



TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed to be University, established under Section 3 of UGC Act 1956)

School of Health Systems Studies

Executive Post Graduate Diploma in Hospital Administration 2021–2022

(Twelve Months Dual Mode Programme)

EPGDHA is meant for personnel working in hospitals anywhere in the country and abroad who cannot come out of their work to attend a full-time programme but can still gain a professional credential in hospital administration from the prestigious Tata Institute of Social Sciences, who are the pioneers in this field.

TOTAL SEATS

60 only

ELIGIBILITY

Graduates in any discipline with a minimum of 2 years of work experience and currently working in a hospital. Candidates sponsored by the employer will be given due preference.

PROGRAMME FEES

Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) for Indian students payable in two installments, which includes tuition fees, course materials, library, computer services and so on.

CONTACT DETAILS

Programme Manager

School of Health Systems Studies

Tata Institute of Social Sciences

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

Phone: 022-2552 5529 / 022-2552 5530 **Mobile:** 9702335336 / 9967835903

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The application fees is Rs. 1,030/- and for more details and application form, please visit website: <http://admissions.tiss.edu>
<http://admissions.tiss.edu/view/10/admissions/stp-admissions/executive-p-g-diploma-in-hospital-administration-e/>

Please visit following link for the online application <https://nirantar.tiss.edu>

Last Date for Submission of Application Form: January 21, 2022.

**** Due to Covid-19 Pandemic, the 2021-2022 First Semester Contact Classes will be online mode.**

Information Brochure for EPGDHA Batch 2021-2022

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Executive Post Graduate Diploma in Hospital Administration (EPGDHA)

**Centre for Hospital Management
School of Health Systems Studies**



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Important Dates (All dates are provisional and subject to change)

- Notification for Admission (Ad schedule/Website Display): November, 2021
- Last date for submission of online application form: January 21, 2022
- Interview through zoom: February 10 and 11, 2022
- Declaration of Selection (On TISS Website): February 26, 2022
- Last date for completing admission procedure: March 18, 2022

(10 days' time for paying the fee for the selected candidates and 5 days' time for the waitlisted candidates to pay their fee)

- Commencement of program: March 21, 2022
- First Contact Program: March 21, 2022 to April 10, 2022

(Classes will be held through on-line mode – zoom)

- First Semester Exam: September 18 to 21, 2022
- Second Contact Program: September 22 to October 11, 2022
- Second Semester Exam and Viva Voce: March 20 to 25, 2023
- Conclusion of Program: May 31, 2023

**** Due to Covid-19 Pandemic, the 2021-2022 First Semester Contact Classes will be on-line through zoom.**

About TISS

Sir Dorabji Tata was passionate about social upliftment, education, and its reach out 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 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.

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About the School of Health Systems Studies

The Indian Healthcare System is in a phase of transformational change which is revolutionizing the entire scenario. The School of Health Systems Studies, TISS 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.

The school consists of 4 Centres:

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

The school conducts Four Masters' Degree Programmes 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 Programmes offered by the School through the Centre for Hospital Management.

Centre for Hospital Management:

The Centre for Hospital Management (CHM) was set up in 2011 as a part of the School of Health Systems Studies. CHM is primarily focusing on Research and Development in Hospital Industry both public and private sectors. It is also contributing to improving 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 in the healthcare system. They are Executive Post Graduate Diploma in Hospital Administration (EPGDHA), Post Graduate Diploma in Healthcare Quality Management (PGDHQM) and Post Graduate Diploma in Hospital Administration-CMC-TISS (PGDHA-CMC-TISS).

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Programme Details:

EPGDHA Programme:

The increasing need for Professional Administration in Hospitals, demand for qualified and competent Professional Managers in various specialized areas like Human Resources, Finance, Marketing, Materials Management, Information Systems, and Healthcare Quality. 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 a stable career, suitable professional qualifications and gain competency for achieving excellence in hospital administration.

Objectives of the Programme:

1. To offer a platform for working professionals in hospitals to achieve desired knowledge, skills and attitude in the field of hospital administration and enhance the 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 achieving optimal resource utilization in hospital settings.
4. To develop networking skills with the aim of improving organizational and academic excellence by collaborating with the healthcare industry through mutual learning.

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Course Structure:

Semester Pattern	<ul style="list-style-type: none">• Two semesters• First Semester 8 courses• Second Semester 8 courses plus one Research Project
Extensive teaching-learning activity	<ul style="list-style-type: none">• Two Contact Programmes• Contact Classes of 21 days' duration in each Semester Residential at Mumbai Campus**• Online learning through customized software
Progressive learning and evaluation	<ul style="list-style-type: none">• Assignments/Case Studies based on Hospital set up/ Industry Practices• Project Work for understanding of Application of Theory knowledge to Practical Situation.

**** Due to Covid-19 Pandemic, the 202-2022 First Semester Contact Classes will held on-line through zoom.**

Class Room Teaching (Contact Programme):

The contact classes will be conducted in TISS Campus, Mumbai. The students shall be attending the classes for 21 days per semester as per the schedule given to them. The First Semester Contact Classes will be held in the month of February 2022. The second Semester Contact Classes includes four days of written examination of the First Semester and 21 days of Second Semester Contact Classes. The First Semester Exam and Second Semester Contact Classes will be held in the month of August 2022. The Second Semester exams will be held on four days in the month of February, 2023 followed by Viva Voce for two days. The students must attend the Contact Classes which are compulsory and maintain attendance requirements as per TISS rules.

Since the contact programme is very short and expected to cover adequate syllabus, a wide variety of methodology will be followed. These include class room lecture, case study discussion, debate, group exercise, presentations, etc.

Online Teaching by Using “TISS on-line Platform (TISSOL)”

In addition to class room teaching, students are provided guidance through an online teaching facility called “TISS on-line Platform (TISSOL)”. All the teaching notes are uploaded to this Platform. In order to access this platform, students are provided with a

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login id and password which enable them to get access to the course materials, assignment topics, etc. Students will be given adequate training to use this platform comfortably. Students will upload their assignments, research project documents in TISSOL as per the requirement of the programme from time to time. 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 a 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 qualify in periodical tests as well as comprehensive examinations.

The evaluation is done on the basis of assignments for 60% weightage and end term semester theory examination for 40% weightage which is of one and half hour duration.

Research Project:

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 an action plan. Every student is expected to submit a comprehensive project report within the 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 from time to time for completing the project work successfully. Each student shall be provided a guide and he/she is expected to take guidance until submission and approval of the project report. The students are expected to submit the Project Report in the second semester as per the time frame. The project report shall also be part of Viva-Voce.

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Viva-Voce:

Viva-voce is one of the evaluation tools which carries 2 credits. The students are expected to demonstrate their learning experience by answering certain specific questions during the viva voce 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 courses taught in both semesters.

Distribution of Credits:

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

Syllabus:

The Courses taught in Semester I & II are as detailed below:

Semester I

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 10: Marketing Management

Semester II

HA 8: Strategic Planning and Management

HA 9: Strategic Cost Management

HA 11: Financial Management

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HA 12: Business Development Strategies

HA 13: Quality Management

HA 14: Materials Management

HA 15: Hospital Planning and Project Management

HA16: Organisation and Administration of Clinical and Super Specialty Services Management

***Credit structure and credit load are under review. Any changes as approval by competent authority will be applicable with due notification.**

Eligibility to apply for the programme:

a) 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 having at least two years of work experience in a hospital set up.

b) Medical Degrees (Allopathic, Ayurvedic, Homeopathy, Unani, Sidha and Dentistry), B.Sc. Nursing, Post B.Sc. Nursing, Paramedical and Allied Health Degrees in the fields of Pharmacy, Physiotherapy, Occupational Therapy and other Para-medical Disciplines and having at least two years of work experience in a hospital set up.

c) Other Bachelor's Degrees such as Engineering, Law and in any discipline or other degree holders and having at least two years of work experience in a hospital set up.

d) Candidates should be currently working in a hospital.

e) The minimum eligibility to apply is 45% of marks (35% for Scheduled Castes [SCs], Scheduled Tribes [STs] and OBCs) 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.

f) Candidates who belong to any age group shall apply for this programme.

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Number of Seats offered:

The Total No. of Seats for the Programme is 60.

Seat Reservation:

(a) 10 Seats are reserved for the candidates identified by the National Health Systems Resource Centre (NHSRC), Ministry of Health and Family Welfare, attached to respective States, working with Public Hospitals and sponsored by the respective Mission Directors of the States.

(b) Candidates Sponsored by Public/Private hospitals will be given preference in admission.

If no candidates are available in the (a) and (b) category above, the seats will be offered to the other candidates.

Admission Process:

Candidates are required to apply online through the E-application Process. Candidates having difficulty in applying online or where there is no Internet facility may contact the Program Managers through Telephone Nos. 022-25525527/29/30.

For online application, please visit--<https://nirantar.tiss.edu/>

The application fee is Rs.1000/- + bank charges (The application fee needs to be paid through on-line for which one can use credit card /debit card/ net banking)

For more information about the EPGDHA Programme, please visit our website <http://admissions.tiss.edu/view/10/admissions/stp-admissions/executive-p-g-diploma-in-hospital-administration-e/>

Selection Process:

Those satisfying the eligibility requirements will be called for an Interview. Communication through e-mail will be sent by the Short-Term Programme Section to the Candidates well in advance before the Interview mentioning the date and time of the Interview. Candidates are requested to be alert and check their e-mails once the notified

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Interview Date approaches. (The tentative dates are already notified in the second page of this document). The Institute will not be held responsible, if any candidates fail to go through their e-mails from time to time and thus misses the opportunity.

The list of selected candidates will be notified on the Institute Website within two weeks after the interview is held. The Institute does not take responsibility for informing by post. Candidates may make enquiries through Telephone No. 022-2552 5253. (Short Term Programme Section).

Award of Diploma:

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

Programme Fee:

The Total fee for the programme is Rs.1,20,000.00 (Rupees One Lakh Twenty Thousand only) payable in two instalments. The fee includes tuition fee, learning resources, library and computer services. The fees of first semester Rs.60,000/- need to be paid immediately after the selection list is published through on-line for the first semester. Thereafter, before the second semester starts the fee of another Rs.60,000/- need to be paid. Payments need to be done through on-line link using a credit/debit card. The link for online payment will be sent to the selected candidates on the same day of publishing the selected candidate's list in the web site. The same link can be used for payment of fees in the second semester as well.

Commencement of the Programme:

- The tentative date of commencement of the programme for the 2021-2022 batch students will be February 21, 2022
- The candidates shall report to the STP, Academic Section TISS, Mumbai, with the original certificates for their educational qualifications, work experience, caste certificate (as the case may be), fee receipt which is paid online, three copies of passport size

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photographs and other supporting documents along with one set of xerox copy on the date of commencement of the programme for verification.

Location and Access to TISS

The two Campuses of TISS — the Main Campus is in the North-East Section of Greater Mumbai. The Main Campus is situated Opposite Deonar BEST Bus Depot on V.N. Purav Marg, earlier known as the Sion -Trombay Road. This Campus houses School of Health Systems Studies and all the Administration Sections. Address of Main Campus: TISS, V. N. Purav Marg, Opp. Deonar BEST Bus Depot, Deonar, Chembur, Mumbai-400088.

The nearest local Railway Station is Govandi Station (in the harbour line). 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 the following Personnel/Section. Letters may also be addressed to:

Dr. Feroz Ikbal, Ph.D.

Program Convenor EPGDHA and PGDHQM Programmes

Chairperson

Centre for Hospital Management, School of Health Systems Studies

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Dr. Dhananjay Mankar, Ph.D.

Assistant Professor, Centre for Hospital Management, School of Health Systems Studies

And Programme Coordinator, EPGDHA Programme,

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For Enquiries regarding the programme, please get in touch with:

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