



BBA (HOSPITAL MANAGEMENT)

Affiliated to Maulana Abul Kalam Azad University of Technology, WB (Formerly WBUT)



POST GRADUATE INSTITUTE OF HOSPITAL ADMINISTRATION

(A Venture of B. K. Roy Foundation)

Institute Campus

360, Panchasayar, Kolkata-700 094,
Tel:91(33) 24622462 / 4011-1222(ext. 5406),
Website: www.pgih.org.in

e-mail: principal211@peerlesshospital.com
Facebook: PGIHA At Peerless Hospital

The Legacy

Late Radhashyam Roy, an idealist and a visionary with a strong spirit of nationalism, founded The Peerless Insurance Company Ltd in the year 1932 at Narayanganj. Spurred by unflagging determination, unswerving dedication and undaunted courage of conviction Shri Roy led the Company from the front and it emerged as a leading Provident Insurance Company in the country. Since then the Peerless Group has come a long way to eventually emerge as India's oldest and largest Residuary Non-Banking Financial Company.



The new era in corporate leadership

After the passing away of the Founder Shri Radhashyam Roy, his eldest son Shri Bhudeb Kanti Roy, popularly known as B K Roy, came forward to fill the void, and took over the affairs of the Company. A charismatic and dynamic leader, Late B K Roy ushered in a new era in the corporate history of Peerless. It is basically owing to his dynamism and foresight, that the Company took rapid strides towards success and growth.

The Man and his motto

After Shri B K Roy, Shri Sunil Kanti Roy, his brother, took over the reigns of the Peerless Group and under his stewardship, Peerless expanded its activities in the area of healthcare. He envisioned the coming of the new era in healthcare and established Peerless Hospital & B. K. Roy Research Centre, now widely known as Peerless Hospital, to commemorate the memory of legendary Shri B. K. Roy. With a visionary zeal he led the Peerless Group into new ventures in the area of technologically advanced modern patient care backed by constant technological innovation and the deep sense of service to humanity. Shri S. K. Roy understood the need of skilled personnel in the field of healthcare and hospital administration. Under his stewardship a well equipped college of nursing, physiotherapy and allied services, essential requirements for hospital treatment and management, was established by the Group under the aegis of B. K. Roy Foundation.



B. K. Roy Foundation



Secretary
C.A. P.K. Jana Roy

B. K. Roy Foundation, a Charitable Trust dealing with charitable work in the areas of promotion of education, Rural Development & Healthcare activities. The Trust engage in Free Cancer detection Center with eminent Doctor & latest facilities, in addition to Free Medical Camp at rural areas of West Bengal. The Trust also started "Peerless Skill Academy" affiliated to National skill Development corporation, in association with Ramakrishna Math & Ramakrishna Mission Belur Math. Till now we are operating two centers, most of which in the rural areas for skill development of underprivileged boys & girls & also help them for smile and self employment after completion of training. The Post Graduate Institute of Hospital Administration is founded, supported and maintained by B. K. Roy foundation.

Post Graduate Institute of Hospital Administration:

The Post Graduate Institute of Hospital Administration (PGIHA) under the aegis of the B. K. Roy Foundation, in its endeavour to provide a professional course in hospital administration, started Masters in Hospital Administration (MHA) course way back in 2006 with the affiliation of the then WBUT (since renamed as Maulana Abul Kalam University of Technology, WB). With a view to extend this curriculum in graduation level, the Institute has now initiated BBA (Hospital Management) under the same University. This Institute is the only one in West Bengal having facility for on-the-job training for students in Group's own multi-specialty Hospital, the Peerless Hospital. BBA (Hospital Management) is a three year full time Bachelor Degree Course conducted under the continuous supervision and guidance of Maulana Abul Kalam University of Technology, WB (formerly WBUT). The demand for trained and qualified Hospital Administrators is very high in India and abroad. All the students of this course are exposed and trained in highly sophisticated, state-of-the-art and professionally managed corporate hospitals. Consequently, the pass out students of our institute are eligible for good placement in Government as

well as reputed private hospitals and in healthcare consultancies. The Institute also provides the opportunities for graduate students to pursue Master's degree here.



Inauguration 2006

Vision

We endeavour to provide excellent educational and academic ambience conducive for higher learning by setting up centers of excellence and instilling a sense of ethics and value-system among the students. We are committed to provide opportunities to the students to develop their full potential and professional growth and spread the light of higher education.

Mission

In the perspective of globalization of Indian Economy, the service sector and especially the Healthcare sector has received a tremendous momentum for growth. Healthcare management has become extremely complex. A rapid growth in Healthcare technology in recent years not only necessitates knowledge for the all over functioning of Hospitals but also needs to develop effective high quality health care delivery system for our patients. Every hospital caters a heterogeneous section of patients with different socio-economic, cultural and religious background with widely variable lifestyle. The objective of the Hospital management course is to equip the students who would be budding hospital managers with necessary Managerial skills for effective and efficient management of the Hospital.

Advisors



Dr. Sujit Kar Purkayastha
Managing Director, Peerless Hospital



Dr. Krishnangshu Ray
Medical Director
MD PhD DA MBA FICP
Peerless Hospital



Dr. Subhrojyoti Bhowmick
Clinical Director
Academics, Research and Medical Quality
Peerless Hospital



" The moment I have realized God sitting in the temple of every human body, the moment I stand in reverence before every human being and see God in him- that moment I am free from bondage everything that binds vanishes, and I am free."

Swami Vivekananda

(3)

From the Desk of Principal

Post Graduate Institute of Hospital Administration was born in November 2006 to become only one of kinds in the whole Eastern India under the aegis of B.K.Roy Foundation, Kolkata.

It has all due affiliation with the Maulana Abul Kalam Azad University of Technology, WB (Formerly WBUT). Along with the existing Masters in Hospital Administration course, the Institution is also running BBA (Hospital Management) course for last few years with grand success.

We teach and train our students for this particular sector which increase their employability in this highly growing industry in India.

Our diligent and able academic team is capable of imparting one to one personal care and guidance to all our students in a cozy and comfortable ambience.

We are situated in one of the biggest multispecialty hospital, which provides us an unique opportunity for a perfect blend of learning.

I am proud to share that, from the inception of the institute, we have achieved nearly 100% placement for our students. Most of our students are flourishing in the posts of Hospital Superintendent (Non- Medical) and Quality Managers in different districts under the Dept. of Health & Family Welfare, Govt. Of West Bengal. Rest are placed in various corporate hospitals in Kolkata as well as in other states.



Dr. Sachchidananda Sarkar
MBBS, DPH, FETP, MBA (HCS)



Name : Dr. SACHCHIDANANDA SARKAR

Designation : Principal

Qualification : MBBS,DPH,FETP,MBA(HCS)

Email ID : ssachchidananda@gmail.com



Name : Dr. SUPTI MANDAL

Designation : Associate Professor

Qualification : M.Sc.,MBA (UK), M.Phil,PhD

Email ID : msupti@gmail.com



Name : RUPA BANERJEE

Designation : Assistant Professor

Qualification : BBA,PGDHM,MBA

Email ID : rupabanerjee.official@gmail.com



Name : AMRITA PAL

Designation : Assistant Professor

Qualification : M.A (ECONOMICS), MBA

Email ID : amrita.das764@gmail.com



Name : SRJATA SEN

Designation : Assistant Professor

Qualification : MHA

Email ID : srijata.rima@gmail.com



Name : RANITA GHOSH

Designation : Assistant Professor

Qualification : MHA,PGDHRM, M.Phil

Email ID : ranitaghosh366@gmail.com



Name : SREEPARNA GHOSH SINGH

Designation : Assistant Professor

Qualification : MBA(FINANCE)

Email ID : sreeparna139@gmail.com

Our USP :

- The only premier institution has an exceptional advantage of having access to multi speciality hospital in the same premises. Students get practical exposure throughout the span of the course.
- Air-conditioned class room supporting multi-media presentation.
- Air-conditioned seminar hall.
- Institute is situated in a lush green and pollution free environment in the heart of the city.
- Institute is very well communicated with Railway Stations, Bus Route & Metro Station, City Centre, Shopping Mall etc.
- Arrangement of continuous and uninterrupted water and electric supply.
- The Institute has a wide range of books and journals in different subjects in it's Library
- Over the years our students bagged various top positions in the University examinations.
- Fully equipped online teaching facilities available.



Computer Section :

The Institute has access to the computer and information system facilities of Peerless Hospital. These facilities are delivered from two sections; mainly IT division and Computer System Laboratory. This computer system laboratory is divided into two parts: one is dedicated for practical orientation of the students and the other is for satellite enabled connectivity Lab. They get hands on training in the latest hospital related softwares.



Eligibility for Admission :

The minimum Qualification for admission to the 3 years Bachelor Degree Course, BBA (Hospital Management) is a pass out of (10+2) from any recognized Board / Councils. Candidate should appear in CET / Entrance Examination organised by the University (MAKAUT)

Course Curriculum:

Papers and distribution of marks are as per University specified Syllabus. The University examinations shall be held at six monthly intervals. Candidates must obtain 50% in internal assessment examination in each paper to be eligible to sit for University examinations. Unsuccessful candidates shall have to clear those papers in supplementary internal assessment examinations or in University semester examination (to be notified by the University). The University shall issue separate mark sheets for each semester examination including results of internal assessment and supplementary examination if any. Maulana Abul Kalam Azad University of Technology (Formerly WBUT) shall issue 'BBA (Hospital Management).

Duration:

Three academic years divided into six semesters, each of six months durations.

Disciplinary Rules for BBA (Hospital Management) Course:

- Students must maintain strict discipline. Any form of misconduct is considered as punishable offence.
- Student must attain 75% theory classes and 100% practical classes as per UGC/University norms to qualify for both internal and university examination.
- Each and every student should follow the dress code of the institute and must wear the identity card. Regulation shoes are also mandatory.
- Student should be present in the class well in advance to the schedule time table.
- Irregular Attendance or habitual illness, neglect of home work, disobedience and disrespect to the teachers and staff members justify expulsion from the Institute.
- Student Should take utmost care of institute property and premises. any kind of damage and / or theft to the institute property will have to be compensated by the student and / or parents, failing which the college will be compelled to take strict action.
- Semester fees must be paid one month before commencement of classes. This rule of the institution must be strictly followed by the students. Late fee will be charged by the institution for delay in payment of semester fees.
- Any Non Compliance with the above mentioned rules and regulations demands authentic explanation. Students failing to furnish any relevant documents explaining the cause of default will not be provided any assistance in project / placement.
- Anti ragging Policy to be strictly followed.
- As the institute is located within the hospital premises where ailing patients are struggling for survival, students should not indulge into any activities which may hamper peace of the hospital zone.
- Students should also be abide by all rules & regulations of UGC/ UNIVERSITY, as prescribed by them from time to time.

COURSE CURRICULAM

THEORY & PRACTICAL

FIRST SEMESTER

THEORY		
SL. NO.	CODE	THEORY
1	BHM (N) - 101	Principles of Management and Organizational Behaviour
2	BHM (N) - 102	Business Communication
3	BHM (N) - 103	Medical Terminology - I
4	BHM (N) - 104	Hospital Operations Management
5	BHM (N) - 105	Hospital & Health System

TOTAL OF THEORY PRACTICAL		
1	BHM (N) - 191	Effective Professional Communication
2	BHM (N) - 192	Basic Computing lab

SECOND SEMESTER

THEORY		
SL. NO.	CODE	THEORY
1	BHM (N) - 201	Medical Records Management
2	BHM (N) - 202	Bio-Statistics
3	BHM (N) - 203	Medical Terminology - II
4	BHM (N) - 204	Marketing Management
5	BHM (N) - 205	Health Information System

TOTAL OF THEORY SESSIONALS		
1	BHM (N) - 191	Advance Computing Lab
2	BHM (N) - 192	Seminar on an Assigned Topic

THIRD SEMESTER

THEORY		
SL. NO.	CODE	THEORY
1	BHM (N) - 301	Public Health and Health Care Planning
2	BHM (N) - 302	Accounts
3	BHM (N) - 303	Health Economics
4	BHM (N) - 304	Support, Utility and Clinical Services - I
5	BHM (N) - 305	Fundamentals of Inventory Management

SESSIONALS		
1	BHM (N) - 386	Minor Project

FOURTH SEMESTER

TOTAL OF THEORY SESSIONALS		
SL. NO.	CODE	THEORY
1	BHM(N) - 401	Epidemiology & Analysis of Health Information Data
2	BHM(N) - 402	Support, Utility and Clinical Services - II
3	BHM(N) - 403	Environment & Ecology
4	BHM(N) - 404	Financial Management
5	BHM(N) - 405	Fundamentals of Research Methodology

FIFTH SEMESTER

TOTAL OF THEORY		
SL. NO.	CODE	THEORY
1	BHM(N) - 501	Quality in Health Care
2	BHM(N) - 502	Health Insurance
3	BHM(N) - 503	Clinical law and Medical ethics
4	BHM(N) - 504	Human Resource Management

TOTAL OF THEORY SESSIONALS

1	BHM(N) - 581	Summer Training Evaluation
---	--------------	----------------------------

SIXTH SEMESTER

TOTAL OF THEORY SESSIONALS		
SL. NO.	CODE	THEORY
1	BHM (N) - 601	Public Relations
2	BHM (N) - 602 A/B/C/D/E/F/G (any One)	Elective- I <u>Offline courses -</u> A. Occupational Health B. Biomedical Waste Management C. Nutrition D. Cardio vascular Diseases E. Emergency Service Department F. Front Office Management G. Disaster Management <u>Online Courses**</u>

SESSIONALS

1	BHM (N) - 681	Major Project on Specialised Area
---	---------------	-----------------------------------

Maulana Abul Kalam Azad University of Technology, West Bengal
3 Years UG BBA in Hospital Management CBCS Structure

SEM-1

Sl.	Subject Type	Code	Subject Name	Credits			Total Credits
				L	T	P	
1.	CC	BBA (HM) 101	Hospital Operations Management	5	1		6
2.		BBA (HM) 102	Hospital and Health Systems	5	1		6
3.	GE	BBA (HM) 103/GE5B-01	Principles of Management	5	1		6
4.	AECC	BBA(HM) 104	English Communication	2			2
Total Credit							20

SEM-2

Sl.	Subject Type	Code	Subject Name	Credits			Total Credits
				L	T	P	
1.	CC	BBA(HM) 201	Medical Terminology	5	1		6
2.		BBA(HM) 202	Hospital Overview (Field Visit)			6	6
3.	GE	BBA(HM) 203	Bio Statistics	5	1		6
4.	AECC	BBA(HM) 204	Environment & Sustainable Development	2			2
Total Credit							20

SEM-3

Sl.	Subject Type	Code	Subject Name	Credits			Total Credits
				L	T	P	
1.	CC	BBA(HM) 301	Medical Record Science	5	1		6
2.		BBA(HM) 302	Health Care Marketing	5	1		6
3.		BBA(HM) 303	Health Information Systems	5	1		6
4.	GE	BBA(HM) 304	Laws and Ethics	5	1		6
5.	SEC	BBA (HM) 305	Computer Applications			2	2
Total Credit							26

SEM-4

Sl.	Subject Type	Code	Subject Name	Credits			Total
				L	T	P	Credits
1.	CC	BBA(HM) 401	Public Health and Health Care Planning	5	1		6
2.		BBA (HM) 402	Support Utility Systems-I	5	1		6
3.		BBA(HM) 403	Hospital Inventory Management	5	1		6
4.	GE	BBA(HM) 404	Financial Accounting	5	1		6
5.	SEC	BBA(HM) 405	Data Analysis using R			2	2
Total Credit							26

SEM-5

Sl.	Subject Type	Code	Subject Name	Credits			Total
				L	T	P	Credits
1.	CC	BBA (HM) 501	Epidemiology	5	1		6
2.		BBA (HM) 502	Support and Utility Services-II	4		2	6
3.	DSE	BBA(HM) 503	Financial Management	5	1		6
4.		BBA (HM) 504	Human Resource Management	5	1		6
Total Credit							24

SEM-6

Sl.	Subject Type	Code	Subject Name	Credits			Total
				L	T	P	Credits
1.	CC	BBA(HM)601	Quality in Healthcare	4		2	6
2.		BBA(HM)602	Health Insurance	4		2	6
3.	DSE	BBA(HM)603	Health Economics	5	1		6
4.		BBA(HM)604	Capstone Project		1	5	6
Total Credit							24

FACULTY MEMBERS



ADMINISTRATIVE DESK



Sima Bhattacharya



Kamal Prasun Chatterjee

Accomodation : No hostel facility is available

Campus Location:

The campus is well connected by railways and roads. Present Institute campus is at Peerless Hospital, 360 Panchasayar, Kolkata-700094, opposite to the famous shopping Complex (Hiland Park). The nearest Railway Stations are 'Bagha Jatin' and 'New Garia' while the nearest metro stations are Kabi Subhas & Shahid Khudiram. Bus services are available from the gate of the campus.

Library:

Our Institute is equipped with an excellent library where many users can access the library at a time. The library contains a comprehensive collection including medical books, Indian and foreign health care management journals, CD-ROMs and daily newspapers of different languages. Access to the library materials is provided through library card as well as through computerized e-catalogue. Provision of Internet facility is available to each student.

The library also has an Institution membership of the British Council Library, Kolkata, through which the hospital library gets the advantage of using the sources of the British Council Library.

Through its collections and services, the library tries to enrich the foundation of study and research.

CENTRAL LIBRARY



DEPARTMENTAL LIBRARY



PICNIC & EXCURSION



ACTIVITIES

BLOOD DONATION



YOGA & MEDITATION



CULTURAL PROGRAMMES



List of Hospitals for Training & Placement

- Govt. of West Bengal
- Indian Railways
- Peerless Hospital & B.K.Roy Research Centre
- AMRI
- Belle Vue Clinic
- Bhagirathi Neotia Woman & Child Care Center
- B P Poddar Hospital & Medical Research Ltd.
- CMRI
- Columbia Asia Hospital, Kolkata & Patiala
- Desun Hospital & Heart Institute
- Fortis Hospital, Kolkata & New Delhi
- R N Tagore International Institute of Cardiac Science
- Ruby General Hospital
- West Bank Hospital
- Wockhardt Hospital & Kidney Institute
- Woodlands Hospital & Medical Research Centre
- TATA Medical Center
- Medica Superspeciality Hospital
- Apollo Gleneagles Hospitals
- KPC Medical College



360, Panchasayar, Kolkata-700 094

Tel:91(33) 24622462 / 4011-1222(ext. 5406)

Website: www.pgiha.org.in e-mail: principal211@peerlesshospital.com

Facebook: PGIHA At Peerless Hospital