GUIDELINES FOR PREPARATION OF PROJECT REPORT

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

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 pro forma (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**:

   (i) 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.

   (ii) 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.

   (iii) The Project Report should also contain:

       (a) Project Approval letter
       (b) Synopsis
       (c) A Certificate from the organization where the candidate underwent Practical Training for a period of eight weeks.
       (d) 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.

9. 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.
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)

<table>
<thead>
<tr>
<th>Synopsis</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Approved</td>
<td>Approved</td>
</tr>
<tr>
<td>Not Approved</td>
<td>Not Approved</td>
</tr>
</tbody>
</table>
PAPER I: HOSPITAL WASTE MANAGEMENT

Answer all Questions.
All questions carry equal marks. Max. Marks: 30

1. Discuss the role of Hospital Administrator in regulating/preventing the hospital wastes.
2. Elucidate the importance of training and education in the various preventive measures of Hospital Acquired Infections.
3. Explain fully the rationale behind the categorisation of Hospital Wastes.
4. Mention the various methods of disposal of Hospital Wastes. Present in detail any two methods.
5. Write in detail the objectives of the Environment and Forests Act 1986. Also discuss the relevant provisions of this Act in relation to Hospital Waste Management.

PAPER II: RISK AND DISASTER MANAGEMENT

Answer all Questions.
All questions carry equal marks. Max. Marks: 30

1. Discuss in detail the ‘Hospital Acquired Infections (HAI)’. Mention any FIVE HAIs and their prevention.
2. Describe fully the causes of fire accidents in a teaching institute hospital and suggest preventive measures.
3. Define ‘Disaster’. Also throw much light on the formation and functions of a ‘Disaster Committee’.
4. Describe the various processes that are involved in the collection and disposal of radioactive wastes in a large multi-speciality hospital.
5. Give an elaborated description of high risk procedures performed in a 1000 bedded multi-speciality hospital in a Metro City.
SCHOOL OF DISTANCE EDUCATION;;ANDHRA UNIVERSITY
MBA (HOSPITAL ADMINISTRATION)
THIRD YEAR
ASSIGNMENT QUESTION PAPERS

PAPER III: LEGAL AND ETHICAL ISSUES FOR HOSPITALS

Answer all Questions.
All questions carry equal marks.          Max. Marks;30

1. Discuss the legal procedures relating to health care services in India.
2. What do you understand by the term ÉUTHANASIA”? Express your opinion critically on the same.
3. Discuss broadly the relationship between the Doctor-Patient relationship and Medical Negligence.
5. Explain in detail the concepts of Contractual liability and vicarious liability in hospital administration. Also discuss the role of hospital administrator in these liabilities.

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PAPER IV: OPERATIONS FRESERCH

Answer all Questions.
All questions carry equal marks.          Max. Marks;30

1. a) Features of Operations Research
   b) Properties and basic assumptions of Linear Programming
2. a) Difference between Assignment problem and Transportation problem
   b) Steps in Monte Carlo simulation technique
3. a) Dynamic programming approach in solving Linear Programming problem
   b) Graphical method of solving non-linear programming problem
4. a) Features of Queuing System
   b) Initial Basic Feasible Solution (IBFS)
5. a) Differentiate between PERT and CPM
   b) Essential features of Game Theory

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Answer all Questions.
All questions carry equal marks. 

1. Discuss the role of Hospital Administrator in Insurer-Patient and Regulatory Agencies.
2. Mention the various pooling resources for financing the Health Insurance Schemes and write in detail about any two of them.
3. Discuss at length the concept of evolution of Third Party Administration
4. What are the objectives of IRDA? Critically evaluate its functioning with reference to Health Insurance.
5. Define Health Insurance. Discuss briefly its role in improving the Health Care Status of Indian population.

PAPER VI: CLINICAL, DIAGNOSTIC AND THERAPEUTIC SERVICES

Answer all Questions.
All questions carry equal marks. 

1. Describe in detail the role of Medical Records Department in assisting the doctors to arrive at a Diagnosis.
2. Explain fully the role of a Casualty Medical Officer in dealing with medical emergencies.
3. Mention the various systems of health care. Write in detail about any Three of them.
4. Discuss in detail the processes of maintaining the records and documents related to maintenance, security and mortuary departments.
5. Identify any six speciality services in a multi-speciality hospital and discuss at length their diagnostic approaches.
# MBA (Hospital Administration) Programme
## Academic Calendar for 2013-14

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counselling-cum-Cutnact Programme at Visakhapatnam</strong></td>
<td></td>
</tr>
</tbody>
</table>
| I & II Years | June, 2014 – 1, 8, 15, 22, 29  
April, 2014 – 13, 20, 27  
August, 2014 – 3, 10, 17, 24 |
| III Year | July, 2014 – 6, 13, 20, 27  
May, 2014 – 11, 18, 25  
June, 2014 – 1, 8, 15, 22, 29 | August, 2014 – 3, 10, 17, 24, 31  
September, 2014 – 7, 14, 21 |

**Submission of Assignments**
- Display of Assignment Question Papers on Website for 1st & 2nd Years: 19th June, 2014
- Display of Assignment Question Papers and Guidelines for Project Proposals on Website for 3rd Year: 28th July, 2014

**Last date for submission of Assignments (Without Fine)**
- I year Assignments: 10th October, 2014
- II year Assignments: 10th October, 2014
- III year Assignments: 10th November, 2014

**Last date for submission of Assignments With a Fine of `100/- per Subject Paper**
- I year Assignments: 22nd October, 2014
- II year Assignments: 22nd October, 2014
- III year Assignments: 28th November, 2014

**Submission of Project Proposals and Project Reports by Final Year Students**
- Last date for submission of Project Proposals: 25.08.2014
- Last date for submission of Project Proposals with a fine of `200/-: 19.09.2014
- Last date for submission of Project Reports: 29.11.2014
- Last date for submission of Project Reports with a fine of `500/-: 10.12.2014
- Last date for submission of Project Reports with a fine of `1000/-: On the day of Viva-Voce

**Examinations**
- Announcement of Examination Schedule: September, 2014
- Conduct of Examinations: November / December, 2014 (Tentative)

**Tuition Fee**
- Amount `5,000/- III Year MBA
- Last Date without fine: 05.05.2014
- With a fine of Rs.50/- : up to 04.06.2014
- With a fine of Rs.200/-: 05.06.2014 onwards

**Study Centres:**

<table>
<thead>
<tr>
<th>SNo.</th>
<th>Name of the Study Centre &amp; Phone No.</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School of Distance Education, Andhra University Visakhapatnam (9963474714)</td>
<td>Prof. P. Hrushikesava Rao (9494184811)</td>
</tr>
</tbody>
</table>

**Special Note**: Kindly visit our website [www.andhrauniversity.info/sde](http://www.andhrauniversity.info/sde) for assignment question papers relating to MBA Hospital Administration Programme for the academic year 2013-2014.  
- Assignment Question Papers will not be sent by post. Candidates have to download them. **All the assignments are to be submitted at a time. Assignments books with spiral binding are not ACCEPTED.**  
- Candidates who do not pay tuition fee will not be sent study material.  
- Candidates who are intending to attend Contact Programme are advised to report with their Identity Cards at the Reception Counter, SDE, AU at 9.00 AM on the 1st day of the programme.

Prof. P. Hrushikesava Rao  
Course Co-ordinator  

Prof. L.D. Sudhakara Babu  
Director