



**MAHATMA GANDHI UNIVERSITY**  
*of*  
**MEDICAL SCIENCES & TECHNOLOGY**  
JAIPUR

## **Syllabus**

**BACHELOR OF HOSPITAL ADMINISTRATION (BHA)**  
**(3 YEARS DEGREE COURSE, FULL TIME, REGULAR)**

**Academic Session 2020-21**

RULES & REGULATIONS OF  
**Bachelor of Hospital Administration (BHA)**

## INTRODUCTION

1. The healthcare concept in India has undergone a tremendous change in recent years. People have become increasingly aware of the importance of healthcare and this has led to higher expectations and an increased demand for a high quality of medical care and facilities.
2. Medical establishments are Matrix organizations and need skilled and efficient Human Resources to provide patient care services at every level. Efficient hospital management and administration is concerned with the organization, coordination, planning, staffing, evaluating and controlling of health care services provided by the hospitals. The primary objective of healthcare organizations is to provide quality healthcare to the patient in a cost-effective manner and safety to the healthcare workers at work place.
3. Since last few years there has been a remarkable growth in the hospital industry in India, which in turn has led to a tremendous demand for efficient professionals who can handle the day-to-day chores of hospital management and administration. Highly trained professionals are needed for the smooth operation of a hospital, as the hospitals are expected to deliver quality service 24 x 7 x 365.
4. The urgent nature of hospital work and the level of efficiency that is expected, have increased the need of well-formulated hospital management courses. Demand of professional Hospital Administrators/ Managers have increased in hospitals to manage services provided by the hospitals proficiently, economically and successfully in a given time period.

## AIM & OBJECTIVES

1. The overall aim of the BHA program is to prepare students to effectively step into health care management positions with solid management skills like critical thinking, analysis, excellent communication anchored to ethical and spiritual principles.
2. Students will develop knowledge, skills, competencies, attitudes and abilities on basic concepts of overall health care system design, issues associated with the health care system and its policies and regulations.
3. Students will imbibe leadership, organising and management skills to create a productive working environment within different types of healthcare organizations that support the organization's vision, mission, values and activities.

## TITLE OF THE COURSE

The title of the course shall be “**Bachelor of Hospital Administration**” (BHA).

## DURATION OF THE COURSE:

The course shall be of 3 years duration from the date of commencement of academic session. It will be a full time, regular course.

## **MEDIUM OF INSTRUCTION**

English shall be the medium of instruction.

## **ELIGIBILITY FOR ADMISSION:**

Passed 12<sup>th</sup> class of 10+2 with any stream; 45% marks in the aggregate for General Category and 40% for SC/ ST/OBC/MBC candidates or as per Government guidelines.

## **SELECTION OF CANDIDATES:**

1. Admission to BHA Course shall be made on the basis of eligibility criteria set by University.
2. Selection shall be done by an Admission Board of the University strictly on merit. It will consist of two-step process –Written Entrance Examination followed by Counseling/ Personal Interview (PI).
3. Successful candidates on the basis of marks percentage obtained in class 12<sup>th</sup> will be called for Combined Entrance Examination to be conducted by MGUMST. The interview board will include the Principal of MGCOHA and Head of the Institution, whose recommendations shall be final for the selection of the students.
4. During subsequent counseling (s) the seats will be allotted as per the merit of the candidate depending on the availability of seats on that particular day.
5. Candidate who fails to attend the medical examination on the notified date(s) will forfeit the claim for admission and placement in the waiting list except unless permitted by the competent authority under special circumstances.
6. The name of the student(s) who remain(s) absent from classes for more than 15 days at a stretch after joining the said course will be struck off from the college rolls without giving any notice.

## **COMMENCEMENT OF THE COURSE**

To be intimate later by the University.

## **RESERVATION:**

Reservation of seats shall be applicable in accordance with Reservation Policy of Government of Rajasthan.

## **ATTENDANCE:**

Minimum 75% attendance in each year, both for theory and practical classes separately. Students with deficient attendance will not be permitted to appear in University Examination.

## **ENROLMENT:**

Every candidate who is admitted to **BHA** Course in Mahatma Gandhi College of Hospital Administration shall be required to get himself/herself enrolled with the MGUMST after paying the prescribed eligibility/ enrolment fees.

The candidate shall have to submit the Application Form duly filled in and forwarded to the University through Principal, MGCOHA for the enrollment/ eligibility along with the original documents with the prescribed fees (up to November 30 of the year of admission without late fees and up to December 31 of the year of admission with late fees)

**COURSE OUTLINE: Distribution of Teaching Hours**

<b>Paper</b>	<b>Paper Title</b>	<b>Hours</b>
Paper-I	Concept and Principles of Management	300
Paper-II	General Administration	300
Paper-III	Introduction to Basic Life Sciences, Medical Terminology and Business Communication	300
Project-I	Project Report-1	300
Paper-IV	Materials Management in Hospitals	300
Paper-V	Laws applicable to hospitals and Legal aspects of Health	300
Paper-VI	Hospital Information Management System	300
Project-2	Project Report-2	300
Paper-VII	Health Administration and Medical Care	300
Paper-VIII	Hospital Administration and Hospital Planning	300
Paper-IX	Administration of Clinical and Non Clinical Services	300
Project-3	Project Report-3	300
	Total Hours :	3600

## COURSE OBJECTIVES / OUTCOMES

### COURSE OBJECTIVES

The course is expected to enable the students to –

1. Demonstrate competency across business disciplines, specifically apply the essential elements of core business principles to analyze and evaluate problems and to construct and implement solutions in the business environment
2. Perform teamwork and leadership skills in the evaluation of organizational conditions using a system perspective to determine necessary action.
3. Practice high level of professionalism necessary to deliver the knowledge, expertise and skill of students through the application of research to business problems and issues
4. Demonstrate an understanding and appreciation of ethical principles at both the professional and community levels.
5. Apply critical reasoning process to specifically employ appropriate analytical models to evaluate evidence, select among alternatives, and generate creative options in furtherance of effective decision making.
6. Develop superior oral and written communication skills relevant to business process effective communication skills, specifically write business documents clearly, and analytically and speak in groups and in public clearly, concisely and analytically, with appropriate use of visual aids.
7. Be employed in a broad range of functional areas like floor administration, general management, new business development, operations, quality, marketing, finance, HRM and like in health care and allied industries like hospitals, insurance companies, healthcare at home, healthcare consulting organisations, medical transcription, healthcare call centres, data management companies etc.

### COURSE OUTCOMES

At the end of this course, graduates will be able to –

1. To develop comprehensive professional skills that are required for a business administration graduate and to develop language abilities of students to inculcate writing skills and business correspondence
2. To apply the knowledge of accounting fundamentals, and financial management to the solution of complex accounting & management problems
3. To develop self-employment competencies of young entrepreneurs and to create corporate professionals
4. To create awareness of laws and legislations related to healthcare and business and practical orientation in the area of hospitals and healthcare
5. Problem solving through the application of appropriate theories, principles and data
6. Recognize the need to adapt business practices to the opportunities and challenges of an evolving global environment.
7. Demonstrate ability to recognize and identify ethical conflicts, apply ethical reasoning and assess response options relative to the needs and interests of relevant stakeholders to address issues in a business context.
8. Identify, evaluate, analyze, interpret and apply information to address problems and make reasoned decisions in a business context.
9. Communicate in a business context in a clear, concise, coherent and professional manner.
10. Demonstrate the understanding and ability to apply professional standards, theory and research to address business problems within specific concentrations.