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# Post Graduate Diploma in Hospital and Health Management (PGDHHM)

## ASSIGNMENTS 2018 PGDHHM/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
June 30, 2018	PGDHHM-01	1, 2 & 3	PGDHHM/AS-1
	PGDHHM-03	1, 2 & 3	PGDHHM/AS-3
August 31, 2018	PGDHHM-02	1, 2 & 3	PGDHHM/AS-2
	PGDHHM-04	1, 2 & 3	PGDHHM/AS-4
October 15, 2018	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.**

## **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, 2018**

**Write in brief on the following:**

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

- 1) *Application of Management Principles in Health Sector.*
- 2) *Qualitative Management Techniques*
- 3) *Projection of Manpower Supply and for Health Care Set Ups*
- 4) *Leadership Styles in Health Care Set Ups.*
- 5) *Objectives, Relevance and Methods of Performance Appraisal.*
- 6) *Evaluation of Training Methods in Health Care Organisations*
- 7) *Minimum Wage Fixation and the Effect of Non-Payment or Less Payment.*
- 8) *Communication Process and Barriers in Communication*
- 9) *Types of Training in Health Care Set ups.*
- 10) *Union Management in Health Care Set ups.*

## **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, 2018**

**Write in brief on the following:**

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

- 1) *Changing Roles of Hospitals.*
- 2) *Conflict Resolution in Hospitals.*
- 3) *Preventive Maintenance Programme in Hospitals for Engineering Services.*
- 4) *Use of Non-Conventional Energy Devices in Hospitals.*
- 5) *Public Relation Department of Hospitals.*
- 6) *Medico-Legal Duties and Responsibilities of Doctors in Medical Practice.*
- 7) *Conducting Research in Health Care Organisations.*
- 8) *Organization of Quality Management Programme in Hospitals.*
- 9) *Consumer Protection Act and its implications in Medical Practice.*
- 10) *Factors affecting the Effectiveness of Health Care Organisations.*

**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, 2018**

**Write in brief on the following:**

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

- 1) *Types of Budget in Health Care Institutions.*
- 2) *Balance Sheet*
- 3) *Consideration in Pricing of Health Care Services*
- 4) *Break Even Analysis*
- 5) *Tools and Techniques of Inventory Control*
- 6) *Procurement of Equipment in Health Care Institutions*
- 7) *Issues in Health Sector Financing*
- 8) *Audit of Hospital Equipment*
- 9) *Methods of Inventory Control Analysis in Hospitals.*
- 10) *Considerations in the Auditing of Hospitals.*