



**Post Graduate Diploma in Hospital
and Health management
(PGDHHM)**

ASSIGNMENTS

2024

PGDHHM/AS 1-9

School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068
2024

IGNOU

Dear Student,

As explained in the Programme Guide, there are nine assignments in total and **all** these assignments are compulsory. Please note that the assignments carry a weightage of 30% marks towards the final evaluation in theory component and *submission of related assignments is a prerequisite* for appearing in theory term-end examination for respective papers. The subject area of assignments and its last date of submission are mentioned below:

Last Date of Submission*	Course Code	Blocks Involved	Assignment Code
July 15, 2024	MHH-101	1 and 2	MHH-101/AS-1
	MHH-102	1 and 2	MHH-102/AS-4
	MHH-103	1 and 2	MHH-103/AS-7
August 31, 2024	MHH-101	3 and 4	MHH-101/AS-2
	MHH-102	3 and 4	MHH-102/AS-5
	MHH-103	3 and 4	MHH-103/AS-8
October 15, 2024	MHH-101	5 and 6	MHH-101/AS-3
	MHH-102	5 and 6	MHH-102/AS-6
	MHH-103	5 and 6	MHH-103/AS-9

**You can also submit all assignment together before October 15, 2024. Please submit the assignments to your LSC Coordinator/ Programme In-charge only.*

Please take note of the following points before writing your assignments:

- Use foolscap size/A4 size paper for writing your responses. Only handwritten assignments will be accepted. Typed or printed copies of assignments will not be accepted.
- Tie the pages after numbering them carefully.
- Write the question number with each answer.
- **All the questions are compulsory.**
- Every assignment will be evaluated out of a full mark of 100. Weightage is indicated in parenthesis against each question.

Suggestions for writing an assignment:

Read the assignments carefully. Go through the units on which the answers are based. Draw a rough outline of your answer. Make a logical order. Then write your answer neatly and submit. Give illustrations and tables wherever necessary. You may keep a xerox copy of the answer sheets for future reference.

Answer each assignment in separate sheets. On the first page of the assignment response sheet, write the course code, course title, assignment code, name of your programme study centre and date of submission. Your enrollment number, Name and Full address should be mentioned in the top right corner of the first page. The first page of your response sheet should look like the format given.

Course Code _____	Enrollment No. _____
Course Title _____	Name _____
Assignment Code _____	Address _____
PSC _____	_____
Date of Submission _____	_____

Assignment-1 (Blocks 1&2)

Course Code: MHH-101
Assignment Code: MHH-101/AS-1
Maximum Marks: 100
Due Date: July 15, 2024

Answer all the questions

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) What is decision making? Discuss the importance of Decision making process for the managers.
 - b) Define Human Resource Planning (HRD). Discuss two Objectives of HRP and Enumerate the determinants of HRP.
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) List the five features of autocratic model of management.
 - b) Management by Objectives (MBO)
 - c) What is network structure? Explain with the help of an example.
 - d) Enumerate the types of interview. Discuss any two in detail.
 - e) Enumerate the responsibilities and duties of a Training coordinator.
 - f) Differentiate between Formal and Informal Communication.

Assignment-2 (Blocks 3&4)

Course Code: MHH-101
Assignment Code: MHH-101/AS-2
Maximum Marks: 100
Due Date: August 31, 2024

Answer all the questions

- 1) **Answer the following questions within 1000 words each.** (2 × 20 = 40)
- a) Discuss Zero based Budgeting (ZBB) under following headings- Definition, Objectives, Process, Limitation, Advantages.
 - b) Discuss Auditing-Scope, Objectives, Types
- 2) **Answer the following questions within 500 words each.** (10 × 6 = 60)
- a) What are the five core dimensions that enrich jobs?
 - b) What is situational approach of leadership?
 - c) What is the dispute settlement machinery under the industrial Disputes Act,1947?
 - d) What is 'bonus'? How do you calculate the amount of bonus to be given to an employee?
 - e) Types of accounts in an organization.
 - f) What is Opportunity Cost?

Assignment-3 (Blocks 5&6)

Course Code: MHH-101
Assignment Code: MHH-101/AS-3
Maximum Marks: 100
Due Date: October 15, 2024

Answer all the questions

- 1) **Answer the following questions within 1000 words each.** (2 × 20 = 40)
- a) Enumerate the functions of Logistics management. Explain any two with the help of an example from health care management.
 - b) Define “Service” in management terms. Discuss characteristics of Services. Enlist various marketing strategies.
- 2) **Write Short notes on the following questions within 500 words each.** (10 × 6 = 60)
- a) Explain cost effective analysis with the help of an example.
 - b) Cost based pricing with an example
 - c) What is ‘Equity’? Explain with the help of an example with respect to Health Services.
 - d) Define Inventory. Write various types of Inventory.
 - e) What are the essential steps of equipment selection?
 - f) List the guidelines for disposal of goods.

Assignment-4 (Blocks 1&2)

Course Code: MHH-102
Assignment Code: MHH-102/AS-4
Maximum Marks: 100
Due Date: July 15, 2024

Answer all the questions

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) Discuss planning and organizing considerations for establishment of an Inpatient health care Unit.
 - b) Discuss objectives, policy considerations, structural and managerial issues in PMR
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) Enumerate the working rules of an OPD
 - b) Explain the movement of patients in Accident and emergency department with the help of flow diagram.
 - c) Classify Intensive Care Unit based upon Type of Patient Admitted
 - d) Enumerate the planning criteria for establishing an operation theatre
 - e) Roles and responsibility of Nursing Superintendent
 - f) Modular OT

Assignment-5 (Blocks 3&4)

Course Code: MHH-102
Assignment Code: MHH-102/AS-5
Maximum Marks: 100
Due Date: August 31, 2024

Answer all the questions

1) Answer the following questions within 1000 words each. (2 × 20 = 40)

- a) Discuss Planning and Organization of Radio Imaging Services for a 500 Bedded Hospital..
- b) Define Pharmacy system. Explain drug distribution system with the help of a flow diagram.

2) Answer the following questions within 500 words each. (10 × 6 = 60)

- a) Role of information management in laboratory services.
- b) Facilities to be provided within the transfusion centre.
- c) Composition and functions of Blood Transfusion Committee.
- d) Critical Parameter for Quality Control for Sterilization.
- e) How is the Medical Records maintained Upon Discharge of a patient?
- f) Enumerate the criteria for selecting an effective disinfectant cleaning agent for housekeeping activities in a health care institution.

Assignment-6 (Blocks 5&6)

Course Code: MHH-102
Assignment Code: MHH-102/AS-6
Maximum Marks: 100
Due Date: October 15, 2024

Answer all the questions

- 1) **Answer the following questions within 1000 words each.** (2 × 20 = 40)
- a) Discuss planning, policy and procedural issues in Mortuary services.
 - b) Describe Construction and Design considerations for provision of fire safety in a hospital.
- 2) **Write Short notes on the following questions within 500 words each.** (10 × 6 = 60)
- a) Integrated Ambulance Command Centre.
 - b) Medical Gas Pipeline Distribution System Design.
 - c) Discuss the correct way of handling and transfer of Bio- medical Waste.
 - d) Radiation safety monitoring including ALARA Principle.
 - e) Enumerate the Principles of Disaster Management Planning.
 - f) Enumerate the Roles and Functions of Hospital Security Department.

Assignment-7 (Blocks 1&2)

Course Code: MHH-103
Assignment Code: MHH-103/AS-7
Maximum Marks: 100
Due Date: July 15, 2024

Answer all the questions

1) Answer the following questions within 1000 words each. (2 × 20 = 40)

- a) List the challenges faced in hospital administration on daily basis. Discuss any five in detail.
- b) Discuss the nature and types of conflict and how it is managed.

2) Answer the following questions within 500 words each. (10 × 6 = 60)

- a) Enumerate the function and roles of hospitals in health care delivery system
- b) Draw and explain the Matrix of Health Environment and community.
- c) What are the Peculiarities of a hospital as an organization? Explain with the help of an example.
- d) Enumerate Duties and Responsibilities of Officers of Hospital Administration
- e) Discuss the Principles of Public Relation in Hospitals.
- f) Salient features of Consumer Protection Act.

Assignment-8 (Blocks 3&4)

Course Code: MHH-103
Assignment Code: MHH-103/AS-8
Maximum Marks: 100
Due Date: August 31, 2024

Answer all the questions

1) Answer the following questions within 1000 words each (2 × 20 = 40)

- a) Enumerate important indicators of health. Explain any four in detail.
- b) Define Primary Health Care. Explain the principles and elements of Primary Health Care.

2) Answer the following questions within 500 words each. (10 × 6 = 60)

- a) Water supply system in hospitals.
- b) Control and Responsibilities of Engineering Services Department.
- c) Features of preventive maintenance programme for preventing engineering hazards.
- d) Differentiate between Monitoring and Surveillance.
- e) Measures of Central Tendency.
- f) Classification of Health Insurance Plans in India

Assignment-9 (Blocks 5&6)

Course Code: MHH-103
Assignment Code: MHH-103/AS-9
Maximum Marks: 100
Due Date: October 15, 2024

Answer all the questions

1) Answer the following questions within 1000 words each.

(2 × 20 = 40)

- a) Discuss National Leprosy Eradication Programme (NLEP) under the following heading : Goals & Objectives and Strategies
- b) Discuss the concept of regionalization in health care. Enumerate various elements of regionalization.

2) Write Short notes on the following questions within 500 words each.

(10 × 6 = 60)

- a) Strategies under National Population Policy- 2017.
- b) steps of Designing the District Health Plan.
- c) Rural Water Supply (Jal Jeevan Mission).
- d) Directly Observed Treatment Short-course (DOTS) strategy.
- e) National Tobacco Control Programme (NTCP).
- f) National Organ Transplant Programme .