

# **CMJ UNIVERSITY**

**SHILLONG, MEGHALAYA.**

**Recognized by UGC**

## **DETAILED SYLLABUS**

**Under Graduate Diploma Program**

**DHM**

**(Diploma in Hospital Management)**

**(YEARLY SYSTEM)**

## DHM(Hospital Management)

<b>COURSE TITLE</b>	<b>: DHM</b>
<b>DURATION</b>	<b>: 2 YEARS</b>
<b>TOTAL DIPLOMA MARKS</b>	<b>: 1900</b>

### **FIRST YEAR**

<i>COURSE TITLE</i>	<i>Paper Code</i>	<i>MARKS</i>		
		THEORY	PRACTICAL	TOTAL
INTRODUCTION TO MANAGEMENT	DHM-110	100	00	100
COMPUTER SKILLS	DHM-120	100	00	100
PUBLIC RELATION	DHM-130	100	00	100
COMMUNICATION SKILLS	DHM-140	100	00	100
BASICS OF HUMAN ANATOMY	DHM-210	100	100	200
PHYSCHOLOGY	DHM-220	100	00	100
FINANCIAL ACCOUNTING & MANAGEMENT	DHM-230	100	00	100
MS-OFFICE	DHM-240	50	50	100

### **SECOND YEAR**

<i>COURSE TITLE</i>	<i>Paper Code</i>	<i>MARKS</i>		
		THEORY	PRACTICAL	TOTAL
PATHOLOGY	DHM-310	100	100	200
MEDICAL TERMINOLOGY I	DHM-320	100	100	200
HUMAN RESOURCE MANGEMENT	DHM-330	100	00	100
ORGANISATIONAL BEHAVIOUR	DHM-340	100	----	100
STOCKS & INVENTORIES IN HOSPITAL	DHM-410	100	00	100
QUANTITATIVE METHODS	DHM-420	100	100	200
MEDICAL TERMINOLOGY II	DHM-430	100	00	100
PRACTICAL I (HOSPITAL UNIT)	DHM-440	---	100	100

## **6 months internship in any Hospital or Nursing Home**

**Note:**

**Theory Paper:** 30% Continuous Internal Assessment and 70% University examination.

**Practical Paper:**30% Continuous Internal Assessment and 70% University examination.

**Continuous Internal Assessment:**

- |   |                            |
|---|----------------------------|
| 1) Two or three tests out of which minimum two<br>Assessment<br>will be considered for Assessment | 60% of Continuous Internal |
| 2) Seminars/Assignments/Quizzes<br>Assessment   | 30% of Continuous Internal |
| 3) Attendance, class participation and behavior<br>Assessment                                     | 10% of Continuous Internal |

## FIRST YEAR

### **DHM-110                    INTRODUCTION TO HOSPITAL MANAGEMENT**

**Maximum Time     : 3 Hrs.            University Examination            :70 %**  
**Total Marks       : 100                    Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

#### **A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

#### **B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

#### **SECTION A**

Basic concepts of management Science, Transportation, transshipment and routing problems.

#### **SECTION B**

Assignment models and Goal programming. Queuing theory for single and multiple channels inventory management techniques.

#### **SECTION C**

Network concepts, Program evaluation and review techniques (PERT).

#### **SECTION D**

Decision theory Game theory.

**DHM -120**

**COMPUTER SKILLS**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

**COURSE CONTENTS**

Hardware & Software: CPU, RAM, SSD, Operating Systems, System Softwares, Application Software. Inside Computers. Computer Systems. Input-Output devices: Monitor, Keyboard, Mouse, System Unit, Printer, Scanner.

Storage devices : Floppy disk, Hard disk, Cartridge tape, CD-ROM

Printers : Dot-Matrix, Inkjet, Laserjet, Colour printer, High speed printer, Label printer, Plotters.

**PROGRAMMING LANGUAGE:-**Compiler, Assembly Language, Machine 0Language.

Graphical user interface : Windows 3x, Program manager, Main & accessories program groups, Multiasking.

**DHM-130**

**PUBLIC RELATION**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

**SECTION A**

Public relations skills used in the business organisation and the wider society. The principles and practice of public relations

**SECTION B**

Study the professional practice of public relations, campaign development, media relations, corporate identity and ethical and professional behaviour.

**SECTION C**

The public relations function in various industries; key public relations theories; the role of public relations research and planning; measurement and evaluation of public relations activities

**SECTION D**

The relationship between public relations; marketing and advertising; career paths in the public relations professions.

**DHM-140**

**COMMUNICATION SKILLS**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

Basic Skills: - Listening, Speaking, Reading and Writing.

Comprehension: - Reading Comprehension, Passages, Poems.

Listening Comprehension: - Talks, Reports, Poems

Writing Skills: - Paragraph Writing, Composition Writing, Report Writing, Application & Letter Writing

Grammar: - Simple, Compound and complex sentences, Co-ordinate clause (with, but or either-or, Neither-Nor otherwise or else), Subordinate clauses-noun clauses-as subjects object and complement: Relative Clauses (restrictive and non-restrictive clauses). Adverb clauses (open and hypothetical, Comparative Clauses

Simple present, progressive and present perfect, simple past, progressive and past perfect, indication of futurity, the passive (Sample present and past, present and past perfect and 'to' infinitive structure), Reported Speech: - (I) Declarative sentences, (ii) Imperatives (iii) Interrogatives –question, Yes/No Questions, Exclamation sentences, Modals (will, shall, should, would, ought to, have to/have got to, can, could, may-might and need), Verb structures (infinitives and gerundial)

**DHM-210**

**BASIC OF HUMAN ANATOMY**

**Maximum Time : 3 Hrs.**

**University Examination :70 %**

**Total Marks : 100**

**Continuous Internal Assessment : 30 %**

**Minimum Pass Marks : 40%**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

Skeleton Structures of Bone, Vertebral Column, Upper Extremity, Lower Extremity, superior extremity, inferior extremity, ossification centers, bone of upper limb, radius and uina, surface marker of thorax abdomen, head and neck.



**DHM-210 P****BASIC OF HUMAN ANATOMY**

The laboratory course will comprise of exercises on what is learnt in the theory classes of the same course i.e. DHM 210.

**DHM-220****PSYCHOLOGY**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

The fundamentals of human behavior.:- biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality, and social psychology.

Personal and social adjustment in modern society. Topics include maturing self-concept, healthy interpersonal relationships, constructive management of emotion and stress, and prevention of maladjustment.

The biological and environmental factors influencing the physical, intellectual, social, emotional, and language development from birth until death

## **DHM-230 FINANCIAL ACCOUNTING & MANAGEMENT**

**Maximum Time : 3 Hrs. University Examination :70 %**  
**Total Marks : 100 Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

### **A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

### **B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

### **COURSE CONTENTS**

Introduction to Financial & Management Accounting. Accounting Process – An Overview. Books of Original Record. Ledger and Trial Balance.

Accounting Concepts

Preparation of Simple Final Accounts. Final Accounts with Adjustments

Understanding Financial Statements. Analysis of Financial Statements(

Techniques & Key Ratios). Fund Flow Statement (simple)

Basic Concepts of Costs: Classification of Costs, Elements of Cost and Cost Sheet, Ascertainment and Allocation of Cost ( material, Labour & Overheads), Inventory Valuation

Budgeting and Budgetary Control, Standard Costing, Variance analysis

Variable (Managerial ) Costing: Cost Volume Profit Analysis, Relevant Costs for Decision Making

## **DHM-240**

## **MS-OFFICE**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

### **A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

### **B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

## **COURSE CONTENTS**

**MS Word** : Creating documents, Formatting, Auto text, Auto correct, Tables, Page setup, Printing, Object linking & embedding, Spell check, Thesaurus, Mail merge, Word art, Clip art.  
setup.

**MS Excel** : Creating workbooks & worksheets, Formulas & functions, Linking workbooks & worksheets, Cell references, Formatting, Creating charts, Data lists, Page setup, Printing.

**MS Power Point** : Creating slides with different layouts and templates, Inserting charts, Tables, Organisation charts, Pictures, Running a screen show, Presentation

## YEAR-II

### DHM-310

### PATHOLOGY

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

#### **A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

#### **B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

#### **COURSE CONTENTS**

**The Cell in Health and Disease:-** Introduction to Pathology, Cellular Structure and Metabolism, Etiology and Pathogenesis of Disease, Intracellular Accumulations and Disorders of Metabolism, Amyloidosis, Degenerations and Cell Death.

**Inflammation and Healing, Immunity and Hypersensitivity, Infection and infestation:-** Inflammation-Acute and Chronic, Granulomatous Inflammation, Healing, immunity and Hypersensitivity, Infection and Infestation.

**Fluid and Haemodynamic Derangements:-** Derangements of Body Fluids and Electrolytes, Haemodynamic Disorders due to Deranged Blood Volume, Haemodynamic Disorders of Obstructive Nature, Ischaemia and Infarction.

**Growth Disorders and Neoplasia:-** Adaptive Disorders of Growth, General Aspects of Neoplasia, Etiology and pathogenesis of Neoplasia, Clinical Aspects of Neoplasia, Common Specific Tumours.

### DHM-310 P

### PATHOLOGY

The laboratory course will comprise of exercises on what is learnt in the theory classes of the same course i.e. DHM 310.

**DHM-320**

**MEDICAL TERMINOLOGY I**

**Maximum Time : 3 Hrs.**  
**Total Marks : 100**  
**Minimum Pass Marks : 40%**

**University Examination :70 %**  
**Continuous Internal Assessment : 30 %**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

Basic Word Structure

Terms Pertaining to the Body As a Whole

Suffixes and Terminology

Prefixes and Terminology

Anatomy and Physiology of the Digestive System

Pathology of the Digestive System

Digestive System Terminology

Anatomy of the Major Organs of the Urinary System

Structures, Substances, and Symptoms of the Urinary System

Urinalysis Terminology

Pathology of the Urinary System

Laboratory Tests, Clinical Procedures and Abbreviations for the Urinary System

Organs of the Female Reproductive System

Menstruation and Pregnancy

Hormonal Interactions

Gynecological, Breast, Pregnancy, and Neonatal Pathology

Clinical Tests, Procedures and Abbreviations pertaining to the Female Reproductive System

Anatomy of the Male Reproductive System

Pathological Conditions

Laboratory Tests, Clinical Procedures and Abbreviations pertaining to the Male Reproductive System

## **DHM-320 P**

## **MEDICAL TERMINOLOGY I**

The laboratory course will comprise of exercises on what is learnt in the theory classes of the same course i.e. DHM 310.

## **DHM -330**

## **HUMAN RESOURCE MANAGEMENT**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

### **A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will compromise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

### **B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

Evolution of the Human Resource Function: Labour-workers-employees-human resources (as a part of evolution of management Thought) An overview of the Personnel Policies-legal, social, economic framework-human- social system, role and status of the personnel specialist in Indian industry.

Procurement-job design-manpower planning-recruitment-induction. Development Performance Planning, Performance Appraisal, Training and Career Planning

Employment conditions-job evaluation-basic compensation structure.

Integration Collaborative Relationships, grievance-settling discipline, welfare programmes, statutory and non-statutor

Maintenance - employee communication, counseling, physical and mental health, personnel research.Separation Process- Retirement, retrenchment, discharge and outplacement.

**DHM-340**

**ORGANISATIONAL BEHAVIOR**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

**SECTION A**

Evolution of Management Thought: The meaning of management, levels of management, managerial processes skills and roles of a Manager.

**SECTION B**

Foundations of Organisational Behaviour : The nature and determinants of organisational behaviours , contributing disciplines of the O.B. field , Models of organisational Behaviour .

**SECTION C**

Understanding and Managing Individual Behaviour : Personality , Work Motivation , Job Satisfaction , Decision Making Process .

**SECTION D**

Understanding and Managing Group Processes : Managing group dynamics , communication & leadership.

**DHM-410  
HOSPITAL**

**STOCKS & INVENTORIES IN**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

**SECTION A**

The Role of Forecasting in a Hospital, Characteristics of Forecasts ,  
Components of Forecast and Forecasting Methods.

**SECTION B**

Basic approach to Demand Forecasting, Time Series Forecasting Methods,  
Measures of Forecast Error, Forecasting Demand at NaturalGas.com

**SECTION C**

The Role of Aggregate Planning in a Hospital, The Aggregate Planning  
Problem, Aggregate Planning Strategies, Aggregate Planning using Linear  
Programming, Aggregate Planning in Excel  
Implementing Aggregate Planning in Practice.

**SECTION D**

Responding to Predictable Variability in a Hospital, Managing Supply,  
Managing Demand ,Implementing Solutions to Predictable Variability in  
Practice..



**DHM-420****QUANTITATIVE METHODS**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

**SECTION A**

Measure of central tendencies and dispersions. Elementary Probability Theory. Normal, Binomial and Poisson Distribution.

**SECTION B**

Elementary Sampling Theory , Estimation Theory, Hypothesis Testing, Small Sampling Theory . " Students " t distribution and  $\chi^2$  Distribution.

**SECTION C**

Linear Correlation and Regression , Variance Analysis. Analysis of Time Series , Index numbers , Nonparametric Test .

**SECTION D**

Optimization techniques . Linear Programming , Integer Programming

**DHM-420****QUANTITATIVE METHODS**

The laboratory course will comprise of exercises on what is learnt in the theory classes of the same course i.e. DHM 420.

## **DHM-430      MEDICAL TERMINOLOGY II**

**Maximum Time    : 3 Hrs.      University Examination            :70 %**  
**Total Marks        : 100            Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

### **A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

### **B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

General Structure of the Nervous System  
Neurons, Nerves, and Neuralgia  
The Brain  
The Spinal Cord and Meninges  
Pathological Conditions of the Nervous System  
Laboratory Tests, Clinical Procedures, and Abbreviations pertaining to the Nervous System  
General Terminology of the Cardiovascular System  
Blood Vessels and the Circulation of Blood  
Anatomy and Physiology of the Heart  
Blood Pressure  
Pathological Conditions of the Heart and Blood Vessels  
Laboratory Tests, Clinical Procedures, and Abbreviations pertaining to the Cardiovascular System  
Anatomy and Physiology of the Respiratory System, General Terminology of the Respiratory System  
Diagnostic and Pathological Terms  
Clinical Procedures and Abbreviations pertaining to the Respiratory System  
Composition and Formation of Blood, Blood Groups, Blood Clotting  
General Terminology of the Blood System  
Pathological Conditions  
Laboratory Tests, Clinical Procedures, and Abbreviations pertaining to the Blood System, Lymphatic and Immune Systems Terminology, Pathological Conditions  
Laboratory Tests, Clinical Procedures, and Abbreviations pertaining to the Lymphatic and Immune Systems  
Formation and Structure of Bones

**DHM-440**

**PACTICAL I**

**Maximum Time : 3 Hrs.      University Examination :70 %**  
**Total Marks : 100      Continuous Internal Assessment : 30 %**  
**Minimum Pass Marks : 40%**

**A) Instructions for paper-setter**

1. The question paper will be divided into two parts. Part-I will contain subjective questions. This part will carry 60% of the total marks.
2. Part-II will comprise of 10-15 short questions, which will cover the entire syllabus and will carry 40% of the total marks.

**B) Instructions for the candidates**

1. Candidates are required to attempt Part-I as defined in the question paper and the entire part-II.
2. Use of non-programmable scientific calculator is allowed

The Students will select a topic in their area of interest, in consultation with a supervisor, and carry out a project.