

## 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,  
Local Shopping Centre,  
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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(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  
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. Persis Bommi**, B.Sc, MHA  
Management Assistant

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

**Ms. Ida Margret Paulin**, BBA(HA), MHA  
Management Assistant

### Facilitators

**Ms. Rugaina**, Secretary

**Ms. Jeevitha**, Office Facilitator

**Mr. Praveen Kumar**, 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



**7th Batch**  
**Course Begins from**  
**1st July 2025**





## 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 2026 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](http://www.cmch-vellore.edu) / [www.cmai.org](http://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**  
**20th June 2025**



### 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:

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

**Course fee (excluding accommodation and food) 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) 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.