

**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:

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Designation:

Qualification:

| Degree | Institution/ University | Year |
|--------|----------------------------|------|
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Address:

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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
03rd June 2023**

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

Dr. Vikram Mathews
MBBS, MD, DM
Director, CMC Vellore

Dr. Solomon Sathishkumar
MBBS, MD(Physiology)
Principal, CMC Vellore

Mr. Reni Charles
M. Pharm
General Superintendent, CMC, Vellore

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

Mr. Pinto,
MBA
Manager, Accounts, CMC Vellore

Mr. Rabindranath
MBA
Asst. Manager, QMC, CMC Vellore

Mrs. Sonia Valas
B.Com, PGDM (H.R.), CPQIH (Advance)
*Dy. G.S., G.S. Office,
CMC Vellore*

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

Mr. Daniel Deva Kumar
M.B.A
Dy. G.S., CMC, Vellore

Mr. Paul Dhinakaran,
BBA, PGDHM, PGDHRM
Admin. Asst, CMC, Vellore

Mr. Caleb Samuel
B.Sc., M.B.A
G.M. Officer, CMC, Vellore

Mr. Ronald Simon R
B.Tech, FHA, MBA, CPQIH (Advance)
*GM Officer, Ranipet Campus,
CMC Vellore*

Dr. Arun Bennett Samuel
B.Sc, M.Sc, M.Phil, FHA, Ph.D
*Co-ordinator, Hospital Management
Studies, CMC Vellore*

Mrs. Karunya
BA.B.L., M.B.A.
Legal Officer, CMC, Vellore

Mrs. Divya
M.B.A., M.L
Asst. Legal Officer, CMC, Vellore

Mrs. Seema Rao
LLB(Honors), LLM, MBL
*Asst. Legal Officer
CMC, Vellore*

Contact us:

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

Mrs. Sonia Valas
(Course Director)
Deputy G.S & Asst. Manager
CMC, Vellore 632004, Tamil Nadu
Ph No.: +91 416 228 6098
Mobile No.: +91 9944622032
Email: soniavalas@gmail.com

Ms. Elsy John
Secretary, Administrators Section,
CMAI, HVS Court, 3rd Floor,
21 Cunningham Road,
Bangalore – 560052, Karnataka
Phone No.: 080-22205464/ 5837
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 2023



**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 recognized 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 February, 2024 for 2 weeks between 08:00am to 5:00 pm (8 hours).
- 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

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)

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*