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Post Graduate Diploma in Hospital and Health Management (PGDHM)

ASSIGNMENTS 2020 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
June 30, 2020	PGDHMM-01	1, 2 & 3	PGDHMM/AS-1
	PGDHMM-03	1, 2 & 3	PGDHMM/AS-3
August 31, 2020	PGDHMM-02	1, 2 & 3	PGDHMM/AS-2
	PGDHMM-04	1, 2 & 3	PGDHMM/AS-4
October 15, 2020	PGDHMM-05	1, 2 & 3	PGDHMM/AS-5
	PGDHMM-06	1, 2 & 3	PGDHMM/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: June 30, 2020

Answer in brief all the questions between 500-750 words

1. Total Quality Management
2. Span of Control
3. PET
4. Decision Making
5. Types of Training
6. Barriers in communication Process
7. Job Analysis
8. Case Study Method of Training
9. Principles of management and their relevance in health care institutions.
10. Enlist the management functions and discuss how the control function is exercised

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, 2020

Answer in brief all the questions between 500-750 words

1. Breakeven Analysis
2. Techniques of Economy Efficiency
3. Types of Budgets
4. Balance sheet
5. Cost Benefit and Cost Effective Analysis
6. Marketing Promotion Tolls
7. Application of Health Economics in Health Sector
8. Competition Based Pricing in Health Sector
9. Nonconventional energy devices in hospital
10. Cost containment strategies that may influence the costs and efficiency in hospital functioning.

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: June 30, 2020

Answer in brief all the questions between 500-750 words

1. Collective Bargaining
2. Equal Remuneration Act, 1976
3. Maslow's Theory of Motivation
4. Lock out in Public Utility Service
5. Master Maintenance Plan for Sophisticated Medical Equipment in a Large Hospital
6. Inventory Carrying Cost
7. Classification of Wages
8. ABC-VED Analysis
9. Quality Manual
10. Leadership skills necessary for an effective hospital administrator

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, 2020

Answer in brief all the questions between 500-750 words

1. Ward Designs
2. Role, Functions and Types of Emergency Services
3. Special Requirements of ICU
4. Planning Consideration of a Rehabilitation Unit
5. Admission and Discharge Policy in ICU
6. Staffing Pattern of Nursing Services in a Hospital
7. Factors Affecting Inpatient Care
8. Nursing Care Methodology
9. Protection measures from radiation hazards
10. Various planning consideration for setting up an Operation theatre Complex for a 500 bedded hospital

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, 2020

Answer in brief all the questions between 500-750 words

1. Planning Consideration of Hospital Dietary Services
2. Importance and functions of Housekeeping Services
3. Types of Laundry services
4. Policies and Procedures for mortuary Services in a Hospital
5. Medical Audit
6. Planning Organization of Hospital Ambulance Services
7. Management of Hospital Linen Services
8. Hospital Death Rates
9. Surveillance of HAI
10. Steps in Hospital Waste Management from the point of generation to final disposal in a district hospital

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, 2020

Answer in brief all the questions between 500-750 words

1. Disaster Manual
2. Fire Protection Measures in Hospitals
3. Protective Measures from Radiation Hazards
4. Policies and Procedures for Hospital security
5. Planning and Maintenance of Radio Diagnostic Equipments
6. Quality Control Measures for Laboratory services of a Hospital
7. Policies and Procedures for Blood Bank
8. Planning Organization of Disaster Facilities
9. Regionalisation of health services
10. Various managerial issues encountered in pharmacy services of a hospital and the measures to be taken to control them