



Meenakshi Mission Hospital and Research Centre, Madurai  
**Academic Courses**

**Healing With Care and Compassion**

Meenakshi Mission Hospital and Research Centre (MMHRC), run by SR Trust, is a renowned 500 beds multi-specialty hospital with well-established educational facilities at Madurai.

The visionary Dr. N. Sethuraman was inspired by his teacher, Mr. Manickavasagam to become a doctor. The dormant desire was not only to provide medical services but also to work for social uplift of the poor and the needy. The dream materialized when MMHRC came into being in 1990, to fulfill the medical needs of the unreached and the diseased.

MMHRC has made an indelible mark in ensuring Quality Care by receiving ISO 9001: 2000 Certification, Golden Peacock Award – a National Award for Quality, Excellence Award from His Excellency Governor of Tamil Nadu, and The Asian Hospital Management Awards by International Hospital Federation and other International Institutions.

**Vision:** “No Man Is Too Poor To Afford The First Grade Medical Treatment”

**Mission:** “World Class Care Within Everybody’s Reach”

The professional belief and ethical guides at MMHRC are based on the following **Values**

*Care  
Charity*

*Compassion  
Empathy*

*Commitment  
Quality Service*

The Members of MMHRC Family have jointly declared the **Quality Policy** “Meenakshi Mission Hospital and Research Centre, in pursuit of excellence, is committed to comply with applicable requirements for developing and providing world class healthcare at an affordable cost. We shall foster an environment in which every person is motivated to continually improve the efficiency and effectiveness in the management of healthcare services.”

## **Centre for Education**

MMHRC, emerging as an internationally renowned centre for education, offers unique job oriented fulltime courses affiliated to Mother Teresa Women's University, Kodaikanal and Madurai Kamaraj University, Madurai for the last **8 years** besides a recognized centre for training several medical, nursing, paramedical and management courses from the day of its inception. Also short courses and seminars are frequently organized in the field of healthcare management and clinical areas to update the practitioners of this region with the latest principles and practice. Most of the academic courses offered at MMHRC are **first of its kind in Asia** developed with the aim of imparting skill-based training to healthcare professionals of tomorrow's need.

## **Education Objectives**

### **Vision**

***Developing Healthcare Professionals of  
Today's Relevance with Insight to Tomorrow's Need***

### **Mission**

***Internationally Renowned Centre for Healthcare Education***

### **Objectives**

1. To remain as innovator in course design relevance to global need
2. To generate demand for courses by widening admissions from different countries preferably with work experience
3. To develop competent intellectual teachers with multinational exposure
4. To strengthen quality input of education through personal attention, individual development and cultivation of integrative capabilities
5. To remain close to practice through partnership with leading practitioners
6. To enhance quality output by developing strong committed healthcare leaders and entrepreneurs governed by right attitude and efficient systems
7. To promote researches and publications enabling continuing education

***The Ultimate Aim is to Continuously Improve Quality of Education  
At Affordable Cost and Financial Sustainability***

## Medical and Allied Courses

### Doctoral Studies

MMHRC is recognized by Madurai Kamaraj University and MGR Medical University for Ph.D. Programmes.

### Royal College of Surgeons, Edinburgh

The Royal College of Surgeons of Edinburgh, England has bestowed the recognition to MMHRC to train doctors seeking **AFRCS Examinations**.

### National Board of Examinations

MMHRC is recognized by the National Board of Examinations to conduct Diploma in National Board (**D.N.B.**) postgraduate courses in

1. **General Medicine**
2. **Family Medicine**
3. **General Surgery**
4. **Gynaecology**
5. **Anaesthesia**
6. **Orthopaedics**
7. **Radiology**
8. **Genitourinary Surgery**
9. **Surgical Gastroenterology**
10. **Nephrology**

### Medical Council of India

MCI has recognized MMHRC for **Compulsory Rotatory Resident Internship** and **Senior House Surgeoncy** for medical graduates.

### Mother Teresa Women's University

Following 3-years fulltime Bachelor Degree Courses are affiliated to Mother Teresa Women's University, Kodaikanal and admission is limited to females who have passed +2 Science examinations with minimum 50% marks.

1. **B.B.A. – Hospital Administration**
2. **B.Sc. – Lab Technology**
3. **B.Sc. – Applied Microbiology**
4. **B.Sc. – Applied Biochemistry**

### Indian Medical Association

MMHRC is recognised by Indian Medical Association to conduct the following 2-years fulltime Diploma Courses and admission is open to +2 Science examination passed with 50% marks.

1. **Diploma in Medical Lab Technology (DMLT)**
2. **Diploma in X-ray Imaging Technology (DXIT)**

## Management Courses

### Madurai Kamaraj University

MMHRC enjoys the Approved Institution Status of Madurai Kamaraj University. Following one-year fulltime Post Graduate Diploma Courses, affiliated to Madurai Kamaraj University, are *open to all graduates* interested to pursue a Challenging and Promising Management Career:

- 1. PG Diploma in Fundraising Management**
- 2. PG Diploma in Micro Credit Management**
- 3. PG Diploma in Medical Records Management**
- 4. PG Diploma in Total Quality Management in Hospitals**

Post Graduate Diploma Courses are designed to meet an urgent need for trained healthcare professionals who can effectively manage specific activities in a hospital or health program with leadership perspective. Each candidate will be assigned a faculty *mentor* who will monitor and guide the candidate throughout the course. The candidates will be encouraged to use computers extensively to become familiar with it. The managerial skills are sharpened through Individual Development Subject that is common to all these courses.

### Methodology

Teaching comprises a combination of didactic lectures by in-house faculty and eminent healthcare professionals. Student led and student-centered approaches such as case studies, management exercises, management games, researches, seminars, debates, students' presentations, self assessment, individual tasks, group works, assignments and journal clubs are widely used. Every subject is planned in such a way that the students are kept occupied with mini projects, field visits and practical training as related to the subjects. A lot of emphasize will be on learning the practical aspects of managing different departments or activities effectively, which gives them valuable exposure in day-to-day administration.

### Teaching Faculty

The fulltime Faculty Team is professionally trained from abroad with international work exposure. The Faculty Advisors and Visiting Faculty are part of reputed International Organizations. The initiatives in partnership with International Healthcare Providers, International Universities and Management Consultancy to Leading Healthcare Organizations further enrich the input to the participants.

The In-house Faculty, including Successful Practitioners at MMHRC, comprises of experts team in the field of Medical Sciences, Hospital

Management, Health Management, Public Health, Community Medicine, Nursing Administration, Management Sciences, Information Technology, Bio-statistics and Social Sciences.

### **Facilities**

Modern and well equipped Classrooms, Conference Hall, Auditorium, teaching aids like Video Projector / OHP / Flip Charts / Public Address System, Library with wide collections, Publications Division, Computer Centre, Students Mess, etc.

### **Library**

Library has wide collection of books / CDs / compiled notes on Medical Sciences / General Management / Hospital / Health Administration ensuring access to textbooks and reference books. Many journals, magazines, newspapers, news bulletins, and government publications are available in the library. Generally two books are issued for a week period. Reservation and photocopy facilities are available in the library. The library remains open from 9:30 AM to 9:00 PM on all working days.

### **Duration**

1-year commencing from Aug

### **Number of Students**

Limited to 20 students per course

### **Course Fees**

Rs.11,400/- per student per course (Overseas students US\$400)

Fee Structure	In Indian Rs.	In Indian Rs.
<b>1. Tuition Fees</b>		<b>8,000</b>
<b>2. Special Fees</b>		
2.1 Admission Fee	500	
2.2 Library Fee	400	
2.4 Field Work	1,000	
2.5 Project Work	500	
2.6 Caution Deposit	1,000	
		<b>3,400</b>
<b>Total:</b>		<b>11,400</b>

*Note:*

*University Entrance Fees and University Examination Fees Extra  
All Fees subject to change; Fees once paid will not be refunded*

### **Mode of Payment**

The selected candidates will be intimated by post and the payments should be in the form of cash or demand draft in favour of "Meenakshi Mission Hospital and Research Centre " payable at "Madurai".

### **Hostel and Mess Facilities**

Modest hostel facilities are available, on limited basis, for selected candidates on request. Candidate should pay an **advance of Rs.1000/-** (Overseas students US\$35) towards mess and **Rs.3,600/-** (Overseas students US\$125) per annum towards hostel establishment charges and abide by the Hostel Rules.

Students' mess provides world class South Indian Vegetarian food on dividing system of payment. Many types of restaurants, serving varieties of cuisines, are available in the campus. Purified chilled water for drinking is available.

### **Extracurricular Activities**

MMHRC considers extracurricular activities as the integral part of a student development. Extensive programs on professional development and academic enhancement such as language classes, games, sports, social and cultural practices are promoted.

### **Study Visit**

Depending on the course structure and curriculum requirements study / field visits will be arranged appropriately.

### **Examination and Award**

Internal Assessment is done based on assignments, class participation and written examinations. At the end of the year the students will appear in the University Examinations. "Postgraduate Diploma" will be awarded to those students who secure 50% marks (minimum 25 marks in internal examinations and 25 marks in external examinations) and above. If a student fails to secure 50% marks in any of the subject, he/she has to appear for arrears examination in the following year. Only on successful completion of deficient subjects "Postgraduate Diploma" shall be awarded.

### **Placement**

MMHRC assists the candidates in finding a suitable job. Almost all alumni are settled in managerial positions in major hospitals throughout India.

## **Post Graduate Diploma in Fundraising Management**

Fundraising is an art thereby professional approach is essential in analyzing donor markets, organizing for fundraising, setting goals and strategies for fundraising, applying suitable channels of communication, using appropriate methods of fundraising and evaluating the effectiveness.

Fundraising is vital for developmental activities that have a direct impact on the enhancement of society on the whole. Non Government Organizations (NGOs) have proved their prominence in building the Society in India and other countries. NGOs act as catalysts in the development of a Society by creating employment, income generation, empowering women, poverty alleviation, etc. Fundraising is a key management function and continuous process that ensures sustainability of these organizations and projects.

### ***Course Objectives***

The thrust of the course is on building Fundraising and Development Skills in Individuals thereby mobilize resources for developmental activities.

The course will help students to

- i. Develop skills in Fundraising and Development
- ii. Understand the Role of NGOs in the development of the society
- iii. Establish and sustain Partnership Skills with the State and Donor Agencies
- iv. Develop Entrepreneur Skills to Promote fundraising and NGOs
- v. Apply skills to ensure Financial Sustainability of an organization
- vi. Gain Hands on Exposure in various NGOs / Hospitals / Healthcare Organizations / Networking Organizations

### ***Subjects***

1. Individual Development
2. Principles of Fundraising
3. Techniques of Fundraising
4. NGO and Social Development

### ***Career***

On completing the course, the candidates would be ready to pursue management career practicing fundraising and development in NGOs / hospitals / health programs / networking organizations. They are equipped to employ as Fundraising Manager / Fundraising Program Coordinator / Fundraising Officer / Executive in NGOs / Healthcare Organizations.

## **Post Graduate Diploma in Micro Credit Management**

Microfinance through Small Help Groups (SHG) and other types have actively emerged as social revolutionary groups to uplift the society through women empowerment, employment opportunity, income generation, and alleviation of poverty. Professional approach in Microfinance is vital to promote SHG and Networking ensuring viability and sustainability of the programs.

### ***Course Objectives***

The overall purpose of this course is to equip individuals with the skills of leading, lending, financial transactions, promotion of SHG, and to facilitate mainstreaming of microfinance activities to eradicate poverty.

The course will help students to

- i. Develop their Entrepreneur Skills and impart Entrepreneur Skills among Women by appreciating the need for Women Empowerment
- ii. Promote Human Values among Individuals
- iii. Understand Poverty and apply microfinance as a strategy to Alleviate Poverty
- iv. Promote Small Help Groups as well as promote Networking
- v. Understand the Role of National and Global Financial Institutions
- vi. Understand different forms of Business Organizations
- vii. Practice Professional Management by developing skills in Marketing, Managing Human Resource, Strategic Management, Accounting, Documenting, Reporting, Auditing, Rating and Managing Finance thereby ensure Viability and Sustainability of the Program

### ***Subjects***

1. Individual Development
2. Self Help Groups and Micro Credit Management
3. Entrepreneurship and Management of Micro Enterprises
4. Documentation and Accounting Systems in Micro Credit

### ***Career***

On completing the course, the candidates would be ready to pursue management career implementing microfinance programs. They are capable to work as CEO / Program Coordinator / Credit Risk Manager / Finance Controller / Program Auditor / Area Manager / Branch Manager / Field Development Officer / Marketing Manager / Human Resources Manager / Trainer depending upon the size and nature of the organization.

## **Post Graduate Diploma in Medical Records Management**

Skills of multi-professionals are required to ensure complete patient care. Medical records are used as a powerful communication tool for interaction among the providers. Doctors, nurses and allied health personnel inform and advise each other through their entries in medical records about their findings, observations, opinions, and treatment of patients thereby these records are documentary evidence of the course of treatment. This necessitated offering a formal course in Medical Records Management.

### ***Course Objectives***

The course will help students to

- i. Understand the Need, Importance and Functioning of Medical Records
- ii. Use Medical Records in Medical Audit and Quality Assurance
- iii. Plan Staffing, Equipment, Facilities, Location, and Space
- iv. Understand the Structure and Content of Medical Records
- v. Develop skills in Numbering, Assembling and Filing
- vi. Develop skills in Classification, Coding and Indexing of diseases
- vii. Understand the Legal aspects, Medical Certificates and Registration
- viii. Develop skills in Discharge Analysis and Patient Statistics that are vital in planning individual care and health services
- ix. Understand Current Issues / Developments in Medical Records

### ***Subjects***

1. Individual Development
2. Basic Science
3. Medical Terminology
4. Medical Records Science

On completing the course, the candidates would be ready to pursue management career implementing medical records function in hospitals and health programs. They are equipped to work as Medical Records Manager / Medical Records Officer / Technician in Hospitals.

## Post Graduate Diploma in Total Quality Management in Hospitals

Quality Management is an *institutional philosophy, a mindset and a way of life* for an organization. It is a process of transforming organizational culture to 'Quality Culture'. Implementation of Quality is process oriented and the emphasis is on *Customer Sensitive, Managing Change and Functioning as a Team*, which are behavioral in nature. As like fulfillment of customers' expectations on Quality of Product (Medical and Nursing Care Services) it is equally important to ensure the way in which the product / service is delivered. This includes all the interactions we have with the customers while providing patient care. Developing 'Quality Indicators' and monitoring quality through Satisfaction Surveys and Quality Audits enable for Continuous Quality Improvement.

### **Course Objectives**

The course will help students to

- i. Appreciate Managing Quality as an Institutional Philosophy
- ii. Recognize the process of Cultural Change with emphasis on Leadership Commitment, Training, Team Work and Communication
- iii. Identify Customers and individual behaviors that demonstrate Customer Service
- iv. Develop skills to apply Quality Concepts and Tools
- v. Develop skills to analyze Customers' Expectations and Satisfaction as well understand the Rights and Responsibilities of Patients
- vi. Develop skills in ISO Certification, Accreditation and National Awards on Quality
- vii. Develop skills to set Standards / Benchmarks and use Quality Audit to measure Standards and Outcome of Care

### **Subjects**

1. Individual Development
2. Total Quality Management
3. Quality Indicators of Patient Satisfaction
4. Research, Audit and Review Programmes

### **Career**

On completing the course, the candidates would be ready to pursue management career introducing quality in healthcare organizations. They are confident to contribute as Quality Manager / Internal Auditor - Quality / Patient Care Manager / Trainer in Hospitals / Healthcare Organizations.

**Who can apply?**

Any graduate, particularly Doctors / Administrators / Nurses / Paramedical Staff / Health Workers, can apply to these Postgraduate Diploma Courses. Preference will be given to sponsored candidates with work experience in hospitals / healthcare organizations / NGOs.

**Basis of Admission**

Students are admitted purely on merit considering the past academic records, and their performance in group discussion and interview.

**How to apply?**

For application contact in person or by mail with cash / bank demand draft for Rs.200/- (Overseas students US\$10) per course in favour of "Meenakshi Mission Hospital and Research Centre", payable at Madurai. Cheques and Postal Orders are not accepted.

**Contact**

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