

**PROSPECTUS FOR
DIPLOMA PROGRAMMES
2013-14**

SCHOOL OF HEALTH SYSTEMS STUDIES
Tata Institute of Social Sciences
(A Deemed University)
Deonar, Mumbai - 400088

| | CONTENTS | Page |
|------------|---|-------------|
| I. | SCHOOL OF HEALTH SYSTEMS STUDIES AN INTRODUCTION | 1 |
| II. | PROGRAMME DETAILS | 2 |
| 1 | EXECUTIVE POSTGRADUATE DIPLOMA IN HOSPITAL ADMINISTRATION (EPGDHA) | 2 |
| 1.1 | Programme Objectives | 2 |
| 1.2 | Eligibility to Apply | 3 |
| 1.3 | Programme Structure | 3 |
| 1.4 | Distribution of Credits | 3 |
| 1.5 | Courses | 4 |
| 1.6 | Contact programme | 5 |
| 1.7 | Online Teaching by Using Moodle | 5 |
| 1.8 | Course Evaluation | 5 |
| 1.9 | Project Work | 5 |
| 1.10 | Viva-Voce | 5 |
| 1.11 | Fees | 5 |
| 1.12 | How to Apply | 6 |
| 1.13 | Selection | 6 |
| 1.14 | Important Dates | 6 |
| 2 | DIPLOMA IN HEALTH ADMINISTRATION (DHA) | 7 |
| 2.1 | Programme Objectives | 8 |
| 2.2 | Eligibility to Apply | 8 |
| 2.3 | Programme Structure | 8 |
| 2.4 | Distribution of Credit Hours | 9 |
| 2.5 | Programme Delivery | 10 |
| 2.6 | How to Apply | 10 |
| 3 | DIPLOMA IN PUBLIC HEALTH PRACTICE (DPHP) | 11 |
| 3.1 | Programme Objectives | 11 |
| 3.2 | Eligibility to Apply | 12 |
| 3.3 | Programme Structure | 12 |
| 3.4 | Distribution of Credit Hours | 12 |
| 3.5 | Programme Delivery | 14 |
| 3.6 | How to Apply | 14 |

I. SCHOOL OF HEALTH SYSTEMS STUDIES: AN INTRODUCTION

Since 1980, Tata Institute of Social Sciences (TISS) is conducting training and research in the field of health. Training of working hospital administrators started in 1980 as a certificate programme, which was upgraded to a diploma programme in 1986 and the full-time Master of Hospital Administration was launched in 1993 along with the Master of Health Administration programme. In the year 2006, the Institute augmented all the work in the field of health and set-up the School of Health Systems Studies (SHSS) to further develop teaching and research in the fields of health service administration and public health. The SHSS developed two full-time postgraduate degree programmes in public health namely Master of Public Health in Social Epidemiology in 2008 and Master of Public Health in Health Policy, Economics and Finance in 2010.

Today the School conducts four postgraduate degree programmes. They are,

1. Master of Hospital Administration (MHA)
2. Master of Health Administration (MHA)
3. Master of Public Health (MPH) in Social Epidemiology
4. Master of Public Health (MPH) in Health Policy, Economics and Finance

Apart from the postgraduate degree programmes, the School offers doctoral programme (M.Phil./Ph.D.) in Health Systems Studies.

The School has four Centres headed by a Chairperson working in specific areas of research and training. These Centres are,

1. Centre for Health and Social Sciences
2. Centre for Health Policy, Planning and Management
3. Centre for Public Health
4. Centre for Hospital Management

The School has excellent multi-disciplinary in-house 17 faculty members and a group of visiting faculty members, who come with valuable work experience in health care organizations.

While the postgraduate degree programmes mainly benefitted young graduates to pursue a career in health care administration and public health, there still exists a larger workforce in the health sector, who carry out managerial and public health functions without any systematic knowledge in health and hospital administration and public health. For such working health personnel, it is difficult to come out of their work for two years to complete a postgraduate degree programme. To overcome this problem and to provide them a more experiential and problem solving learning, the SHSS has prepared three one year diploma programmes for working health and hospital administrators and public health personnel, who do not have a formal training and certification in their respective fields. The three programmes are as follows:

1. **Executive Postgraduate Diploma in Hospital Administration (EPGDHA)**
2. **Diploma in Health Administration (DHA)**
3. **Diploma in Public Health Practice (DPHP)**

II. PROGRAMME DETAILS

1. EXECUTIVE POSTGRADUATE DIPLOMA IN HOSPITAL ADMINISTRATION (EPGDHA)

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.

EPGDHA covers teaching through contact classes, and self-learning mechanism. Further the programme is supplemented with reading resources, references and others sources of learning resources and supported through online method.

1.1 Programme Objectives

The programme aims to create highly competent and professional practice oriented hospital managers and leaders by imparting education to those who are already working in different managerial positions in hospitals without any formal management qualification but would like to make meaningful contribution and make a career in hospital administration.

The specific 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, organising, and achieve optimal resource utilisation in hospital settings.
4. To develop networking skills with the aim of improving organisational and academic excellence by collaborating with healthcare industry through mutual learning.

Total Seats: 50

1.2 Eligibility to Apply

- i. **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.
- ii. **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.
- iii. **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.
- iv. **Candidate should be currently working in a hospital.**
- v. 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.
- vi. Candidates who belong to any age group shall apply for this programme.
- vii. Candidates Sponsored by hospitals will be given preference in admission.

1.3 Programme Structure

This is a twelve month professional programme of instruction and training leading to the award of Executive Postgraduate Diploma in Hospital Administration (EPGDHA).

1.4 Distribution of Credits

The total Credits for the programme is 38 as detailed below

| | |
|-------------------|------------|
| 16 theory courses | 32 credits |
| Project work | 4 credits |
| Viva Voce | 2 credits |
| Total | 38 credits |

1.5 Courses

The programme follows a contact cum online self learning process. The entire curriculum will be covered in one year duration. Each course shall be taught 15 hours class room teaching and the remaining part will be covered through contact mode and self learning mode

Semester-wise listing of Courses

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

Note: The semesterwise listing of courses is provisional and may undergo some changes

1.6 Contact programme

The contact classes will be conducted in TISS campus, Mumbai. The students shall be attending the classes for 15 days per semester as per the schedule given to them. Since contact programme is very short, intensive 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.

1.7 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.

1.8 Course Evaluation

The course evaluation consists of two modes such as Online Evaluation and Offline Evaluation. The Online Evaluation is done for 40 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 60 percent which will be done by the respective course teacher at the end of each semester.

1.9 Project Work

The primary objective of the project is to enhance student ability to recognize the problems and find the solution based on the scientific methods which they learn in courses. Each student shall work under two guides one from the faculty of the institute and one from the field as co-guide.

1.10 Viva-Voce

Viva-voce is one of the evaluation tools which is provided with 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 vivo-voce examination shall be conducted on the project work and also some questions shall be asked on the semester courses.

1.11 Fees

Total fee for the programme is Rs. 100,000.00 (Rupees One Lakh only) payable in two installments. The fees include tuition fee, learning resources, library and computer services, and other programme related expenses.

1.12 How to Apply

The application form can be **downloaded** from the Institute's website www.tiss.edu. The filled-in application form should be submitted with copies of the certificates and a registration fee of Rs. 1,000.00 (Rupees one thousand only) by demand draft in the name of "**Tata Institute of Social Sciences**". The application form shall be submitted to,

The Secretariat
School of Health Systems Studies
Tata Institute of Social Sciences
Deonar
Mumbai - 400088

1.13 Selection

The eligible candidates will be called for interview at the Institute in Mumbai. Those who are selected will be given provisional admission to the programme subject to verification of their eligibility certificates. This will be done a day before the contact programme of the first semester.

1.14 Important Dates

Last date for receiving of applications: 30th September 2013
Date of Interview, date announcement of final selection list and date of commencement of the programme shall be communicated in due course of time.

For further information, please contact or write to:

Telephone number 02225525510/ 02225525000/ 02225525523 or email to epgdha@tiss.edu

2. DIPLOMA IN HEALTH ADMINISTRATION (DHA)

Delivery of public health services has undergone a sea of change in the recent past. Especially, with the introduction of National Rural Health Mission (NRHM) in 2005, the delivery of health services has moved away from the traditional bureaucratic management model to a more flexible and innovative model of management. However, having worked in the traditional bureaucratic system for many years, the medical and other health workforce do not have the capacity to take advantage of some of the progressive policy changes of the government. They lack the managerial capacity to plan and administer programmes in a decentralized and independent manner. This calls for building managerial capacity for health personnel in the government sector.

Similarly, the NGO sector too has changed over a period of time. From the traditional stand-alone islands of excellence model of health care delivery, the NGO sector has moved to influence health policy and develop health care models that can be scalable in the public sector. Further they find their place within the government programmes as partners of achieving national health goals rather than operating as islands of excellence in a small community. Government too has realized the potential of the NGOs as an important resource in their programmes. In this context, the NGOs need to have structures and systems that are compatible to work with the government system and the personnel should be able to understand the administration of programmes on a large scale with the collaboration of government health care machinery. Therefore, the senior programme personnel need management knowledge and skills to lead their team of health workers in implementing health care programmes.

The current postgraduate degree programme of Master of Health Administration (MHA) is a two year postgraduate degree programme. It is difficult for the state governments to relieve their medical officers for 2 years in the light of acute shortage of medical officers in the state health system. For the NGO sector too it is difficult to relieve senior programme personnel for two years. Further, such training in a city like Mumbai may not be the right environment for a programme for personnel involved in delivering health services mainly for the villages. Therefore, it was felt that TISS in collaboration with those organisations having rural base will be the ideal setting for this programme.

Thus the Diploma in Health Administration (DHA) addresses the need for building managerial capacity among public health personnel both in the government and non-government (NGO) sectors. This programme will benefit those who are responsible for implementing health care programmes at the sub-district (taluka), district and state levels in the government and programme officers of NGOs responsible for programme implementation.

2.1 Programme Objectives

The main purpose of DHA programme is to offer a set of managerial skills to those who are involved in various community health programmes to plan, administer, monitor and evaluate the programmes effectively. The specific program objectives are as follows:

1. To orient the professionals about the current health service systems and recent developments in health sector in the country.
2. To enhance capacity to plan and effectively implement health interventions at various level
3. To develop skills in managing resources such as human, material and financial resources to manage the organisations more efficiently.
4. To enhance skills related to effective communication, networking, advocacy and inter-sectoral coordination.

Total Seats: 25

2.2 Eligibility to Apply

- i. **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 3 years in government or non-government organization in the field of public health.
- ii. **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 3 years in government or non-government organization in the field of public health.
- iii. **Other bachelor's degrees** like Engineering, Law and in any discipline or other degree holders and have been working in public health organizations for at least 3 years.
- iv. **Candidate should be currently working in a health care organization.**
- v. 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.
- vi. Candidates who belong to any age group shall apply for this programme.
- vii. **Sponsored candidates with financial support from the employer will be given preference in admission.**

2.3 Programme Structure

This is a two-semester professional programme of instruction and training leading to the award of Diploma in Health Administration (DHA).

2.4 Distribution of Credit Hours

The total credit for the Diploma in Health Administration Programme will be 40 as detailed below:

| | |
|---|------------------------|
| 12 courses of 2 credit hours each | 24 credit hours |
| 2 concurrent internship of 6 credits each | 12 credits hours |
| Term paper | 4 credit hours |
| Total | 40 credit hours |

Semester-wise listing of Course

| Course Code | Course title | Credits |
|-------------------------|--|---------|
| First Semester: | | |
| DHA 1 | Social and Behavioural Science Perspectives on Health | 2 |
| DHA 2 | Community Health | 2 |
| DHA 3 | Principles of Health Service Management and Organisational Behaviour | 2 |
| DHA 4 | Health Policy and Planning | 2 |
| DHA 5 | Research Methodology | 2 |
| DHA 6 | Health Care Financing | 2 |
| Internship 1 | Concurrent internships of two days per week @ 6 hrs/ day | 6 |
| Second Semester: | | |
| DHA 7 | Gender, Health and Rights | 2 |
| DHA 8 | Health Management Information System | 2 |
| DHA 9 | Human Resources Management | 2 |
| DHA 10 | Materials Management | 2 |
| DHA 11 | Financial Accounting | 2 |
| DHA 12 | Health Education and Communication | 2 |
| Internship 2 | Concurrent internship of two days per week @ 6hrs/day | 6 |
| | Term paper of at least 4000 words | 4 |

Note: The semesterwise listing of courses is provisional and may undergo some changes

2.5 Programme Delivery

To ensure that this programme is relevant to those who are involved in the delivery of health services in rural areas and also to ensure that SHSS reaches out to other parts of the country, it is proposed to offer this programme outside TISS in partnership with other organizations that have strong community based health care programmes and also having training infrastructure and trainers. These are mainly large health NGOs spread over the country that have already showed interest to run these programmes. The faculty of SHSS will provide additional resources and may teach some topics where they do not have persons to teach. The SHSS will monitor the delivery of the programme, especially the student assessment to ensure that those who full-fill TISS standards only will finally get their DHA.

2.6 How to Apply

The admission process will be carried out by the implementing organization. The candidate should contact the implementing organization to find out the admission procedure. The organization that will conduct the DHA programme for the academic year 2013 – 2014 is,

RUHSA Department
Christian Medical College
RUHSA Campus P.O. 632 209
Vellore District
Tamil Nadu
INDIA

Tel. 04171 – 246251
Mob. 9367985804
Fax 04171 – 246255
Email: ruhsa@cmcvellore.ac.in

The application forms are available online on website: <http://www.cmch-vellore.edu/>

3. DIPLOMA IN PUBLIC HEALTH PRACTICE (DPHP)

Public health practice is strongly based on the epidemiology of diseases and the social context within which these health issues affect the communities. Therefore public health practitioner must have good knowledge of the epidemiology of diseases and the social determinants of health. He/she also needs a set of public health and social skills to intervene in any public health problem in the community. However, the current public health workforce in the government is only medically oriented and have only the medical perspective of diseases, that is, only curative in nature. Therefore, this large public health workforce in state governments needs to re-orient itself to address the public health issues of the communities from the public health and social science perspectives. There is greater awareness among non-governmental organizations (NGOs) working for the health of the communities to understand the epidemiological profile of the communities and the need to measure service and health outcome of their interventions. However, programme personnel in these NGOs do not have these skills. Therefore, there is a need to build public health capacities in both government and NGO sectors to plan, implement, monitor and evaluate public health programmes in the community. DPHP is a two semester programme, which aims to address this knowledge and skill gaps in the government and NGO sectors to plan and deliver public health services systematically. The programme has blended theory with practice to be relevant to public health practitioners.

3.1 Programme Objectives

The purpose of DPHP programme is to enhance knowledge on epidemiology and social determinants of health among working professionals in order to develop skills in public health practice with added skills in data generation and management for the purpose of monitoring programmes and surveillance of diseases.

The specific objectives are,

1. To develop an understanding of the epidemiology of diseases and other public health problems within the framework of social determinants of health.
2. To demonstrate the basic technical, management and communication skills as per the domains in public health.
3. To describe different research designs that is used for public health practice and identifies appropriate ones according to the need.
4. To develop skills in data generation and management for public health surveillance
5. To demonstrate skills to mainstream gender, equity and vulnerability in the design and implementation of public health programmes

Total Seats: 25

3.2 Eligibility to Apply

- i. **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 3 years in government or non-government organization in the field of public health.
- ii. **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 3 years in government or non-government organization in the field of public health.
- iii. **Other bachelor's degrees** like Engineering, Law and in any discipline or other degree holders and have been working in public health organizations for at least 3 years.
- iv. **Candidate should be currently working in a health care organization.**
- v. 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.
- vi. Candidates who belong to any age group shall apply for this programme.
- vii. Sponsored candidates with financial support from the employer will be given preference in admission.

3.3 Programme Structure

This is a two-semester professional programme of instruction and training leading to the award of Diploma in Public Health Practice (DPHP).

3.4 Distribution of Credit Hours

The total credit for the Diploma in Public Health Practice Programme will be 40 as detailed below:

| | |
|--|------------|
| 12 Theory courses (2 credits each) | 24 credits |
| 2 concurrent internships(6 credits each) | 12 credits |
| Research project | 4 Credits |

Semester-wise listing of Courses

| Course Code | Course title | Credits |
|------------------------|--|---------|
| First Semester | | |
| DP 1 | Social and Behavioural determinants of Health | 2 |
| DP 2 | Introduction to Public Health | 2 |
| DP 3 | Introduction to Epidemiology and Biostatistics | 2 |
| DP 4 | Research Methodology and its Applications | 2 |
| DP 5 | Population Dynamics and Health | 2 |
| DP 6 | Community Organisation in Health | 2 |
| Internship 1 | Concurrent internships of two days per week @ 6 hrs/ day | 6 |
| Second Semester | | |
| DP 7 | Public Health management | 2 |
| DP 8 | Health Education and Communication | 2 |
| DP 9 | Gender, health and rights | 2 |
| DP 10 | Epidemiology of Communicable and Non communicable diseases | 2 |
| DP 11 | Life cycle approach to PH issues I (Till adolescence) | 2 |
| DP 12 | Life cycle approach to PH issues II (Youth adult, and elderly) | 2 |
| Internship 2 | Concurrent internship of two days per week @ 6 hrs/day | 6 |
| | Research project | 4 |

Note: The semesterwise listing of courses is provisional and may undergo some changes

3.5 Programme Delivery

To ensure that this programme will be relevant to those who are practicing public health in rural areas and also to ensure that SHSS reaches out to other parts of the country, it is proposed to offer this programme outside TISS in partnership with other organizations that have strong community based health care programmes and also having training infrastructure and trainers. These are mainly large health NGOs spread over the country that have already showed interest to run these programmes. The faculty of SHSS will provide additional resources and may teach some topics where they do not have persons to teach. The SHSS will monitor the delivery of the programme, especially the student assessment to ensure that those who fulfil TISS standards only will finally get their DPHP.

3.6 How to Apply

The admission process will be carried out by the implementing organization. The candidate should contact the implementing organization to find out the admission procedure. The organization that will conduct the DPHP programme for the academic year 2013-2014 will be announced in the TISS website, www.tiss.edu.