

**ACADEMY OF HOSPITAL ADMINISTRATION
INSTITUTE OF HOSPITAL AND HEALTH MANAGEMENT
TRAINING AND RESEARCH**

**STUDENT HAND BOOK AND PROSPECTUS
PROGRAMME-2018-2019**

PG DIPLOMA IN HEALTH & LAW



**PG DIPLOMA IN
HEALTH AND LAW – PGDHL [11 MONTHS]**

HISTORICAL BACKGROUND

It was in the momentous year of 1966 that the speciality of Hospital Administration gained credence in India and Department of Hospital Administration was established at the All India Institute of Medical Sciences New Delhi. Interactions of the hospital administrators at various forums lead to an emergence of a felt need to have a formal professional body of hospital administrators which apart from achieving other objectives would facilitate interaction amongst the hospital administrators to discuss, disseminate, enhance knowledge/skill and initiate/encourage research activities related to the speciality. The felt need soon metamorphosed into a historic reality and an institution was born - **Academy of Hospital Administration (AHA)** was established on **16th February 1987** under the Society Registration Act 1860.

A modern state of art building has been constructed in 2005 and the AHA is located at C-56/43, Institutional Area, Sector – 62, NOIDA, U.P. for various activities.

AIMS AND OBJECTIVES OF AHA

The aim and objectives of AHA are as follows:-

- To promote scientific management of hospital and advancement of health care system so as to make it rational, responsive and cost efficient, both to consumers and providers.
- To promote the development of high quality of hospital care in the community and the country so as to provide a satisfactory environment to the patient and also to the doctors for clinical research.
- To promote a forum for exchange of ideas and information among the health planners, academicians, administrators and general public for improvement of hospital and health services.
- To develop norms and standards for accreditation of institutes of health care and adopt means of continuous evaluation of such institutions so as to improve upon the quality of health care.
- To provide opportunities for training and research in all aspects of hospital/health administration.

AHA presently has more than 1700 trained hospital administrators, located all over India and abroad. We have about 150 faculty members from all over country to conduct various training programmes.

PROGRAMME TITLE

We propose to conduct the following programmes through distance learning during year 2018-2019.

	PG DIPLOMA IN HEALTH AND LAW [PG DHL]	11 Months	2018-2019
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AWARD OF CERTIFICATE/DIPLOMA

The student who have successfully completed all the requirements will be awarded the Certificate / Diploma by the AHA Institute.

POST GRADUATE DIPLOMA IN HEALTH AND LAW [PGDHL]

During recent years the health care delivery system in India has been undergoing tremendous changes, mainly due to privatization of health care, introduction of sophisticated imported technology for diagnosis and therapy, and growing awareness of population. All service providers and those concerned with health and medical administration at various levels are required to be exposed to all health care legislations and complex issues of medical ethics, in the light of safety of patients and their autonomy, and to avoid legal complications in organizations.

OBJECTIVES

- To impart knowledge in legal and allied concept as related to health care management
- To create an understanding of the laws of contract Indian Evidence Act and codes of Criminal Procedure.
- To acquaint the participants about Civil Laws, Administrative Laws and Special Acts Applied to Health Care Organizations including Medical Ethics.

SCOPE

The programme fulfils specific needs of all categories of service providers and the administrators at all levels in health care organizations, who are keen to learn to avoid legal complications in discharge of their duties efficiently with confidence.

ELIGIBILITY CRITERIA

- ✓ Medical, Dental graduates from a Medical/Dental Institute of India or other countries, recognized by Medical Council of India [MCI] or Dental Council of India [DCI]
- ✓ Graduates in alternative system of medicine [Ayush].
- ✓ Candidates holding MBA degree or PG Diploma in Financial, Material, Marketing or Personnel Management.
- ✓ Graduates in nursing and pharmacy or having similar technical skills in other branches of health sciences.
- ✓ Graduates in Engineering and/or Architecture associated with hospitals.
- ✓ Law Graduates also eligible to apply for PGDHL Programme..

Preference will be given to applicants having experience in hospitals or health care establishments.

BLOCK SYLLABUS

COURSE-I: LEGAL ENVIRONMENT AND BASICS OF LAW	
Block-1	Legal concepts
Block-2	Indian legal system
Block-3	Constitution of India
Block-4	Case studies-1

COURSE-2 PRINCIPLES OF CIVIL LAW	
Block-1	Indian Contract ACT, 1872. And Law of Tort
Block-2	Civil Procedure Code, 1908
Block-3	Indian Evidence Act, 1872.
Block-4	Case studies-2

COURSE-3 PRINCIPLES OF CRIMINAL LAW and Other Civil Laws	
Block-1	Indian Penal Code, 1860.
Block-2	Criminal Procedure Code, 1973
Block-3	Various Acts
Block-4	Case studies -3 [a] Case Studies -3 [b]
COURSE -4: LAW RELATED TO ADMINISTRATION AND PERSONNEL	
Block - 1	Administrative law
Block-2	LABOUR LAWS (Part-I)
Block-3	LABOUR LAWS (Part-II)
Block-4	Law related to Personnel
Block 5	Case studies-4

COURSE-5: LAWS AND LEGAL CONCEPTS RELATED TO MEDICAL / CLINICAL PRACTICE	
Block-1	Medical negligence
Block -2	Consumer Protection Act
Block-3	Medical, ISM and paramedical Council Acts and regulations
Block-4	Specific medical Acts
Block- 5	Patient safety and Accountability of Hospital Management

COURSE-6: Laws related to Hospitals and Health [Part-I]	
Block-1	Ethics issues and Drug Issues
Block-2	Establishment issues

COURSE-7 LAWS RELATED HOSPITALS SERVICES AND HEALTH [PART-II]	
Block-1	Legal aspects in certain patient care situations
Block-2	Legal aspects related to certain hospital services and functions
Block-3	Emerging issues with legal connotations
Block-4	Case studies.-7

HOW TO APPLY

- a) Electronic version of the prospectus and application form can be downloaded from www.ahaindia.org and sent along with dully filled application form.
- b) The application form as per **Appendix "A"** duly completed in candidates own handwriting, should be sent to Academy of Hospital Administration, C-56/43, Institutional Area, Sector-62, NOIDA, UP-201 301.
- c) Photocopies of the following certificates duly attested by Self Attested should be attached with the application form.
 - i. Graduation Degree / Diploma / Certificates of relevant examination passed, as applicable for the programme, along with mark sheets in support of eligibility for the programme.
 - ii. Medical Council of India / State Medical Council / Dental or Nursing or their Councils registration certificate.
 - iii. Experience certificate.
 - iv. Coloured Passport size photograph [two]

Note: Original copies of certificate will be submitted only after acceptance of admission, for verification, if necessary.

SELECTION PROCEDURE

Those satisfying the eligibility requirements will be selected on the basis of the criteria laid by the Institute from time to time for the specific programme. The criteria for selection will be developed taking into account hospital experience, years of service and educational qualification.

FEE SCHEDULE

HEALTH AND LAW - RS. 30,000 [RUPEES TWENTY EIGHT THOUSAND ONLY]

- **Rs. 30,000/-**, (Thirty thousand only) which includes 18% GST, admission fee, tuition fee, self instructional study material, expenses during contact programme for faculty, transportation and examination fee and lunch/ two cups of tea free of cost during the contact programmes.

Can Pay in two installments :

- a) **Rs. 20000/-** along with application form
- b) **Rs. 10000/-** before commencement of 1st Contact Programme

Tuition fee can also pay VIA NEFT Online in the following account :-

Account Name: Academy of Hospital Administration
 Name of Bank : State Bank Of India
 Account No : 31569221423
 Add : D-211, , Sector -61 NOIDA
 IFSC Code : SBIN0005222

REFUND OF FEE

- Having registered for a programme the tuition Fee once paid will not be refunded under any circumstances. It shall however be adjustable against any other programme selected by the participant to undergo during the same training year of this Institute. However, in cases where AHA denies admission, the programme fee will be refunded after deduction of registration fee through **A/c Payee Cheque/NEFT only**. In an exceptional circumstance the student shall be allowed to join the next batch of the same programme, if desired.

DURATION

POST GRADUATE DIPLOMA IN HEALTH AND LAW [PGDHL]

- Duration Eleven months but a student can complete within a maximum period of three years.

MEDIUM OF INSTRUCTION - ENGLISH

The student should write their examination in English only.

CONDUCTION OF PROGRAMME

On admission, each student will be attached to the Institute located at NOIDA where he / she would be attending counselling session to clear their doubts related to theory component. A panel of counsellors will be earmarked to act as guide for project study to be undertaken by each student during the programme. In addition, two contact programmed of seven days duration each will be held for practical activities, as per dates to be notified by the officer in-charge programme.

EVALUATION

Theory and practical component will be evaluated separately through continuous internal assessment and term end assessment. In both theory and practical, the weightage of internal assessment will be 30 percent and that of the end assessment will be 70 percent. A student will be declared successful in theory and practical components only if he / she score 50 percent marks in aggregate combining the internal and end assessment. He / she should obtain at least 40 percent marks in both concurrent and terminal evaluation of each paper.

STUDENT GUIDELINE

A separate student programme guide will be issued to all selected candidates for each programme. This will contain the following details:-

- a) Programme structure and syllabus.
- b) Scheme of study.
- c) How to study.
- d) Student information system.
- e) Student responsibility and assignments.
- f) Functions of programme study centre.
- g) Evaluation procedure and distribution of marks.
- h) Term end theory and practical examination.
- i) Despatch of study materials.
- j) Channel of communication and addresses.

AWARD OF CERTIFICATE/DIPLOMA

The student who have successfully completed all the requirements will be awarded the Certificate / Diploma by the Institute.

TIME SCHEDULE FOR ADMISSION

	Schedule of Events	MARCH EVERY YR
a)	Date of Advertisement	15TH OCT
b)	Issue Prospectus with Application Form	31ST DEC
c)	Last Date of receipt of completed application form	31ST JAN
d)	Issue of Select List of Candidates	28TH FEB
e)	Commencement of Programme	1ST MARCH

Enrolment No.....
(For Office Use)

Form No: _____/2018 -2019

ACADEMY OF HOSPITAL ADMINISTRATION

[Institute of Hospital & Health Management Training and Research]

C-56/43, Institutional Area Sector – 62, NOIDA

Tel: 0120-4233761/62/63 & 2401496

APPLICATION FORM FOR ADMISSION

Indicate name of Programme applied for

- **PG DIPLOMA IN HEALTH & LAW [PG DHL]**

Affix your latest
Passport size
Photograph self
attested.

1. Name Dr./Mr./Mrs/Miss

FIRST

MIDDLE

SURNAME

2. Father's/Husband Name.....

3. Address for Communication.....

District.....

State.....Pin.....

4. Tel. No. (O)(Res.).....(Mob.).....

5. Email ID [1].....[2].....

6. Permanent Address.....

State.....Pin.....

7. Date of Birth

Date

Month

Year

8. Male

Female

9. Category

SC

ST

OBC

General

10. Others [Please specify] : Urban

Rural

Tribal

11. Marital Status:

Married

Unmarried

12. Educational Qualifications :

<i>Degree(s)/Diploma(s) held</i>	<i>Date of Completion</i>	<i>University</i>
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i)

ii)

iii)

13. Date of completion of Internship

14. Medical Council/State/Other Council Registration Number.....

(Indicate if not applicable)

15. Work Experience in chronological order starting from present [indicate if self employed]

<i>Name of Organisation Employed in</i>	<i>Designation</i>	<i>Nature of your work</i>	<i>No. of Years of work experience</i>
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16. *Payment Mode:*

<i>DD/Cheque No.</i>	<i>Date</i>	<i>Issued Branch</i>	<i>Amount</i>
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17. *Have you registered for any other Aha programme in past?*

Enrolment No.....

Programme..... Year of Completion.....

18. *Your expectations from the programme applied for*

(Please write four-five lines indicating, as a learner, why you are enrolling for this programme and what do you expect out of it).

1. _____
2. _____
3. _____
4. _____
5. _____

19. *Enclosure*

a) *Certificates*

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b) *Passport size Photograph [Two] : Self attested.*

Declaration of Applicant

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by AHA any time and I shall not be entitled to refund of any fee paid by me to the AHA.

Date: _____

Signature of the Candidate _____