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Post Graduate Diploma in Hospital and Health Management (PGDHM)

ASSIGNMENTS 2023 PGDHM/AS 1-6



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

Dear Student,

As explained in the Programme Guide, there are six 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, 2023	PGDHHM-01	1, 2 & 3	PGDHHM/AS-1
	PGDHHM-03	1, 2 & 3	PGDHHM/AS-3
August 31, 2023	PGDHHM-02	1, 2 & 3	PGDHHM/AS-2
	PGDHHM-04	1, 2 & 3	PGDHHM/AS-4
October 15, 2023	PGDHHM-05	1, 2 & 3	PGDHHM/AS-5
	PGDHHM-06	1, 2 & 3	PGDHHM/AS-6

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

- Use only foolscap size paper for writing your responses. Only handwritten assignments will be accepted.
- Typed or printed copies of assignments will not be accepted.
- Tie all 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 150.
- Each assignment has 10 questions.
- Each question carries 15 marks.
- Answer to each question should be between 500-750 words.

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 No., 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 _____
Programme Study Centre _____	
Date of Submission _____	

Please submit the assignments to your Programme In-charge only.

Assignment-1 (Blocks 1,2&3)

PGDHHM-01: Introduction to Management-I

Course Code: PGDHHM-01
Assignment Code: PGDHHM/AS-1
Maximum Marks: 150
Due Date: July 15, 2023

Answer in brief all the questions between 500-750 words (15 marks each)

1. Enumerate the skills exhibited by an effective manager
2. Enumerate the three basic steps involved in designing a control process.
3. Quality Circles management technique with example
4. Enumerate the objectives of human resource planning.
5. Explain the steps involved in recruitment process in your health institutions.
6. Explain in detail the “Case Method” Teaching tool.
7. Maslow's Hierarchy Theory of Needs of Motivation
8. What are the Rights and Liabilities of Registered Trade Unions?
9. Explain with Examples of “Key Motives ’Influencing Employee Behaviour in Hospitals
10. Payment of Wages Act,1936

Assignment-2 (Blocks 1, 2&3)

PGDHHM-02: Introduction to Management-II

Course Code: PGDHHM-02
Assignment Code: PGDHHM/AS-2
Maximum Marks: 150
Due Date: August 31, 2023

Answer in brief all the questions between 500-750 words (15 marks each)

1. What are the various accounting Processes?
2. Explain the direct and indirect cost in accounting in your health institutions.
3. Cost containment
4. Enumerate the principles of Logistic Management
5. Criteria for Evaluating different Methods of Financing Health Care
6. Enumerate the Factors Involved in Determination of Inventory Policy
7. Cost Based Pricing
8. Marketing Matrix
9. Enumerate the essential steps for equipment selection
10. Equipment audit and Equipment Audit Committee.

Assignment-3 (Blocks 1,2&3)

PGDHHM-03: Organisation and Management of Hospitals

Course Code: PGDHHM-03
Assignment Code: PGDHHM/AS-3
Maximum Marks: 150
Due Date: July 15, 2023

Answer in brief all the questions between 500-750 words (15 marks each)

1. Functions of Hospitals
2. Give your comments on “Changing roles in hospital administration”
3. Write three areas under which hospital information is managed
4. Enumerate the important skills of a Hospital administrator
5. Enumerate the Principles of Public Relation In Hospitals
6. Define a Medico-legal case. Enumerate the medico legal duties and responsibilities of doctors
7. Consent
8. Define Quality of care. Write the various dimensions of it.
9. What do you understand by research in medical care? Enumerate various types of models of research.
10. Comment on the physical and chemical standards of Water.

Assignment-4 (Blocks 1,2&3)

PGDHHM-04: Clinical, Diagnostic and Therapeutic Services

Course Code: PGDHHM-04
Assignment Code: PGDHHM/AS-4
Maximum Marks: 150
Due Date: August 31, 2023

Answer in brief all the questions between 500-750 words (15 marks each)

1. Comment on designing of Emergency medical department with respect to Physical facility, layout and equipments available.
2. Role, Functions and Types of Outpatient Department
3. What points you will consider for calculating number of Operating Rooms. Discuss any two in detail
4. Planning Consideration of a Rehabilitation Unit
5. Equipment requirement in an ICU
6. Planning and organisation of Inpatient Services in a Hospital
7. Duties and responsibilities of Nursing Superintendent
8. Define Counselling. Enumerate the factors necessary for a counselling Programme
9. Write the types and functional components of Clinical laboratory
10. Drug distribution System

Assignment-5 (Blocks 1,2&3)

PGDHHM-05: Support and Utility Services and Risk Management

Course Code: PGDHHM-05
Assignment Code: PGDHHM/AS-5
Maximum Marks: 150
Due Date: October 15, 2023

Answer in brief all the questions between 500-750 words (15 marks each)

1. Heat sterilization by steam
2. Explain the process of keeping patient records with the help of flow diagram
3. Explain the Process of quality assurance in Linen and laundry department
4. Comment on the physical facility and layout of the dietary department.
5. Biomedical waste classification
6. Write the roles and functions of Mortuary Department in medical college
7. Universal precautions for Health Care Workers
8. What are the Principles of Disaster Planning?
9. Roles and Functions of Hospital Security Department
10. Explain Fire hazard triangle and write the classification of fire.

Assignment-6 (Blocks 1,2&3)

PGDHHM-06: Health System Management

Course Code: PGDHHM-06
Assignment Code: PGDHHM/AS-6
Maximum Marks: 150
Due Date: October 15, 2023

Answer in brief all the questions between 500-750 words (15 marks each)

1. Define Surveillance and write its various uses
2. Enumerate the various principles of primary health care
3. Descriptive epidemiological studies
4. What the various occupational hazards?
5. Employees State Insurance Scheme
6. Health Care Infrastructure at primary health centres
7. Elements of National Health Policy
8. Sampling-Definition and types
9. Enumerate various Sources of Health Information. Explain Census in detail
10. Management information System (MIS)