

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.

CMAI ADMINISTRATORS

Dr. Ronald Lalthanmawia (Course Patron)

General Secretary, CMAI,
A-3, Local Shopping Centre,
Janakpuri, New Delhi-110058, India
Email: cmai@cmai.org

Ms. Elsy John (Secretary)

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CMC VELLORE

ADMINISTRATORS

Dr. Biju George, MBBS, MD, DM

Director

Dr. Solomon Sathishkumar, MBBS, MD(Physiology)

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

Assistant Manager

Mr. Caleb Samuel, MBA

Assistant Manager

Mr. Ronald Simon R, B.Tech, FHA, MBA, CPOIH (Adv.)

Institutional Safety Officer

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

Legal Manager

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

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. Persis Bommi, B.Sc, MHA

Management Assistant

Ms. Ida Margret Paulin, BBA(HA), MHA

Management Assistant

Ms. Lynne Sharon, BBA, PGDHA, MBA

Administrative Assistant

Mr. Praveen Kumar, BSc (N), MBA

Administrative Assistant

Facilitators

Ms. Rugaina, Secretary

Ms. Jeevitha, Office Facilitator

Mr. Rozario Richerdson, Management Intern

Ms. Prema, Management Intern

Diploma in Hospital Administration (DHA)

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

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



8th Batch
Course Starts from
1st July 2026





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. However, non-mission hospital staff can also apply under corporate category.
- All candidates must be sponsored by an employer/hospital.
- All candidates must have a minimum hospital experience of 2 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 2027 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: SBIN001618



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

Ms. Sonia Valas (Course Director)

Dy. G.S & Asst. Manager, Department of Hospital Management Studies and Staff Training and Development, CMC Vellore and Chairperson, HMAP Section, CMAI



For more information:

Ms. Jeevitha

Phone No.: +91 416 228 6098; +91 9790115674

Email: mgmtstudies@cmcvellore.ac.in

Last date for submission of filled application

20th June 2026



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 batch: 30 (maximum).

Accreditation & Certification:

CMC Vellore & CMAI, New Delhi

Accommodation during the contact programme:

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

Fee Structure:

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

Course fee (excluding accommodation and food during contact classes)

For mission hospital staff:

Rs. 38,055/- (Admission Fee - Rs. 6,000/- + Rs. 13,125/- for each semester + 18% G.S.T)

Course fee (excluding accommodation and food during contact classes)

For corporate hospital staff:

Rs. 56,640/- (Admission Fee Rs. 6,000/- + Rs. 21,000/- for each semester + 18% G.S.T)

Flexible payment options are available.