

DUTY MANAGER,PATIENT RELATION SERVICES , TIME DURATION . SEMISTER.WISE. NOS			TEACHER'S NAME
NOS	CLASS DURATION		
		THEORY	PRACTICAL
1. Orientation about Healthcare Scenario and Industry.	20	5	BALARKA SEN
2. Patient Behavior & Psychology.	35	5	BALARKA SEN
3. Supervision of hospital Front Desk Management.	30	10	BALARKA SEN
4. Interdepartmental & intradepartmental networking.	20	15	BALARKA SEN
5. Personnel Management.	20	5	BALARKA SEN
6. Hospital administration and protocols.	30	10	BALARKA SEN
7. Marketing Management of the Healthcare Organization	30	15	BALARKA SEN
8. Health Promotion and safety	30	10	DR. SANA FATEMA
9. Foundations of Accounting and Budgeting	25	10	BALARKA SEN
10. Basics of Statistics and Budgeting	25	10	BALARKA SEN
11. Quality Management in Healthcare – Service	40	10	BALARKA SEN
12. Hospital Management Information System	30	20	BALARKA SEN
13. Recording, Auditing and Research	30	10	BALARKA SEN
14. Advanced IT Skills.	20	20	BALARKA SEN