

**Christian Medical College (CMC)
Vellore
&
Christian Medical Association of
India (CMAI), New Delhi**

Prospective Candidate Preliminary Details

Name:

DOB:**Age:**

Gender: Male / Female

Employer Hospital/ Institution:
.....

Designation:

Qualification:

Degree	Institution/ University	Year

Address:
.....
.....
.....
.....

Contact No.:

Mobile No.:

E-mail:

The duly completed form along with the detailed application form (*) with credentials which could be downloaded from * <http://www.cmch-vellore.edu/> → [News → Courses & Admissions and at www.cmai.org](http://www.cmai.org)

along with application fees of Rs. 250/-to be sent to:

Dr. Samuel N J David, (Course Director)
Assoc. G.S & Sr. Manager & Head,
Department of Hospital Management Studies
and Staff Training and Development, CMC
Vellore, Tamil Nadu - 632004

**Kindly send the duly filled up application
form along with application fee by 21st
June 2021**

Resource Persons

Dr. Samuel N.J. David,
MA (Eco), MA (PM & IR), MSc (Psy), MA (Socio)
MBA, M Phil (HHSM) BITS, DD, CPQIH
(Advance), NABH Assessor, (Phd)

(Course Director)

*Assoc. G.S, Sr. Manager & Head,
Hospital Management Studies, CMC
Vellore*

Dr. J.V. Peter
MBBS, MD, DNB, MAMS, FRACP, FJFICM,
FCICM, FICCM
Director, CMC Vellore

Dr. Anna B. Pulimood
MBBS, MD(Pathology)
Principal

Dr. Lallu Joseph
B.E., MBA, P.hd. Diploma in CQI
*Assoc. G.S (Ag.) & Manager, QMC,
CMC Vellore*

Dr. Vijaykumar Aruldas,
MBBS, Fellowship IIM Ahmedabad
Manager, Health Services, CMC Vellore

Mr. Abraham Oommam, M.Com, ICMA
Treasurer, CMC, Vellore

Mr. Denzil, M.Com, ICMA

Dy. Treasurer, CMC, Vellore

Mr. Sezlian, M.Com, M.Phil, FCMA, PGDHM
Sr. Manager, Accounts, CMC Vellore

Mr. Baskaran, M.Com, FCA
Sr. Manager, Accounts, CMC Vellore

Mr. Jacob John, B.Com, FCA
Manager, Accounts, CMC Vellore

Mr. Pinto, MBA
Manager, Accounts, CMC Vellore

Mr. Hugh Skeil, BA, MA, MBA, FCCA
*Manager, Development Office,
CMC Vellore*

Mr. Joseph Selvaraj, MBA
Manager, Stores, CMC Vellore

Mr. I.R. Asher
B.Sc, BMRS. MA (Hosp. Admin.)
CMAI, New Delhi

Ms. Sonia Valas
(Course Coordinator)
B.Com, PGDM (H.R.), CPQIH (Advance)
*Asst. Manager, Hospital Management
Studies, CMC Vellore*

Mr. Ronald Simon R

B.Tech, FHA, MBA, CPQIH (Advance)

*GM Officer, Chittoor Campus, CMC
Vellore*

Mr. Arun Bennett Samuel

B.Sc, M.Sc, M.Phil, FHA

*Co-ordinator, Hospital Management
Studies, CMC Vellore*

Mr. Ashok P

B.Sc(C.S), PGDip in PM&IR

GM Officer, Directorate, CMC Vellore

Ms. Surekha Priya

B.E, MBA

*GM Officer, Hospital Management
Studies, CMC Vellore*

Contact us:

Dr. Priya John (Course Patron)
*General Secretary, CMAI, A-3,
Local Shopping Centre, Janakpuri,
New Delhi-110058 INDIA*

Dr. Samuel N.J. David

(Course Director)

Chairperson, Administrators
Section, CMAI &

Assoc. G.S, Sr. Manager & Head,

CMC, Vellore 632004, Tamil Nadu

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Ms. Sonia Valas, (Course

Coordinator) Assistant Manager,

CMC, Vellore 632004, Tamil Nadu

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Ms. Elsy John

Secretary, Administrators Section,

CMAI, HVS Court, 3rd Floor,

21 Cunningham Road,

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Mobile No.: +91 9741336277

Email: ejohn@cmai.org

**Diploma in Hospital
Administration
(DHA)**

*A one year distance learning
programme integrating theory and
practice for healthcare
professionals in mission hospitals
in rural and semi urban areas*

Course Begins from

1st July 2021



**Christian Medical College (CMC)
Vellore
(NABH Accredited Hospital)**

In collaboration with



**Christian Medical Association of
India (CMAI), New Delhi**

Introduction

The staff of small hospitals face big challenges from rising patient expectations, expanding regulatory requirements and the rapid pace of change in healthcare. On the job training and experience may not be enough for them to meet these challenges. The Christian Medical College Vellore (CMC) has joined hands with the Christian Medical Association of India (CMAI) to introduce a blended learning programme designed for employees of mission hospitals: Diploma in Hospital Administration. The course will help them acquire the knowledge and skills needed to become efficient managers and leaders while continuing to serve their institutions. It will help them to integrate theoretical and scientific frameworks with their own experience in order to implement best practices in their hospitals. This course will help them to develop the confidence and ability to deal with a range of management issues

Aim and Objectives

The aim of the course is to improve the management of mission hospitals in India through the enhancement of skills, knowledge and abilities of staff and administrators.

Objectives

- To provide a recognised and respected qualification in hospital administration for mission hospital staff.

- To provide fundamental theoretical background for best practices in the healthcare field.
- To cover all practical aspects of administration associated with the running of a small hospital.

Eligibility

- This programme is especially meant for mission hospital staff willing to acquire knowledge and develop their career.
- All candidates must be sponsored by an employer/hospital.
- All candidates must have hospital experience of 5 years.
- Basic qualifications: Diploma/ any accredited bachelor's or post graduate degree.

Admission

- The detailed application form can be downloaded from <http://www.cmch-vellore.edu/>
- The completed application form along with the preliminary application form and Application fee of **Rs. 250** as a Demand Draft (DD) or NEFT in favour of "**Christian Medical College Vellore Association**", payable at Vellore, to the below Account No. 10404158238, IFSC Code: SBIN0001618 should be sent to the address given below.

Dr. Samuel N J David, (Course Director), Assoc. G.S & Sr. Manager & Head. Department of Hospital Management Studies and Staff Training and Development, CMC Vellore, Tamil Nadu - 632004

Teaching methodology

- Guided self-study using printed and electronic materials
- Mandatory contact classes will be held in CMC Vellore during the month of January, 2022 for 2 weeks between 08:00am to 5:00 pm (8 hours). This is tentative due to the COVID Pandemic
- Visits to various departments and hospitals for observation and to foster understanding of problems related to hospitals to different sizes and natures.
- Eight subjects will be handled through class room teaching during the CMC contact classes.

Syllabus

Semester I

Basic Principles of Management
Basic Medical Terminology
Basic Accounting and Finance
Hospital Operations Management (Managing Patient Care and Hospital Facilities)

Semester II

Human Resources Management
Hospital Governance and Statutory Requirements
Materials Management
Hospital Information Systems (Medical Records Management & Data Base Management)

Programme Structure: 1 year distance learning programme with Mandatory Contact classes for 2 weeks at CMC Vellore.

Student intake per year: 30 (maximum).

Accreditation & Certification: CMC & CMAI

Accommodation during contact programme:

Student responsibility, assistance provided.

Course Fee

(excluding accommodation and food)

Application Fee Rs. 250 (including 18% G.S.T)

Course fee for mission hospital staff

Admission Fee Rs. 6,000

Rs. 12,500 for each semester

(Rs.25,000 + 18% G.S.T for two semesters).

Course Fee for corporate hospital staff

Admission Fee Rs. 6,000

Rs.20,000 for each semester (Rs. 40,000 + 18% G.S.T for two semesters).



*Dr. IDA S SCUDDER
(December 9, 1870 – May 23, 1960)
Founder of CMC, Vellore*