

SEMESTER I

UCAA19 - FUNDAMENTALS OF HOSPITAL ADMINISTRATION

MONTH	WEEK	PORTIONS TO BE COVERED
JUNE	FOURTH	<u>Unit I</u> Introduction - Nature - Scope of Management
July	First	Importance of Management - Management as art, science and profession
	Second	<u>Unit II</u> Function of Management - Contribution of F.W. Taylor & Henry Fayol.
	Third	Planning - characteristics - types of planning - process
	Fourth	Importance - SWOT analysis
September	First	<u>Unit III</u> Decision making - types of decision - process - barriers to decision.
	Second	Organising. types of organisation - charts - span of control
	Third	<u>Unit IV</u> Principles of delegation - Steps in delegation
	Fourth	Staffing - meaning - nature

MONTH	WEEK	PORTIONS TO BE COVERED
		importance - recruitment - selection - training
October	First	<p>Unit V</p> <p>Directing - nature - meaning - significance.</p> <p>Co-ordination - control</p> <p>Case study Analysis - Reporting & budgeting</p>

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02/10

Books Referred

1. L.M. Prasad - Principles of Management
Sultan Chand & Sons, latest Edition
2. C.B. Gupta - Business Management,
8th Edition, Sultan Chand & Sons, 2013

BEHAB19 - ELECTIVE II A : LOGISTICS AND SUPPLY CHAIN MANAGEMENT

MONTH	WEEK	PORTIONS TO BE COVERED
June	Third	<u>Unit I</u> Introduction - Definition - Importance
	Fourth	Objective - Process - Decision - Decision phases.
July	First	<u>Unit II</u> Supply chain strategies - Value chain - scope
	Second	Achieving strategic fit
	Third	Forecasting Methods - Planning - Pricing
	Fourth	Framework - Distribution network.
August	First	<u>Unit III</u> Pricing - Multiple customer segment
	Second	Demand - seasonal - Bulk or Spot
	Third	Aggregate Planning - strategies
	Fourth	Role of IT in supply chain - Customer Relationship Management

MONTH	WEEK	PORTIONS TO BE COVERED
September	First	<u>Unit IV</u> Supplier Relationship Management
	Second	Co-ordination in supply chain -
	Third	Bullwhip Effect - obstacles and explanation
	Fourth	Levers in co-ordination
October	First	<u>Unit V</u> Flow of Logistics
	Second	Features of Hospital Logistics
	Third	Models - Analysis of the Logistics System
	Fourth	Revision

Books Referred

1. Chopra S. & Mendel P - Supply Chain Management Strategy, Planning and Operations, latest Edition
2. Ronald H Ballou and Samir K Seivatsava - Business Logistics / Supply Chain Management

SEMESTER I : MBA

PJBAA17 - BUSINESS LAB : T - ENGLISH FOR EXECUTIVES

MONTH	WEEK	PORTIONS TO BE COVERED
July	Third	<p><u>Unit I</u> Introduction to communication</p>
August	First	<p>Introduction - Importance - Evolution - looking up words - Dictionary skills - Phonetics</p>
	Second	<p><u>Unit II</u> Writing Skills Descriptive writing - Comprehension</p>
	Third	<p>Looking up words - Dictionary skills - Phonetics.</p>
	Fourth	<p><u>Unit III</u> Business Writing Sales letters - Trade enquiry - offers and quotations - complaint letters.</p>
September	First	<p>Collection letters - Circular letters.</p>
	Second	<p><u>Unit IV</u> Employability Quotient Career objectives - Preparing curriculum vitae</p>

MONTH	WEEK	PORTIONS TO BE COVERED
	Third & Fourth	Role play - Group discussion
October	First	Interview techniques Unit V
	Second	Report Writing
	Third	Agenda - Minutes
10/19	Fourth	Report - Types

References

1. Alpha Viswamohan, 'English for Technical Communication, Tata McGraw Hill Publications, New Delhi, Reprint 2009.
2. www.usingenglish.com
3. S.P. Dhanaavel, English and Communication Skills, Orient Blackswan Pvt.Ltd.

Date	Class	Portions Covered	Book Referred
18-6-2019 to 21-6-2019	II BHA	Introduction to Logistics and Supply chain Management	S. Chopra & P. Mendil "Supply chain Management"
24-6-2019 to 28-6-2019	II BHA I BHA	Definition, concepts, decision phases in supply chains, process views. Fundamentals in management, concepts, definition, nature & importance.	S. Chopra & P. Mendil "Supply chain Management" Dr. C.B. Gupta "Business Management"
01.7.19 to 05.07.19	II BHA I BHA	Steps in achieving strategic fit, value chain of a firm Steps in management process, functions, scope of management	S Chopra & P. Mendil 'Supply chain Management' Dr. C.B. Gupta "Business Management"

15/7/19
21/7/19

15/7/19

Date	Class	Portions Covered	Books Referred
08.7.19 to 12.7.19	II BHA	Comparison between Efficiency and Responsiveness in a supply chain strategy, obstacles to strategic fit	S. Chopra & P. Mendel 'Supply chain Management'
12/14/19	I BHA	Contributions of F.W. Taylor and Henry Fayol in the field of management.	Dr. C.B. Gupta 'Business Management'
15.7.19 to 19.7.19	II BHA	Drivers of supply chain, Supply chain and logistical drivers, facilities & inventory	S. Chopra & P. Mendel 'Supply chain Management'
19/17/19	I BHA	Planning process, steps, importance, advantages & limitations, various types of plan.	Dr. C.B. Gupta 'Business Management'
22.7.19 to 26.7.19	II BHA	Functional drivers, factors influencing distribution network & designs in distribution network.	S. Chopra & P. Mendel 'Supply chain Management'
26/17/19	I BHA	Decision making, process, limitations and barriers in decision making	Dr. C.B. Gupta 'Business Management'
27.7.19 to 02.08.19	ICA EXAMINATIONS		6/18/19

Date	Class	Portions Covered	Books Referred
05.8.19 to 09.8.19	<u>II</u> BHA	Forecasting, meaning, importance and components. Approach to forecasting and various techniques.	S. Chopra & P. Mendil 'Supply chain Management'
9/8/19	<u>I</u> BHA	Organising, nature importance advantages of organisation. Organisational charts.	Dr. C.B. Gupta 'Business Management'
13.8.19 to 16.8.19	<u>II</u> BHA	Aggregate Planning in supply chain, flexibility strategy, chase strategy and mixed strategy, importance of aggregate planning.	S. Chopra & P. Mendil 'Supply Chain Management'
16/8/19	<u>I</u> BHA	Formal and informal organisation, authority sources and types. Authority and power.	Dr. C.B. Gupta 'Business Management'
16/8/19	<u>I</u> MBA	Introduction to communication English. Descriptive writing, and public speaking skills.	English for Executives
19.8.19 to 22.8.19	<u>II</u> BHA	Pricing and Revenue Management in Supply chain, seasonal, bulk and spot markets. Pricing strategies.	S. Chopra & P. Mendil 'Supply chain Management'
22/8/19		9	

Date	Class	Portions Covered	Books Referred
	I BHA	Delegation; Definition, Advantages & Disadvantages Principles of delegation Centralisation & Decentralisation	Dr. C.B. Gupta 'Business Management'
	I MBA	Comprehension and sentence making.	English for Executives (Handouts)
26.8.19 to 30.8.19	II BHA	Information Technology in Supply chain - CRM, SRM and ISCM.	Sunil Chopra & P. Mendil 'Supply Chain Management'
	I BHA	Staffing - nature and importance, process of staffing	Dr. C.B. Gupta 'Business Management'
30/8/19	I MBA	Letter Writing and email etiquette.	English for Executives (Handouts) 30/8/19
03/9/19 to 07/09/19	II BHA	Supplier Relation Management Co-ordination - meaning and impact on supply chain	Sunil Chopra & P. Mendil 'Supply Chain Management'
5/9/19	I BHA	Recruitment - meaning sources of recruitment	Dr. C.B. Gupta 'Business Management'
	I MBA	Use of adjectives	A course on Communication Development

Date	Class	Portions Covered	Books Referred
09/09/19 to 13/9/19	II BHA	Bullwhip Effect on SC. - levers in managerial co-ordination	Sunil Chopra & P. Mendil 'Supply chain Management'
13/9/19	I BHA	Methods in selection process - Principles of selection - Training types & methods	Dr. C.B. Gupta 'Business Management'
13/9/19	I MBA	Career objectives - Preparation of curriculum vitae.	English for Executives (Handouts)
16/9/19 to 20/9/19	II BHA	Building partnerships and trust. - continuous replenishment and vendor managed inventories.	Sunil Chopra & P. Mendil 'Supply chain Management'
20/9/19	I BHA	Directing - nature - meaning - significance - co-ordination - control.	Dr. C.B. Gupta 'Business Management'
20/9/19	I MBA	Role play & Group discussion techniques - Do's & Don'ts.	
21/9/19 to 28/9/19		II CA EXAMINATIONS	

28/9/19
31/10/19

Date	Class	Portions Covered	Books Referred
30/9/19 to 04/10/19	II BHA I BHA I MBA	Introduction to healthcare logistics system. Meaning and definition of Reporting, types of reporting Extempo & debate	The logistics Handbook 'A practical guide for SCM of Health commodities' accountlearning.com
07/10/19 to 11/10/19	II BHA I BHA I MBA	Models in Healthcare Logistics system, Problems and challenges Nature, importance and requisites of reporting function Practical Session on Group discussion and Speaking skills.	The logistics Handbook 'A practical guide for SCM of Health commodities' accountlearning.com
14/10/19 to 19/10/19	II BHA I BHA I MBA	Process in logistics system and Revision of Unit 5. Budget and its process, types of budgets Agenda and Minutes of the Meeting	The logistics Handbook Business Management 'CB-Gupta' English for Executives Handout
21/10/19 to 25/10/19	II BHA I BHA I MBA	Revision Revision II CA Examination	

EVEN SEMESTER : 2019 - 2020

LESSON PLAN

Programme

MBA

Programme Code

Semester

IV

Course

Business Ethics

Course Code

PCBAP17

Hours

6

Credit

3

Total Hours

Maximum Marks

100

Course Instructor

Preethi Prabhakaran

WEEK	NO. OF HOURS	UNIT	TOPICS
<u>I</u>	6	<u>I</u>	Introduction:- Ethics - meaning -
<u>II</u>	6	MSB	Evolution and classification of Ethics
<u>III</u>	6	<u>VI</u>	Business Ethics - Importance - Levels - Myth Law versus ethics
<u>IV</u>	6	<u>II</u>	Ethical thought and Business practice Pragmatism and ethics
<u>V</u>	6	<u>8</u>	Ethics in Business Consumer Behaviour - of a manufacturer
<u>VI</u>	6	<u>III</u>	Consumer Rights - Behaviours - Legal vs business - Product - Pricing - Advertising
<u>VII</u>	6	<u>III</u>	Ethics in workplace: Rights and duties employees - personnel policies - trade
<u>VIII</u>	6	<u>IV</u>	Workplace ethics - health and safety - discrimination - sexual discrimination
<u>VIII</u>	6	<u>IV</u>	Ethical governance for corporations a moral person - corporate govern code - assumption of best practice

TEACHING METHODOLOGY & STUDENT CENTRIC METHOD	LEARNING RESOURCES	EVALUATION METHOD
morals	* 'Business Ethics' - book by Daniel Albuquerque.	Written Test
	* Lecture Method * Case study	Analysis of case study
-	* PPT * Lecture Method	group discussion
	* Lecture	Discussion
Duties	* PPT	Discussion
Moral	* Lecture Method	Question & Answer
	* Discussion	group discussion
of unions	* Lecture Method	Assignment
conflict	* PPT * Case study	group discussion
- as once - es	* Lecture Method * PPT	Written Test

WEEK	NO. OF HOURS	UNIT	TOPICS
IX	6	IV	Corporate Social Responsibility - Economic Corporation as a service organisation
		V	Ethical challenges - Environmental challenges Role of government - Challenges of cyber
X	6	V	Intellectual Property Act - Challenges violence - Business and terrorism
			Multinational challenges - Gender Right human rights

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TEACHING METHODOLOGY & STUDENT CENTRIC METHODS	LEARNING RESOURCES	EVALUATION METHOD
* Lecture Method * PPT		Quiz I
* PPT		II
* PPT		Open Book Test III
* Discussion		Objective Type question. & answer IV

LESSON PLAN

Programme	BBA [HOSPITAL ADMINISTRATION]
Programme Code	III
Semester	III
Course	Healthcare Ethics
Course Code	UACHA19
Hours	5
Credit	4
Total Hours	90
Maximum Marks	100
Course Instructor	Preethi Prabhakaran

WEEK	NO. OF HOURS	UNIT	TOPIC
I	5	I	Corporate Ethics - Role and importance business ethics - values in business
II	5		Definition of business ethics - In business policy and strategy
III	5		Types of ethical issues - bribes - deception - theft - unfair disc
IV	5	II	Corporate Social Responsibility and distributive Justice - Social Responsibilities towards - shareholders - employees
V	5		Dealers - Vendors - Government - audit - distributive Justice.
VI	5	III	Codes of conduct: Principles of Ethics - International Code of Ethics
VII	5		Duties of a doctor - Patient - Par - Health Resources
VIII	5		Mal practices - Negligence - Medical Negligence
IX	5	IV	Professional and Personal :- Confidentiality - Professional Secrecy
X	5		Rights of patients - consent - Bio communication

	TEACHING METHODOLOGY	LEARNING RESOURCES	EVALUATION METHOD
2	STUDENT CENTRIC METHODS		
ence of	* Lecture Method	Business Ethics by Shaw William	Discussion
ut on	* Lecture Method	Medical Ethics by CM Francis	Test
coercion mination	* Discussion		
ributive rds	* Lecture Method live example discussion		Assignment
ial	* Lecture Method		Presentation
Medical	* PPT * Lecture		Test
medical	* PPT		Discussion/Quiz
	* PPT * Lecture Method		Discussion
ntiality	* PPT		Test
ged	* Lecture Method		Test

WEEK	NO: OF HOURS	UNIT	TOPIC
<u>XI</u>	5	<u>IV</u>	Irrational drug therapy - Human entation - clinical Trials
<u>XII</u>	5	<u>V</u>	clinical Trials - Sex - Preselection
<u>XIII</u>	5		Female Feticide
<u>XIV</u>	5		Reproduction medicine and ethical in transplantation
<u>XV</u>	5		Assisted Reproduction Technologies
<u>XVI</u>	5		Surrogary - Abortion
<u>XVII</u>	5		Euthanasia
<u>XVIII</u>	5		Organ Donation

TEACHING METHODOLOGY	LEARNING	EVALUATION
STUDENT CENTRIC METHOD	RESOURCES	METHOD
Experi-	* PPT Business Ethics by Shaw William	Discussion
	* Lecture Method Medical Ethics by CM Francis	Discussion
	* Lecture Method	Assignment
issues	* PPT / Lecture	Test
	* PPT / Lecture	Discussion/Quiz
	* PPT / Lecture	Discussion/Text
	* PPT / Lecture	Discussion
	* PPT / Lecture	Discussion/Quiz

well done!

DATE	CLASS	TOPICS COVERED	LEARNING RESOURCES	METHODOLOGY
18.11.19 to 22.11.19	II MBA	Ethics - meaning - morals Evolution and classification of ethics	Business Ethics by Daniel Albuquerque	Lecture, Discussion
22/11/19	I BBA(HA)	Corporate Ethics - Role and importance of business ethics	Business Ethics by Shaw William	Lecture
25.11.19 to 30.11.19	II MBA	Definition of business ethics - Impact - Myths and law vs Ethics	www.msg.com	Lecture/ Case study
22/11/19	I BBA(HA)	Values in business - Impact of business policy and strategy	www.investopedia.com	Lecture
02.12.19 to 07.12.19	II MBA	Ethical Thought - Practices- Pragmatism and ethics Duties of a manufacturer	Business Ethics by Daniel Albuquerque	PPT Lecture
11/12/19	I BBA(HA)	Types of ethical issues - bribe - deception - theft - unfair discrimi- nation - CSR	Management Study Guide - Website	Lecture/ Discussion
09.12.19 to 13.12.19	II MBA	Consumer Rights -	Business Ethics	

DATE	CLASS	TOPICS COVERED	LEARNING RESOURCES	METHODOLOGY
09.12.19 to 13.12.19		Behavior - Legal vs Moral Business - Product - Pricing - Advertising	by Daniel Albuquerque	Lecture
15/12/19	I BBA(HA)	Corporate Social Responsibility towards stakeholders - Employees - shareholders - dealers - customers	Business Ethics by Shaw Williams	Lecture
16.12.19 to 20.12.19	II MBA	I CA Examination	-	-
20/12/19	I BBACHA)	Social Audit and distributive Justice.	Medical Ethics by CM Francis	Lecture/ Discussion
3/01/2020				
03.01.2020 to 04.01.2020	II MBA	Ethics in work place - Rights and duties	Business Ethics by Daniel Albuquerque	Lecture
06.01.2020 to 11.01.2020	I BBA(HA)	Revision for I CA.		
	I BBA(HA)	I CA Examination		
	II MBA	Rights and duties of employees - personnel policies	Business Ethics by Daniel	Lecture

Date	CLASS	TOPICS COVERED	LEARNING	
			RESOURCES	METHODS
20/01/2020 to 25/01/2020	I BBA(HA)	Codes of conduct - Principles of Ethics	Medical Ethics by C.M. Francis	Lecture
	II MBA	Personnel policies - Trade Union - workplace ethics		
27/02/2020 to 02/02/2020	I BBA(HA)	International code of Ethics - Duties of a doctor.	Medical Ethics by C.M. Francis	Lecture & power point
	II MBA	II CA Examination		
03/02/2020 to 08/02/2020	I BBA(HA)	Patient - Paramedical Health Resources	Medical Ethics by C.M. Francis	Lecture & power point
	II MBA	Project - Objectives scope - problem definition		
10/02/2020 to 13/02/2020	I BBA(HA)	Mal practices - Negligence - definition and principles	Medical Ethics by C.M. Francis	Lecture & power point
17/02/2020 to 26/02/2020	I BBA(HA)	Professional ethics - secrecy and confidentiality	Medical Ethics by C.M. Francis	Lecture
27/02/2020 to 09/03/2020	II MBA	II CA Examination		

Date	CLASS	TOPICS COVERED	LEARNING RESOURCES	METHODOLOGY
10/03/20 to 16/03/20	I BBACHA)	Ireational drug therapy Clinical Trials. Female feticide	Medical Ethics by C.M. Francis	Lectures Powerpoint
17/03/20 to 30/03/20	I BBACHA)	Surrugay - Abortion- Euthanasia - organ donation	Medical Ethics by C.M. Francis	Powerpoint

Date	CLASS	TOPICS COVERED	LEARNING RESOURCES	METHODOLOGY
10/03/20 to 16/03/20	I BBA(HA)	Irrational drug therapy Clinical Trials Female feticide	Medical Ethics by C.M. Francis	Lecture Powerpoint
17/03/20 to 30/03/20	I BBA(HA)	Surrogacy - Abortion - Euthanasia - organ donation	Medical Ethics by C.M. Francis	Powerpoint

Academic Year 2019-20 (Odd Semester)
SEMESTER III - BBA(HA)

UCHAG19 - ACCOUNTING FOR HOSPITAL ADMINISTRATORS I

MONTH	WEEK	PORTIONS TO BE COVERED
June	Third	<u>UNIT - I</u> Definition of Accounting - Financial Accounting - functions
	Fourth	Limitations - Meaning of Accounting principles
July	First	Accounting concepts - conventions - features.
	Second	<u>UNIT - II</u> System of Book keeping - Single Entry system - Double entry system.
	Third	Meaning of debit & credit - Advantages of double entry system - Distinction between single entry & double entry
	Fourth	Equation - Rules for accounting equation - Uses of computer in Accounting
	Fifth	I CA EXAMINATION
August	First	<u>UNIT - III</u> Accounting cycle - Journal - classification of Accounts - Ledger - meaning of ledger
	Second	Method of preparing an Account - Posting in the ledger
	Third	Balancing of ledger - Distinction between Journal & ledger.
	Fourth	<u>UNIT - IV</u> Preparation of subsidiary books - Sales book - Purchases book.

MONTH	WEEK	PORTIONS TO BE COVERED
September	First	Sales return book - Purchase returns book - cash book
	Second	Types - petty cash book - Bills receivable book - Bills payable book - General journal or journal proper.
	Third	<u>ii</u> CA EXAMINATIONS.
	Fourth	<u>UNIT - V</u> Trial balance - Meaning - Definition - objectives.
October	First	Preparation of manufacturing account - Final accounts - Trading account.
	Second	Profit & Loss account - Balance Sheet with adjustments.
	Third	Revision
		<u>BOOKS TO BE REFERRED:</u> 1. Reddy J.S and Murthy. A - Financial Accounting - Margham Publications. 2. Jain S.P and Narang K.L - Advanced Accounting - Kalyani Publishers.

11/11/19

SEMESTER V - BBA (HA)

UEHAC19 - HEALTH CARE INSURANCE

MONTH	WEEK	PORTIONS TO BE COVERED
June	Third	<u>UNIT-I</u> Introduction to Insurance - Concept of Health insurance - Health care -
	Fourth	Determinants - Levels of Health care - Types.
July	First	Factors affecting health care system - Evolution of Health Insurance.
	Second	<u>UNIT-II</u> Health insurance market - Health Insurance products.
	Third	IRDA guidelines - Hospitalization indemnity policy - High Deductible plans.
	Fourth	Senior citizen policy - Fixed benefit covers - Long term care Insurance.
	Fifth	I CA EXAMINATIONS
August	First	<u>UNIT-III</u> Combi products - package policies - Health Insurance for poorer sections.
	Second	Government schemes - Personal accident - Overseas Travel Insurance.
	Third	Group health cover - Special products - Key terms in Health policies

MONTH	WEEK	PORTIONS TO BE COVERED
7	Fourth	Diagnostic Related Groups - Determinants - Benefits .
September	First	<u>UNIT - IV</u> Health Insurance underwriting - Needs - principles and tools - process .
	Second	Group insurance - underwriting of overseas Travel Insurance - personal accident insurance .
	Third	II CA EXAMINATIONS
	Fourth	<u>UNIT - V</u> Claims management .
October	First	Claim process .
	Second	Role of Third Party Administrators .
	Third	Revision
		<p>AS 1/14/19</p> <p><u>BOOKS TO BE REFERRED :</u></p> <ol style="list-style-type: none"> Insurance Institute of India - IC 32 - Health Insurance , 2015 . Benjamin S. Warren - Health Insurance : Its Relation to the Public Health - Biblio Bazaar , 2019 .

SEMESTER V - BBA (H.A)
 USHAESIA - ACCOUNTING PACKAGES

MONTH	WEEK	PORTIONS TO BE COVERED
June	Third	<u>UNIT - I</u> Introduction to Accounting Software Packages : Marg - Zipbooks - Profit books - Money Manager .
	Fourth	Quick books - Toho books - Vyapar - Mprofit - Marg ERP - Tally .
July	First	Journal , Ledger , Trial balance - Trading & P&L a/c - Balance Sheet .
	Second	<u>UNIT - II</u> Fundamentals of Inventory - Accounts Master creation .
	Third	Accounts Information - Groups - Multiple groups .
	Fourth	Multiple Ledgers .
	Fifth	I CA EXAMINATIONS
August	First	<u>UNIT - III</u> Reports in Tally : Display Balance Sheet .
	Second	Profit & Loss a/c - Display trial balance - Day books .
	Third	<u>UNIT - IV</u> Cost categories - cost centres - Inventory group creation .
	Fourth	Stock groups - Entering vouchers - voucher types - How to enter voucher

September	First	Different types of Accounting vouchers.
	Second	Payments - receipts - Journals - Sales and purchase.
	Third	<u>II</u> CA EXAMINATIONS.
	Fourth	<u>UNIT-V</u> Ratio Analysis.

October	First	Ratio Analysis.
	Second	Revision

BOOKS TO BE REFERRED :

1. Namrata Agarwal, Tally 9, 2nd edition - Dreamtch press, 2013.

2. W.K. Tally 9 book 4 com
 (Tally 9 book 4 com) - Foundation of Tally 9 book 4 com.

6/11/19

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
17.06.19 to 21.06.19	iii BHA (Healthcare Insurance) ii BHA (Accounting package) i BHA (Accounting - I)	Introduction to Insurance - Concept of Health Insurance. Introduction to Accounting Packages. Definition of Accounting - Financial accounting - features.	IC 32 - Health Insurance Course Material Reddy & Murthy - Financial & Management Acctg.
24.06.19 to 28.06.19	ii BHA (Healthcare Insurance) ii BHA (Accounting Package) i BHA (Accounting - I)	Healthcare determinants - Levels - Types. Mang - Zipbooks - PR books - Money manager. Functions - Limitations - Principles of Accounting.	IC 32 - Health Insurance Course Material Reddy & Murthy - Financial & Management accounting.
01.07.19 to 05.07.19	ii BHA (Healthcare Insurance) iii BHA (Accounting package) i BHA (Accounting 2)	Factors affecting health-care system - Evolution of Health Insurance. Journal - Ledger - Trial balance - Trading & P&L a/c Accounting concepts - conventions - features	IC 32 - Health Insurance Course Material Reddy & Murthy - Financial & Management Acctg.
08.07.19 to 12.07.19	ii BHA (Healthcare Insurance) ii BHA (Accounting package) i BHA (Accounting I)	Health care market - Health Insurance products - IRDA guidelines Balance sheet - Fundamentals of Inventory - Accounts master creation System of book keeping - Single & Double entry system	IC 32 - Health Insurance Course Material Reddy & Murthy - Financial & Management Acctg.

25/7/19
11/7/19

4/5/19

12/7/19

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
15.07.19 to 19.07.19	iii BHA (Healthcare Insurance)	Hospitalization indemnity policy - High deductible plans.	IC32 - Health Insurance
19/7/19	ii BHA (Accounting package)	Accounts information - Groups - Multiple groups	Course Material
	i BHA (Accounting)	Meaning of debit & credit - Advantages of double entry system	Reddy & Murthy - Financial & Management Acctg
22.07.19 to 26.07.19	iii BHA (Healthcare Insurance)	Senior citizen policy - Fund benefit covers - Long term care insurance.	IC32 - Health Insurance
	ii BHA (Accounting package)	Multiple Ledgers.	Course Material
26/7/19	i BHA (Accounting)	Accounting equation - Rules - uses of computer in accounting	Reddy & Murthy - Financial & Management Acctg
29.07.19 to 02.08.19		I CA Examinations	18/8/19
2/8/19 05.08.19 to 09.08.19	iii BHA (Healthcare Insurance)	Conbit products - package policies - Insurance for poorer sections.	IC32 - Health Insurance
	iii BHA (Accounting package)	Cost centre - cost categories	Course Material
9/8/19	i BHA (Accounting - I)	Accounting cycle - Journal - classification of accounts.	Reddy & Murthy - Financial & Management Acctg
13.08.19 to 16.08.19	iii BHA (Healthcare Insurance)	Govt. schemes - personal accident - Overseas travel insurance	IC32 - Health Insurance
	iii BHA (Accounting package)	Stock groups - Entering vouchers - types.	Course Material
16/8/19	i BHA (Accounting - I)	Ledgers - meaning - preparation	Reddy & Murthy - Financial & Management Acctg

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
19.08.19 to 23.08.19	<u>ii</u> BHA (Healthcare Insurance)	Group health cover - Special products	IC32 - Health Insurance
	<u>iii</u> BHA (Accounting package)	Different types of accounting vouchers	Course Material
	<u>ii</u> BHA (Accounting - I)	Distinction between journal & ledger - preparation of sub-books	Reddy & Murthy - Financial & Management a/c's
26.08.19 to 30.08.19	<u>iii</u> BHA (Healthcare Insurance)	Key terms - DRG - determinants - benefits	IC32 - Health Insurance
	<u>iii</u> BHA (Accounting package)	Payments - receipts - journal - sales & purchases	Course Material
	<u>ii</u> BHA (Accounting - I)	Sales - purchases book - sales returns book - purchase returns book	Reddy & Murthy - Financial & Management a/c's
03.09.19 to 06.09.19	<u>i</u> BHA (Healthcare Insurance)	Combi products - package policies - Health insurance - underwriting need	IC32 - Health Insurance
	<u>ii</u> BHA (Accounting package)	Journal - sales & purchases	Course Material
	<u>ii</u> BHA (Accounting - I)	Cash book - types - petty cashbook - Bills receivable & payable	Reddy & Murthy - Financial & Management a/c's
09.09.19 to 13.09.19	<u>iii</u> BHA (Healthcare Insurance)	Principles - tools - process - Group insurance - overseas travel insurance	IC32 - Health Insurance
	<u>iii</u> BHA (Accounting package)	Revision	Course Material
	<u>ii</u> BHA (Accounting - I)	General Journal - journal - proper	Reddy & Murthy - Financial & Management a/c's

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
16.09.19 to 20.09.19	III BHA (Healthcare Insurance)	Personal accident insurance.	IC32 - Health Insurance
	III BHA (Accounting package)	Revision	Course Material
20/9/19	II BHA (Accounting - 2)	Revision	Reddy & Murthy - Financial & Management a/c
21.09.19 to 28.09.09		CA Examinations	
09.10.19 to 11.10.19	III BHA (Healthcare Insurance)	Claims management - claims process.	IC32 - Health Insurance
	III BHA (Accounting package)	Ratio Analysis	Course Material
11/10/19	II BHA (Accounting - 1)	Preparation of manufacturing accounts - Final accounts	Reddy & Murthy - Financial & Management a/c.
14.10.19 to 18.10.19	III BHA (Healthcare Insurance)	Role of Third party Administrators	IC 32 - Health Insurance
	III BHA (Accounting packages)	Revision	Course Material
18/10/19	II BHA (Accounting - 1)	Trading - P&L accounting	Reddy & Murthy - Financial & Management a/c.
21.10.19 to 25.10.19	III BHA (Healthcare Insurance)	Revision	IC32 - Health Insurance
	III BHA (Accounting packages)	Revision	Course Material
25/10/19	II BHA (Accounting - 1)	Final accounts with adjustments	Reddy & Murthy - Financial & Management a/c.
26.10.19 to 19.11.19		STUDY HOLIDAYS - SEMESTER EXAM	

EVEN SEMESTER 2019-20

LESSON PLAN

Programme	BBA (HA)
Programme Code	
Semester	<u>IV</u>
Course	Accounting for Hospital Administrators - II
Course code	VAAHA19
Hours	5
Credit	4
Total hours	90
Max Marks	100
Course Instructor	Dr. Sripriya

WEEK/ DATE	NO. OF HOURS	UNIT	TOPICS	TEACHING METHODOLOGY & STUDENT CENTRIC METHODS	LEARNING RESOURCES	EVALUATION METHOD
I	5	I	Introduction to management accounting - Meaning - features - principles - Scope	PPT Lecture Method	Management Accounting by Khan & Jain	Written Test
II	5	II	Objective - Functions - Advantages - Limitations - Need for cost accounting	PPT Lecture Method	Fundamentals of Financial Management	Oral test
III	5	III	Difference between cost & management accounting - Tools and techniques	Lecture Method	- Prassanna chandra	Open book test
IV	5	IV	Ratio - Analysis - Calculation of various ratios	Lecture Method Solving problems		Written test
V	5	V	Profitability ratios - Liquidity ratios - Solvency ratios	Solving problems		Written test
VI	5	VI	Turnover ratios - Capital structure ratio	Solving problems		Written test
VII	5	VII	Funds flow analysis - Working capital - Current assets - Current liabilities	PPT Lecture Method		Quiz Written test

WEEK/ DATE	NO. OF HOURS	UNIT	TOPICS	TEACHING METHODOLOGY & STUDENT CENTRIC METHODS	LEARNING RESOURCES	EVALUATION METHOD
VIII	5	III	Preparation of funds flow statement	Solving problems		Written test
IX	5	III	Cash flow analysis - Meaning - Importance Difference between funds & cash flow statement	PPT Lecture Method		Quiz
X	5	III	Preparation of cash flow statement	Solving problems		Written test
XI	5	III	Classification of costs	Lecture method		Oral test
XII	5	III	Cost sheet - Materials - FIFO	Solving problems		Written test
XIII	5	IV	LIFO - process costing	Solving problems		Written test
XIV	5	IV	Revision	Classifying doubts & solving problems		

NGER/ DATE	NO. OF HOURS	UNIT	TOPICS	TEACHING METHODOLOGY & STUDENT CENTRIC METHODS	LEARNING RESOURCES	EVALUATION METHOD
XV 1	5	12	Marginal costing - Meaning - Introduction CVP Analysis.	PPT Lecture Method		Open Book test
XVI 1	5	13	Budget & Budgetary control - Meaning- Advantages - Disadvantages	Lecture Method	Call Material	Oral test
XVII 40	5	14	Types of budgets - Cash budget, flexible budget	Solving problems	Call Material	Written test
XVIII 1	5	15	Production budget & sales budget.	Solving problems	Call Material	Written test.

LESSON PLAN

Programme	BBA (HA)
Programme code	
Semester	IV
Course	Introduction to Research Methodology
Course code	UCHAT19
Hours	5
Credit	4
Total hours	90
Max hours	100
Course Instructor	Sa. Sripriya

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WEEK/ DATE	NO. OF HOURS	UNIT	TOPICS	TEACHING METHODOLOGY & STUDENT CENTRAL METHODS	LEARNING RESOURCES	EVALUATION METHOD
I 18	5	I	Definition of Research - Planning - Objectives - types	Lecture Method	Research Methodology & Techniques	Oral test
II 25	5	I	Research process - Qualities of a researcher.	PPT Lecture Method	- G.R. Kothari Research Methodology	Oral test
III 01/12	5	I	Criteria of good research - Problems encountered in research.	Lecture Method	- Uma Sekaran	Written test
IV 08/12	5	II	Defining research problem - Research design - features of good design	PPT Lecture Method		Oral test
V 15/12	5	II	Types of design - factors affecting research design.	Lecture Method Discussion		Open book test
VI 22/12	5	II	Hypothesis - meaning - definition - need for hypothesis.	Lecture Method		Quiz

WEEK / DATE	NO. OF HOURS	UNIT	TOPICS	TEACHING METHODS & STUDENT CENTRIC METHODS	LEARNING RESOURCES	EVALUATION METHOD
VI	5	I	formulation of hypothesis - types of hypothesis - test of hypothesis - Type I & II error.	PPT Lecture Method		Group Discussion
VII	5	II	Sampling techniques - types of sampling	Lecture Method		Written Test
VIII	5	III	Merits and demerits of sampling techniques	PPT Discussion		Quiz
IX	5	IV	Scaling - types - measurements	PPT Lecture Method		Written Test
X	5	V	Collection of primary & secondary data - Interview techniques - survey & Interview methods.	Lecture Method		Oral Test

WEEK/ DATE	NO. OF HOURS	UNIT	TOPICS	TEACHING METHODOLOGY & STUDENT CENTRIC METHODS	LEARNING RESOURCES	EVALUATION METHOD
XII I	5	IV	Merits & demerits - Questionnaire - pre-requisites of using questionnaire	Lecture Method		Group discussion
XII II	5	IV	Structured & unstructured questionnaire - pre-requisites - types of secondary data.	PPT Lecture Method	(Am) ADA	Written test
XII III	5	V	Steps in report writing - Introduction to Statistical package - Description: Percent analysis.	PPT Lecture Method		Oral test
XII IV	5	V	Charts - Referential Analysis - Mean - Median - Mode - Range - Variance.	Lecture Method		Written test
XII V	5	V	Standard deviation - Correlation - Regression - Chi-square - ANOVA	PPT Discussion		Oral
XVII & XVIII	5	.	Revision	Discussion		

LESSON PLAN

Programme	BBA (HA)
Programme code	
Semester	II
Course	SBE : Communication Skills in English
Course code	USHAB219
Hours	2
Credit	2
Total hours	
Max hours	60
Course Instructor	Sa. Sriprīya

WEEK/ DATE	NO. OF HOURS	UNIT	TOPICS	TEACHING METHODS - LOG & STUDENT CENTRIC METHODS	LEARNING RESOURCES	EVALUATION METHOD
I	2	I	Definition of communication - Elements Types	Lecture Method	P.D. Chaturvedi & Mukesh Chaturvedi	Quiz
II	2	I	Media of communication - process of communication	PPT	- Communication Skills	Oral test
III	2	I	Barriers in communication	Discussion	Professional Communication	Oral test
IV	2	II	Structure of letter - Leave letter - Complaint letter	Lecture Method	- B.S. Verma & R.P.S. Pandey	Written test
V	2	II	Letter of Application - Enquiry	Lecture Method	Course Materials	Oral test
VI	2	II	Sales Letter - Banking Correspondence	PPT Lecture Method		Written test
VII		CA - I				

WEEK / DATE	NO. OF HOURS	UNIT	TOPICS	TEACHING METHODOLOGY - STUDENT CENTRIC METHODS	LEARNING PROCESS	EVALUATION METHOD
XI	2	III	Every day words	Lecture Method Discussion		Group discussion
XI	2	III	Every day words	Discussion		Group discussion
XI	2	III	General statements - Past - present - future	Discussion		Group discussion
XI	2	IV	Aptitude test - Logical & Reasoning - Basic interview questions	Solving problems		Written test
XI	2	IV	Preparation of resume - Writing discharge summary - Consent for admission	Lecture Method		Quiz
XI	2		<u>II</u> - CA			

WEEK/ DATE	NO. OF HOURS	UNIT	TOPICS	TEACHING METHODS - STUDENT CENTRIC METHODS	LEARNING RESOURCES	EVALUATION METHOD
XIV	2	I	Group discussions - Roleplay	Group discussions Role play		Group discussion
XV	2	II	E-mail - browsing for assignments	PPT		Quiz
XVI	2	III	Presentation skills	PPT		Oral test
XVII	2	IV	Use of Google Scholar.	PPT Lecture Method		Oral test
XVIII			Revision			

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06/11/2020

DATE	CLASS	TOPICS COVERED	LEARNING PROCESS	METHODOLOGY
18.11.19 to 22.11.19	I BBA(HA) -Accounts	Introduction to Management Financial accounting - features - principles - scope - objective - functions	Financial Management - Khan & Jain	Lecture method
	II BBA(HA) Research Methodology	Definition - Meaning - Objectives - types - Research process	Research Methodology - C.R. Kothari	Lecture
	I BBA(HA) SBE	Definition of communication Elements - types	Communication Skills - Chaturvedi	Lecture method
25.11.19 to 30.11.19	II BBA(HA) -Accounts	Cost accounting - need - Differences - tools and techniques	Management Accounting - Khan & Jain	Lecture Method
	II BBA(HA) Research Methodology	Qualities of research - Criteria - Problems encountered in India	Research Methodology - C.R. Kothari	Lecture PPT
	I BBA(HA) SBE	Medias of communication - process - barriers	Communication Skills - Chaturvedi	PPT Lecture method
02.12.19 to 07.12.19	II BBA(HA) -Accounts	Ratio Analysis - Meaning - Calculation of profitability ratios - Solvency ratios	Financial Management - Subhirkumar	Solving Problems & Lecture Method
	II BBA(HA) Research Methodology	Defining research problem - research design - features - types	Research Methodology - Uma Sekaran	Lecture Method
	I BBA(HA) SBE	Structure of letter - Leave letter - Complaint Letter.	Communication Skills - Chaturvedi	PPT Lecture Method

DATE	CLASS	TOPICS COVERED	LEARNING PROCESS	METHODOLOGY
09.12.19 to 13.12.19	II BBA(HA) SBE	Letter of application, - Enquiry - Sales letter - Bank correspondence	Communication Skills - Chaturvedi	Lecture Method
	II BBA(HA) Accounts	Liquidity ratios - Turnover ratios - Capital structure ratios	Fundamentals of Mgmt accounting - Prashant Chandra	Solving problems
15/12/19	II BBA(HA) Research Methodology	Hypothesis - need - types - formulation - test of hypothesis.	Research Methodology - Uma Sekaran	Lecture Method
16.12.19 to 20.12.19	II BBA(HA) Accounts	Revision	Financial Management - Khan & Jain	Solving problems & Discussion
	II BBA(HA) Research Methodology	Type I & Type II errors.	Research Methodology - C.R. Kothari	Discussion
	II BBA(HA) SBE	Bank Letters	Communication Skills - Chaturvedi	Discussion/ Lecture Method
03.01.20 to 10.01.20	II BBA Accounts	Funds flow analysis - Working capital - Current assets - current liabilities - LIFO - FIFO - process costing	Financial Management - Khan & Jain	Solving problems
	II BBA Research Methodology	Sampling techniques - types Merits & demerits	Research Methodology - C.R. Kothari	Lecture Method
	II BBA SBE	Every day words - General statements.	Communication Skills - Course Material	Discussion

DATE	CLASS	TOPICS COVERED	LEARNING PROCESS	METHODOLOGY
20.01.20 to 25.01.20	I BHA Accounts	Preparation of funds flow statements - Cash sheet	Financial Management - Subhir Khan	Solving problems
	II BHA Research Methodology	Scaling - types - measurement	Research Methodology - C.R. Kothari	Lecture method
	II BHA SBE	Aptitude test - Logical reasoning	Course Material	Discussion
27.01.20 to 31.01.20	I BHA Accounts	Cash flow analysis - Meaning - importance	Management Accounting - Khan & Jain	Solving problems
	II BHA Research Methodology	Cash flow preparation Collection of data - Methods - types	Research Methodology - Uma Sekaran	Lecture method
	II BHA SBE	Preparation of resume - discharge summary - consent form	Course Material	Discussion
03.02.20 to 07.02.20		II CA Examination		
03.02.20 to 07.02.20	II BHA Accounts	Process costing - Meaning - Advantages	Cost Accounting - S.N. Maheshwari	Solving problems
	II BHA Research Methodology	Measurements - types	Research Methodology - C.R. Kothari	Lecture Method
	II BHA SBE	Past - present - future tense	Course Material	Discussion
10.02.20 to 13.02.20	I BHA Accounts	Difference between funds flow and cash flow.	Financial Management - Subhir Khan	Solving problems
	II BHA Research Methodology	Scaling - techniques	Research Methodology - C.R. Kothari	Lecture Method
	II BHA SBE	Interviewing techniques	Course Material	Discussion

DATE	CLASS	TOPICS COVERED	LEARNING PROCESS	METHODOLOGY
17.02.20 to 21.02.20	<u>II</u> BHA Accounts	Statement showing changes in working capital.	Financial Management - Subhir Khan	Solving problems
	<u>I</u> BHA Research Methodology	Probability sampling - merits & demerits	Research Methodology - C.R. Kothari	Lecture Method
	<u>I</u> BHA SBE	Logical reasoning	Course Material	Discussion
24.02.20 to 27.02.20	<u>I</u> BHA Accounts	Cash flow statements	Financial Management - Khan & Jain	Solving problems
	<u>I</u> BHA Research Methodology	Non-probability sampling - merits & demerits	Research Methodology - C.R. Kothari	Lecture Method
	<u>I</u> BHA SBE	Aptitude test	Course Material	Discussion
28.02.20 to 09.03.20		<u>I</u> CA Examination		
10.03.20 to 16.03.20	<u>II</u> BHA Accounts	Budgetary control - Merits - objectives; advantages - disadvantages	Financial Management - Khan & Jain	Lecture method
	<u>II</u> BHA Research Methodology	Steps in report writing	Research Methodology - Uma Sekaran	Lecture method
	<u>I</u> BHA SBE	Roleplays - Group discussion	Communication Skills - Chaturvedi	Discussion
17.03.20 to 30.03.20	<u>I</u> BHA Accounts	Cash budget, Master budget	Financial Management - Khan & Jain	Solving problem
	<u>I</u> BHA Research Methodology	SPSS	Research Methodology - Uma	Lecture method
	<u>I</u> BHA SBE	Discharge summary	Communication Skills	Discussion

ODD SEMESTER

2019 - 2020

SEMESTER V
 BBA (Hospital Administration) III year
 UCHALI9 - ORGANISATIONAL BEHAVIOUR
 LESSON PLAN

MONTH	WEEK	PORTIONS TO BE COVERED
JUNE	Third	<u>UNIT - I</u> Introduction of Organizational Behaviour - Definition - Nature and Concept of OB.
	FOURTH	Challenges of OB - Role of OB - OB Models.
July	FIRST	Hawthorne Experiments - Nature of human behavior - Concept - Process - Models of men
	SECOND	<u>UNIT - II</u> Perception - Concept - Process - Interpersonal Perception - Managerial applications developing Perceptual skills.
	THIRD	Learning - Concept - nature - Components of learning Process
	FOURTH	Factors affecting Learning Process.
AUGUST	FIRST	ICA
	SECOND	<u>UNIT - III</u> Personality - Concept - theories - determinants - measurement.
	THIRD	Attitude - Concept - Factors in attitude Formation - attitudes relevant for OB -
	FOURTH	Group dynamics - Concept types - Formal & informal - meaning - characteristics - difference.

MONTH	WEEK	PORTIONS TO BE COVERED
	FIFTH	<u>UNIT - IV</u> Organisational Conflict - Concept - Stages of Organisational conflict.
SEPTEMBER	FIRST	Positive and negative aspects - role of conflict - Interpersonal conflict - group-level conflict - Conflict resolution.
	SECOND	STRESS - Meaning - Causes & effects - MBO - concept Process - benefits - problems - Pre-requisites for MBO
	THIRD	<u>II</u> CA
	FOURTH	<u>UNIT V</u> Motivation Theories - Maslow's, Herzberg, Vroom's.
OCTOBER	FIRST	McClelland's, X and Y theory of motivation
	SECOND	Leadership - meaning - definition - nature
	THIRD	Functions of Leadership - Importance - Theories - styles
	FOURTH	SEMESTER EXAM.

TEXT BOOKS:

1. Keith Davis and John W. Newstrom - Organisational Behavior - Human Behavior at Work - Tata McGraw Hill. Delhi, Latest Edition.
2. L. M. Prasad - Organisational Behavior - Sultan Chand & Sons, Latest Edition.

1/14/19

SEMESTER V
 BBA (H) III year
 UCHAN19 - MANAGEMENT INFORMATION SYSTEM
 LESSON PLAN

MONTH	WEEK	PORTIONS TO BE COVERED
JUNE	THIRD	<u>UNIT - I</u> A Manager's view of Information System - An Introduction Concept of System and Organisations.
	FOURTH	Strategic Uses of Information Technology
JULY	FIRST	Business Process in Engineering and Information Technology.
	SECOND	<u>UNIT - II</u> Applications to operational Information System to Business - Operation Marketing Information System - Operation Accounting Information System.
	THIRD	Operational human resource Information System - Tactical & strategic Information System to Business - Tactical accounting and Financial.
	FOURTH	Tactical Marketing - Tactical human resource. Information System.
AUGUST	FIRST	<u>UNIT - III</u> I CA
	SECOND	Information Systems Planning
	THIRD	System analysis and Design
	FOURTH	Centralized & De-centralized Distributed data Processing.

MONTH	WEEK	PORTIONS TO BE COVERED
	FIFTH	<u>UNIT - IV</u> Allocation of Responsibilities in distributed data Processing - Effective Organization of Information Processing activities.
SEPTEMBER	FIRST	Roles & Responsibilities of Information Systems Professionals - Career paths and Management of Data processing. Departmental Computing.
	SECOND	The Organization and Management of End-user Computing - Users and User Developed applications - Management & Control Issues. Future of Information System.
	THIRD	<u>II CA</u>
	FOURTH	<u>UNIT - V</u> Introduction to HIS - definition - need of HIS Functional areas - utilization - Structure & Importance of HIS
OCTOBER	FIRST	Managing information in hospital - Functional areas, Structuring, users & access control - Development & implementation
	SECOND	HMS - HIT - Telemedicine
	THIRD	Laboratory Information
	FOURTH	SEMESTER EXAM.

TEXTBOOKS

1. Robert Schuchthaus, Mary Sumner - Management Information Systems: The Manager's view - Tata McGraw Hill, 2006
2. Haag, Cummings and McCubrey - Management Information System for the Information age, 6th Edition - Tata McGraw Hill, 2005
3. Hospital Information Systems: A concise Study by S.A. Kelkar.

SEMESTER III

BBA (H) II years

USHAC 319 - SKILL BASED OBJECTIVE III : WELLNESS
MANAGEMENT

LESSON PLAN

MONTH	WEEK	PORTIONS TO BE COVERED
JUNE	THIRD	<u>UNIT - I</u> Self awareness - Meaning - Dimensions of Personality Development - Interpersonal Relations
	FOURTH	Types of Complexes - Emotional Intelligence - Components of Emotional Intelligence.
JULY	FIRST	<u>UNIT - II</u> SWOT - Stress - Meaning - Definition - Sources of stress - Life style stressors.
	SECOND	Symptoms of stress - Guidelines to reduce stress - Workplace humor.
	THIRD	ANGER Management
	FOURTH	Types of Anger. Guidelines to control anger.
AUGUST	FIRST	<u>UNIT - III</u> <u>I CA</u>
	SECOND	Time Management - Definition - Tips for Time Management
	THIRD	Advantages - Common mistakes students make in time management.
	FOURTH	Goals of Time Management
	FIFTH	<u>UNIT - IV</u> Conflict Management - Crisis Management.

MONTH	WEEK	PORTIONS TO BE COVERED
SEPTEMBER	FIRST	EVENT Management
	SECOND	Responsible use of Technology.
	THIRD	II CA
	FOURTH	<u>UNIT - IV</u> Need for healthy diet.
OCTOBER	FIRST	Balanced diet
	SECOND	Meditation
	THIRD	Simple Exercises for a healthy living.
	FOURTH	SEMESTER EXAM.

TEXTBOOKS:

1. Richard Regis - Stress Management. National HRD Network Publication 1st edition.
2. Swati Y. Bhave - Anger Management - SAGE Publication 3rd Edition - 2010.
3. Material:

1/14/19

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
17/6/19 to 21/6/19	III BHA III BHA II BHA III BHA	Organizational Behaviour : Introduction to OB - Definition nature and concept of OB Management Information System : Challenges, Role & Model of MIS. A Manager's view of Information System. Concept & System of Organization. SBE : III : Wellness Management Self awareness - meaning - Dimension of Personality development - Interpersonal relation PROJECT : Discussion about data collection	L.H. Prasad - Organisational Behaviour Robert Schultzein Mary Sumner - MIS a manager View. Material
24/6/19 to 29/6/19	III BHA III BHA III BHA II BHA	Organization Behaviour : Challenges, Model & Role of Organizational Behaviour Management Information System : Strategic Use of Information System. PROJECT : Discussion about Review of Literature. SBE : III : Wellness Management Types of Complex - Emotional Intelligence - Components of Emotional Intelligence.	L.H. Prasad Organizational Behaviour Robert schultzein & Mary Sumner - MIS A manager's view. Material .

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
1/7/2019 to 5/7/2019	<p>III BHA</p> <p>III BHA</p> <p>II BHA</p> <p>II BHA</p>	<p>Organisational Behaviour: Hawthorne Experiments - Nature of human behavior - Concept - Process - Models of man.</p> <p>Project: Data Feeding in SPSS Software.</p> <p>Health care Economics: Introduction to Economics - Basic Problems of Economy - Types of Economy - Microeconomics and macroeconomics.</p> <p>SBE: III: Wellness Management SWOT - Stress - Meaning - Definition - Sources of stress - Life style stressors.</p>	<p>L.H. Prasad Organizational Behavior.</p> <p>Sherman Folland. Allen C. The Economics of Health & Health care.</p> <p>Material</p>
8/7/2019 to 12/7/2019	<p>III BHA</p> <p>III BHA</p> <p>II BHA</p>	<p>Organisational Behaviour: Perception - Concept - Process - Interpersonal - Perception - Managerial applications developing perceptual skills.</p> <p>Project: Discussion about Percentage analysis.</p> <p>Health care Economics: Circular Flow and Interdependence of Economic Activity. Scarcity & Efficiency - Basic Economic Concepts.</p>	<p>L.H. Prasad Organizational Behavior</p> <p>Sherman Folland, Allen C. The Economics of Health & Health care.</p>

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
	<u>II</u> BHA	SBE : <u>III</u> Wellness Management Symptoms of stress. - Guidelines to reduce stress - Workplace humour.	Material.
15/7/2019 to 19/7/2019	<u>III</u> BHA	Organizational Behaviour: Learning - concept - nature - Components of Learning Process.	L. M. Prasad Organizational Behaviour.
	<u>IV</u> BHA	Project : Discussion about Interpretation For data analysis.	
	<u>I</u> BHA	Healthcare Economics : Elasticity of substitution - Cost - Basic Elements of demand and Supply.	Sherman Folland, Allen C. The Economics of Health and Health Care.
	<u>II</u> BHA	SBE : <u>III</u> ; Wellness Management Anger Management - ways to control anger.	Material
22/7/2019 to 26/7/2019	<u>III</u> BHA	Organizational Behaviour :- Factors affecting Learning Process.	L. M. Prasad Organizational Behaviour.
	<u>III</u> BHA	Project : Discussion about statistical tools. chi-square in SPSS.	

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
	II BHA	Healthcare Economics: Basic Elements of Demand & Supply - Market equilibrium. Demand for health.	Sherman Folland, Allen. C The Economics of Healthcare.
	II BHA	SBE : III : Wellness Management Types of Anger. Guidelines to Control anger.	Material.
29/07/18 to 02/08/19		ICA Examination	29/8/19
05/08/19 to 09/08/19	III BHA	Organizational Behaviour: Personality - concept - theories - determinants - measurement.	L.M. Prasad Organizational Behavior.
	III BHA	Project :- Rough draft of Project Submission. Contents, Tables.	
	II BHA	Healthcare Economics: Production function :- Isoquants - Marginal products.	Sherman Folland, Allen. C The Economics of Healthcare.
	II BHA	SBE : III : Wellness Management Time Management Definition - Tips for Time Management	Material.
13/08/19 to 16/08/19	III BHA	Organizational Behaviour :- Attitude Concept - Factors in attitude formation - attitudes relevant for OB.	L.M. Prasad Organizational Behavior.
	III BHA	Project :- Correction of Mistakes in first two chapters.	

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
	II BHA	Health economics : Substitution - Elasticity of demand and supply - Consumer behaviour.	Sherman Folland, Allen C The Economics of Health and Healthcare.
	II BHA	SBE III : Wellness Management Advantages - common Mistakes students make in Time Management.	Material.
19/08/19 to 22/8/19	III BHA	Organizational Behaviour : Group dynamics - Concept types - Formal & Informal - meaning - characteristics - difference.	L. M. Prasad. Organizational Behaviour.
	III BHA	Project : Correction of 3 & 4 th chapter.	
	II BHA	Health Economics : Approaches to Consumer behaviour - Demand for health	Sherman Folland Allen C The Economics of Health & Healthcare.
22/8/19	II BHA	SBE III : Wellness Management Goals of Time Management	Material
26/08/19 to 30/08/19	III BHA	Organizational Behaviour : Organizational Conflict - Concept - Stages of organisational Conflict	L. M. Prasad Organizational Behaviour.
	III BHA	Project : Correction of 64 Findings & Suggestion	

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
<p>30/8/19</p>	<p>II BHA</p> <p>II BHA</p>	<p>Health economics:- Surveillance and Reporting of Infection</p> <p>SBE III: Wellness Management Conflict Management - Crisis Management</p>	<p>Shuman Folland, Allen. C The Economics of Health and Healthcare. Material. 21/9/19</p>
<p>03/09/19 to 07/09/19</p>	<p>III BHA</p> <p>III BHA</p> <p>II BHA</p> <p>II BHA</p>	<p>Organizational Behaviour: Positive and negative aspects role of conflict - Interpersonal Conflict</p> <p>Project: Correction of Rough Draft I</p> <p>Healthcare Economics: Cost benefit analysis - Cost effectiveness analysis - Cost - Utility Analysis (CUA)</p> <p>SBE III: Wellness Management: Event Management</p>	<p>L.M. Prasad. Organizational Behaviour.</p> <p>Shuman Folland, Allen. C The Economics of Health and Healthcare Material.</p>
<p>9/9/19 to 13/9/19</p>	<p>III BHA</p> <p>III BHA</p> <p>II BHA</p>	<p>Organizational Behaviour: Group level conflict - Conflict resolution. STRESS.</p> <p>Project correction of Bibliography.</p> <p>Healthcare Economics: Market - Monopoly - Perfect and Imperfect competition - Markets in healthcare.</p>	<p>L.M. Prasad. Organizational Behaviour.</p> <p>Shuman Folland, Allen. C The Economics of Health and Healthcare Material</p>

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
	II BHA	SBE: III : Wellnes Management Responsible use of Technologies.	Material.
16/9/19 to 20/9/19	III BHA	Organizational Behaviour: Stress meaning Cause & Effect. Concept of MBO - Process - Benefits.	L. H. Prasad. Organizational Behaviour.
	III BHA	Project: develop Correction of Second Rough Draft.	
	II BHA	Healthcare Economics. Market Failures - Government Interventions in Healthcare - (110) Health Financing from various Sources - TPA (110)	Shuman, Folland, Allen. C. The Economics of Health and Healthcare Material
28/9/19 to 28/9/19	II BHA	SBE : III : Wellnes Management Anger Management.	Material.
28/9/19 to 28/9/19	II CA		
30/9/19 to 2/10/19	III BHA	Organizational Behaviour: Motivational theories - Maslow's, Herzbergs, Vroom's.	L. H. Prasad Organizational Behaviour.
2/10/19	III BHA	Project: Correction of Front page	
	II BHA	Health Care Economics: Environmental Influences on Health and its Economic Impact - Health care system.	Shuman, Folland Allen. C The Economics of Health and Healthcare Material.

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
	II BHA	SBE : III : Wellness Management Need for a healthy diet - Balanced diet.	Material
7/10/19 to 11/10/19	III BHA	Organizational Behaviour: McClelland's, x and y theory of motivation	L. H. Prasad Organizational Behaviour.
	III BHA	Project: Correction of PPT	
	II BHA	Healthcare Economics: Healthcare System in different Countries	Shuman, Folland Allen, C The Economics of Health and Healthcare Material.
	II BHA	SBE : III : Wellness Management. Meditation	Material.
14/10/19 to 18/10/19	III BHA	Organizational Behaviour: Leadership - meaning - definition - nature	L. H. Prasad Organizational Behaviour.
	III BHA	Project: Final Submission of final draft	
	II BHA	Healthcare Economics: Economics Impact of Tobacco & Alcohol use - Models of Addition.	Shuman, Folland Allen, C The Economy of Health and Healthcare.
	II BHA	SBE : III : Wellness Management: Simple Exercises for a healthy living	Material.

DATE	CLASS	PORTION COVERED	BOOKS REFERRED
21/10/19 to 25/10/19	III BHA	Organizational Behaviour: Functions of Leadership - Importance Theories - Styles.	L. N. Prasad Organizational Behaviour.
	III BHA	Project Mock VIVA-VOCE	
	II BHA	Healthcare Economics: Aging of population	Shuman, Folland Allen.C The Economic of Health and Health Care.
AS 20/10/19	IV BHA	SBE: III : Wellness Management: Revision. For Semester	Material

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EVEN SEMESTER

VI

2019 - 2020

U-111111

10 hours / week

1

10 hours

100

M. K. SINGH (CHANDRA)

Programme

Programme

Semester

(course)

(course code)

Hours

Credits

Total hours

Total marks

(course coordinator)
(coordinator)

LESSON PLAN

Programme	BBA (Hospital Administration)
Programme Code	
Semester	IV
Course	Human Resource Management & development
Course Code	UCHAH19
Hours	6 hours/week
Credits	4
Total hours	90 hours
Max Marks	100
Course Instructor/ Coordinator	Ms. K. SUBHA CHANDRA

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Week/Date	No. of Hours	UNITS	TOPICS	Teaching Methodology & Student Centric Methods	Learning Resources	Method of Evaluation (Student Centric Methods can be incorporated here)
November Week 1	6	UNIT - I	<ul style="list-style-type: none"> * Introduction to HRM - * Scope and objectives - * HR Manager Qualities duties and functions 	<ul style="list-style-type: none"> * Lecture * PPT <p>Discussion of topic related real life examples</p>	Human Resource Management - K. Aswathappa	<ul style="list-style-type: none"> Oral Quiz. Group Discussion
Week 2	6	UNIT - I	<ul style="list-style-type: none"> * Difference between HRM & Personnel Management * HRM Planning * Need for HR Planning * Advantages of HRP 	<ul style="list-style-type: none"> * Lecture * PPT <p>Discuss about topic related live examples</p>	Human Resource Management - K. Aswathappa	<ul style="list-style-type: none"> Discussion Oral Presentation
December Week 3	6	UNIT - I & UNIT - II	<ul style="list-style-type: none"> * HRIS * Steps in Implementing HRIS * Recruitment - meaning and factors. 	<ul style="list-style-type: none"> * Lecture * PPT <p>Discussion of topic related live examples</p>	Human Resource Management - K. Aswathappa	<ul style="list-style-type: none"> Group Discussion Oral Quiz

Week / Date	No. of Hours	UNITS	TOPICS	Teaching Methodology and students Centre Methods	Learning Resources	Method of Evaluation.
Week 4	6	UNIT II	<ul style="list-style-type: none"> * Process of Recruitment * Selection meaning * Selection Process * Orientation 	<ul style="list-style-type: none"> * Lecture * PPT Discussion about topic related Live examples	Human Resource Management - K. Aswathappa	Oral test Group discussion.
Week 5 72	6	UNIT II	<ul style="list-style-type: none"> * Training process * Performance Appraisal. meaning, process * Appraisal Methods. 	<ul style="list-style-type: none"> * Lecture * PPT Discussion about topic related Live examples	Human Resource Management - K. Aswathappa	Written test Group discussion
Week 6 27		—	Christmas holidays			
January Week 8			I CA			
Week 9	6	UNIT III	<ul style="list-style-type: none"> * Talent acquisition and retention. * Career planning * QWL Factors & Measures. 	<ul style="list-style-type: none"> * Lecture * PPT Discussion about topic related examples	Human Resource Management - K. Aswathappa	Oral test Written test.

Week 10	6	UNIT III	<ul style="list-style-type: none"> * Job Analysis definition, Process methods * Job design - meaning - Techniques. 	<ul style="list-style-type: none"> x Lecture * PPT <p>Discussion about topic related examples</p>	Human Resource Management - K. Aswathappa	<p>Quiz</p> <p>Group discussion</p>
Week 11	6	UNIT III	<ul style="list-style-type: none"> * Participative Management * Methods of participation * Employee welfare meaning - Merits & demerits. 	<ul style="list-style-type: none"> * Lecture * PPT <p>Discussion about topic related examples</p>	Human Resource Management - K. Aswathappa	<p>Oral Presentation</p>
Week 12	6	UNIT IV	<ul style="list-style-type: none"> * Types & Approaches of welfare measures * Safety & health meaning - need. * Safety programme. 	<ul style="list-style-type: none"> * Lecture x PPT <p>Discussion about topic related examples</p>	Human Resource Management - K. Aswathappa	<p>Written test</p>
Week 13	6	UNIT IV	<ul style="list-style-type: none"> * Health meaning. * Rules regarding safety & health 	<ul style="list-style-type: none"> * Lecture * PPT <p>Discussion about topic related live examples</p>	Human Resource Management - K. Aswathappa	<p>Oral test.</p>

Week / Date	No. of Hours	UNITS	TOPICS	Teaching Methodology and students Centric Method	Learning Resources	Method of Evaluation
Week 14 MARCH 13 74	6	UNIT <u>IV</u>	* Job stress * Coping strategies	* Lecture * PPT Discussion about topic related issues	Human Resource Management - K. Aswathappa	Oral test
Week 15 MARCH 13 74	6	UNIT <u>IV</u>	* Causes & Settlement of disputes * Different types of dispute settlement.	* Lecture * PPT Discussion about topic related problems	Human Resource Management - K. Aswathappa	Group discussion.
Week 16 MARCH 13 74	6	UNIT <u>IV</u>	* Trade Union. * Reason for disputes.	* Lecture * PPT		Oral test
March Week 16			<u>II</u> CA			
Week 17 MARCH 14	6	UNIT <u>V</u>	* Separation * HR audit	* Lecture * PPT Discussion with students	Human Resource Management - K. Aswathappa	Oral test
Week 18 MARCH 14	6	UNIT <u>II</u>	* Values & Ethics in HRM * Meaning resources & Importance of HR Ethics	* Lecture * PPT Discussion with students	Human Resource Management - K. Aswathappa.	Written test.

Human Resource Management
- K. Ananthappa

Lecture
PPT
Discussion with students

Challenges in HR
Managing Ethics

UNIT V

6

Week 19

3/11/2020

LESSON PLAN

Programme	BBA (Hospital Administration)
Programme	
Semester	IV
Course	Health Services Marketing
Course Code	UCHAK19
Hours	6 hours/week
Credits	4
Total hours	90 hours
Max Marks	100
Course Instructor / Coordinator	Ms. K. SUBHA CHANDRA

Week / Date	No. of Hours	UNITS	TOPICS	Teaching Methodology and students centric Methods	Learning Resources	Method of Evaluation
November Week 1	6	UNIT-I	<ul style="list-style-type: none"> * Definition of Marketing * Types of entities * Core concept of marketing 	<ul style="list-style-type: none"> * PPT * Lecture Discussion about importance of Marketing	Marketing Management - by Philip Kotler	Oral Presentation
Week 2	6	UNIT-I	<ul style="list-style-type: none"> * Evolution of Marketing ideas * Marketing mix * 4 Ps to 7 Ps 	<ul style="list-style-type: none"> * PPT * Lecture Discussion about 4 P's of Marketing.	Marketing Management - by Philip Kotler	Written test.
December Week 3	6	UNIT-I 2 UNIT-II	<ul style="list-style-type: none"> * Concept of service * Characteristics of services * Challenges and issues in services Marketing * Classification * Flow of service * Pricing 	<ul style="list-style-type: none"> * PPT * Lecture Discussion about topic related case studies	Service Marketing - Rama. Mohana Rao	Oral test.

Week 4	6	UNIT - II	<ul style="list-style-type: none"> * Growth of service * Career opportunities in service sector. 	<ul style="list-style-type: none"> * PPT * Lecture <p>Discussion about topic related issues</p>	Service Marketing - Rama Mohana Rao	Written test.
Week 5	6	UNIT - II	<ul style="list-style-type: none"> * Planning and creating services * Development of new service * Distribution of services 	<ul style="list-style-type: none"> * PPT * Lecture <p>Discussion about importance of distribution of service channels.</p>	Service Marketing - Rama Mohana Rao	Oral test
Week 6 * January			<ul style="list-style-type: none"> * Christmas holidays 			
Week 7						
Week 8			<ul style="list-style-type: none"> * ICA 			
Week 9	6	UNIT - III	<ul style="list-style-type: none"> * Competitive threats * Competitive Analysis 	<ul style="list-style-type: none"> * PPT * Lecture <p>Discussion about competitive threat</p>	Service Marketing - Rama Mohana Rao	Written test

Week/ Date	No. of hours	UNITS	TOPICS	Teaching Methodology and student centric Methods	Learning Resources	Method of Evaluation
Week 10	6	UNIT - III	<ul style="list-style-type: none"> * Competitive Strategies * Competitive Advantage * Service Branding. 	<ul style="list-style-type: none"> * Lecture * PPT Discussion about Service Brands.	Service Marketing - Rama Mohana Rao	Written test Pickers Quiz
Week 11	6	UNIT - III	<ul style="list-style-type: none"> * Service Failures & Recovery * Complaint handling Process. * Promotion. 	<ul style="list-style-type: none"> * Lecture * PPT Discussion about personal experience of Service Failure.	Service Marketing - Rama Mohana Rao	Oral test.
February Week 12	6	UNIT - IV	<ul style="list-style-type: none"> * Consumer behavior in services * Customer expectation 	<ul style="list-style-type: none"> * Lecture * PPT Discussion about consumer expectation	Service Marketing - Rama Mohana Rao	Oral presentation
Week 13	6	UNIT - IV	<ul style="list-style-type: none"> * Consumer perception of service. * Improving service Quality * SERIAL 	<ul style="list-style-type: none"> * Lecture * PPT Discussion about Service Quality	Service Marketing - Rama Mohana Rao	Oral test.

Week 14	6	UNIT-IV	* Service Quality gap Analysis * Determinants of service Quality	* Lecture * PPT Discussion about Quality of service	Service Marketing - Rama Mohana Rao.	Pickers Quiz
Week 15	6	UNIT-IV	* CRM * Drives * Framework	* Lecture * PPT Discussion about consumer Awareness	Service Marketing - Rama Mohana Rao	Oral Quiz
March			II CA			
Week 16						
Week 17	6	UNIT-V	* Managing demand * Managing Capacity	* Lecture * PPT Discussion about demand & Capacity	Service Marketing - Rama Mohana Rao	Written test
Week 18	6	UNIT-V	* Inventory demand * A service Encounter * Delivering and Performance of service	* Lecture * PPT Discussion about issues in Service Encounter	Service Marketing - Rama Mohana Rao	Oral test
Week 19	6	UNIT-V	* Moment of truth * Service Interaction Process	* Lecture * PPT Discussion about Service Interaction	Service Marketing - Rama Mohana Rao	Oral presentation.

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8/1/2020

LESSON PLAN

Programme	BBA (Hospital Administration)
Programme Code	
Semester	VI
Course	SBE VI: Social Entrepreneurship
Course Code	USHAF619
Hours	5/week
Credits	2
Total hours	
Max Marks	60
Course Instructor / Coordinator	Ms. K. SUBHA CHANDRA

Week / Date	No. of hours	UNITS	TOPICS	Teaching Methodology and students centric Methods	Learning Resources	Method of Evaluation
November Week 1		UNIT - I	<ul style="list-style-type: none"> * Social Entrepreneur ^{meaning} * Factors impacting transformation into social Entrepreneur. * Characteristics of Social Entrepreneur. 	<ul style="list-style-type: none"> * Lecture * PPT 	https://management-help.org/organizations/?type=html&anchor=1387164	Written test
Week 2		UNIT - I & UNIT - II	<ul style="list-style-type: none"> * Four distinction of social Entrepreneur. * Profit & non-Profit Proprietorship * Partnership company * NGO 	<ul style="list-style-type: none"> * Lecture * PPT 	https://en.wikipedia.org/wiki/Social-Enterprise	Oral test
December Week 3		UNIT - II	<ul style="list-style-type: none"> * Trust Company * Section 25 organization * Forms of Sec 25 	<ul style="list-style-type: none"> * Lecture * PPT 	www.ssr-foundation.org	Written test Quiz
Week 4		UNIT - III	<ul style="list-style-type: none"> * Concept of SDG * Factors affecting SDG * Environmental cost 	<ul style="list-style-type: none"> * Lecture * PPT 	www.acciona.com	Quiz Oral test

Week / Date	No. of hours	UNITS	TOPICS	Teaching Methodology and student Centre Methods.	Learning Resources	Methods of Evaluation
Week 5			I CA			
Week 6 January Week 7			christmas holidays			
Week 8		UNIT - III & UNIT - IV	<ul style="list-style-type: none"> * Political challenges * Milenium Ecosystem Assessment * Fields of opportunity * Prioritizing opportunities * Enterprise launching 	<ul style="list-style-type: none"> * PPT * Lecture 	<ul style="list-style-type: none"> * www.milenniumassessment.org * www.indiatogether.org 	Oral test Quiz
Week 9		UNIT - IV	<ul style="list-style-type: none"> * Start ups * Incubation * accessing venture * CSR Funds 	<ul style="list-style-type: none"> * PPT * Lecture 	<ul style="list-style-type: none"> * www.jstor.org * https://doublethe donation-com/tips/ Corporate-social-responsibility 	Written test
Week 10			II CA			
Week 11		UNIT - V	* Successful model of Aravind Care & other models	<ul style="list-style-type: none"> * PPT * Lecture 	https://www.youtube.com/watch?v=cTachar	Oral test Assessment

LESSON PLAN

Programme	BBA (Hospital Administration)
Programme Code	
Semester	IV
Course	ENVIRONMENTAL STUDIES
Course Code	UNEVS17
Hours	2 / week
Credits	2
Total hours	
Max Marks	60
Course Instructor / Coordinator	Ms. K. SUBHA CHANDRA

Week/ Date	No. of hours	UNITS	TOPICS	Teaching Methodology and students Centric Methods	Learning Resources	Methods of Evaluation
November Week 1	2	UNIT-I	<ul style="list-style-type: none"> * Introduction of Environment * Scope & Importance of Environment * Components & Segment 	<ul style="list-style-type: none"> * Lecture * PPT * Videos 	Material	Seminar Oral Test
Week 2	2	UNIT - I	<ul style="list-style-type: none"> * Multi disciplinary nature of Environmental studies * Components of Environment 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	Written test
December Week 3	2	UNIT-I & UNIT-II	<ul style="list-style-type: none"> * Natural Resources: Water, Land, Wind, Energy, Forest & Mineral. * Ecosystem - structure and functions of ecosystem * food chain & food web 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	Oral test.
Week 4	2	UNIT-II	<ul style="list-style-type: none"> * Ecological Pyramids * Lake Ecosystem * Pond Ecosystem * Forest Ecosystem 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	Written Test Seminar
Week 5	2	UNIT-II	<ul style="list-style-type: none"> * Grassland Ecosystem * Desert Ecosystem * Ocean Ecosystem * Energy Flow & Ecological Succession 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	Quiz

Week 6 January			Christmas holidays.			
Week 7						
Week 8			ICA			
Week 9	2	UNIT - III	<ul style="list-style-type: none"> * Introduction to biodiversity * Types of diversity * India Mega diversity zone 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	Quiz Oral test
Week 10	2	UNIT - III	<ul style="list-style-type: none"> * Threats to Biodiversity * Different types of threats to Biodiversity 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	oral test
Week 11	2	UNIT - III	<ul style="list-style-type: none"> * Conservation of Biodiversity * value of Biodiversity 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	Oral test
February Week 12	2	UNIT - IV	<ul style="list-style-type: none"> * Noise pollution * Causes effects & control measures. 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	Oral test
Week 13	2	UNIT - IV	<ul style="list-style-type: none"> * Rain water - harvesting * Watershed Management 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	Seminar
Week 14	2	UNIT - IV	<ul style="list-style-type: none"> * Air pollution * Water Pollution 	<ul style="list-style-type: none"> * Lecture * PPT 	Material	Quiz

Week/ Date	No. of hours	UNITS	TOPICS	Teaching Methodology and students Centric Methods	Learning Resources	Methods of Evaluation
Week 15	2	UNIT IV	* Watershed Management Importance * Solid waste Management.	* Lecture * PPT	Material	Quiz
Week 16 March	5		U CA			
Week 14	2	UNIT V	* Human Population & Environment * Environmental Protection Act 1986	* Lecture * PPT	Material	Written test
Week 18	2	UNIT-V	* Environmental protection agencies * Air (Prevention & Control) Act 1981 * Water Act 1976	* Lecture * PPT	Material	Oral test
Week 19	2	UNIT-V	* Wild life protection Act 1980 * Forest Act 1980 * Forest Conservation	* Lecture * PPT	Material	Quiz

TEACHING PLAN

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
18/11/2019 to 22/11/2019	<p>III BHA</p> <p>II BHA</p> <p>II BHA</p> <p>II BHA</p>	<p>SBE - VI Social Entrepreneurship Social Entrepreneurship meaning. Impactful transformation into social Entrepreneur. Characteristics of Social Entrepreneur.</p> <p>Human Resource Management & development: Introduction to HRM. Scope & objectives. HR Manager Qualities</p> <p>Health service Marketing: Marketing definition, Types of entities, Core Concept of Marketing</p> <p>EVS: Introduction of Environment, Scope & Importance of Environment, Components.</p>	<p>Material</p> <p>Human Resource Management - Aswatappa</p> <p>Marketing Philip Kotler</p> <p>Material</p>
25/11/2019 to 29/11/2019	<p>III BHA</p> <p>II BHA</p> <p>II BHA</p>	<p>SBE - VI Social Entrepreneurship Four distinction of Social Entrepreneur, Profit & Non profit Proprietorship - Partnership & NGO</p> <p>Human Resource Management & development: Difference between HRM & PH HRM planning, Need for HRP Advantages of HRP</p> <p>Health service Marketing: Evaluation of Marketing Ideas. Marketing Mix 4P's & 7P's</p> <p>EVS: Multidisciplinary nature of EVS, Components of Environment</p>	<p>Material</p> <p>Human Resource Management - Aswatappa</p> <p>Marketing Management Philip Kotler</p> <p>Material</p>

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
2/12/2019 to 7/12/2019	III BHA	SBE: VI Social Entrepreneur: Trust Company, Section 25 Companies, Forms, Procedure	Material
	II BHA	Human Resource Management and development: HRIS - Steps in HRIS, Recruitment meaning and Factors.	Human Resource Management - Aswatappa.
	II BHA	Health service Marketing: Concept of service, characteristics of service, challenges of service. Classification of service & flow of service	Service Marketing - Rama Mohana Rao
	II BHA	EVS: Natural Resources, water, land, air energy, forest, Mineral. Food chain, Food web	Material
9/12/2019 to 14/12/2019	III BHA	SBE: VI Social Entrepreneur: Concept of SDG, Factors affecting SDG, Environmental cost	Material
	II BHA	Human Resource Management and development: Process of Recruitment, Selection meaning, Process. Appraisal Methods	Human Resource Management - Aswatappa.
	II BHA	Health service Marketing: Growth of service, Career opportunities, in service sector Pricing	Service Marketing - Rama Mohana Rao
	II BHA	EVS: Ecological Pyramid, Lake ecosystem, Pond ecosystem, Forest ecosystem	Material

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
16/12/2019 to 20/12/2019 20/12/19	III BHA II BHA II BHA	SBE: VI Social Entrepreneurship ICA Human Resource Management and development: Training process, Performance Appraisal meaning process & Methods Health Service Marketing: Planning and creating service Development of new service Distribution of service EVS: Grassland Ecosystem, Desert ecosystem, Ocean Ecosystem, Energy Flow & Ecosystem	HUMAN RESOURCE MANAGEMENT - Aswatappa Service Marketing - Rama Mohana Rao Material.
21/12/2019 to 2/01/2020	→	Christmas holidays.	
well done 3/01/2020 to 10/01/2020	III BHA	ICA SBE: VI: Social Entrepreneurship Enterprise launching, accessing venture, CSR Funds.	Material

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
20/01/2020 to 25/01/2020	III BHA	SBE: VI: Social Entrepreneur Political challenges, Milenium ecosystem assesment, field opportunity Strat ups, Incubators	Material
	II BHA	Human resource Management and development: Talent aquisition and retension. Career planning, QWL Factors and measures.	Human resource Management and development by Aswathappa.k.
	II BHA	Health service Marketing: Competitive threates and Competitive analysis. Competitive strategies, Competition Advantages.	Service Marketing - Rama Mohana Rao.
	II BHA	EVS: Introduction to biodiversity. Types of diversity. Threats to biodiversity. different types of threat of biodiversity	Material
27/01/2020 to 01/02/2020	III BHA	SBE: VI: Social Entrepreneur. II cA Aravind eye hospital business Model and Successful Social Entrepreneur examples.	Material.
	II BHA	Human resource Management and development: Job analysis, Job design and Participative Management	Human Resource Management and development by k. Aswathappa

Date	CLASS	PORTIONS COVERED	BOOKS REFERRED
	II BHA	Health Service Marketing: Service Failure and Recovery, Service Branding, Complaints handling Process. Promotion	Service Marketing - Rama Mohana Rao.
	II BHA	EVS Conservation of Biodiversity & value of biodiversity. Noise pollution.	Material
3/02/2020 to 8/02/2020	II BHA	Human resource Management and development. Employee welfare measures type of welfare measure, Safety in Organisation	Human resource Management. and development. by K. Aswathappa.
	II BHA	Health service Marketing: Consumer behaviour, Factors affecting consumer behaviour. Consumer expectation.	Service Marketing - Rama Mohana Rao.
	II BHA	EVS Noise pollution, cause, effect and control measures. Rain water harvesting	Material.
10/2/2020 to 12/2/2020	II BHA	Human resource Management and development. Health in the organisation. Safety Program, Rules regarding safety and health.	Human Resource Management and development. by K. Aswathappa.
	II BHA	Health service Marketing: Improving service quality SEQUAL, Service Quality gap	Service Marketing - Rama Mohana Rao.
	II BHA	EVS Watershed Management, air Pollution, Water pollution	Material.

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
17/2/2020 to 22/2/2020	II BHA	Human Resource Management and development. Job stress, Coping strategies Cause and settlement of disputes.	Human Resource Management & development - Aswathappa. K
	II BHA	Health service Marketing: Determinant of service Quality by many authors.	Service Marketing - Rama Mohan Rao.
	II BHA	EVS Solid Waste Management	Material.
24/2/2020 to 27/2/2020	II BHA	Human Resource Management and development. Reason for disputes. Trade Union in India.	Human Resource Management & development - Aswathappa. K.
	II BHA	Health service Marketing: CRM drives. Framework.	Service Marketing - Rama Mohan Rao.
	II BHA	EVS Different types of pollution Waste Management.	Material.
28/2/2020 to 9/3/2020		II CA	
10/3/2020 to 16/3/2020	II BHA	Human Resource Management and development. Separation & HR Audit	Human Resource Management & development - Aswathappa. K

DATE	CLASS	PORTIONS COVERED	BOOKS REFERRED
	II BHA	Health service Marketing Inventory demand, Managing demand, Managing capacity	Service Marketing - Rama Mohan Rao.
	II BHA	EVS Human Population and Environment - Environmental protection act 1986	Material
17/03/2020 to 30/03/2020	II BHA	Human Resource Management and development Values & Ethics in HRM - HR Ethics - Challenges in HR - Managing Ethics	Human Resource Management & development - Aswathappa. K
	II BHA	Health service Marketing Service Encounters, Delivering and Performance of service. Moment of truth. Service Interaction Process	Service Marketing Rama Mohan Rao.
	II BHA	EVS Water Act 1976, Wild life Protection act 1982, Forest Act 1980, Forest Conservation Online class.	Material

Dr. Jaya Shankar
- 27/12/2020