



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

**ASSIGNMENTS**

**2023**

PGDHHM/AS 1-9

*School of Health Sciences*  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi-110 068**  
**2023**

**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, 2023	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, 2023	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, 2023	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

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

**Please submit the assignments to your LSC Coordinator only.**

**Assignment-1 (Blocks 1&2)**

**Course Code: MHH-101**  
**Assignment Code: MHH-101/AS-1**  
**Maximum Marks: 100**  
**Due Date: July 15, 2023**

**Answer all the questions**

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) What is Total quality Management (TQM)? Enlist the various principles of TQM. Explain each with the help of an example.
  - b) What is communication process? Explain the model of communication process in detail.
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) Quality control circles (QCC)
  - b) Management Process
  - c) List the characteristic of future managers?
  - d) Write five difference among the various models of Organizational Behavior
  - e) Define BCC. Write the steps of conducting BCC in your service area.
  - f) The Ten Commandments of Good Communication.

**Assignment-2 (Blocks 3&4)**

**Course Code: MHH-101**  
**Assignment Code: MHH-101/AS-2**  
**Maximum Marks: 100**  
**Due Date: August 31, 2023**

**Answer all the questions**

- 1) **Answer the following questions within 1000 words each.** (2 × 20 = 40)
- a) Explain the key motives influencing employees Behavior in Health centers. Discuss with examples.
  - b) Discuss Zero based Budgeting (ZBB) under following headings:  
Definition/Objectives/ Process/ limitation/advantages
- 2) **Answer the following questions within 500 words each.** (10 × 6 = 60)
- a) Explain the Blake and Mouton Grid of Leadership
  - b) What is collective bargaining?
  - c) Role and responsibilities of Chief vigilance officer (CVO)
  - d) Enlist the contents of minimum rates of wages
  - e) Enlist the types of transactions.
  - f) List the objectives of financial control system.

**Assignment-3 (Blocks 5&6)**

**Course Code: MHH-101**  
**Assignment Code: MHH-101/AS-3**  
**Maximum Marks: 100**  
**Due Date: October 15, 2023**

**Answer all the questions**

- 1) **Answer the following questions within 1000 words each.** (2 × 20 = 40)
- a) Enumerate the methods of health care financing. Write the various criteria for evaluating different method of health care Financing.
  - b) Who all should be the members of Condemnation Committee? What are the functions of condemnation committee? Explain the steps of Condemnation and disposal.
- 2) **Write Short notes on the following questions within 500 words each.** (10 × 6 = 60)
- a) Demand based pricing with an example Enumerate the various techniques of Economic Efficiency
  - b) Define Marketing mix
  - c) Demand based pricing with an example
  - d) ABC Analysis
  - e) What are the important elements of training of technicians
  - f) Reverse logistics. How do you identify the Obsolete Items in your health care settings?

**Assignment-4 (Blocks 1&2)**

**Course Code: MHH-102**  
**Assignment Code: MHH-102/AS-4**  
**Maximum Marks: 100**  
**Due Date: July 15, 2023**

**Answer all the questions**

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) Write the following in detail with respect to planning and Establishing OPD Services-Location, Principles of Planning of layout, Physical facilities, Staff, Equipments.
  - b) Write the various types of Emergency services? Explain the movement of patients in Accident and emergency department with the help of flow diagram.
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) Define Medical Emergency. Write the functions of Accident and Emergency Department
  - b) Enumerate the various activities involved in operating a patient
  - c) How will do the outcome monitoring for Intensive Care Unit
  - d) Enlist the functions of Ward Sister.
  - e) What is Community Based Rehabilitation?
  - f) Describe the work of a manager in ward management. Enumerate the factors involved in good management

**Assignment-5 (Blocks 3&4)**

**Course Code: MHH-102**  
**Assignment Code: MHH-102/AS-5**  
**Maximum Marks: 100**  
**Due Date: August 31, 2023**

**Answer all the questions**

- 1) Answer the following questions within 1000 words each.** (2 × 20 = 40)
- a) Enumerate the Role and Functions of Laboratories. Write the following in detail with respect to planning and Establishing Laboratories in health care institutions- Location, Size, Design, Staff, and Equipments.
  - b) Write the following in detail with respect to planning and Establishing Blood centers in health care institutions-Location and Space, Hygienic conditions, Design, Staff, and Equipments.
- 2) Answer the following questions within 500 words each.** (10 × 6 = 60)
- a) Enumerate the types of services used in radio diagnosis and Imaging
  - b) Define Pharmacy Services. Enumerate the types of pharmacy based on organizational policies
  - c) Jan Aushadhi Kendras
  - d) How is the nuclear medicine facility segregated into areas of administrative control?
  - e) Various systems and methods of filing records in MRD.
  - f) Centralized Linen Distribution System in 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, 2023**

**Answer all the questions**

- 1) **Answer the following questions within 1000 words each.** (2 × 20 = 40)
- a) Definition and types of Hospital waste. Comment on Why do we need to dispose of hospital waste safely? What are the implications of Hospital Waste?
  - b) Discuss planning and Establishment of Ambulance Service Department in health care institutions.
- 2) **Write Short notes on the following questions within 500 words each.** (10 × 6 = 60)
- a) Write the Guidelines specific to COVID-19 waste management
  - b) Personal Protective equipment (PPE).
  - c) How will you organize Medical relief in case of disaster strike in your area.
  - d) Enumerate the Principles for Fire and Life Safety in Healthcare Facilities
  - e) National Building Code (NBC) -2016
  - f) List seven important counter-measures for ensuring efficient Loss-Prevention and Security Management in hospitals



**Assignment-7 (Blocks 1&2)**

**Course Code: MHH-103**  
**Assignment Code: MHH-103/AS-7**  
**Maximum Marks: 100**  
**Due Date: July 15, 2023**

**Answer all the questions**

- 1) Answer the following questions within 1000 words each.** (2 × 20 = 40)
- a) National Health Policy -2017
  - b) Enumerate the maladies prevailing at macro-level and micro-level. Explain the cause-and-effect relationship of the maladies
- 2) Answer the following questions within 500 words each.** (10 × 6 = 60)
- a) Explain hospital organization with the help of a chart.
  - b) Enumerate various Patient Centered Activities and Services Offered by the Hospital
  - c) What are the attributes to be a successful hospital administrator? List the four important skills for a hospital administrator.
  - d) Write the Roles and Responsibilities of Public Relation Department
  - e) Pre-Conception & Pre-Natal Diagnostic Techniques (PCPNDT) Act, 1994
  - f) What are the factors influencing quality care?

**Assignment-8 (Blocks 3&4)**

**Course Code: MHH-103**  
**Assignment Code: MHH-103/AS-8**  
**Maximum Marks: 100**  
**Due Date: August 31, 2023**

**Answer all the questions**

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

- a) Write Definition of Occupational Health. Discuss various Occupational Hazards.
- b) Explain the levels of prevention and interventions which can prevent the occurrence of disease during its various stages.

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

- a) What is equipment management system?
- b) Elements of Primary Health Care
- c) Measures of Central Tendency
- d) Central Government Health Scheme(CGHS)
- e) IT System Under PM-JAY
- f) Biological Hazards in Occupational Health

**Assignment-9 (Blocks 5&6)**

**Course Code: MHH-103**  
**Assignment Code: MHH-103/AS-9**  
**Maximum Marks: 100**  
**Due Date: October 15, 2023**

**Answer all the questions**

**1) Answer the following questions within 1000 words each.**

**(2 × 20 = 40)**

- a) Discuss National Rural Health Mission (NRHM) under the following heading- Approaches, Mission, Goals & Objectives
- b) Discuss National Vector Borne Disease Control Programme (NVBDCP) under the following heading: Goals & Objectives, Strategies and DOTS.

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

**(10 × 6 = 60)**

- a) Empowering Women for Improved Health and Nutrition under National Population Policy- 2017
- b) Flow of Routine Health Information under HMIS
- c) Explain the process of Regionalization
- d) Enumerate the Steps involved in monitoring of a health programme.
- e) Poshan Abhiyaan (National Nutrition Mission)
- f) Newborn and Childcare Interventions under RMNCH+A PROGRAM