GUIDELINES FOR PREPARATION OF PROJECT REPORT
(for the Academic Year 2015-16)

Students of MBA (Hospital Administration) Programme will have to take up project work in the Third year.

1. The purpose of the project work is primarily to demonstrate the application of knowledge and skills acquired during the programme, by studying and analyzing the selected programme in the work situation in a systematic manner while suggesting solutions to be management.

2. The topic for project may be taken from any one of the following sources:
   (i) Comprehensive case study, covering single organization with multifunctional area problem formulation, analysis and recommendations.
   (ii) Inter organizational comparison of performance in different functional areas including management practices.
   (iii) Field Study/Empirical Study

SUGGESTIVE TOPICS FOR PROJECT REPORT

Following is the list of suggestive topics only. The candidates are free to choose the topic of their choice in relation to Hospital administration by duly complying with the regulations that are in force in preparation of project report.

- Study of patient care services in the Dept. of Casualty in a 100 bedded hospital.
- Study of Medico-legal aspects of casualty & emergency departments in any hospital
- Human Resource Planning in Hospital
- Unionism in Hospitals and Quality of Health Care Services
- Grievances & Redressal procedures in hospital services
- Health insurance schemes in Hospitals
- Training and Development programmes in Hospitals
- Performance Appraisal in Hospitals
- Study of patient satisfaction in Hospitals
- Marketing of Hospital Services
- Maintenance Services in a 100 bedded hospital
- Comparative Study of Arogyasri programmes in government and private hospitals
- Waste management in hospitals
- Disaster management techniques in a multi-specialty hospital
- Study of clinical and diagnostic services
- Technology and Hospital Administration
- Quality Management in Hospitals
- Ethics in Hospital Administration-Perceptional studies of Administrators in Government and Private hospitals
- Budgetary controls in Hospitals
- Financial performance of Hospitals
- Inventory management in Hospitals
- Job satisfaction in Hospitals
- Study of Nursing Care Services in a large corporate hospital.
- A comparative analysis of nursing care in a government and a private hospital.

Project Proposal:

3. The Project Proposal (Synopsis) should be prepared in consultation with the guide and sent to the Director, School of Distance Education. The proposal should clearly state the significance, objectives, methodology, statistical techniques to be used, limitations if any and future directions for further research, etc.

4. Eligible Project guide may be taken from any one of the following:
   (i) Academic Counsellors of MBA (Hospital Administration) Programme.
   (ii) Medical Practitioner / Administrator with MBBS qualification and having put in at-least a minimum of 5 years of experience either in Government Hospital or Corporate Hospital.
Students are advised to send their project proposal (synopsis) and Biodata of the Guide which must be duly signed by guide. If the proposed guide is not acceptable, the student shall be advised accordingly and in such cases, the student should change the guide before the proposal is considered for approval. Similarly if a student wants to change his/her guide after some time, he/she would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma. **At any given point of time a guide should not have more than FIVE students.**

**Note:** Students are advised to select their guides who are either teachers or active Professionals in the relevant area of the selected topic.

5. The Project Proposal shall be sent in proforma (format) along with one copy of synopsis and bio-data of the guide to the Course Co-ordinator for approval. Proposals incomplete in any respect will straightway be rejected. Students are advised to retain a copy of the synopsis.

6. Communication for approval/non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.

7. Communication of non-approval of the proposal will be accompanied by comments/suggestions for reformulating the project, the revised project proposal should be submitted in the new proforma. A copy of rejected synopsis and project proposal proforma wherein the comments or suggestions of the evaluation are given should also be submitted.

8. **Preparation of Project Report :**
   
a. The report should consist of (a) significance of the study, (b) Objectives, (c) Sampling and Methodology, (d) Statistical Techniques used, (e) Limitations, if any, and (f) guidelines for future research.
   
b. The length of the report shall be in between 60 and 80 double spaced typed A4 size pages (excluding appendix and Exhibits). The report is to be submitted in a bound volume.
   
c. The Project Report should also contain:
      
      (i) Project Approval letter
      (ii) Synopsis
      (iii) A Certificate from the organization where the candidate underwent Practical Training for a period of eight weeks.
      (iv) A statement from the candidate mentioning that the work is a original one and has not been submitted earlier either to this University or to any other institution of the requirement of a course of study.

One typed copy of the project report is to be submitted to the Director, School of Distance Education before the due date as communicated in the Academic Calendar. One copy of the report is to be retained with the student and produced at the time of Viva-Voce Exam. The copy sent to the University will not be returned.
SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY

MBA (HOSPITAL ADMINISTRATION) PROGRAMME

PROFORMA FOR PROJECT PROPOSAL
(for the Academic Year 2015-16)

Reg.No._________________

Name and Address of the Student : __________________________________________
________________________________________
________________________________________

Mobile No. : _________________ e-mail:

Title of the Project : __________________________________________

Name, Designation and Official
Address of the Project guide : __________________________________________
________________________________________
________________________________________

______________Mobile

Is the guide an Academic Counsellor of
MBA (Hospital Administration) programme of SDE ? : YES / NO

Experience (in years) : Teaching ___________ Executive ___________

No. of students working under the
Guide for Project Report : __________________________________________

Signature of the Student : Signature of the guide :

Date : Date :

Note : Enclose the Synopsis of the Project and Bio-data of the guide

(For Office Use only)

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