

# **BHARATHIAR UNIVERSITY - COIMBATORE**

## **M.Phil.Degree Course**

### **Part I**

#### **Paper I: Teaching Techniques / Pedagogical Techniques in Higher Education**

##### **Objectives:**

At the end of the course, the scholars will be able to

1. Understand the meaning, and scope and concept of Education, Educational technology, Instructional Technology & Educational Evaluation.
2. Appreciate the contribution made by the philosophers and psychologists to the field of education.
3. Review the relative effectiveness among the different methods and techniques of teaching and learning higher Education.
4. Discriminate among different types of test meant for student's evaluation, diagnose the learning problems of students and take remedial measures.
5. Be aware of the web based communication strategies for the professional development and be benefited of the e-resources in education.

##### **Syllabus:**

###### **UNIT I: Higher Education and Learning**

Historical prospective.... Objectives and Role of Higher Education... Learning and Learning Hierarchy... Information Processing... Learning Events and Outcomes.... Motivation.

###### **UNIT II: Teaching Technology Designs**

Teaching Technology: Meaning, Concept and scope...Instructional Designs: Objective based, Skill based, Competency based, Learning style based and Model based.

### **UNIT III: Methods and Techniques of Teaching**

Large Group Techniques: Lecture, Modified Lecture, Seminar, Symposium, panel Discussion, Team Teaching, Project Approach and workshop...Small Group Techniques,Simulation,Role Playing, Buzz Technique, Brain Storming, Case Discussion and Assignment...System Approach in Education.

### **UNIT IV: Measurement and Evaluation in Education**

Educational Evaluation: A Conceptual Frame work. Methods of evaluation. Self evaluation and Student evaluation in Higher Education. Question Banking...Diagnostic Testing and Remedial Teaching.

### **UNIT V: Electronic Media in Education**

Instructional Media: Concept, Selection, Use and Variety...e-Learning Resources :e-Learning-books, e-journals, etc... Web-based learning; Access and Teaching Issues.

#### **Text books:**

##### **For Unit I to IV**

Vedanaygam, E.G. (1989) **Teaching Technology for College Teachers**. New Delhi: Sterling Publishers (P) Ltd.

##### **For Unit V**

Rajasekar, S. (2005) **Computer Education and Educational Computing**, Hyderabad: Neelkamal Publications.

#### **Book for References:**

1. **Kumar, K.L. (1997) Educational Technology**, New Delhi: New Age International (P) Ltd.
2. **Sampathkumar.K., PaneerSelvam.A and Santhanam.S (1990) Introduction to Educational Technology**, New Delhi: Sterling Publishers (P) Ltd.
3. Tony Bates. A.W. (2005) **Technology, e-Learning and distance Education**, New York: Routledge.

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**M.Phil.Degree Course**

**Part I**

**Paper II: RESEARCH METHODOLOGY AND TRENDS IN  
HOSPITAL ADMINISTRATION**

**UNIT I:**

Introduction to Research Methodology – Objective of Research – Research Process – Research Methods Vs Research methodology - Types of research

**UNIT II:**

Formulation of problem – Research Design – Types of Research Design – Features of Research Design. Sampling – technique. Methods of data collection.

**UNIT III:**

Processing and analysis of data – Hypothesis testing – Chi – Square Test – Small and Large Sample Test - Measures of central tendency – Measures of Dispersion – Linear Regression and Correlation — Introduction to ANOVA and MANOVA

**UNIT IV:**

Interpretation –Techniques in Interpretation - Precautions in Interpretation – Report writing – Steps in Report Writing – Introduction to SPSS Package.

**UNIT V:**

Need for Research in Hospital Management – Total Quality Management – Telemedicine – Medical Tourism – Importance in Hospital Management – Role of NABH & JCAHO – Current Trends and Strategies in Indian Hospitals.

**References:**

- Research Methodology - C.R.Kothari,(2000) Wiswara Prakasam, New Dehi.
- Research Methods for Commerce and Management – K.V.Rao, (1993), Sterling Publishing Ltd, New Dehi.
- Business Research Methods – Cooper and Schmidt, (1999),Tata Mcgraw Hill.

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**M.Phil.Degree Course**

**Part I**

**Paper: III HUMAN RESOURCE MANAGEMENT IN HOSPITALS  
(Special paper)**

**Objectives:**

1. To create and utilize an able and motivated work force, to accomplish the basic organizational goals.
2. To establish and maintain sound organizational structure and desirable working relationship among all members of the organisation.
3. To secure the integration of individuals and groups with the organisation by co-ordination of the individual and group goals with those of organisation.
4. To create facilities and opportunities for individual or group development so as to match it with the growth of the organisation.
5. To attain an effective utilization of human resource in achievement of organizational goals.

**UNIT I:**

Human Resource Management : Definition – Nature and Scope – Objectives – Functions – Role of HRM in Hospitals – Human Resource Planning – Process – Job Analysis – Job Description – Job Specification

**UNIT II:**

Recruitment – Recruitment Policy – Sources – Methods – Selection – Process – Tests – Interviews - Placement - Induction.

**UNIT III:**

Training of employees – Training Needs – Identification – Training Methods and Evaluation of Training – Promotion – Policy – Transfer – Types – Dismissals - Wage and

salary administration : Meaning – Purpose – developing wage and salary structure – Job evaluation - Personnel Audit

#### **UNIT IV:**

Quality of work life (QWL) – Objectives – Way to increase QWL – Opportunity for continued growth and security - Working conditions – safety – Welfare – Human Relations in Hospitals.

#### **UNIT V:**

Stress Management – Definition - Stress Management Technique – Causes of Stress – Effect of stress on health – Employee health services. - Employee Retention Strategy – Development of Retention Strategy in hospitals.

#### **References:**

- Personnel administration and Management – S.L.Goel, (1995) Sterling Publishers, New Delhi.
- Human Resource Management – P.C.Tripathi, (2004) 17<sup>th</sup> Edition, Sultan Chand and Sons, New Delhi.
- Personnel Management – C.B.Memoria, (2004),24<sup>th</sup> Edition, Himalaya Publishing House, Mumbai.
- Essentials of Human Resource Management and Industrial Relations – Dr.P.C. Subba Rao (1999), Himalaya Publishing House, Mumbai.
- Work Place Stress – V.V. Gopal, (2004) ICFAI University Press, Hyderabad.

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**M.Phil.Degree Course**

**Part I**

**Paper: III MEDICAL RECORDS MANAGEMENT  
(Special paper)**

**Objectives:**

1. To establish guidelines for maintenance of uniform and comprehensive patient records in health care facilities.
2. To furnish directives for the protection of customer interest, confidentiality and medico legal interests concerning health care.
3. To discuss and contrast efficacious medical record services in inpatient, out patient, and emergency settings.
4. To delineate appropriate documentation responsibilities of physicians and nurses as well as ancillary therapists and technicians.

**UNIT I - MEDICAL RECORDS:**

History and Role of Medical Records in health care delivery – Medical Records Policies- Development of MR forms- MR Types-Forms and uses –Functions of MR- Paper recording - Advantages and Disadvantages.

**UNIT II - DOCUMENTATION OF MEDICAL RECORDS:**

Documentation Practice – Design and presentation of MR-Documenting Diagnosis Information, Documenting refusal of Medical Advice.

**UNIT III - ORGANISATION OF MEDICAL RECORDS DEPARTMENT:**

Organisational structure – Goals and Objectives - Functions-Location and Design-Space requirement – MR retention and Disposal – Inpatient and out Patient services.

## **UNIT IV - INTERNATIONAL CLASSIFICATION OF DISEASES:**

How to use ICD – Design of ICD –Structure- ICD 9 –ICD 10 –Difference between ICD 9 and ICD 10 – ICD Coding-Principles and Rules of Coding.

## **UNIT V - ELECTRONIC MR:**

Numbering system-Filing System- Dictating and transcribing system- Changing functions of MR – EHR – Merits and Demerits –Optically Scanned records- Confidentiality of MR - EHR implementation.

### **References:**

1. Mogli, G.D. (2001), Medical records: Organisation and Management New Delhi, Jaypee Brothers.
  2. G.D.Kunders, (2004), Hospitals Facilities Planning and Management New Delhi: Tata Mcgraw Hill.
  3. Acleson E.D, (1967), Linkage of Medical Records: London Oxford University Press.
  4. Kathleen M.Young, (1945), Informatics for Healthcare professionals F.A.Davis Company.
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