



National Institute of Health & Family Welfare

One Year Certificate Course in Hospital Management through Distance Learning

(SESSION 2010 – 2011)

Assignment I

Maximum Marks : 100

THEME – I Introduction to Management & Human Resource Development

Block-1	Management Principles and Practices in Hospital
Block-2	Human Resource Management
Block-3	Organizational Behaviour

1. Describe some of the behavioral methods of Management Conflicts in a hospital. (30)
2. What is Operation research (OR). Discuss various OR Techniques that are applicable for the management of various hospital services. (30)
3. Write short notes on:

(10 x 4) =(40)

 - i) Johari Window
 - ii) Managerial grid
 - iv) Steps in Hospital Manpower Planning
 - v) Delegation and Decentralization

Assignment – II

Maximum Marks : 100

THEME – II Resource Management & Quality Control

Block-1	Financial Management
Block-2	Equipment and Materials Management
Block-3	Hospital Information System and Quality Management

1. Define Quality. Discuss the various dimensions of quality? What techniques can be implemented in a hospital set up to ensure delivery of Quality Medical Care? (30)
2. Define Medical Record. Discuss the Planning & Organization of Medical Record Department of hospital with a suitable flow diagram describing the flow of medical record. (20)
3. Write short notes on:

(10 x 4) =(40)

 - i) Condemnation and Disposal of Equipment
 - ii) Hospital Financing
 - iii) Cost Benefit & Cost Effectiveness Analysis
 - iv) Re-order Level

Guidelines for Submission of Assignments

Guidelines:

1. The candidates should submit all the assignments as per the guidelines given in Introductory Document and prospectus. **They should retain one copy of the assignments for their own record.**
2. The assignments must be submitted to **Course: Hospital Management, Distance Learning Cell, NIHFV** by the last date fixed for each paper. **No assignments will be accepted after the stipulated date.**
3. The cover page of each assignment should bear the following information:

Title of the Course	Hospital Management
Assignment No.	
Enrollment No.	
Name	
Address with pin code	
Telephone No.	
E-mail ID	

4. **Answer to each question should begin on a new page only.**
5. **The Assignment I and Assignments II are to be submitted separately (i.e. not to be bunched/stapled in one set).**
6. The write-ups should be precise, to the point and supplemented with suitable examples from your own situation. Diagrams (if any) should be drawn with ink neatly and labelled appropriately.
7. Mail one neatly handwritten copy of your answer sheets on A-4 size paper (8.27 inch x 11.69 inches) only so as to reach us by **31st January 2011.**
8. Candidate may send a self addressed Post Card with the Assignments for the purpose of acknowledgement. **Otherwise the receipt of Assignments will not be acknowledged.**
9. Your Assignments should be addressed to:

Course: Hospital Management
Office In charge
Distance Learning Cell,
Room No.417 (Academic Block)
National Institute of Health and Family Welfare
Baba Gangnath Marg, Munirka, New Delhi – 110067.

Phone: Direct - +91-11-26183416 (Direct), EPABX - 26165959, 26107773, 26166441 - Ext.336, 239 & 240,
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