

# CERTIFICATE COURSE ON ACCOUNTING IN HOSPITALS (Batch 2)



St. John's  
Medical  
College



Christian  
Medical  
Association of  
India

A short term certificate course on Accounting in hospitals is arranged to be held online for the benefit of managers and executives in accounts departments of mission hospitals in India. The programme is offered as a joint initiative of **Christian Medical Association of India (CMAI)** and the **Department of Hospital Administration, St. John's Medical College, Bangalore.**

## Topics Covered

1	Introduction to Accounting Management: Introduction, Objectives, Need & Importance of accounting in hospitals
2	Legal entity (Society, trust, company) Society (Definitions, Memorandum and Articles of Association, Meetings, Management, etc) Trust (Definitions, Trust Deed, etc) Company (Definition, Memorandum and Articles of Association, etc)
3	Banking laws and practice (Basic and practical) Basic concepts and vocabulary in banking Type of accounts and their features Negotiable instruments (Cheques, Drafts, Pay Orders, etc.) Digital banking (Internet, debit/credit cards, risks, precautions, etc.) KYC norms
4	Guidance on Investments: Basic concepts and vocabulary in investments, FCRA norms regarding investments, Basic guidelines when making investments, Accounting for investments, Precautions regarding investments, Ethical investments
5	General knowledge of law and statutory Acts: Overview of Income Tax Act, Goods and Services Act (GST), Foreign Contribution Regulation Act.
6	Guidance on Auditor and auditing process.
7	Introduction to Costing : Cost sheets, Stock and inventory, Using costing for making decisions, Break Even Point, Marginal Costing, Budgeting and budgetary control, Purchase-Hire-purchase-renting
8	Building (Purchase, Construction, Renting, Leasing) Documentation, Payments, Tax Deduction at Source, Accounting, Reporting, Handling Architects, Contractors, etc. Government norms (zoning), property tax, license, etc
9	Land (Purchase, Renting, Leasing) Documentation, Payments, Tax deduction at source, Accounting and reporting
10	Documentation: Basic knowledge about documentation, Storage, filing, digitization of records, etc.

**Resource Team:** A panel of experts in Accounts Management and Hospital Administration from St. John's Medical College and other missionary organizations.

## Expected Participants

The number of participants for this short term course is limited to 50 persons based on first come-first served basis. They shall be presently employed with churches or any mission hospitals under CMAI or CHAI or EHA hospitals or hospitals owned by Christian organizations or individuals.

## Course duration

The sessions will be on Fridays or Saturdays from 5 PM -8 PM.

The sessions will be starting from **April 26<sup>th</sup> till May 25<sup>th</sup>,2024.**  
Course material PPTs will be sent to the participants.

## Certificate

On successful completion of the course, the participants will be awarded “Certificate in Accounting in Hospitals” by St. John’s Medical College, Bangalore & Christian Medical Association of India, New Delhi.

## Course requirements

- Participation in more than 80 percent classes.
- Submission of assignment.

## Course fees

The fee for the course is Rs.6,000/- plus 18% GST.

## Registration and application

Online registration, application and fees payment can be done on [www.stjohns.in](http://www.stjohns.in).

**Last Date:** The last date of application is 20<sup>th</sup> April, 2024.

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