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Post Graduate Diploma in Hospital and Health Management (PGDHHM)

ASSIGNMENTS

2014

PGDHHM/AS 1-6



School of Health Sciences

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

2014

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
June 30, 2014	PGDHHM-01	1, 2 & 3	PGDHHM/AS-1
	PGDHHM-03	1, 2 & 3	PGDHHM/AS-3
August 31, 2014	PGDHHM-02	1, 2 & 3	PGDHHM/AS-2
	PGDHHM-04	1, 2 & 3	PGDHHM/AS-4
September 30, 2014	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 _____
PSC _____	_____
Date of Submission _____	_____

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

PGDHHM-01: Introduction to Management-I
(Blocks 1, 2 & 3)

Course Code: PGDHHM-01
Assignment Code: PGDHHM/AS-1
Maximum Marks: 150
Due Date: June 30, 2014

Write in brief on the following:

Answer to each question should be between 500-750 words.

1. Principles of Management and their relevance in Health Care Institutions.
2. Communication Process and Barriers in Communication.
3. Training Need Assessment for Health Care Institutions.
4. Theories of Motivation.
5. Leadership Styles and Leadership skills for Hospital Administrators.
6. Performance Appraisal
7. Management Techniques Used in Health Care Sector.
8. Method of Recruitment.
9. Integration of Organisational Tasks and Activities.
10. Collective Bargaining.

PGDHHM-02: Introduction to Management-II
(Blocks 1, 2 & 3)

Course Code: PGDHHM-02
Assignment Code: PGDHHM/AS-2
Maximum Marks: 150
Due Date: August 31, 2014

Write in brief on the following:

Answer to each question should be between 500-750 words.

1. Need for Budgeting and Types of Budget.
2. Methods of Cost Analysis.
3. Tools and Techniques of Inventory Control.
4. Balance Sheet.
5. Health Care Financing.
6. Procurement of Equipment in Health Care Institutions.
7. Equipment Audit.
8. Logistics Management.
9. Maintenance Plan for Medical Equipment in Large Hospitals.
10. Marketing Communication in Health Care Services.

PGDHHM-03: Organisation and Management of Hospitals (Blocks 1, 2 & 3)

**Course Code: PGDHHM-03
Assignment Code: PGDHHM/AS-3
Maximum Marks: 150
Due Date: June 30, 2014**

Write in brief on the following:

Answer to each question should be between 500-750 words.

1. Changing Roles of Hospitals.
2. Challenges and Strategies in Hospital Management.
3. Organogram.
4. Public Relation Department of Hospitals.
5. Management of Conflict in Health Care Institutions.
6. Organization of Quality Management System.
7. Conducting Research in Hospital Management.
8. Use of Non-Conventional Energy Devices in Hospitals.
9. Engineering Services Department of a Hospital.
10. Medico-Legal Duties and Responsibilities of Doctors in Clinical Practice.