

ABOUT THE COURSE

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 sufficient 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 to implement best practices in their hospitals. Moreover, it will help them to develop the confidence and ability to deal with a range of management issues.

CONTACT US

Dr. Priya John (Course Patron)

General Secretary, CMAI, A-3,
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Mrs. Sonia Valas (Course Director)

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Ms. Elsy John (Secretary)

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CMC VELLORE

ADMINISTRATORS

Dr. Vikram Mathews, MBBS, MD, DM
Director

Dr. Solomon Sathishkumar, MBBS, MD
Principal

RESOURCE PERSONS

Mr. Reni Charles, M.Pharm, MBA
General Superintendent

Dr. Lallu Joseph, B.E., MBA, Ph.D, Dip. in CQI Assoc.
General Superintendent & Quality Manager

Mrs. Sonia Valas, B.Com, PGDM (HR), M.Sc.(Psy.)
Dy. General Superintendent

Mr. Daniel Deva Kumar, MBA
Dy. General Superintendent

Mr. Rabindranath, MBA
Asst. Manager

Mr. Caleb Samuel, MBA
Sr. Officer

Mr. Ronald Simon R, B.Tech, FHA, MBA, CPQIH (Adv.)
GM Officer

Mrs. Karunya, B.A., B.L., MBA
Legal Officer

Mrs. Divya, B.A., B.L., M.L., PGDCBE
Legal Officer

Mrs. Seema Rao, LLB(Honors), LLM, MBL
Legal Officer

Dr. Shrilatha, B.Com., M.Com., M.Phil., Ph.D
Guest Faculty

Ms. Jacinth Sherly Evangelin, B.E.(ECE), MBA
Management Assistant

Ms. Keran Shiny, BBA(HA), MBA(HHSM) Management
Assistant

Ms. Lynne Sharon, BBA, PGDHA
Jr. Admin. Assistant

Ms. Janet Jayakumari, B.Sc(Psy.), MSW, PGDHA
Jr. Admin. Assistant

Facilitators

Ms. Rugaina, Secretary

Ms. Jeevitha, Office Facilitator

Ms. Monisha, Management Trainee

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

Christian Medical College Vellore
In collaboration with
Christian Medical Association of India,
New Delhi



6th Batch
Course Begins from
1st July 2024





AIM

OBJECTIVES

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

- To provide a recognized and respected qualification in hospital administration for staff working in mission hospitals.
- 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 a minimum hospital experience of 5 years.
- Basic qualifications: Diploma / any accredited bachelor's or postgraduate degree.

TEACHING METHODOLOGY

- Guided self-study using printed and electronic materials are provided.
- It is mandatory to attend two weeks of contact classes which will be held in CMC Vellore during the month of February / March 2025 for 2 weeks between 8:00 am to 5:00 pm (8 hours).
- During contact classes, visits to various departments and hospitals for observation and to foster understanding of problems related to hospitals of different sizes and natures.
- Eight subjects will be handled through classroom teaching during the CMC contact classes.

ADMISSION

The application form can be downloaded from
www.cmch-vellore.edu / www.cmai.org
 (or) scan the QR code to
 download the application form



The application fee of Rs. 250
 can be paid as a Demand Draft (DD)
 (or)

NEFT in favour of
 "Christian Medical College Vellore Association",
 payable at Vellore,
 Account No.: 10404158238
 IFSC Code: SBIN0001618

**Kindly send the duly filled-up application form
 along with the application fee to the address
 below:**

Mrs. Sonia Valas, (Course Director)
 Dy. G.S & Asst. Manager,
 Department of Hospital Management Studies and
 Staff Training and Development,
 CMC Vellore, Tamil Nadu - 632004

**Last day for submission of application
 15th June 2024**



SYLLABUS

Semester I

1. Basic Principles of Management
2. Basic Accounting and Finance
3. Materials Management
4. Hospital Operations Management (Managing Patient Care and Hospital Facilities)

Semester II

1. Human Resources Management
2. Hospital Governance and Statutory Requirements
3. Quality and Safety in Hospitals
4. Hospital Information Systems (Medical Records Management & Data Base Management)

PROGRAM STRUCTURE

One-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 the contact programme:

The students are responsible for arranging their accommodations; however, assistance will be provided.

Fee Structure:

(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).