGraw hill, new Delhi, 1992
2. Thomas Bodenheimer, Kevin Grumbach, understanding health policy: a clinical approach, 6th edition, Jenson books inc
3. Peter, z & Fredrick, b., health economics, oxford pub., new york, 1997

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Reference books

1. K.V.Ramani. Hospital management, Pearson publishers,2013.
2. Dr. S. Porkodi, international business environment book, GVPH - publishers & exporters
3. Shanmugansundaram, Y., Health Economics, Oxford Pub.

Web References

1. <https://www.ncbi.nlm.nih.gov/books/NBK574987/>
2. <https://pvbooks.in/product/health-care-and-environment-science/>
3. <https://www.gu.se/en/research/health-care-environment>

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A20BHD201

MEDICAL AND HEALTH LAWS

L	T	P	C	Hrs
3	0	0	3	45

Course Objectives

- To provide an in-depth understanding of establishment of hospitals.
- To explain Hospitals as an Industry.
- To be familiar with Hospital's duties towards Patients.
- To understand Acts pertaining to Hospitals.
- To understand Legal liabilities of Hospitals.

Course Outcomes

After completion of the course, the students will be able to

CO1 – Demonstrate their conceptual understanding on establishment of hospitals.

CO2 – Appreciate Hospitals as an Industry.

CO3 – Develop skills and ability to work with Telecommunications and Computer Networks

CO4 – Demonstrate their ability in Acts pertaining to Hospitals.

CO5 – Understand Legal liabilities of Hospitals

UNIT I INTRODUCTION

(07 Hrs)

Law pertaining to establishment of hospitals and legal requirements under Medical Council Acts.

UNIT II HOSPITALS AS AN INDUSTRY

(10 Hrs)

Basic concepts of labour laws in India, Hospitals as an 'industry' - application of labour enactments, Discipline in hospitals and Trade union act

UNIT III HOSPITAL'S DUTIES TOWARDS PATIENTS

(08 Hrs)

Essentials of Contractual obligations in hospital services, duties towards patients, Rights of patients and Code of ethics.

UNIT IV ACTS PERTAINING TO HOSPITALS

(10 Hrs)

Legal aspects relating to Organ transplantation, MTP Act 1971, Basics of Drugs and Cosmetic Acts, Euthanasia. ESI Act, PNDDT Act, Human experimentation, Clinical trials, Industrial dispute Act, Central Births & Death Registration Act.

UNIT V LEGAL LIABILITIES OF HOSPITALS

(10 Hrs)

Legal liability of hospitals - criminal, civil and tortuous; Absolute liability and vicarious liability, Medical negligence, Legal remedies available to patients under contract law, tort, criminal law, Consumer protection Act and Medical Jurisprudence.

Text Books

1. Medico-legal Aspects of Patient Care, 3rd Edition, R. C. Sharma, Peepee Publishers & Distributers-2008
2. Medical law, Bindumol V.C, allahabad law agency, 2015

Reference books

1. Medical Law and Moral Rights, Carl Wellman, Springer 2005
2. Medical Law and Ethics, Shaun D. Pattinson, Thomson Reuters, 2019

Web References

1. <https://www.hg.org/medical-law.html>
2. <https://wrlc-gulaw.primo.exlibrisgroup.com/discovery/>
3. <https://www.hindawi.com/journals>

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Course Objectives

- To introduce the elements of public administration
- To help the students obtain a suitable conceptual perspective of public administration
- To introduce them the growth of institution devices to meet the need of changing times
- To instill and emphasize the need of ethical seriousness in contemporary Indian Public Administration

Course Outcomes

After completion of the course, the students will be able to

- CO1**– Understand the concepts and evolution of Public Administration.
CO2– Be aware of what is happening in the Public Administration in the country.
CO3– Explain the Territory Administration in the State and the Centre.
CO4– Appreciate emerging issues in Indian Public Administration.

UNIT I INTRODUCTION TO PUBLIC ADMINISTRATION**(7 Hrs)**

Meaning, nature and Scope of Public Administration and its relationship with other disciplines- Evolution of Public Administration as a discipline – Woodrow Wilson, Henry Fayol , Max Weber and others - Evolution of Public Administration in India – Arthashastra – Colonial Administration upto 1947

UNIT II PUBLIC ADMINISTRATION IN INDIA**(8 Hrs)**

Enactment of Indian Constitution - Union Government – The Cabinet – Central Secretariat – All India Services – Training of Civil Servants – UPSC – Niti Ayog – Statutory Bodies: The Central Vigilance Commission – CBI - National Human Rights Commission – National Women's Commission –CAG.

UNIT III STATE AND UNION TERRITORY ADMINISTRATION**(8 Hrs)**

Differential Administrative systems in Union Territories compared to States Organization of Secretariat: - Position of Chief Secretary, Functions and Structure of Departments, Directorates – Ministry of Home Affairs supervision of Union Territory Administration – Position of Lt.Governor in UT – Government of Union Territories Act 1963 – Changing trend in UT Administration in Puducherry and Andaman and Nicobar Island

UNIT IV EMERGING ISSUES IN INDIAN PUBLIC ADMINISTRATION**(7 Hrs)**

Changing Role of District Collector – Civil Servants – Politicians relationship – Citizens Charter - Public Grievance Redressal mechanisms – The RTI Act 2005 – Social Auditing and Decentralization – Public Private partnership.

Text Books

1. Avasthi and Maheswari, "Public Administration in India" Lakshmi NarainAgarwal, Agra.
2. Ramesh K.Arora, "Public Administration: Fresh Perspective", Alekh publishers, Jaipur.

Reference Books

1. R.B.Jain, "Public Administration in India: 21st Century Challenges for Good Governance", Deep and Deep, 2002.
2. Ramesh K.Arora, "Indian Public Administration", WishwaPrakashan, 2010.
3. RumkiBasu, "Public Administration: Concept and Theories", Sterling, 2013

Web References

1. <http://cic.gov.in/>
2. <http://www.mha.nic.in/>
3. <http://rti.gov.in/>
4. <http://www.cvc.nic.in/>

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