



**INSTITUTE OF MANAGEMENT STUDIES
D.A.V.V, INDORE 2023-2025**



**M.B.A. (PUBLIC HEALTH) 2 YEARS
PROGRAMME CODE: MS5I**

**Semester 1
Course Scheme**

S.No.	CODE	COURSE NAME	TYPE	CREDIT S
SEMESTER – I				
1.	MS5I-501	Management Principles & Practices	Compulsory	3
2.	MS5I-503	Preventive and Social Medicine	Compulsory	3
3.	MS5I-505	Organisational Behaviour	Compulsory	3
4.	MS5I-507	Organization & Administration of Public Health Services	Compulsory	3
5.	MS5I-509	Quantitative Methods	Compulsory	3
6.	MS5I-511	Accounting for Managers	Compulsory	3
7.	MS5I-513	Medical and Administrative Ethics	Compulsory	3
8.	MS5I-515	Managerial Communication	Compulsory	3
9.	MS5I-551	Comprehensive Viva		3 Virtual Credits
Total Credits: 24 + 3 Virtual Credits				



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INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (P.H.) SEMESTER I			
SUBJECT NAME	ACCOUNTING FOR MANAGERS	SUBJECT CODE	MS5I-511
		TOTAL CREDITS	03
SUBJECT NATURE: ABILITY ENHANCEMENT COMPULSORY COURSE			
COURSE OBJECTIVE: To acquaint participant with the basic concept of Financial Accounting, Cost Accounting and Management Accounting			
LEARNING OUTCOME: At the end of the course learners will be able to; 1. Practice accounting systems, basics of accounting, accounting books and preparation of trial balance. 2. Apply methods of accounting to analyze business situations and take decision. 3. Illustrate basics of Cost Accounting and management related decision criteria.			
EXAMINATION SCHEME: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each, of which best two will be considered. The end semester examination will be worth 60 marks consisting of two sections A and B respectively. Section A will be of 12 marks and have two theory questions out of which a student will be required to do any one . Section B will be of 48 marks and have five numerical/cases out of which a student will be required to do any four .			
COURSE CONTENTS			No. of Sessions
UNIT –I Introduction to Accounting	1.1. Accounting Evolution, Significance, 1.2. Accounting Principles, Concepts & Conventions, GAAP, Overview of International Accounting Standards, 1.3. Accounting Equation, 1.4. Concept of Capital and Revenue, 1.5. Types of Accounts, 1.6. Rules of Debit and Credit.		07
Unit-2 Accounting Cycle	2.1. Recording of Transactions – Preparation of Journal, Ledger, Trial Balance, Closing Entries Subsidiary Books, Types of cash Books including Numerical. 2.2. Preparation of Financial Statements: Trading and P & L Account and Balance Sheet- Concepts, Format of P&L A/C and Balance Sheet with Adjustments (Vertical & Horizontal Formats), Opening Entries including Numerical.		12
Unit-3 Treatment of Depreciation	3.1. Concept, Meaning, Nature, Causes of Depreciation and Other Related Terms. 3.2. Methods of Depreciation: SLM and WDV Methods including Numerical.		05



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Unit- 4 Introduction to Cost Accounting	4.1. Understanding and Classifying Cost, Elements of Cost, Component of Total Cost, Classification of Costs and Format, 4.2. Preparation of Cost Sheet and Tender including Practical and Numerical.	08
Unit -5 Standard Costing, Variance Analysis and Budgetary Control	5.1. Meaning of Standard Cost & Variance, Cost Variance – Determination of Direct Material Variance, Direct Labor Variance, Sales Variance and Control of Variance, including Numerical. 5.2. Types of Budgets. 5.3. Relationship of Standard Costing and Variance Analysis with Budgetary System including Numerical.	08
	TOTAL SESSIONS	40

Learning Resources:

Text Books: Latest Edition of-

R.L. Gupta, and V.K. Gupta, “**Principles of Accountancy**”, Sultan Chand & Sons.

S.N. Maheshwari, “**Introduction to Accounting**”, Vikas Publishing House, New Delhi.

S. N.Maheshwari, “**Cost Accounting, Theory and Problems**”, Vikas Publications, New Delhi.

Reference Books: Latest Edition of-

S.P. Iyengar, “**Cost Accounting**”, Sultan Chand & Sons.

Robert N. Anthony and James S. Recee, “**Accounting Principles**”, A.I.T.B.S. Pub. and Distributions, New Delhi.

R.P.Rastogi, “**Graded Problems and Solutions in Financial Management**”, Galgotia Publication, New Delhi.



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M.B.A. (P.H.) SEMESTER I			
Subject Name	MANAGEMENT PRINCIPLES AND PRACTICES	Subject Code	MS5G-501
		Total Credits	03
Subject Nature: DISCIPLINE SPECIFIC COURSE			
Course Objective: <ol style="list-style-type: none">1. To expose the students to basic concepts of management.2. To enable them to gain appreciation for emerging ideas, techniques, procedures and practices in the field of management.3. To highlight professional challenges that managers face in various organization.			
Learning Outcome: At the end of the course learners will be able to; <ol style="list-style-type: none">1. Interpolate various managerial skills, roles, functions and levels.2. Acquire the knowledge of Management Process, theories and structure.3. Engage in management functions: Planning, organizing, staffing, directing and controlling4. Explore role of IT in management functioning.			
Examination scheme: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
Note: One Case / caselet to be discussed in each Unit			
Course Contents			
UNIT –I Concept of Management	<ol style="list-style-type: none">1.1 Nature and Purpose of Management1.2 Managing: Science or Art?1.3 The Evolution of Management Thoughts1.4 The Function of Manager: Planning, Organizing, Staffing, Leading and controlling.1.5 Theories: Classical, Human relations and Contingency1.6 System approach to Management Process.		
Unit-2 Planning and Strategies	<ol style="list-style-type: none">2.1 Nature and Purpose of Planning2.2 Planning process, Principles of Planning2.3 Types, Advantages, Limitations2.4 Objectives, Management by Objectives.2.5 Strategies, Policies and Planning Premises2.6 Strategic Planning Process (TOWS Matrix, Porters Generic Competency) 2.7 Forecasting2.8 Decision Making, Models, Managerial decision-making process		



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Unit-3 Organising	3.1 Nature, Purpose and Principles of Organizing 3.2 Formal and Informal Organization, Organization Levels and the Span of Management. 3.3 Structure and Process of Organization. 3.4 Departmentation 3.5 Line and Staff Authority, Conflict 3.6 Decentralization of Authority and Methods
	3.7 Delegation of Authority and Kinds 3.8 Organization Charts.
Unit- 4 Directing and Staffing	4.1 Concept, Importance and elements of Directing 4.2 Direction Process, Principles of effective direction 4.3 Definition of Staffing, an overview of Staffing Function
Unit-5 Controlling	5.1 Concept and Process of Control, Control Techniques 5.2 Human Aspects of Control, Control as a Feedback System 5.3 Profit and Loss Control, Control Through Return on Investment 5.4 Major Controlling Techniques: Budgetary and Non-Budgetary Control Devices 5.5 The Use of Computer for Controlling and Decision Making, The Challenges Created by IT as a Control Tool
Unit-6 Contemporary Management Issues and its Challenges	6.1 Cross cultural issues in management-Diversity and the new work force. 6.2 New ways of managing the workforce-Neuro managing, Globalization and its complexity 6.3 Service economy, Management communication and technology, Knowledge management and knowledge economy.
Learning Resources: Text Books: 1.1. Stephen P. Robbins and Mary Coulter, 'Management', Prentice Hall of India 2.2. Harold Koontz, Heinz Weihrich and Mark V Cannice, 'Management -A global perspective 3.3. P.Subba Rao, Principles of Management, Himalaya Publishing 4.4. Mukherjee, Principles of Management and Organizational behavior, Tata McGraw Hill 5.5. K.Asathappa, Organizational Behaviour, 5Ed, Himalaya Publishers, 2001. 6.6. Sridharan Bhat ,Management and Behavioural Process, Text and Cases, Himalaya Publishers 7.7. L.M.Prasad, Principles and Practice of Management, 7Ed, S.Chand Publishers, 2007.	



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INSTITUTE OF MANAGEMENT STUDIES (DAVV) INDORE			
M.B.A. (P.H.) SEMESTER I			
Subject Name	ORGANIZATIONAL BEHAVIOUR	Subject Code	MS5I-505
		Total Credits	03
Subject Nature: DISCIPLINE SPECIFIC COURSE			
Course Objective: Objective of this course is to help students to understand Human Behavior in organizations at cross cultural level so that they improve their managerial effectiveness.			
Learning Outcome: At the end of the course learners will be able to; 1. Demonstrate an understanding of key terms, theories/ concepts and practices within the field of OB. 2. Demonstrate competence in development and problem solving in the area of management. 3. Analyze the key issues related to administrating the human elements such as Perception, Learning, Motivation, Leadership, Team Building and others. 4. Know the meaning of terminology and tools used in managing employees effectively.			
Examination Scheme: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
Note: One Case / case let to be discussed in each Unit			
Course Contents			Hours
UNIT –I Introduction	1.1 Definition, concept, need and importance of OB 1.2 Nature and scope of OB 1.3 OB models		04
Unit-2 The Individual Behaviour	2.1 Personality: Determinants and attributes 2.2 Perception: Factors influencing perception, process, Attribution theory 2.3 Learning: Concept, Theories of learning 2.4 Attitude: Concept and types, cognitive dissonance theory		08
Unit-3 Motivation	3.1 Definition, concept and theories of motivation - Maslow's Hierarchy of Needs, Herzberg's Two Factor theory 3.2 ERG theory, Vroom's Expectancy theory, 3.3 Equity theory, Reinforcement theory and Behavior Modification.		05
Unit- 4 Group Behaviour	4.1 Defining and classifying group 4.2 Group development, properties, structure, process 4.3 Group Dynamics: Group think, Group shift 4.4 Teams: Types, creating effective teams		05



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Unit -5 Emotional Intelligence and Leadership	5.1 Nature and significance of leadership, leadership in different cultures 5.2 Leadership theories and styles, Trait theories, Behavioral theories: Ohio studies, Michigan studies and managerial grid 5.3 Contingency theories: Fiedler’s model, SLT theory, LMX theory Path goal theory 5.4 Emotional Intelligence – Framework 5.5 EI Implications for an individual and managerial effectiveness.	10
Unit-6 Dynamics of OB (Culture, Change, and Stress Management)	7.1 Organizational Change: forces of change, resistance to change Lewin’s change management model 7.2 Concept, Relationship of Culture with OB and Levels of organizational culture. Analyzing, managing and changing organizational culture, Implications for managers at national and global levels 7.3 Work stress: Understanding stress, Potential sources consequences and coping strategies	08
	TOTAL CLASSROOM CONTACT SESSIONS IN HOURS	40

Learning Resources:

Text Reading: Latest Edition

1. Stephen P. Robbins, Timothy A Judge, Neharika Vohra, “Organizational Behavior”, Pearson Education.
2. Nishant Uppal and Sujit Shekhar Maharana, “Contemporary Organizational Behavior”, Wiley Publications.
3. Fred Luthans, “Organizational Behavior”, New York, McGraw Hill.
4. John W Newstrom: Organizational Behavior, Mc Graw Hill
5. Kavita Singh: Organizational Behaviour Text and Cases, Pearson
6. Margie Parikh Rajen Gupta: Organizational Behaviour, Mc Graw Hill.
7. Udai Pareek, Understanding Organizational Behaviour, Oxford Higher Education.
8. M.N. Mishra, Organizational Behavior, Vikas Publishing House.



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M.B.A. (P.H.) SEMESTER I			
Subject Name	QUANTITATIVE METHODS	Subject Code	MS5I-509
		Total Credits	03
Subject Nature: GENERAL ELECTIVE II			
Course Objective: <ul style="list-style-type: none">To expose the students to the different statistical tools used by managers for effective decision making. through real life examples and cases			
Learning Outcome: At the end of the course learners will be able to; 1. Interpret and Organise the data to get solutions to managerial issues. 2. Attain mathematical and statistical skills for the management processes.			
Examination scheme: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
Course Contents			Contact Sessions
UNIT –I Sets, Functions, and Progressions	1.1. Sets, Functions, and Progressions 1.2 Functions, 1.3 Progressions (with specific applications to compounding and discounting techniques)		07
Unit-2 Determinants and Matrices	2.1 Determinants and Matrices Types of matrices, 2.2 Operations on matrices, 2.3 Ad joint matrix and Inverse matrix, 2.4 Solution of simultaneous linear equations using matrices, 2.5 Input / Output analysis.		06
Unit-3 Introduction to Statistics	3.1 Introduction to Statistics: 3.2 Introduction to Measurement of Central Tendency 3.3 Introduction to Measurement of Variations 3.4 Role of Statistics in Business Decision Making 3.5 Skewness and Kurtosis		05
Unit- 4 Probability Theory and Probability Distributions	4.1 Probability: Concepts 4.2 Additive and Multiplicative Theorem 4.3 Conditional Probability, Baye's Theorem, 4.4 Binomial, Poisson and Normal distributions- their characteristics and applications		07



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Unit -5 Correlation & Regression	5.1 Correlation (Karl Pearson's and Spearman's Coefficient), 5.2 Methods of computing simple regression.	05
Unit-6 Time Series	6.1 Time Series and its Components, 6.2 Models of Time Series 6.3 Methods of Studying Components of Time Series: Measurement of trend, Measurement of seasonal variations Measurement of cyclic variations 6.4 Introduction to Fibonacci Series	06
Unit – 7 Statistical Decision Theory	7.1 Decision making process 7.2 Decisions under Uncertainty and Decisions under Risk	04
	TOTAL CLASSROOM CONTACT SESSIONS	40

Text Reading: Latest Editions

1. J.K. Sharma, “**Mathematics for Management and Computer Applications**”, Galgotia Publication.
2. M Raghavachari, “**Mathematics for Management**”, Tata McGraw Hill.
3. Richard I. Levin and D.S. Rubin, “**Statistics for Management**”, New Delhi: Prentice Hall of India.
4. S. P. Gupta, “**Statistical Methods**”, New Delhi, Sultan Chand and Sons.
5. D.N. Elhance, Veena Elhance and B. M. Aggrawal, “**Fundamentals of Statistics**”, Allahabad: Kitab Mahal.



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M.B.A. (FT/HR/MM/HA/FA/E-Com))			
Batch:			
Semester I			
Subject Name	MANAGERIAL COMMUNICATION	Subject Code	MS5I-515
		Total Credits	03
Subject Nature: ABILITY ENHANCEMENT			
Course Objective:			
<ul style="list-style-type: none"> To help the student acquire the theoretical and practical knowledge of oral, written and interpersonal skills of communication in business, so as to improve his managerial abilities. 			
Learning Outcome:			
<p>At the end of the course students should be able to;</p> <p>To identify objectives, analyze audiences, and choose the most effective structure and style for delivering strategically sound written and spoken messages in a dynamic and diverse business environment.</p>			
Examination Scheme:			
<p>The internal assessment will be of 40 marks based on three assessments of 20 marks each, out of which best two will be considered. The end semester examination will be worth 60 marks consisting of two sections A and B respectively. Section A will be of 40 marks and have theory questions. Section B will be of 20 marks and consist of case(s).</p>			
Course Contents			Class Room Contact Sessions
Unit-1 Nature of Business Communication	Need, importance and purposes of communication in organizations Elements and environment of communication Models of communication Forms and networks of organizational communication Types of communication barriers and how to overcome them Listening, types of listening and effective listening Elements of effective communication	08	
Unit-2 Non-verbal Communication	Importance of appearance and how to use it as a tool in communication Body language and oculesics Paralanguage Proxemics Chronemics Haptics Using non-verbal tools (oral and written) to communicate effectively	05	



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Unit-3 Presentations, Interviews, Group Discussions and Business Meetings	Preparation of content for presentation Understanding the audience 3.3.Importance of rehearsals 3.4.Using visual aids in presentations 3.5.Handling questions 3.6.Writing a resume' 3.7.Types of interviews 3.8.Preparation for an interview 3.9.Do's and don'ts during an interview 3.10.Understanding the group in a group discussion 3.11.Do's and don'ts in a group discussion 3.12.Meetings in business and Administrative Corridors, Their types Notice and agenda Minutes of a meeting 3.15 Mannerisms, etiquettes and assertiveness in oral communication	08
Unit-4 Business Writing & Negotiation Skills	4.1 Need for negotiation 4.2 Process of negotiation 4.3 Barriers to negotiation and how to overcome them 4.4 Types of business letters 4.5 Structure and format of letters Memorandums and circulars 4.6.e-mails 4.7.Text messaging 4.8.Report writing Importance of written communication Appropriate tone in business writing	07
Unit-5 Formal Official Communication	5.1Documentation of Official Communication 5.2 Formal and semi formal letters, referral advises sought and delivered, referral letters, drafting various forms and purchase requisitions etc., Notification of Communicable diseases. 5.3 Circulars, Orders, Compliance letters, Notices 5.4 Employer to employee communication Employee to employee communication, Official proceedings, Authorization and delegation Disciplinary action and documentation of communication therein 5.5 Official Public Communication, Public Notices, Warnings. Advises, Communication with other concerned departments, Communication with Contractors, Service providers and vendors. Requirement and issue of Tenders and proceedings therein, work orders, execution and compliances	08



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Unit-6 Issues in Commu nication	Handling diversity (gender, culture, ethnicity, etc.) Tolerance and acceptance of diversity Emotional intelligence and its impact on communication Social intelligence and its impact on communication Ethics in communication.	04
	TOTAL CLASSROOM CONTACT SESSIONS	40
	Text Reading: Latest Editions M.Raman and P.Singh, Business Communication , latest edition, Oxford University Press, India. William V. Ruch, Business Communication , Maxwell Macmillan, New York. Lani Arredono, The McGraw-Hill 36-Hour Course: Business Presentation , McGraw-Hill, New York. Bill Scott, The Skills of Communication , Jaico, Bombay. Ronald E. Dulek and John S. Fielden, Principles of Business Communication , McMillan, New York. Dalmer Fisher, Communication in Organizations , Jaico Publishing House, India. M. E. Guffy, Essentials of Business Communication , Thomson Publication. Shirley Taylor, Communication for Business , Pearson Education.	



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INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (P.H.) Semester I			
Subject Name	MEDICAL AND ADMINISTRATIVE ETHICS	Subject Code	MS5I 513
		Total Credits	03
Subject Nature: GENERIC			
Course Objective: The aim of the course is to enable students to have an understanding of high ethical standards which are applicable on health care delivery systems and hospital and a good understanding of medical ethics.			
Learning Outcome:			
<ol style="list-style-type: none"> 1. To understand the regulations that governs the delivery of healthcare in India their application and scope. 2. To understand the ethical aspects of the healthcare delivery system 			
Examination Scheme: The faculty member will award marks out of a maximum of 40 marks for the internal performance of the student. The semester examination will be worth 60 marks. The students are required to attempt 5 Question out of 7 Questions. All Questions carry equal Marks.			
Course Contents			Class Room Contact Sessions
Unit – 1	Medical Ethics: Hippocratic Oath of Medical Practitioners, Ethical standards for medical Professionals Ethics related to professional brethren, understanding of Malpraxis and the ethical issues. A detailed understanding of Negligence, errors, Omissions, in reference to the Law of Torts and the ethical Standards to be observed therein. Understanding of Valid Consent and the Ethical and Legal applications with examples	6	
Unit-2	Ethics in Hospital Patient’s Bill of Rights, Hospital responsibilities, Managerial Ethics, Hospital Administrator’s position, role & responsibility, including problems faced therein, regarding ethics & law. Applicability of Law in Hospital setups: viz - Related to statutory & government obligations, Related to Clients, Related to Human Resource & Manpower Medical Records Privacy of Patients details, sensitive information, Applicability of RTI, Ethics related to Health Insurance and Health schemes and data/information dissemination	10	



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	Unlawful/spurious publishing of information	
Unit – 3	Issues related to Health and safety of individuals: Patients. Attendants, Society at large, Hospital manpower, Care during diagnostic and therapeutic procedures the legal and ethical issues with special reference to Artificial Insemination, Surrogacy, Organ Transplant, Biomedical waste, MTP and PCPNDT Acts, Ethics for Medication standards	9
Unit-4	Ethical standards for Administrative Officials Workplace Communication and Behavioral Ethics, with regard to Age, Gender, Tender care etc. Ethical standards for Nursing staff Ethical standards for technical staff Ethical standards for paramedical and support staff	8
Unit-5	Research ethics for Health Care Organizations Ethical Community Interventions, Ethical standards of Public Health Awareness Campaigning Ethical issues in Public Health Camps and Surgeries Medications standards Ethics and Law Quackery and Cross-pathy practices in HCOs	7
	TOTAL CLASSROOM CONTACT SESSIONS IN HOURS	40
Learning Resources: Text Reading: Keith Mant, Taylor's Principles and Practice of Medical Jurisprudence Churchill Livingstone C K Modi Forensic Medicine and Toxicology. Parikh C K Forensic Medicine and Toxicology.		



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M.B.A. (Public Health)			
Batch 2023-25			
Semester III			
Subject Name	PREVENTIVE AND SOCIAL MEDICINE	Subject Code	MS5I-503
		Total Credits	03
Subject Nature: CORE			
Course Objective: The objectives of this course are to enable students to learn and appreciate the significance of Preventive and Social Medicine, necessary for Healthcare Administrators.			
Learning Outcome: At the end of the course, the learner shall be : <ul style="list-style-type: none">• Aware of the physical, social, psychological, economic, and environmental health determinants of health and disease.• Able to apply the clinical skills to recognize and manage common health problems including their physical, emotional and social aspects at the individual, family and community levels and deal with public health emergencies.• Able to understand the National Endeavors and NGO Support for upliftment of community health.			
ExaminationScheme: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each, outof which best two will be considered. The end semester examination will be worth 60 marks, the student will answer 5 out of 7 questions, all of which carry equal marks. This may include theory and case/practical problems.			
Course Contents			Class Room Contact Sessions
Unit –1	1.1 Evolution of Medicine, Community Medicine and Public Health. 1.2 Concept of Health and Dimensions of health 1.3 Levels of prevention and intervention 1.4 Health socioeconomic and demographic indicators 1.5 Relation of Health with National Economy	05	
Unit-2	2.1 Modes of Transmission of diseases – communicable diseases 2.2 Principles of Epidemiology	05	



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	2.3 Finding Surveillance, incidence and prevalence of various communicable and non-communicable diseases 2.4 National and Global Disease Burden	
Unit-3	3.1 Principles of Epidemiology and Epidemiological Methods 3.2 Epidemiology of Communicable Diseases 3.3 Epidemiology of Non Communicable Diseases and Conditions 3.4 Genetics and Health	05
Unit-4	4.1 Demography and Family Planning 4.2 Roles of Various Field workers(Health Care), Clinics, Health centers, and Hospitals, Medical and Paramedical Institutes 4.3 Nutrition and Health, Environment and Health 4.4 Mental health	06
Unit-5	5.1 Role of NGO's, Government and Community at large for betterment of Healthcare in India 5.2 Overviews of Various Sectors Involved for upliftment of health of the population 5.3 Disaster Management 5.4 Occupational Health	07
Unit-6	6.1 Overview of National Health Policy and its Implementation in India 6.2 Significance of various Five Year plans and Niti Ayog for Health Care. 6.3 Health Information and its significance in Public Health Sector	07
Unit-7	7.1 Overview of Various National Health programs 7.2 Bio Waste Management Management of Health Care in other countries and at International level	05
	TOTAL CLASSROOM CONTACT SESSIONS IN HOURS	40

Learning Resources:

Text Reading:

K. Park. "Text Book of Preventive and Social Medicine", XXIIIrd Edition
Mahajan B K, "Community Medicine"



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INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (Hospital Administration) SEMESTER I			
Subject Name	Subject Name	Subject Name	Subject Name
Subject Nature:	Subject Nature: Core	Subject Nature:	Subject Nature:
Core		Core	Core
<p>Objective To acquaint the HA student with the day today working and the working environment of hospitals. To expose the students to the different functions performed by managers in Hospital Sector, the roles they have to perform for those functions , and the knowledge and skills required therein. To provide the necessary foundation for all other courses based on management practices across the world</p>			
<p>Examinations The faculty member will award marks out of a maximum of 40 marks for the internal performance of the Student. The semester examination will be worth 60 marks. The Students are required to attempt 5 Question out of 7 Questions. All Questions carry equal Marks.</p>			
<p>Learning Outcomes: At the end of the course students should be able to;</p> <ol style="list-style-type: none"> 1. The student should be familiarized with the hospital's clinical and supportive services which are one of the key issues in hospital administration. Hospitals; 2. Define Hospital Administration and Management and explain how management differs according to level and whether a manager is a line manager or an enabling role. <p>Describe and attain various level of skills in the Hospital Management Processes</p>			
Course Contents			Class Room Contact Sessions
Organization of Health care services	Organization of Health care services in India at Central and State levels Organizational hierarchy and functions at each level Organizational set up and departmentation at each level of Healthcare Primary, Secondary and Tertiary and the governing authorities, responsibilities, roles and functions of various Healthcare providers and manpower at each level. 1.6 Administrative and managerial functions of Health manpower. Resources and their allocation, implementation of plans and programmes		05
Unit 1	<ul style="list-style-type: none"> • Front office • Outpatient Department, In patient Department & Ward Management, Nursing Services, Intensive Care Units,		05
Unit 2	<ul style="list-style-type: none"> • Operation Theatre • Central Sterile Supply Department • Laboratory services and Blood Bank, Radiology and Imaging Services,		05



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Unit 3	<ul style="list-style-type: none"> • Rehabilitation services, • Billing and Third party payment including Corporate/TPA/ESI/CGHS/Railways/Ayushman Bharat etc. • Casualty, Accident and Emergency Services • Telemedicine <p>Medical Tourism</p>	06
Non Clinical Support Services	<p>Meaning, scope and significance of Support Services in Hospitals Intra departmental Organization, Hierarchy and Administrative Profiles Role of Hospital Administrator in managing of following services. Application of the concept of Service Quality and Legal affairs in various departments to be discussed</p>	07
Unit 4	<ul style="list-style-type: none"> • Hospital Pharmacy Services • Dietetic services <p>Medical Record Department.</p>	07
Unit 5	<ul style="list-style-type: none"> • Laundry Service • Housekeeping services • Biomedical Waste Management and Pollution Control • Communication and Public Announcement • Security, Fire and Safety <p>Mortuary</p>	05
Unit 6	<ul style="list-style-type: none"> • Transportation Services. • Engineering services • HVAC • Campus Management • Concept of Conservation of Energy 	
	TOTAL CLASSROOM CONTACT SESSIONS IN HOURS	40
<p>Text Reading K. Park. “Text Book of Preventive and Social Medicine”, XXIIIrd Edition Mahajan B K, “Community Medicine</p> <ul style="list-style-type: none"> • B.M.Sakharkar , Principles of Hospital Administration and Planning , • Kunders Hospital planning & Hospital Management • Hospital operations (Clinical services) by S. Porkodi, <p>Hospital operations- (Support services)Sangeetha Natarajan, Parshva publications,Sonepat (Haryana)</p> <p>”</p>		