



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 2020–2021

(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

50 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 5526 / 022-2552 5527 / 022-2552 5529 / 09702335336 / 09820409532

Fax: 022-2552 5050 **E-mail:** epgdha@tiss.edu

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/>

Last Date for Submission of Application Form: June 30, 2020

Information Brochure for EPGDHA Batch 2020-21

Information Brochure for EPGDHA Batch 2020-21

**Executive Post Graduate Diploma in
Hospital Administration (EPGDHA)**

Centre for Hospital Management

School of Health System Studies

Tata Institute of Social Sciences, Mumbai



Information Brochure for EPGDHA Batch 2020-21

Important Dates

- Notification for Admission (Ad schedule/Website Display): December 25, 2019
- Last date for submission of online application: June 30, 2020.

Date of Interview: The exact date of the interview will be intimated to all candidates, after the last date of receipt of applications. (As of now the last date of receipt of application has been extended to June 30, 2020)

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 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**

Information Brochure for EPGDHA Batch 2020-21

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 (CHM) was set up in 2011 as a part of School of Health System Studies. CHM is primarily 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 Post Graduate Diploma in Hospital Administration-CMC-TISS (PGDHA-CMC-TISS).

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.

Information Brochure for EPGDHA Batch 2020-21

Objectives of the Programme:

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 19 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 question-answer 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

Information Brochure for EPGDHA Batch 2020-21

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 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 of project report. The project report shall also be part of viva-voce.

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 the semesters.

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

Information Brochure for EPGDHA Batch 2020-21

Syllabus:

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

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 and Super Specialty Services Management

Eligibility to apply for the programme:

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 should have at least two year work experience and currently working 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.

Information Brochure for EPGDHA Batch 2020-21

- 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) 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..

Reservation Policy:

The Total No. of Seats for the Programme is 50. Reservation policy will be as per the institute norms.

Scheduled Caste, Scheduled Tribe and OBC 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 Nos. Atul Bobade - +91 9702335336 and Laxmi Narayan- +91 9820409532.

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

Information Brochure for EPGDHA Batch 2020-21

hospital-administration-e/

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

The application fee is Rs.1000/- + bank charges (Kindly pay online application fee. You can use credit card /debit card/ net banking)

Intake Capacity: 50

Selection Process:

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. Atul Bobade - +91 9702335336 and Laxmi Narayan- +91 9820409532.

Basic Rules, Regulations and 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 fulfills the attendance requirements. In exceptional cases, and emergencies, with the prior permission of the Faculty Coordinator of the Programme/Dean, SHSS, a student is allowed to avail a maximum absence of 25% of the total hours of class instruction in a semester. In the case of those who exceed 25%, but are within 33% availed on emergencies, the Director may, at the recommendation of the Dean, SHSS, condone such absence and allow the student to write the examinations in those courses the student has maintained 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.

Information Brochure for EPGDHA Batch 2020-21

Programme Fee:

Total fee for the programme is Rs. 120,000.00 (Rupees One Lakh Twenty Thousand only) payable in two installments. The fee include tuition fee, learning resources, library and computer services. The link for online payment will be sent to the selected candidates.

Commencement of the Programme :

The dates of commencement of the programme will inform the selected candidates. The students must attend the Contact Classes which are compulsory and attendance is as per TISS rules.

- The candidates shall report to the Program Manager, EPGDHA, Centre for Hospital Management, School of Health System Studies, TISS, Mumbai, with the Original educational qualification certificate, work experiences, caste certificate, online payment fee receipt, three copies of passport size photos and other supporting documents along with one set of xerox copy on the date of commencement of the programme.

Award of Diploma:

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

Location and Access to TISS

Address of Main Campus: TISS, V. N. Purav Marg, Opp. Deonar BEST Bus Depot, Deonar, Chembur, Mumbai-400088. 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 BEST 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.

Information Brochure for EPGDHA Batch 2020-21

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

Letters may be addressed to:

1. Prof. Mariappan,

**Professor, Centre for Hospital Management, School of Health Systems Studies
Chairperson, Nirantar, Tata Institute of Social Sciences, V.N. Purav Marg,
Deonar,**

Mumbai 400 088

Phone: 022-2552 5527/29/26/30/23.

E-mail: marim@tiss.edu and epgdha@tiss.edu

Programme Managers- Atul Bobade - +91 9702335336 and Laxmi Narayan- +91 9820409532.

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