



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

ASSIGNMENTS

2022

PGDHHM/AS 1-9

School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068
2022

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 31, 2022 | MHH-101 | 1 and 2 | MHH-101/AS-1 |
| | MHH-102 | 1 and 2 | MHH-101/AS-4 |
| | MHH-103 | 1 and 2 | MHH-101/AS-7 |
| September 15, 2022 | MHH-101 | 3 and 4 | MHH-101/AS-2 |
| | MHH-102 | 3 and 4 | MHH-101/AS-5 |
| | MHH-103 | 3 and 4 | MHH-101/AS-8 |
| October 31, 2022 | MHH-101 | 5 and 6 | MHH-101/AS-3 |
| | MHH-102 | 5 and 6 | MHH-101/AS-6 |
| | MHH-103 | 5 and 6 | MHH-101/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 31, 2022

Answer all the questions

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) What is management process? Describe various steps of management process with the help of an example.
 - b) Enumerate the various management techniques. Explain any two with the help of an example.
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) Enumerate the skills exhibited by an effective manager.
 - b) What is decision making process? Why is it important in management? Explain with an example.
 - c) Define decentralization. How is it effective in achieving goals and objectives of any programme?
 - d) What is human resource planning? Why is it important in management.
 - e) How do you determine training needs? Explain with an example.
 - f) What is Communication? Explain types of communication with an example.

Assignment-2 (Blocks 3&4)

Course Code: MHH-101
Assignment Code: MHH-101/AS-2
Maximum Marks: 100
Due Date: September 15, 2022

Answer all the questions

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) What is Motivation? Enlist the models of motivation. Write motives related to employed behaviors in an organization.
 - b) What is Leadership? Differentiate the different types of leadership styles.
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) Industrial disputes act.
 - b) Enlist various accounting books. Explain the need of maintaining accounts.
 - c) Explain cost analysis.
 - d) Enlist various kind of budgets. Give one example of each.
 - e) Payment of wages act.
 - f) What is auditing? Explain with the help of an example.

Assignment-3 (Blocks 5&6)

Course Code: MHH-101
Assignment Code: MHH-101/AS-3
Maximum Marks: 100
Due Date: October 31, 2022

Answer all the questions

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) Explain role of pricing and consumer value with respect to health and medical services.
 - b) Enumerate the principles of logistic management.
- 2) Write Short notes on the following questions within 500 words each. (10 × 6 = 60)
- a) Service Marketing Triangle
 - b) Cost based pricing with an example.
 - c) Externalities with respect to health economics.
 - d) Forms of economic evaluation.
 - e) Types of purchases
 - f) Technique of inventory control.

Assignment-4 (Blocks 1&2)

Course Code: MHH-101
Assignment Code: MHH-102/AS-4
Maximum Marks: 100
Due Date: July 31, 2022

Answer all the questions

- 1) Answer the following questions within 1000 word each. (2 × 20 = 40)
- a) What is Medical Emergency? Describe various types of medical emergency services.
 - b) What is Rehabilitation? Discuss rehabilitative measures with examples.
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) What is operating complex? Discuss various types of Operation Theatres..
 - b) Role of Nursing Services.
 - c) Factors influencing inpatient care.
 - d) Advantages and disadvantages of an open ward.
 - e) Duties of an ICU In charge.
 - f) Strategies to carry our rehabilitation procedures.

Assignment-5 (Blocks 3&4)

Course Code: MHH-101
Assignment Code: MHH-102/AS-5
Maximum Marks: 100
Due Date: September 15, 2022

Answer all the questions

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) What is Pharmacy Services? Discuss the drug distribution system.
 - b) What is MRD? Enumerate the functions of MRD in a health care facility.
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) What is CSSD? Enumerate its objectives.
 - b) Principles involved in the layout of a diagnostic X-Ray room.
 - c) Importance of Medical records
 - d) Types of laundry services.
 - e) Enumerate the functions of Housekeeping Services in a health care facility.
 - f) Functions of hospital dietary services.

Assignment-6 (Blocks 5&6)

Course Code: MHH-101
Assignment Code: MHH-102/AS-6
Maximum Marks: 100
Due Date: October 31, 2022

Answer all the questions

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) How will you plan mortuary services in a hospital?. Discuss the staffing norm for mortuary.
 - b) Define Disaster. Explain each component of Disaster cycle with example.
- 2) Write Short notes on the following questions within 500 words each. (10 × 6 = 60)
- a) Fire hazard triangle.
 - b) Types of ambulances.
 - c) Safety and hygienic issues to be followed in mortuary
 - d) Planning a nuclear medicine facility
 - e) BMW classification as per new guideline
 - f) Functions of Hospital Security Department

Assignment-7 (Blocks 1&2)

Course Code: MHH-101
Assignment Code: MHH-103/AS-7
Maximum Marks: 100
Due Date: July 31, 2022

Answer all the questions

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) What roles does a hospital administrator play in a hospital? Enumerate his roles towards the organization.
 - b) Discuss the challenges and their remedial measures in hospital administration.
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) Commonly accepted criteria for classification of Hospitals.
 - b) Enumerate the functions of modern hospitals.
 - c) Identify the factors affecting public relation in healthcare settings.
 - d) Enumerate the types of conflicts occurring in workplace and ways to manage them.
 - e) Consent in healthcare settings.
 - f) Consumer Protection Act.

Assignment-8 (Blocks 3&4)

Course Code: MHH-101
Assignment Code: MHH-103/AS-8
Maximum Marks: 100
Due Date: September 15, 2022

Answer all the questions

- 1) Answer the following questions within 1000 words each (2 × 20 = 40)
- a) Discuss the main principles of Primary care. What is the role of National Health mission in primary Health care?
 - b) Enumerate various health indicators. Explain any four in detail.
- 2) Answer the following questions within 500 words each. (10 × 6 = 60)
- a) Relevance of Building management system in a hospital.
 - b) Define green building. What are its benefits?
 - c) Epidemic Preparedness and Response (EPR) Plan
 - d) Enumerate non-conventional energy sources. Explain any two.
 - e) Iceberg phenomenon
 - f) ESI Act.

Assignment-9 (Blocks 5&6)

Course Code: MHH-101
Assignment Code: MHH-103/AS-9
Maximum Marks: 100
Due Date: October 31, 2022

Answer all the questions

- 1) Answer the following questions within 1000 words each. (2 × 20 = 40)
- a) List the steps of District health planning. Discuss the district health information system .
 - b) What are the objectives of the National health policy? Discuss the strategies in NPP.
- 2) Write Short notes on the following questions within 500 words each. (10 × 6 = 60)
- a) Findings of Bhore committee.
 - b) Enumerate the sources of health information. Briefly discuss any two in detail
 - c) DOTS.
 - d) Enumerate the Steps involved in monitoring of a health programme.
 - e) Alternate systems of Medicine.
 - f) Strategies for adolescents in RMNCH+A Programme.