



**AUXILIUM COLLEGE (Autonomous)**

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3<sup>rd</sup> cycle)  
Gandhi Nagar, Vellore – 6.

**DEPARTMENT OF BBA –  
HOSPITAL ADMINISTRATION  
LESSON PLAN  
2021-2022**



# Auxilium College (Autonomous)

(Accredited by NAAC with A\* Grade with a CGPA of 3.55 out of 4 in the 3<sup>rd</sup> Cycle)

Gandhi Nagar, Vellore - 632 006.

## FACULTY RECORD

Name : Ms. Preeethi Prabhakaran  
Department : Business Administration  
Academic Year : 2021 - 2022  
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Institutional Responsibility	Department Responsibility
<ul style="list-style-type: none"><li>* Member in the Academic Council.</li><li>* Member in the College Cultural Committee</li><li>* Member in the Industry Institutional cell.</li><li>* Coursera coordinator</li><li>* Head in charge for BBA (Hospital Administration)</li><li>* Co-ordinator with CMC</li></ul>	<ul style="list-style-type: none"><li>* First Year Tutor</li><li>* Member of the Board of Studies</li><li>* AICTE documentation work.</li><li>* Record Maintenance</li><li>* CMC minutes of the meeting</li><li>* Board of Studies Register</li></ul>

## LESSON PLAN

**Academic Year** : 2021 - 2022  
**Class** : BBA (CHA)  
**Subject** : Fundamentals of Management  
**Hours / Week** : 5  
**Credits** : 4

**Semester** : I  
**Class Code** :  
**Subject Code** : UCHAA 20  
**Total Hours** : 90  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	5	I	Introduction to Management Nature - Scope - Definition	Lecture / Powerpoint	Business Management 'C.B. Gupta	Quiz / Oral Test
II	5	I	Functions of management - Contributions of F.W. Taylor	Lecture / Powerpoint	Principles of Management 'L.M. Prasad	Oral Test
III	5	I	Contributions of Henri Fayol and Peter F. Drucker	Lecture / Powerpoint	Business Management C.B. Gupta	Assignment
IV	5	II	Planning - characteristics - importance - Types of Plans	Lecture / Powerpoint	Business Management C.B. Gupta	Group Discussion
V	5	II	Process of planning - SWOT - Strategies for formulation	Lecture / Case Studies	Business Management C.B. Gupta	Case Study Analysis
VI	5	II	Decision making - Types - process - steps	Lecture / Powerpoint	Business Management C.B. Gupta	Assignment

<u>VII</u>	5	<u>II</u>	Barriers to decision making - Steps to overcome barriers	Lecture/ Powerpoint	Business Management C.B. Gupta	Assignment
<u>VIII</u>	5	<u>III</u>	Organising - Types of organis- ation - charts - classification	Lecture/ Powerpoint	Business Management C.B. Gupta	Quiz
<u>IX</u>	5	<u>III</u>	Formal and informal organisation - authority	Lecture/ Powerpoint	Business Management C.B. Gupta	Quiz
<u>X</u>	5	<u>III</u>	Types of authority - pros & cons - delegation - principles	Lecture/ Powerpoint	Business Management C.B. Gupta	Group Discussion
<u>XI</u>	5	<u>III</u>	Staffing - Nature - Importance - Recruitment - Selection - Training	Lecture/ Powerpoint	Business Management C.B. Gupta	Group Discussion
<u>XII</u>	5	<u>IV</u>	Directing - co-ordination - principles - co-operation	Lecture/ Powerpoint	Business Management C.B. Gupta	Quiz
<u>XIII</u>	5	<u>IV</u>	Need - Techniques - Control process - types - principles	Lecture/ Powerpoint	Business Management C.B. Gupta	Quiz
<u>XIV</u>	5	<u>V</u>	Reporting - meaning - nature - types	Lecture/ Powerpoint	Business Management C.B. Gupta	Discussion
<u>XV</u>	5	<u>V</u>	Budgeting - principles - types	Lecture	Business Management	Test

## LESSON PLAN

**Academic Year** : 2021 - 2022  
**Class** : BBA (HA)  
**Subject** : Logistics and Supply Chain Management  
**Hours / Week** : 5  
**Credits** : 4

**Semester** : II  
**Class Code** :  
**Subject Code** : UEHAB20  
**Total Hours** : 90  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	5	I	Introduction to Supply Chain Management - Definition/objective	Lecture/ Powerpoint	Supply Chain Management Chopra S & P. Mendil	Discussion
II	5	I	Process of Supply Chain - Decision Phases - competitive strategies	Lecture/ powerpoint	Supply Chain Management Chopra S & P. Mendil	Assignment
III	5	I	Supply Chain strategies - Value Chain	Lecture/ Powerpoint	Supply Chain Management Chopra S & Mendil	Test
IV	5	I	Efficiency and Responsiveness Achieving Strategic fit	Lecture/ Powerpoint	Supply Chain Management Chopra S & Mendil	Assignment
V	5	II	Framework - facilities - inventory - transportation	Lecture/ Powerpoint	Supply Chain Management Chopra S & Mendil	Assignment
VI	5	II	Sourcing - Pricing - Factors influencing distribution network	Lecture/ Powerpoint	Supply Chain Management Chopra S & Mendil	Test

<u>VII</u>	5	<u>II</u>	Types of distribution network Service factor - cost factor	Lecture/ Powerpoint	Supply Chain Management Chopra S & Mendil	Discussion
<u>VIII</u>	5	<u>III</u>	Forecasting - meaning - methods - Role in supply chain	Lecture/ Powerpoint	Supply Chain Management Chopra S & Mendil	Discussion
<u>IX</u>	5	<u>III</u>	Aggregate planning in SCM - Levels in aggregate planning	Lecture/ Powerpoint	Supply Chain Management S. Chopra & Mendil	Discussion
<u>X</u>	5	<u>III</u>	Pricing in Supply Chain Manage- ment - seasonal demand	Lecture/ Powerpoint	Supply Chain Management Chopra & Mendil	Case Study
<u>XI</u>	5	<u>IV</u>	Bulk and spot contracts - Role of IT in Supply Chain	Lecture/ Powerpoint	Supply Chain Management Chopra & Mendil	Test
<u>XII</u>	5	<u>IV</u>	Customer Relationship - Internal Supply chain - Coordination	Lecture/ Powerpoint	Supply Chain Management Chopra & Mendil	Assignment
<u>XIII</u>	5	<u>IV</u>	Bullwhip Effect - Obstacles and levels in co-ordination	Lecture/ Powerpoint	Supply Chain Management Chopra & Mendil	Assignment
<u>XIV</u>	5	<u>V</u>	Flow of logistics in Healthcare Application in Hospitals	Lecture/ Powerpoint	Supply Chain Management Chopra & Mendil	Test
<u>XV</u>	5	<u>V</u>	Features - Analysis - Framework	Lecture	Supply Chain Management	Discussion

<u>VII</u>	6	<u>III</u>	Negotiable Instruments - types - parties - characteristics	Lecture/ Powerpoint	Business Law P. Saravanan Sumathi	Assignment
<u>VIII</u>	6	<u>III</u>	Types of endorsement - dishonor - noting & protest	Lecture/ Powerpoint	Business Law P. Saravanan Sumathi	Assignment
<u>IX</u>	6	<u>IV</u>	Value Added Tax - Concepts - Scope - Practical Implications	Lecture/ Powerpoint	Business Law P. Saravanan Sumathi	Case Study
<u>X</u>	6	<u>IV</u>	Right to Information Act 2005 IT Act 2000 & 2002	Lecture/ Powerpoint	Business Law P. Saravanan Sumathi	Case Study
<u>XI</u>	6	<u>IV</u>	Consumer Protection Act, Consumer Rights, Types	Lecture/ Powerpoint	Business Law P. Saravanan Sumathi	Case Study
<u>XII</u>	6	<u>V</u>	Forums - cyber crime - types - cyber law	Lecture/ Powerpoint	Business Law P. Saravanan Sumathi	Case Study
<u>XIII</u>	6	<u>V</u>	Introduction of IPR - Copy Rights - Ownership	Lecture/ Powerpoint	Business Law P. Saravanan Sumathi	Test
<u>XIV</u>	6	<u>V</u>	Trademark - Patents - Legal Aspects	Lecture/ Powerpoint	Business Law P. Saravanan Sumathi	Test
<u>XV</u>	6	<u>V</u>	Filing of patent - Infringement	Lecture	Business Law P. Saravanan	Test

<u>VII</u>	5	<u>III</u>	Duties of a doctor - Patient - Para medical - Health Resources	Lecture	Medical Ethics by C.M. Francis	Discussion
<u>VIII</u>	5	<u>III</u>	Mal practices - Negligence - Medical Negligence	Lecture/PPT	Medical Ethics by C.M. Francis	Test
<u>IX</u>	5	<u>IV</u>	Professional and Personal: Confidentiality: Professional Secrecy	Lecture/PPT	Medical Ethics by C.M. Francis	Discussion
<u>X</u>	5	<u>IV</u>	Rights of patients - Consent - Privileged Communication	Lecture/PPT	Medical Ethics by C.M. Francis	Discussion
<u>XI</u>	5	<u>IV</u>	Irrational drug therapy - Human Experimentation - Clinical Trials	PPT	Medical Ethics by C.M. Francis	Discussion
<u>XII</u>	5	<u>V</u>	Sex - preselection - female Feticide Reproduction medicine	Lecture	Medical Ethics by C.M. Francis	Discussion
<u>XIII</u>	5	<u>V</u>	Assisted Reproduction Technologies	Lecture	Medical Ethics by C.M. Francis	Discussion
<u>XIV</u>	5	<u>V</u>	Surrogacy - Abortion	Lecture	Medical Ethics by C.M. Francis	Discussion
<u>XV</u>	5	<u>V</u>	Euthanasia Organ Donation	Lecture	Medical Ethics by C.M. Francis	Discussion



<u>VII</u>	8	<u>III</u>	Plant location - Selection - Importance	Lecture	Productions and Operations Management	Case Study
<u>VIII</u>	8	<u>III</u>	Product design - factors - Process Selection - process decisions.	Lecture	by K. Aswathappa and Shridhar Bhat	Case Study
<u>IX</u>	8	<u>III</u>	Principles of plant layout Tools and techniques.	Lecture	Production and Operations Management	Assignment
<u>X</u>	8	<u>IV</u>	Inventory Management - Factor process Definition objectives	Lecture	by K. Aswathappa and Shridhar Bhat	Case Study
<u>XI</u>	8	<u>IV</u>	Value Analysis - Stores management Nature and layout	Lecture	Production and Operations Mgt	Case Study
<u>XII</u>	8	<u>IV</u>	JIT - Materials Management	Lecture	by K. Aswathappa and Shridhar Bhat	Case Study
<u>XIII</u>	8	<u>V</u>	Quality, TQM framework	Lecture	Dale H Besterfield Total Quality	Case Study
<u>XIV</u>	8	<u>V</u>	dimensions of product and service quality	Lecture	Management, 3 <sup>rd</sup> Pearson Education	Case Study
<u>XV</u>	8	<u>V</u>	Six Sigma concepts of process capability	Lecture	Dale H Besterfield	Case Study



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## FACULTY RECORD

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**ERP. ID** : AUXMBA120

Institutional Responsibility	Department Responsibility
<ul style="list-style-type: none"><li>*Member in ASQC (Shift I)</li><li>*Member in Placement Cell (Shift I)</li></ul>	<ul style="list-style-type: none"><li>*Member of the Board of Studies</li><li>*Cultural In-charge for the departmental programs</li><li>*Extension activity Co-ordinator</li><li>* Maintenance of Registers<ul style="list-style-type: none"><li>→ General Mark Register</li><li>→ Admission Register</li><li>→ Dropout Register</li><li>→ Outside Hostel's Register</li><li>→ Scholarship Register</li><li>→ First Generation Learner's Register</li><li>→ Parent Teacher's Meeting Register</li><li>→ Board of Studies Register</li><li>→ Ward Meeting Register</li></ul></li></ul>

## LESSON PLAN

**Academic Year** : 2021-22  
**Class** : II BBA (HA)  
**Subject** : ACCOUNTING FOR HOSPITAL ADMINISTRATORS I  
**Hours / Week** : 6  
**Credits** :

**Semester** : III  
**Class Code** :  
**Subject Code** : VCHAG20  
**Total Hours** :  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	6	I	Definition of accounting - Financial accounting - functions - Limitations	Lecture and Powerpoint	S.N. Maheshwari - Principles of Financial Accounts	Quiz
II	6	I	Meaning of accounting principles - concepts & conventions - features	Lecture and Powerpoint	S.N. Maheshwari - Principles of Financial Accounts	Quiz
III	6	II	System of book keeping - single entry & double entry system	Lecture and Powerpoint	Reddy & Murthy - Financial Accounting	Oral test
IV	6	II	Distinction between double entry & single entry - accounting equation and its rules	Lecture and Powerpoint	Reddy & Murthy - Financial Accounting	Oral test
V	6	II	Uses of computer in accounting - problem on accounting equation	Lecture Solving problems	Reddy & Murthy - Financial Accounting	Written test
VI	6	III	Accounting cycle - Journal and Journalization	Solving problems	Reddy & Murthy - Financial Accounting	Written test

XI	6	III	Classification of accounts - problems on journal entries	Lecture Solving problems	Reddy & Murthy Financial Accounting	Written test
XII	6	III	Ledger - Meaning - Method of preparing and posting ledgers.	Lecture, Power point, Solving problem	Reddy & Murthy Financial Accounting	Written test
XIII	6	IV	Subsidiary books - preparation of different books - sales - purchase and returns book.	Lecture Solving problems	Reddy & Murthy Financial Accounting	Oral test & Written test
XIV	6	IV	Cash book - Types - petty cash book	Lecture Solving problems	S. N. Maheswari Principles of accounting	Written test
XV	6	IV	Bills receivable book - bills payable book - General journal	Solving problems	Reddy & Murthy Financial Accounting	Written test
XVI	6	V	Trial balance - Meaning - objectives - manufacturing account.	Lecture, PPT Solving problems	Reddy & Murthy Financial Accounting	Quiz
XVII	6	V	Final accounts - Trading account - profit and loss account - Balance Sheet	Lecture, PPT Solving problems	Reddy & Murthy Financial Accounting	Written test
XVIII	6	V	Finalisation of accounts	Solving problems	Reddy & Murthy Financial Accounting	Written test
XIX	6	V	Balance Sheet with simple adjustment entries	Solving problems	Reddy & Murthy Financial Accounting	Written test.

## LESSON PLAN

**Academic Year** : 2021-22  
**Class** : M BBA (HA)  
**Subject** : Healthcare Insurance  
**Hours / Week** : 6  
**Credits** :

**Semester** : V  
**Class Code** :  
**Subject Code** : UETHA C20  
**Total Hours** :  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	6	I	Introduction to Insurance - Concept of healthcare - Determinants	Lecture & Powerpoint	IC32 & IC27 Healthcare Insurance	Quiz
II	6	I	Levels of healthcare - types - factors affecting health system in India	Lecture & Powerpoint	IC32 Healthcare Insurance	Discussion
III	6	I	Evolution of health Insurance in India - Health Insurance Market	Lecture & Powerpoint	IC32 Healthcare Insurance	Oral test
IV	6	II	Health Insurance products : Types - IRDA guidelines	Lecture & Powerpoint	IC32 & IC27 Healthcare Insurance	Written test
V	6	II	Hospitalization Indemnity products - classification of health insurance products - IRDA guidelines	Lecture & Powerpoint	IC32 Healthcare Insurance	Quiz
VI	6	III	Hospitalization Indemnity products - high deductible plans - Senior Citizen policy - Long term care Insurance	Lecture & Powerpoint	IC32 Healthcare Insurance	Quiz

<u>i</u>	6	Consi products - Package policies - Health Insurance for poorer sections	Lecture 2 Powerpoint	IC27 Health Insurance	Quiz
<u>ii</u>	6	Government schemes - personal accident - Overseas travel insurance	Lecture 2 Powerpoint	IC27 Health Insurance	Oral test
<u>ix</u>	6	Group health cover - Special products - key terms in health policies.	Lecture 2 Powerpoint	IC27 & IC32 Health Insurance	Written test
<u>x</u>	6	Diagnostic Related Groups (DRG) - Determination of DRG - Benefits	Lecture 2 Powerpoint	IC32 Health Insurance	Written test
<u>ix</u>	6	Health Insurance Underwriting - need, principles and tools. - process	Lecture 2 Powerpoint	IC32 Health Insurance	Quiz
<u>xii</u>	6	Group health Insurance - Underwriting of overseas travel insurance	Lecture 2 Powerpoint	IC32 & IC27 Health Insurance	Oral test
<u>xiii</u>	6	Underwriting of personal accident insurance	Lecture 2 Powerpoint	IC32 Health Insurance	Written test
<u>xiv</u>	6	claims management - Management of health Insurance claims. process	Lecture 2 Powerpoint	IC32 Health Insurance	Oral test
<u>xv</u>	6	Role of Third party administrators (CTPA)	Lecture 2 Powerpoint	IC32 Health Insurance	Quiz

XI	2	III	Problems on profit & Loss account - Balance Sheet	PPT Hands-on training	Reddy & Murthy - Financial Accounting	Practical test
XII	2	IV	Fundamentals of Inventory - Stock groups	PPT Hands on training	Reddy & Murthy - Financial Accounting	Practical test
XIII	2	V	Stock Categories - Godowns/ Locations	PPT Hands on training	A.K. Nandhari K.K. Nandhari - Tally	Practical test
XIV	2	V	Unit of measure - Stock items	PPT Hands on training	A.K. Nandhari K.K. Nandhari - Tally	Practical test
XV	2	V	Cost categories - Cost centres - Inventory master creation	PPT Hands on training	A.K. Nandhari K.K. Nandhari - Tally	Practical test
XVI	2	V	Entering vouchers - voucher types.	PPT Hands on training	A.K. Nandhari K.K. Nandhari - Tally	Practical test
XVII	2	V	Different types of Accounting - Vouchers	PPT Hands on training	A.K. Nandhari K.K. Nandhari - Tally	Practical test
XVIII	2	V	Ratio analysis - various types of ratios	PPT Hands on training	A.K. Nandhari K.K. Nandhari - Tally	Practical test
XIX	2	V	Problems on ratio analysis	PPT Hands on training	A.K. Nandhari K.K. Nandhari - Tally	Practical test

## LESSON PLAN

**Academic Year** : 2021-22  
**Class** : II BHA  
**Subject** : Accounting for Hospital Administrators - II  
**Hours / Week** : 6  
**Credits** : 5

**Semester** : IV  
**Class Code** :  
**Subject Code** : UCHAK20  
**Total Hours** : 90  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	6	<u>I</u>	Introduction to Management Accounting - Meaning - features - Principles	Lecture & PPT	Khan & Jain - Management Accounting	Oral test
II	6	<u>I</u>	Scope - Functions - Advantages and Limitations. - Tools & Techniques	Lecture & PPT	Khan & Jain - Management Accounting	Oral test
III	6	<u>I</u>	Introduction to Cost Accounting - Functions - Limitations - Differences	Lecture & PPT	Khan & Jain - Management Accounting	Written test
IV	6	<u>II</u>	Ratio Analysis - Calculation of various ratios - Profitability ratios	Lecture & Solving problems	Khan & Jain - Management Accounting	Written test
V	6	<u>II</u>	Liquidity ratios - Solvency ratios	Solving problems	R.S.N. Pillai & Bagarathi - Management Accounting	Written test
VI	6	<u>II</u>	Turnover ratios - Capital Structure ratios	Solving problems	R.S.N. Pillai & Bagarathi - Management Accounting	Written test



<u>vii</u>	6	<u>iii</u>	Funds flow Analysis - Working Capital	Lecture & PPT	R.S.N. Pillai & Bayavathi - Management Accounting	Oral test
<u>viii</u>	6	<u>iii</u>	Preparation of Funds flow Statement with simple adjustments	Lecture & Solving Problems	Khan & Jain - Management & Cost Accounting	Written test
<u>ix</u>	6	<u>iii</u>	Cash flow Analysis - Preparation of cash flow statement	Solving Problems	Khan & Jain - Management & Cost Accounting	Written test
<u>x</u>	6	<u>iv</u>	Classification of costs - Elements of cost - Cost Sheet.	Solving problems	Reddy & Murthy - Cost Accounting	Oral test
<u>xi</u>	6	<u>iv</u>	FIFO - LIFO	Lecture & Solving problems	Reddy & Murthy - Cost Accounting	Written test
<u>xii</u>	6	<u>iv</u>	Process Costing	Solving Problems	Reddy & Murthy - Cost Accounting	Written test
<u>xiii</u>	6	<u>iv</u>	Marginal Costing - Meaning - CVP Analysis excluding Managerial decisions	Lecture & Solving Problems	Khan & Jain - Management Accounting	Oral test
<u>xiv</u>	6	<u>v</u>	Budget & Budgetary control - Flexible Budget	Lecture & Solving Problem	Khan & Jain - Management Accounting	Written test
<u>xv</u>	6	<u>v</u>	Cash budget - Sales & Production budget	Solving Problems	Khan & Jain - Management Accounting	Written test

## LESSON PLAN

**Academic Year** : 2021-22  
**Class** : B BHA  
**Subject** : Introduction to Research Methodology  
**Hours / Week** : 5  
**Credits** : 4

**Semester** : IV  
**Class Code** :  
**Subject Code** : UCHAJ20  
**Total Hours** : 90  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	5	I	Definition of research - objectives - Types of research	Lecture & PPT	C.R. Kothari - Research Methodology	Written test
II	5	I	Research Process - Qualities of a researcher	Lecture & PPT	C.R. Kothari - Research Methodology	Oral test
III	5	I	Criteria of good research - Problems encountered in research.	Lecture & PPT	C.R. Kothari - Research Methodology	Written test
IV	5	II	Research Problem - Research design - features of good research design	Lecture & PPT	Uma Shankar - Research Methodology	Written test
V	5	II	Types of research design - factors affecting research design	Lecture & PPT	Uma Shankar - Research Methodology	Written test
VI	5	II	Hypothesis - meaning - need - types - formulation - test of hypothesis	Lecture & PPT	Uma Shankar - Research Methodology	Oral test

V	5	III	Sampling techniques - Types of sampling	Lecture & PPT	Uma Shankar - Research Methodology	Written test
VI	5	III	Merits & Demerits of probability and Non-probability sampling	Lecture & PPT	Uma Shankar - Research Methodology	Written test
VII	5	III	Scaling - types - Measurement - Classification	Lecture & PPT	Uma Shankar - Research Methodology	Oral test
VIII	5	IV	Collection of primary & secondary data - Interview techniques	Lecture & PPT	C.R. Kothari - Research Methodology	Oral test
IX	5	IV	Survey & Interview method - Merits and demerits	Lecture & PPT	C.R. Kothari - Research Methodology	Oral test
X	5	IV	Questionnaire - Types of secondary data	Lecture & PPT	C.R. Kothari - Research Methodology	Written test
XI	5	V	Steps in report writing - Introduction to Statistical Packages.	Lecture & PPT	Uma Shankar - Research Methodology	Written test
XII	5	V	Descriptive - Percentage analysis - Charts - Mean - Median - Mode	Lecture & PPT	Uma Shankar - Research Methodology	Oral test
XIII	5	V	Range - Variance - Standard Deviation - Correlation - Regression - ANOVA	Lecture & PPT	Uma Shankar - Research Methodology	Oral test

## LESSON PLAN

**Academic Year** : 2021-22  
**Class** : III BHA  
**Subject** : Social Entrepreneurship  
**Hours / Week** : 2  
**Credits** : 2

**Semester** : V  
**Class Code** :  
**Subject Code** : USHA619  
**Total Hours** : 45  
**Total Marks** : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	2	I	Introduction of Social Entrepreneur - Difference Between social entrepreneurship and social entrepreneur - Need	Lecture & PPT	Entrepreneurial Development - Jayshree Suresh	Written test
II	2	I	Factors impacting transformation into social entrepreneur - Characteristics	Lecture & PPT	Entrepreneurial Development - Jayshree Suresh	Written test
III	2	I	The four distinctions of social entrepreneurship	Lecture & PPT	Entrepreneurial Development - Jayshree Suresh	Written test
IV	2	II	Profit and Non-profit Proprietorships - Partnership Company - Non-Governmental Organisation	Lecture & PPT	Entrepreneurial Development - Jayshree Suresh	Written test
V	2	II	Limited Liability Company - Section 25 Companies.	Lecture & PPT	Studies in Indian Entrepreneurship - Dhanraj Kaurhik	Written test
VI	2	II	Factors Governing the selection of suitable form of ownership.	Lecture & PPT	Studies in Indian Entrepreneurship - Dhanraj Kaurhik	Written test

<u>VI</u>	2	<u>III</u>	Concept of Sustainable Development - Goals - Environmental costs and its economic value	Lecture & PPT	Studies in Indian Entrepreneurship - Divanath Kaushik	Written test
<u>VII</u>	2	<u>III</u>	Political Challenge and development issues in India - Millennium Eco-System Assessment.	Lecture & PPT	Entrepreneurial Development - Jayshree Suresh	Written test
<u>VIII</u>	2	<u>III</u>	Findings of Millennium Ecosystems Assessment	Lecture & PPT	Entrepreneurial Development - Jayshree Suresh	Written test
<u>IX</u>	2	<u>IV</u>	Methods of sensing opportunities and fields of opportunities - Steps to create a successful chart.	Lecture & PPT	Entrepreneurial Development - Jayshree Suresh	Written test
<u>X</u>	2	<u>IV</u>	Steps to start-ups and Incubation - Accessing Venture Capital.	Lecture & PPT	Studies in Indian Entrepreneurship - Divanath Kaushik	Written test
<u>XI</u>	2	<u>IV</u>	CSR funds - Types of CSR	Lecture & PPT	Studies in Indian Entrepreneurship - Divanath Kaushik	Written test
<u>XII</u>	2	<u>V</u>	Factors affecting success of social entrepreneurship - Business Model of Marind Eye Care System	Lecture & PPT	Entrepreneurial Development - Jayshree Suresh	Written test
<u>XIII</u>	2	<u>V</u>	Example of Successful Indian and foreign social entrepreneurs.	Seminars	Entrepreneurial Development - Jayshree Suresh	Written test
<u>XIV</u>	2	<u>V</u>	Creating business ideas - Creating business design	Lecture & PPT	Entrepreneurial Development - Jayshree Suresh	Written test



# Auxilium College (Autonomous)

(Accredited by NAAC with A\* Grade with a CGPA of 3.55 out of 4 in the 3<sup>rd</sup> Cycle)

Gandhi Nagar, Vellore - 632 006.

## FACULTY RECORD

**Name** : K. SUBHA CHANDRA  
**Department** : BBA (Hospital Administration)  
**Academic Year** : 2021 - 2022  
**Institutional Mail ID** : subhac@axiliumcollege.edu.in  
**Mobile No.** : 9994932395 (9600558914)  
**ERP. ID** : AUXMBA123

Institutional Responsibility	Department Responsibility
* Member in Entrepreneurship development cell	* Third year tutor * Online course co-ordinator * Extension activity co-ordinator * Register Maintenance. → Log Note → Staff online course → Project → German online course → Staff Publication → Single Parent → Student online course.

## LESSON PLAN

**Academic Year** : 2021-2022  
**Class** : BBA (Hospital Administration)  
**Subject** : Organisational Behaviour  
**Hours / Week** : 6/week  
**Credits** : 4

**Semester** : V  
**Class Code** :  
**Subject Code** : UCHAH20  
**Total Hours** : 90 hours  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
Week 1	6	UNIT I	A manager's view of OB - Definition and Concept of Organizational Behaviour	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	oral Quiz
WEEK 2	6	UNIT I	Challenges of OB - Role of Organisational Behaviour	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Quiz using google form
WEEK 3	6	UNIT I	OB Model - Hawthorne Experiment.	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Oral test
WEEK 4	6	UNIT II	Nature of Human Behaviour - Concept - Process - Models of man.	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Quiz
WEEK 5	6	UNIT II	Perception - Concept - Process - Inter-personal perception - Managerial Application	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Oral Quiz
WEEK 6	6	UNIT II	Learning - Concept - Process - nature - Components of learning - Factors	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Group Discussion

WEEK 7	6	UNIT <u>III</u>	Personality - Concept - theories - Determinants - measurement.	* PPT * Online Lecture	L.M. Prasad Organisational Behaviour	Oral test
WEEK 8	6	UNIT <u>III</u>	Attitude - Concept - Factors in attitude Formation - Attitude relevance for OB	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Oral Quiz
WEEK 9	6	UNIT <u>III</u>	Group Dynamics - Concept - types Formal & Informal group	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Oral test
WEEK 10	6	UNIT <u>IV</u>	Organizational Conflict - Concept - Positive and negative aspects - Role Conflict - Conflict Resolution	* PPT * Online Lecture	L.M. Prasad Organisational Behaviour	Quiz
WEEK 11	6	UNIT <u>IV</u>	Stress - meaning - Causes - Effects - Coping strategies	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Group Discussion
WEEK 12	6	UNIT <u>IV</u>	MBO - Concept - Process - Benefits - Prerequisite of installing MBO Programme	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Oral test
WEEK 13	6	UNIT <u>V</u>	Motivation theories - Maslow's - Vrooms expectancy theory.	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Oral Quiz
WEEK 14	6	UNIT <u>V</u>	Motivation theories - Maclelland's, X and Y theory	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Quiz
WEEK 15	6	UNIT <u>V</u>	Leadership - functions - Importance - theories - leadership styles	* PPT * Online Lecture	L.M. Prasad Organizational Behaviour	Oral test



## LESSON PLAN

**Academic Year** : 2021 - 2022  
**Class** : BBA (Hospital Administration)  
**Subject** : NME: Management Information System  
**Hours / Week** : 3/week  
**Credits** : 4

**Semester** : V  
**Class Code** :  
**Subject Code** : UGHA520  
**Total Hours** : 45  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
WEEK 1	3	UNIT I	A managerial view of Information System. An Introduction concept of System and organization	* PPT * Online Lecture	Robert Schultheis Management Information System	Oral test
WEEK 2	3	UNIT I	Strategic Use of Information Technology. Business Process Reengineering	* PPT * Online Lecture	Robert Schultheis Management Information System	Quiz
WEEK 3	3	UNIT I	Information technology - Information technology and Business Process	* PPT * Online Lecture	Robert Schultheis Management Information System	Group Discussion
WEEK 4	3	UNIT II	Application of Operational Information Systems to Marketing and Human Resource.	* PPT * Online Lecture	Robert Schultheis Management Information System	Oral Quiz
WEEK 5	3	UNIT II	Tactical & strategic Information to Accounting and Financial	* PPT * Online Lecture	Robert Schultheis Management Information System	Oral test
WEEK 6	3	UNIT II	Tactical & strategic Information System to Marketing & HR	* PPT * Online Lecture	Robert schultheis Management Information System	Quiz

WEEK 7	3	UNIT <u>III</u>	Information system - Planning - Critical Success Factors	* PPT * Online Lecture	Robert Schultheis Management Information System	Group Discussion
WEEK 8	3	UNIT <u>III</u>	Business System Planning - System-development Life cycle	* PPT * Online Lecture	Robert Schultheis Management Information System	Oral test
WEEK 9	3	UNIT <u>III</u>	System Analysis - Evaluating Alternative design.	* PPT * Online Lecture	Robert Schultheis Management Information System	Oral Quiz
WEEK 10	3	UNIT <u>IV</u>	Introduction - Centralization - De-Centralization - Distributed Data Processing (DDP)	* PPT * Online Lecture	Robert Schultheis Management Information Systems	Quiz
WEEK 11	3	UNIT <u>IV</u>	Effective Organization of Information Processing - Roles & Responsibilities	* PPT * Online Lecture	Robert Schultheis Management Information System	Group Discussion <sup>2</sup>
WEEK 12	3	UNIT <u>IV</u>	Career Paths and Management of Data Processing - End user Computing	* PPT * Online Lecture	Robert Schultheis Management Information System	Oral test
WEEK 13	3	UNIT <u>V</u>	Introduction to HIS - definition - need - functional areas - Structuring of HIS	* PPT * Online Lecture	Robert Schultheis Management Information Systems	Quiz
WEEK 14	3	UNIT <u>I</u>	Hospital Management Software - Application of MIS & LIS	* PPT * Online Lecture	Robert Schultheis MIS	Group Discussion
WEEK 15	3	UNIT <u>I</u>	Health Information Management - Logistic and supply chain - Data analysis	* PPT * Online Lecture	Robert Schultheis MIS	Oral Quiz

## LESSON PLAN

**Academic Year** : 2021-2022  
**Class** : BBA (Hospital Administration)  
**Subject** : Healthcare Economics  
**Hours / Week** : 6/week  
**Credits** : 4

**Semester** : III  
**Class Code** :  
**Subject Code** : UCHCE 20  
**Total Hours** : 90  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
WEEK 1	6	UNIT I	Introduction to Economics - Basic Problems, of economy - Micro & Macro economy	* PPT * Online Lecture	Sherman Jolland Allen.C The Economics of Healthcare	Oral Quiz
WEEK 2	6	UNIT I	Circular flow and Interdependence Economic activities - scarcity - Basic concepts	* PPT * Online Lecture	Sherman Jolland, Allen.C. The Economics of Healthcare	Quiz
WEEK 3	6	UNIT I	What is Health economics? The size & scope of Health economics	* PPT * Online Lecture	Sherman Jolland, Allen.C The Economics of Healthcare	Group Discussion
WEEK 4	6	UNIT II	Market - Basic Elements of market - Demand & Supply	* PPT * Online Lecture	Sherman Jolland Allen.C The Economics of Healthcare	Oral test
WEEK 5	6	UNIT II	Elasticity of demand and Supply Consumer Behaviour	* PPT * Online Lecture	Sherman & Jolland, Allen.C The Economics of Healthcare	Quiz
WEEK 6	6	UNIT II	Approaches to Consumer Behaviour	* PPT * Online Lecture	Sherman Jolland, Allen.C The Economics of Healthcare	Oral test.

WEEK 7	6	UNIT <u>III</u>	Production Function - Isoquants - Products - Substitutes	* PPT * Online Lecture	Sherman Jolland Allen, C The Economics of Healthcare	Quiz
WEEK 8	6	UNIT <u>III</u>	Elasticity of substitution - Cost Function	* PPT * Online Lecture	Sherman Jolland Allen, C The Economics of Healthcare	Oral Quiz
WEEK 9	6	UNIT <u>III</u>	Cost minimization - Economics of scale - Technological change	* PPT * Online Lecture	Sherman Jolland Allen, C The Economics of Healthcare	Quiz
WEEK 10	6	UNIT <u>IV</u>	What is economic evaluation? Cost analysis - Cost effectiveness analysis	* PPT * Online Lecture	Sherman Jolland Allen, C The Economics of Healthcare	Oral test
WEEK 11	6	UNIT <u>IV</u>	Market - Monopoly - Perfect & Imperfect - Markets in Healthcare - Market Failures	* PPT * Online Lecture	Sherman Jolland Allen, C The Economics of Healthcare	Group Discussion
WEEK 12	6	UNIT <u>IV</u>	Government Interventions in Healthcare - Health Financing - Health Insurance	* PPT * Online Lecture	Sherman Jolland Allen, C The Economics of Healthcare	written test
WEEK 13	6	UNIT <u>V</u>	Environmental Influences on Health and its Economic Inputs	* PPT * Online Lecture	Sherman Jolland Allen, C The Economics of Healthcare	Oral Quiz
WEEK 14	6	UNIT <u>V</u>	Healthcare System in different countries Economic Impact of Tobacco	* PPT * Online Lecture	Sherman Jolland Allen, C The Economics of Healthcare	Quiz
WEEK 15	6	UNIT <u>V</u>	Economic Impact of Alcohol use - of addiction - Aging of population.	* PPT * Online Lecture	Sherman Jolland Allen, C The Economics of Healthcare	Group Discussion

## LESSON PLAN

**Academic Year** : 2021-2022  
**Class** : BBA (Hospital Administration)  
**Subject** : SBE III : Wellness Management  
**Hours / Week** : 2/week  
**Credits** : 2

**Semester** : III  
**Class Code** :  
**Subject Code** : USHA F320  
**Total Hours** : 30  
**Total Marks** : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
WEEK 1	2	UNIT I	Meaning of selfawareness - Dimensions of Personality Development	* PPT * Online Lecture	Material	Oral Discussion
WEEK 2	2	UNIT I	Interpersonal Relations - Types of Complexes	* PPT * Online Lecture	Material	Oral Quiz 32
WEEK 3	2	UNIT I	Emotional Intelligence - Components of Emotional Intelligence - SWOT	* PPT * Online Lecture	Material	Group Discussion
WEEK 4	2	UNIT II	Meaning - Definition - Sources of stress	* PPT * Online Lecture	Material	Quiz
WEEK 5	2	UNIT II	Lifestyle stressors - Symptoms of stress - Guidelines to reduce stress	* PPT * Online Lecture	Material	Oral Test
WEEK 6	2	UNIT II	Work place humor - Anger Management	* PPT * Online Lecture	Material	Discussion

WEEK 7	2	UNIT <u>III</u>	Definition - Tips for time Management	* PPT * Online Lecture	Material	Oral Discussion
WEEK 8	2	UNIT <u>III</u>	Common Mistake of students make in Time Management	* PPT * Online Lecture	Material	Oral test
WEEK 9	2	UNIT <u>IV</u>	Goals of time Management	* PPT * Online Lecture	Material	Written test
WEEK 10	2	UNIT <u>V</u>	Conflict Management	* PPT * Online Lecture	Material	Oral Quiz
WEEK 11	2	UNIT <u>V</u>	Crisis Management - Event Management	* PPT * Online Lecture	Material	Oral test 33
WEEK 12	2	UNIT <u>V</u>	Responsible use of technology - change Management	* PPT * Online Lecture	Material	Quiz
WEEK 13	2	UNIT <u>V</u>	Need for Healthy diet - Balanced diet	* PPT * Online Lecture	Material	Group Discussion
WEEK 14	2	UNIT <u>V</u>	Meditation - Simple exercise for a healthy living	* PPT * Online Lecture	Material	Oral Quiz
WEEK 15	2	UNIT <u>V</u>	Lifestyle diseases and its causes - Health & Hygiene.	* PPT * Online Lecture	Material	Written Test

## LESSON PLAN

Academic Year : 2022 Class : BBA [HOSPITAL ADMINISTRATION] Subject : HUMAN RESOURCE MANAGEMENT & DEVELOPMENT Hours / Week : 5 / WEEK Credits : 4	Semester : <u>IV</u> Class Code : Subject Code : UCHAH20 Total Hours : 90 Total Marks : 100
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Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
Week 1	5	Unit I	Introduction, Scope and objectives of HRM - HRM planning need & advantages.	Lecture Method	Human Resource Management - Aswatappa	Written Test
Week 2	5	Unit I	HRM planning Process - Human Resource Information System.	Lecture Method	Human Resource Management - Aswatappa	Written Test
Week 3	5	Unit I	Difference between HRM & Personnel Management - Qualities of HR Manager	Lecture Method	Human Resource Management - Aswatappa	Oral Test
Week 4	5	Unit II	Recruitment & Selection	Lecture Method	Human Resource Management - Aswatappa	Oral Test
Week 5	5	Unit II	Induction & Orientation - Training.	Lecture Method	Human Resource Management - Aswatappa	Oral & Written Test
Week 6	5	Unit II	Performance Appraisal - Methods of Performance Appraisal	Lecture Method	Human Resource Management - Aswatappa.	Written test

Week 7	Σ	Unit <u>ii</u>	Talent Acquisition & retention - Career planning.	Human Resource Management - V.S.P. Rao	Lecture Method	Written Test
Week 8	Σ	Unit <u>iii</u>	Quality work life - Participative Management	Human Resource Management - V.S.P. Rao	Lecture Method	Oral Test
Week 9	Σ	Unit <u>iii</u>	Job Analysis - Job Design	Human Resource Management - Aswatappa	Lecture Method	Oral Test
Week 10	Σ	Unit <u>iv</u>	Employee Welfare - Safety programs	Human Resource Management - Aswatappa	Lecture Method	Written Test
Week 11	Σ	Unit <u>iv</u>	Health - Job stress	Human Resource Management - V.S.P. Rao	Lecture Method	Written Test
Week 12	Σ	Unit <u>iv</u>	Trade Union - Causes and Settlement of Disputes	Human Resource Management - V.S.P. Rao	Lecture Method	Written Test
Week 13	Σ	Unit <u>v</u>	Separations - HR Audit	Human Resource Management - Aswatappa	Lecture Method	Oral Test
Week 14	Σ	Unit <u>v</u>	Values & Ethics in HRM - Ethical issues in HRM	Human Resource Management - Aswatappa	Lecture Method	Written Test
Week 15	Σ	Unit <u>v</u>	Challenges in HRM - Evolution of HRM & its role in hospitals	Human Resource Management - V.S.P. Rao	Lecture Method	Oral Test



## LESSON PLAN

**Academic Year** : 2022  
**Class** : BBA [HOSPITAL ADMINISTRATION]  
**Subject** : HEALTH SERVICES MARKETING  
**Hours / Week** : 5 / WEEK  
**Credits** : 5

**Semester** : IV  
**Class Code** :  
**Subject Code** : UAHSM20  
**Total Hours** : 90  
**Total Marks** : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
WEEK 1	5	Unit - I	Basic Marketing Concepts	Lecture Method	Services Marketing - Rama Mohana Rao	Oral Test
WEEK 2	5	Unit I	Evolution of Marketing Concepts - Marketing & Service Marketing Mix	Lecture Method	Marketing - P. Kotler et al.,	Written Test
WEEK 3	5	Unit I	Concept of Service - classification - challenges	Lecture Method	Services Marketing - Rama Mohana Rao	Oral Test
WEEK 4	5	Unit II	Growth of Service - Career Opportunities in Service Sector	Lecture Method	Services Marketing - Rama Mohana Rao	Oral Test
WEEK 5	5	Unit II	Planning & Creating Services - Development of new services	Lecture Method	Services Marketing - Rama Mohana Rao	Written Test
WEEK 6	5	Unit II	Distribution of Services Pricing Service	Lecture Method	Services Marketing - Rama Mohana Rao	Written Test

## LESSON PLAN

**Academic Year** : 2022  
**Class** : BBA [HOSPITAL ADMINISTRATION]  
**Subject** : ENVIRONMENTAL STUDIES  
**Hours / Week** : 2/WEEK  
**Credits** :

**Semester** : IV  
**Class Code** :  
**Subject Code** :  
**Total Hours** :  
**Total Marks** :

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
WEEK 1	2	Unit I	Definition of Environment - Scope and importance	Activity	Course Material	Presentation
WEEK 2	2	Unit I	Segments of Environment - Natural resources: Water	Lecture Method	Course Material	Oral Test
WEEK 3	2	Unit I	Natural Resources: Land, Wind, Energy, Forest & Mineral resources	Lecture Method	Course Material	Oral Test
WEEK 4	2	Unit II	Ecosystem - Structure and functions - Food Chains & Food web	Lecture Method	Course Material	Oral & Written Test
WEEK 5	2	Unit II	Ecological Pyramids - Types of Ecosystem - Lake ecosystem, Pond ecosystem	Activity	Course Material	Presentation
WEEK 6	2	Unit II	Forest ecosystem, Grassland ecosystem, Desert, Ocean ecosystem - Ecological Succession	Activity	Course Material	Presentation

WEEK 7	2	Unit <u>II</u>	Biodiversity: General terms - Types of Diversity	Lecture Method	Course Material	Oral Test
WEEK 8	2	Unit <u>III</u>	India as a mega biodiversity zone - Threats to Biodiversity	Lecture Method	Course Material	Oral Test
WEEK 9	2	Unit <u>III</u>	Conservation of Biodiversity - Values of Biodiversity	Activity	Course Material	Discussion
WEEK 10	2	Unit <u>IV</u>	Pollution: Air, Water, Soil and Noise Pollution	Lecture Method	Course Material	Oral Test.
WEEK 11	2	Unit <u>IV</u>	causes, effects and control measures - Rainwater harvesting	Activity	course Material	Role play
WEEK 12	2	Unit <u>IV</u>	Watershed Management - Solid Waste Management.	Lecture Method	Course Material	Written Test
WEEK 13	2	Unit <u>V</u>	Human Population and Environment - Act; - Issues & Global Warming	Lecture Method.	Course Material	Oral Test
WEEK 14	2	Unit <u>V</u>	Climate Change - Ozone layer depletion - Acid Rain - Sustainable development	Lecture Method	Course Material	Written Test.
WEEK 15	2	Unit <u>V</u>	Population explosion - Role of IT in environmental conservation	Activity	course Material	Discussion

## LESSON PLAN

**Academic Year** : 2022  
**Class** : BBA [HOSPITAL ADMINISTRATION]  
**Subject** : SBE: COMMUNICATION SKILLS IN ENGLISH  
**Hours / Week** : 2/WEEK  
**Credits** : 2

**Semester** : II  
**Class Code** :  
**Subject Code** : USHAB 220  
**Total Hours** :  
**Total Marks** : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
WEEK 1	2	Unit I	Definition of communication - Elements	Lecture Method	Material	Oral Test
WEEK 2	2	Unit I	Types and Media's of communication	Activity	Material	Extemporane
WEEK 3	2	Unit I	Process of Communication Barriers in Communication	Lecture Method	Material	Oral Test
WEEK 4	2	Unit II	Structure of Letter - Leave letter	Lecture Method	Communication Skills - P.D. Chaturvedi & Mukesh Chaturvedi	Written Test
WEEK 5	2	Unit II	Complaint Letter - Letter of application enquiry	Activity	Material	Written Test [Letter Writing]
WEEK 6	2	Unit II	Sales Letter - Banking Correspondence	Lecture Method	Professional Communication - B.S. Verma & R.T.S. Pundia	Oral Test

WEEK 7	2	Unit - <u>III</u>	Everyday words General Statements.	Activity	Communication Skills - Chaturvedi	Role Play.
WEEK 8	2	Unit - <u>III</u>	Everyday words General Statements.	Lecture Method	Communication Skills - Chaturvedi	Oral Test.
WEEK 9	2	Unit - <u>III</u>	Past - Present - Future	Activity	Communication Skills - Chaturvedi	Discussion
WEEK 10	2	Unit - <u>IV</u>	Aptitude Test - Logical and Reasoning	Activity	You and the interview board - B.S. Siwani	Solving Questions related to the topic.
WEEK 11	2	Unit - <u>IV</u>	Basic Interview Questions Preparation of Resume Writing	Activity	You & the interview board - Siwani	Mock Interview
WEEK 12	2	Unit - <u>IV</u>	Discharge Summary Consent for admission	Lecture Method	Material	Written Test.
WEEK 13	2	Unit <u>V</u>	Group Discussions - Role Play	Activity	Material	Role <sup>(6.0)</sup> Play
WEEK 14	2	Unit <u>V</u>	Email - Browsing for assignments	Lecture Method	Material	Oral Test.
WEEK 15	2	Unit <u>V</u>	Presentation skills - Use of Google Scholar	Lecture Method	Material	Oral Test.