

Information Brochure 2019-20

Executive Post Graduate Diploma in Hospital Administration (EPGDHA)

Centre for Hospital Management

School of Health System Studies

Tata Institute of Social Sciences, Mumbai



Important Dates

- **Notification for Admission (Adv. schedule/Website Display): October 15, 2018**
- **Last date for submission of application form : May 31, 2019 (Till 5pm)**
- **Displaying the list of short listed candidates for Interview: June 10, 2019**
- **Interview Date (Personal / Skype) : June 13 & 14 , 2019**
- **Declaration of Selection (On TISS website): June 25 , 2019**
- **Last date for completing admission procedure: July 15 , 2019**
- **Commencement of program: July 31 , 2019**
- **First Contact Program: July 31 to Aug 18, 2019**
- **First Semester Exam & Second Contact Program: January 30 to February 20 , 2020**
- **Second Semester Exam and Viva Voce: July 20 to 23 , 2020**
- **Conclusion of Program: July 31 , 2020**

Note: All Dates are tentative and subject to change.

About TISS:

Sir Dorabji Tata was passionate about social upliftment, education and its reach across the country “without any distinction of place, nationality or creed”. Therefore he put his heart and his wealth into the creation of premier institutes of learning, research and social advancement through a trust. One such institution was the Sir Dorabji Tata Graduate School of Social Work, which had its humble beginning in 1936 with 20 students. The institute was a pioneering effort in the field of Social Science study, research and practice in India. It was set up in response to Dr. Clifford Manshardt’s vision of a post-graduate school of social work, of a national stature.

The Indian healthcare system is in a phase of transformational change which is revolutionizing the entire scenario. The School of Health System Studies has been instrumental in putting these changes ‘in perspective’ through on-field and off-field activities of research, and applications of the various concepts of healthcare management.

Today the School has 4 centers:

- **Centre for Health and Social Sciences**
- **Centre for Health Policy, Planning and Management**
- **Centre for Hospital Management**
- **Centre for Public Health**

The School conducts 4 Master’s Degree courses which includes Master of Hospital Administration, Master of Health Administration, Master of Public Health (Social Epidemiology) and Master of Public Health (Health Policy). Further there are three Executive/Post Graduate Diploma courses offered by the school through Centre for Hospital Management.

Center for Hospital Management:

The Centre for Hospital Management was set up in 2011 as a part of School of Health System Studies. CHM is primary focusing on Research and Development in Hospital Industry both public and private sectors. It is also contributing to improve the healthcare systems by carrying out capacity building, publications, consultancies and working with various hospitals. The centre had designed three post graduate diploma programmes for working professionals. They are Executive Post Graduate Diploma in Hospital Administration (EPGDHA), Post Graduate Diploma in Healthcare Quality Management (PGDHQM) and Executive Post Graduation Diploma in Hospital Administration-Afghanistan(EPGDHA)-Afghanistan.

COURSE DETAILS:

Description of EPGDHA Programme:

The increasing need for professional administration in hospitals, demand qualified and competent professional managers in various specialized areas like human resources, finance, marketing, materials management, information systems, and healthcare quality. Therefore there is an increased opportunity for professional training in hospital administration across the country. EPGDHA is a unique academic programme that aims to meet the gaps in the managerial knowledge and skills of hospital administrators. This programme is useful for those who wish to have stable career, suitable professional qualification and gain competency for achieving excellence in hospital administration.

The Programme objectives are:

1. To offer platform for working professionals in hospitals to achieve desired knowledge, skills and attitude in the field of hospital administration and enhance culture of professionalism in their approach.
2. To improve the ability of hospital based professionals in ethical decision making and implementation in key result areas of hospital administration.
3. To build skills in the use of managerial tools of planning, organizing, and achieve optimal resource utilization in hospital settings.
4. To develop networking skills with the aim of improving organizational and academic excellence by collaborating with healthcare industry through mutual learning.

Class Room Teaching (Contact programme):

The contact classes will be conducted in TISS campus, Mumbai. The students shall be attending the classes for 18 days per semester as per the schedule given to them. Since contact programme is very short and expected to cover adequate syllabus, a wide variety of methodology will be followed. They include class room lecture, case study discussion, debate, group exercise, seminar presentation, quiz, and questions and answering sessions.

Online Teaching by Using Moodle:

Students are provided with pass word to access the course materials, assignment topics, and on line examination and assignments through Moodle programme. The course coordinator shall keep in touch with course teachers and students to ensure that materials are uploaded and downloaded.

Course Evaluation:

The course evaluation consists of two modes such as Online Evaluation and Offline Evaluation. The Online Evaluation is done for 60 percent. The students are expected to submit two assignments or two case studies or mixture of both (one case study and one assignment) for each course. The Offline Evaluation is done for 40 percent. For this, class room exam will be conducted for each course at the end of each semester. Students must be regular in attendance and pass periodical tests as well as comprehensive examinations. A teacher may evaluate the students on the basis of assignments (60% weightage) and end semester theory exam for a one and half hour examination. (40% weightage)

Project report:

Project work is one of the important academic requirements for EPGDHA students. The project work includes problem identification, data collection, analysis and interpretation and preparation of action plan. Every student is expected to submit a comprehensive project report in stipulated time frame. The students will do their project work while going through regular courses. Further the students shall follow the guidelines as prescribed by the centre time to time for completing the project work successfully. Each student shall be provided a guide and expected to take guidance until submission of project report. The project report shall also be part of viva-voce.

Viva-Voce:

Viva-voce is one of the evaluation tools of 2 credits. The students are expected to demonstrate their learning experience by answering certain specific questions at the end of the second semester. Each student shall face a team of one internal and one external expert. The major part of the viva-voce examination shall be conducted on the project work and also some questions shall be asked on the semester courses.

Distribution of Credits:

The total credits for the program are 38 as detailed below:

16 theory courses: 2 credits for each subject (Total 32 credits)

Viva voce: 2 Credits

Project work: 4 Credits

Course Listing:

- HA 1: Management Principles and Organisational Behaviour
- HA 2: Research Methodology and Statistics
- HA 3: Basics of Financial and Cost Accounting
- HA 4: Human Resource Management
- HA 5: Ethics, Governance and Legal Framework
- HA 6: System Development and Hospital Information Management
- HA 7: Organisation and Administration of support and utility services
- HA 8: Strategic Planning and Management
- HA 9: Strategic cost Management
- HA 10: Marketing Management
- HA 11: Financial Management
- HA 12: Business Development Strategies
- HA 13: Quality Management
- HA 14: Materials Management
- HA 15: Hospital Planning and Project Management
- HA 16: Organisation and Administration of Clinical Services

Eligibility:

- a) Bachelor's Degree (under 10+2+3 or 10+2+4 or 10+2+2+1 year bridge course pattern of study or any other pattern fulfilling the mandatory requirements of 15 years of formal education) in any discipline and has been working at least 2 years in hospitals.
- b) Medical degrees (Allopathic, Ayurvedic, Homeopathy, Unani, Sidha and Dentistry), BSc Nursing, Post BSc Nursing, paramedical and allied health degrees in the fields of pharmacy, physiotherapy, occupational therapy and other paramedical disciplines and have been working at least 2 years in hospitals.
- c) Other bachelor's degrees like Engineering, Law and in any discipline or other degree holders and have been working in hospitals at least 2 years.
- d) Candidate should be currently working in a hospital.
- d) The minimum eligibility to apply is 45% of marks (35% for Scheduled Castes [SCs], Scheduled Tribes [STs] and OBC) or a Postgraduate degree (after completion of Bachelor's degree under 10+2+3 or 10+2+4 or 10+2+2+1 year bridge course pattern of study or any other pattern fulfilling the mandatory requirements of 15 years formal education) in any discipline.
- e) Candidates who belong to any age group shall apply for this programme.
- f) Candidates Sponsored by hospitals will be given preference in admission..

Reservations:

Total No. of Seats for the Course: 50. Reservation policy will be as per the institute norms.

Scheduled Caste and Scheduled Tribe Candidates:

As per GOI requirements, 15%, 7.5% and 27% seats are served for SC, ST and OBC candidates, respectively, in all the programmes.

Persons with Disability:

3% seats are reserved for Persons with Disability (PWD) of which 1% each is reserved for (a) Low Vision/Blindness, (b) Hearing Impairment, and (c) Locomotor Disability/ Cerebral Palsy.

Admission Process:

Candidates are required to apply online through the E-application process only. Candidates having difficulty in applying online or where there is no internet facility may contact the program manager through telephone no. 022-25525529/27/26.

The application fee is Rs. 1030/- (if being paid by credit card /debit card/ net banking) or Rs. 1000/- + bank charges (if being paid through bank by cash). Candidate can download the bank challan or pay through net banking as per the details provided in application form.

Selection:

Those satisfying the eligibility requirements will be called for an interview. The list of selected candidates will be notified on the Institute website.

The Institute does not take responsibility for informing by post. Candidates may make enquiries through Telephone No. **022-2552 5253**.

Basic Rules and Regulations Discipline:

Candidates shall follow the rules and regulations of the institute.

I. Attendance Regularity: Every student is expected to maintain full attendance in the class and the fulfillment of required assignments. Any irregularity in this regard, or absence without prior permission, will affect the evaluation of the student concerned and may entail disciplinary action.

II. Absence from Classes: A student is allowed to appear for the examinations provided he/she fulfils the attendance requirements. In exceptional cases, and whenever

possible with the prior permission of the Faculty Coordinator of the programme/Dean, SHSS, a student is allowed a maximum absence of 25% of the total periods of class instruction in a semester. In the case of those who exceed 25%, but are within 33%, the Director may, at the recommendation of the Dean, SHSS, condone such absence and allow the student to write the examinations in those course's the student has 75% attendance. The student will not be permitted to appear in the course/s where the absence is more than 25% and will appear for supplementary examinations. In the case of student exceeding 33% of absence in overall attendance, the student has to repeat the semester.

Award of Diploma:

The students, who have successfully completed all the requirements, will be awarded the Executive Post Graduate Diploma in Hospital Administration.

Fees and Deposits

Total fee for the programme is **Rs. 120,000.00** (Rupees; One Lakh Twenty Thousand only) payable in two installments. The fees include tuition fee, learning resources, and library and computer services. The Fee Challan Form can also be downloaded from the Institute website, and fees should be deposited in any branch of the State Bank of India in India.

Commencement of the Programme:

- The programme commences on **July 31st, 2019 (Wednesday)**
- The candidates shall report to the Program Manager, EPGDHA, Centre for Hospital Management, School of Health System Studies, TISS, Mumbai, with the fee challan copy on or before **July 31st, 2019 (Wednesday)**.

Location and Access:

The two Campuses of TISS — the Main Campus is in the North-East Section of Greater Mumbai. The Main Campus is situated opposite the Deonar Bus Depot on V.N. Purav Marg, earlier known as the Sion -Trombay Road. This Campus houses School of Health System Studies and the administration.

The nearest local railway station is Govandi. State Transport (ST) buses from Kolhapur, Solapur, Goa, Pune, and other cities pass by the Institute. The nearest ST bus and BEST bus stop is Deonar Bus Depot.

For further information and/or enquiries, please contact following:

Letters may be addressed to:

1. Program Manager, EPGDHA,

School of Health Systems Studies,

Tata Institute of Social Sciences.

V.N. Purav Marg, Deonar, Mumbai 400 088

Phone: 022-2552 5529, 30, 26, 23

E-mail: epgdha@tiss.edu

2. In-charge (STP),

Tata Institute of Social Sciences

V.N. Purav Marg, Deonar, Mumbai 400 088

Phones: 022-2552 5253

E-mail: stp@tiss.edu

To Apply:

<http://admissions.tiss.edu/view/10/admissions/stp-admissions/executive-p-g-diploma-in-hospital-administration-e/>