

INTERNATIONAL SCHOOL OF SKILL DEVELOPMENT

Welcome to ISSD. Your application for the course **Certificate Programme in Hospital Administration** has been received by us, through website/ Office and accepting the terms

NAME & ADDRESS:

ANIRAJ PADATHUKATTIL
81- PADATHUKATTIL HOUSE
NEAR EMMANUEL CHURCH
MULANTHURUTHY PO
ERNAKULAM
Pin:682314

PH NO : 7559972809
EMAIL ID : susanskaria7516@gmail.com

Please take a note of the instructions as brought out below.

1. Fees: -

Total fees to be paid:	28,000/-
Fees paid:	11,000/-
Balance Fees to be paid:	17,000/-

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Receipt: - Receipt confirmation has already been shared on your email. Please check and inform if not received. As you have opted for one time payment, the balance fees would be Rs.17,000/-, to be paid 30 days from the date of admission.

If not paid before the mentioned timeline, your payment mode will be automatically changed to installment mode (part payment mode)

Installment mode fees will be Rs.33,000/-
Payment model - three installments of Rs11,000/- each.

2. Our Academic Dept.

3. Textbooks: - The textbooks shall be couriered to you within 3 days after your admission is confirmed. Those who have paid the full fees shall get two textbooks together. Those who have opted for the instalment payment of fees shall get the first textbook initially and the second textbook shall be given after the payment of second instalment. In case not received please contact our Academic Coordinator.

4. Online class Support: - Classes are conducted on an online platform. You would be given an initial training to link up to the online classes. Those who do not want to join the online classes would be supported with recorded video class. Requests have to be sent by email for the same. You may contact our online class coordinator for all support functions in the area of online classes.

5. Examinations & Certificates: - Examinations are conducted after the classes are over by four months. There are 3 examinations to be attended. Students shall be allowed to write the examinations only after the payment of full fees. Scheduling the date of exams, publication of results, issue of certificates and any other matters related to these areas, you may contact our Academic Coordinator.

6. Communication From ISSD: - All communications regarding classes, Exams and other academic activities through Email only. Students are advised to send mails and check mails on a regular basis to get adequate information.

7. Placement Support : Please note that we have an excellent placement cell who would be supporting you very effectively in the area of placements once you pass out . We would also be supporting in the area of facing interviews by arranging grooming sessions.However please note its prescribed policy that we don't guarantee a job.

8. Kindly revert with your confirmation on or before 02-12-21

Your Online class shall start on the below given Date & Time:

DECEMBER 14th, 2021 10.00 AM to 12.00 PM

SUPPORT CONTACTS:

Online Class Coordinator – Mob: 9048956982

Email: distanceissdedu@gmail.com

FOR ANY QUERIES, FEEL FREE TO CONTACT ON

Dept of Academics

Mob: 7736927956, 8129136549

Email: issdadmn2@gmail.com

Please acknowledge the acceptance of the email and reply whether you need online class or recorded videos

Module 1	
S. No.	Topic
1	Introduction
2	Classification Of Hospital
3	Different Departments Of Hospital
4	Outpatient Departments
5	Workflow & Functions Of Opd
6	Accident & Emergency Department
7	Workflow & Functions Of Front Office Dept
8	In Patient Department
9	Hospital Wards
10	Discharge Process
11	Transfer Of Patients
12	Intensive Care Unit
13	Operation Theatre
14	Supportive Departments In A Hospital
15	Administrative Departments In A Hospital
16	Pharmacy
17	Medical Insurance

18	Laboratory Services
19	Blood Bank & Serology
20	Central Sterile Supply Department

Module 2	
S. No.	Topic
21	Laundry & Linen Services
22	Radiology Services
23	Dietary Services
24	Mortuary
25	Ambulance Services
26	Dialysis Services
27	Labor Room Services
28	Ventilator
29	Nursing Administration
30	Housekeeping Services
31	Management Of Spillage Waste
32	Biomedical Waste Management
33	Medical Equipments
34	Medical Gases
35	Medical Terminology

Module 3	
36	Human Resource Management
37	Public Relations In Hospital
38	Ethical & Legal Issues
39	Medical Records
40	Disaster Management
41	Safety & Security In The Hospital
42	Marketing
43	Materials Management
44	Quality Assurance & Nabh
45	Audit
46	Hospital Administration

Thanks & Regards,

Department of Academics

International School of Skill

Development (ISSD) Mary Tower,

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682033 Website:

www.issd.org

