

Distance Learning Prospectus

Session: 2014-2015

Diploma
In
Hospital Management
(Approved by Distance Education Council)



आरोग्यम् सुखसम्पदा

National Institute of Health and Family Welfare
Munirka, New Delhi -110067.

DATES TO REMEMBER

SL NO.	ITEM SUBMISSION	LAST DATE	LAST DATE (With late fee of Rs.500/-)
1	Completed application form with fees	31st May, 2014	30th June, 2014
2	Assignments I	31st Jan, 2015	15th Feb, 2015
3	Assignments II	31st May, 2015	15th June, 2015
4	Project Report	15th June, 2015	30th June, 2015

- a. Application form without enclosing requisite course fee of Rs.21,000/- (Twenty one thousand only) in Bank draft in favour of Director, NIHFV payable at New Delhi, will be rejected.
- b. Late fee of Rs.500/- (Five hundred only) for each of above item to be submitted separately in the form of Demand Draft, in favor of Director, NIHFV, payable at New Delhi.
- c. Submission of the items at Nos. 2, 3, 4, after last date will not be valid for eligibility to appear in the examination in the current year, under any circumstances. However, she/he will be eligible to appear in the examination in subsequent years.
- d. If the last date happens to be Govt. holiday, the last date will automatically be extended to the next working day.

SL NO.	ACTIVITY	TENTATIVE DATE
1	1 st Contact Session	Dec' 2014/ Jan 2015*
2	2 nd Contact Session	April/ May 2015*
3	Final Examination	August/ Sept. 2015*

- *The exact date for the commencement of above activities will be posted at the Web site: nihfv.org
- All are directed to visit the NIHFV web site regularly to keep them self up to date with latest information on the respective distance learning courses.

1. Introduction and Rationale:

About the Institute

With the adoption of new strategy of delivering both Health and Family Welfare Services as an integrated package during the Fifth Five Year Plan period, Government of India recognized the need for an independent agency which could act an apex technical institution, both in the field of Health and Family Welfare. Consequently on March 9, 1977 the National Institute of Health and Family Welfare (NIHFW) came in to existence by the merger of two erstwhile autonomous organizations previously named as National Institute of Family Planning (NIFP) and National Institute of Health Administration and Education (NIHAE) which were established in the year 1962 and 1964 respectively. NIHFW since then has been functioning as a multi-disciplinary Institute under the Ministry of Health and Family Welfare, Government of India.

NIHFW has been engaged in providing Education and Training to managerial physicians since last two decades through its regular courses of MD (CHA), DHA and other in service training programs. The Post Graduate Diploma in Public Health Management started in 2008-09 in collaboration with MOHFW has gained popularity nationwide. However the in service training arrangements have not been able to meet the demands expeditiously. Moreover, there is a need for continuous and consistent training in management especially for management of complex modern hospitals.

In order to facilitate continuous up gradation of knowledge and skills of various health personnel across the country, the NIHFW conducts the following courses through distance learning mode:

- (i) Diploma in Health and Family Welfare Management
- (ii) Diploma in Hospital Management
- (iii) Diploma in Health Promotion

2. About the Course

2.1. Importance of the course:

Concern for trained hospital administrator's need has been recently felt by the Government for its decision to have a public health specialist through NRHM at the level of CHC for smooth functioning.

Management of modern hospitals has become challenging and complex because of:-

- (i) Rapidly growing and changing medical technology.
- (ii) Increase awareness of public about modern diagnostic and therapeutic knowledge.
- (iii) Promulgation of laws like CPA and RTI Act.
- (iv) Stiff market competition.

These have made the hospital administrator more vulnerable to criticism as well as medico legal issues. To overcome such problems, the hospital authorities in the absence of a trained hospital administrator, have resorted to adhoc solutions like 'Crisis management' at the face of a problem. Therefore, there is a need to have trained hospital administrators, who can have the skills to manage such situations scientifically and efficiently by matching with the trend in health sector changes.

In the absence of adequate infrastructure and manpower to run the regular administrative courses and to produce a large number of trained administrator in a short period, an alternative distance learning approach has been introduced by this institute, which has been duly recognized by Distance Education Council, being the only effective approach in the present scenario for quick production of large number of trained hospital managers.

2.2. Nature of the Diploma Course:

This course has been designed keeping in mind the requirement of scientific techniques and managerial skills for the modern day hospital administrators in a short time in the constraint of facilities for regular courses.

NIHFW, IGNOU and some state governments have ventured to introduce distance learning courses for different aspects of health and hospital management.

NIHFW, with the financial assistance from WHO developed a course, through distance learning for the hospital administrators first time in august 1995 beginning with 100 students.

Now the numbers of seats have been increased to accommodate all eligible candidates because of the popular demand of such type of courses by the medical fraternity and the course is continued on a regular basis from year to year since then. In future there is a vision of extending the geographical boundary of this course out side India to SAARC and neighboring countries.

3. Details about the Course

- The Diploma course is recognized by Distance Education council.
- The total duration of the course is one year.
- The course comprises of theory and practical components.
- Once admitted to the course, the candidate will get opportunities to appear for the examination for four chances including the year of admission without paying the course fee again. However he/she has to deposit a continuation fee of Rs 500 for subsequent years through Bank draft in favour of Director, NIHFW payable at New Delhi..
- After 4 years, the candidate has to re-enroll as a fresh candidate again with the re-submission of application and requisite course fee, however the credits given for internal assessment (assignments, contact program and project) will be carried forward to subsequent years.

4. Medium of Study

The medium of study is in English. The training is imparted by means of supplying printed study materials and through two contact programs. The final dates for contact programs will be announced in due course in Institute's web site <www.nihfw.org>

5. Eligibility

SL No.	QUALIFICATION	ELIGIBILITY
1	MBBS / BDS / Bachelor of AYUSH / B.Sc. (Nursing) / M. Pharma	i. Must be registered with respective State/ National Council. Candidates having degrees from abroad must clear the MCI test. ii. 2 years experience in a Govt./NGO/ Private or Corporate Institution as on 30th April 2014
2	B. Pharma / Bachelor in Physiotherapy / Occupational therapy	i. Must be registered with respective State/ National Council ii. 5 years experience in a Govt./NGO/ Private or Corporate Institution as on 30th April 2014

6. Objectives of the Course

The participant on successful completion of the course will be able to:

- Describe clearly the basic concepts of management and hospital management. Apply the managerial skills in hospital environment.
- Describe to manage finance, human and material resources in hospital
- Describe planning and management of Hospital and Health care services.
- Describe planning of patient care and hospital support services
- Formulate a research project.

7. Course Design

The entire course has been divided into four parts.

I. Self reading by students:

- Each student must devote at least 600 hrs for the course study materials in the year
- Test question practice at the end of each chapter (Check your progress) to assess your knowledge gain.

ii. Internal assessment:

- Writing Assignments
- Feedback evaluation during contact session
- Project Work

III. Theory Component

- Term end Theory examination

IV. Practical Component

- Term end Practical Examination from practical modules
- G. Viva (Grand Viva)

8. The Curriculum

The curriculum is divided into 5 Themes consisting of 18 blocks. The fifth theme gives the guidelines for the project work. The break-up of the curriculum is given as:

THEME-I	Introduction to management & Human Resource Development
Block-1	Management principles and practices in Hospital

Block-2	Human Resource Management
Block-3	Organisational Behaviour
Block-4	Practical Manual
THEME-II	Resource Management and Quality Control
Block-1	Financial Management
Block-2	Equipment and Material Management
Block-3	Hospital Information System and Quality Management
Block-4	Practical Manual
THEME-III	Hospital and Health care Services
Block-1	Hospital and Health care System
Block-2	Hospital Planning and Designing
Block-3	Legal aspect of Hospital Administration
Block-4	Practical Manual
THEME-IV	Patient care and Support Services
Block-1	Patient Care Services-I
Block-2	Patient Care Services-II
Block-3	Hospital Support Services
Block-4	Hospital Utility Services
Block-5	Practical Manual
THEME-V	Project work

TOTAL= 18 BLOCKS

9. The Project Work

- Selection of the topic will be done in 1st contact session.
- Project should ordinarily not exceed 15000 words and as per the guide lines in the project module.
- The project should be submitted as per last date notified, failing which the candidate will be debarred from appearing in final examination of the current session; however he/she can appear in subsequent years after submitting the project and a late fee of Rs. 500/- (Rupees five hundred only)
- Submission of project will be **15th June, 2015** extended up to **30th June 2015** with late fine of Rs.500/- (Rupees five hundred).

10. Contact Programs

There will be two contact programs of 5 days duration each:

- (i) Dec' 2014/Jan 2015
- (ii) April/ May 2015

The contact programs will be held in program study centres. The exact date of contact session will be put in the Institute Web site. The courses covered in contact program are:-

1 st Contact Program	Theme-I (Block1-4) Theme-II (Block1-4) Theme-V Selection of project topic & guidance for writing assignments, projects and practical examination.
2 nd Contact program	Theme-III (Block 1-4) Theme- IV (Block 1-4) Theme- V Project discussion with co-ordinator if any

- Each contact program carries a weightage of 20 marks. Attendance and assessment of feedback by students in contact session will be considered for this weightage.
- Attendance in contact classes is compulsory
- Students may come with the queries on the relevant topics for discussion during contact session.
- The candidates have to attend the contact programs at their own cost at the identified center.
- The allocation of the center for contact programs will be notified as per region of the enrolled students.
- In Delhi contact classes will be held in the teaching block within the premises of NIHFw, Munirka.
- Efforts will be made to provide references/ other study materials during contact programs. However the extra cost if any for these study materials has to be paid in cash at the study centre by the students.

11. Assignments

- Students are required to write 2 sets of assignments.
- The assignment question papers will be posted on the institute web site (www.nihfw.org) one month prior to the contact sessions.
- All the assignments will be **hand written** preferably in A-4 size paper.
- Illustration with diagrams, tables, examples will help to get good marks.

- Each assignment should be written in separate note book.
- Each answer in the assignment must start from a fresh page.
- Photocopy of any printed material in the assignment or **typed assignments will be rejected.**
- Assignments received after due date will debar the candidate to sit in the final examination of the current year, how ever he/she can appear in the subsequent year.
- Each assignment will carry a weightage of 30 marks. It will be included in theory internal assessment.
- A photo copy of each assignment to be retained by the student for future reference.
- Assignment can be written in Hindi also.

Item	Due date of Submission	With late fees. of Rs. 500/- by DD
Assignment - 1	31st Jan, 2015	15th Feb, 2015
Assignment - 2	31st May, 2015	15th June, 2015

If the last date happens to be Government Holiday, the period will automatically extend to the following working day.

Assignments should be sent by registered post along with a self addressed post card for acknowledgement in the following address.

Hospital Management Unit
 Distance Learning Cell
 Room No. 417, 4th Floor,
 Academic Block,
 NIHFW,
 Baba Gangnath Marg Munirka,
 New Delhi-110067.

12. Course Evaluation

The diploma course has two tier of valuation.

- Formative or Internal assesment
- Terminal

(i) **Formative Evaluation (During the course)**

It is done through continuous assessment through.

- Internal Assessments (Theory) (Assignment Writing)
- Internal Assessment (Practical) (Feedback during Contact Session)
- Project work

(ii) Terminal Evaluation (Final Exam.)

- (A) Theory Paper-I comprising of Theme-I and Theme-II
Theory Paper-II comprising of Theme-III and Theme-IV
- (B) Practical will be comprised of solving problems in respect of various issues faced by hospital Administrator.
The details about Practical will be briefed during contact session.
- (C) Grand Viva

13. Qualification for appearing in Final Examination

- I. Submission of assignments on time.
- II. Submission of Project Work on time.
- III. Full attendance in the contact session.
- IV. Internal Assessment - 50% marks including
 - a. Assignments
 - b. Contact program
 - c. Project

14. Distribution of Marks

▶ Theory Paper I	100
▶ Theory Paper II	100
▶ Practical	50
▶ Viva Voce	50
▶ Internal Assessment -	150
◦ (Assignments – 60, Contact session – 40, Project – 50)	
▶ Total	450

Note:

- Any candidate caught using unfair means during examination will be debarred from appearing in examination for a period of three years
- Any request for appearing for final examination after the extended period of 4years including the year of admission will not be entertained with the same course fees.

15. Re-Evaluation

There is no provision for re-evaluation.

16. Examination result

A candidate will be declared pass if he/she secures:

- ▶ 50% in aggregate = 225 Out of 450
- ▶ 50% in aggregate in Theory = 100 / 200
- ▶ 50% in aggregate in Practical= 50 / 100
- ▶ 50% in aggregate in internal assessment = 75 / 150

if a candidate passes in theory and fails in practical component he or she will appear in practical component only.

If a candidate fails in theory and passes in practical component, he/ she will appear for theory only.

Results for theory and practical components will be declared separately.

17. Best Student Award

One student in each course who will obtain highest aggregate marks be honored with 'Best student award" (A medal with certificate) on 9th March (Annual day of the Institute) of the following year.

18. Examination Venue

The final examination will be held in the **NIHFW campus**, New- Delhi. If there is change in center, it will be up loaded to NIHFW Web site in time.

19. Type of Fees:

- Course admission fee - Rs.21,000/- [Rupees twenty one thousand only] which including 1st year examination fee)
- Prospectus fee - Rs.200/-
- Those who will down load the prospectus and admission form from the web site will deposit a daft of Rs.21,200/-(Rupees twenty one thousand and two hundred only), which include fees for course and prospectus along with admission form.

- Once the application with requisite fees is received in this office, no request for withdrawal is permissible and fees deposited will not be refunded at any circumstances.
- The fee will be refunded only to those, who have not been selected for the course by the screening committee.
- Those who fails to complete the course in the same year has to deposit again a continuation fee of Rs.500/- in subsequent years.
- All types of fees to be deposited separately by Demand draft drawn in favour of “Director, NIHFV” payable at New- Delhi.

20. Duplicate Certificate/ Mark sheet

For successful candidates a duplicate certificate/ Mark sheet can only be issued under following conditions:

- A written request for duplicate certificate/mark sheet giving valid reasons
- A penalty fee of Rs.500/- separately for duplicate Certificate and / or Mark sheet in the form of demand draft in favour of Director, NIHFV payable at New Delhi.
- An undertaking to the effect that the original certificate has been lost/ destroyed to best of his knowledge attested by a Notary or copy of police FIR.

21. How to Apply

- a. A candidate seeking admission to Hospital Management course is required to send his/her application in the prescribed format, as given at the end of the prospectus duly completed, along with draft for requisite fees.
- b. Following enclosures must be attached along with the application form:
 - Demand draft of requisite amount.
 - Attested copy of certificate of Birth.
 - Attested copy of MBBS / BDS / AYUSH / B.Sc. (Nursing) / M. Pharma / B. Pharma / Bachelor in Physiotherapy / Occupational therapy as applicable.
 - Copy of Registration certificate with respective National / State council.
 - Experience certificate from the Employer.
 - No objection certificate from the employer, for those in Govt. services.
 - Test pass certificate from MCI for candidates with degree from abroad.
 - A list of enclosures.
 - One self addressed post card for acknowledgement of receipt of application.

Incomplete application in any respect is likely to be rejected.

The duly completed, legible application form along with enclosures and the draft of requisite amount should be submitted by hand / or through registered/Speed post to:

**Hospital Management Unit
Distance Learning Cell,
Room No.417, Academic Block,
National Institute of Health & Family Welfare,
Baba Gang Nath Marg,
Munirka,
New Delhi-110067.**

On or before the following dates:

- (i) **31st may, 2014** without late fee.
- (ii) **30th June,2014** with late fee of **Rs.500/-** in the form of demand draft.

22. Selection

- a. Selection will be made by a selection / screening committee of NIHFV and only the selected candidates will be informed accordingly.
- b. The list of selected candidates will also be up loaded in the institute web site.
- c. The decision of the committee will be final and binding. No correspondence in this regard will be entertained.

All communications may be mailed to:

Hospital Management Unit
Distance Learning Cell,
Room No.417, Academic Block
National Institute of H&FW,
Baba Gang Nath Marg,
Munirka
New-Delhi-110067
Web Site: <www.nihfw.org>
E-mail: dlc@nihfw.org
Phone Direct: 91-11-26183416
Phone EPBX: 91-11-26165959, 26166441, 26188485, 26107773
Ext: 336, 239, 240
FAX: 91-11-26183416

