



**NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE
(DISTANCE LEARNING CELL)**

One Year Certificate Course in Hospital Management

through Distance Learning

SESSION 2011-2012

ASSIGNMENT – I

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

Maximum Marks = 100

1. Define Motivation? Discuss the various theories of motivation. Describe how you can apply the concept of motivation to improve employee performance at your work place. (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. Situational Leadership
 - ii. Steps in Hospital Manpower Planning
 - iii. Delegation and Decentralization
 - iv. Conflict Resolution



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ASSIGNMENT – II

THEME – II Resource Management & Quality Control

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

Maximum Marks = 100

1. What is information? Define Management Information System. Discuss the various hospital indices in relation to its utilization for hospital management. (30)

2. Define Medical Audit. Prepare a criteria proforma for Retrospective study of any disease (except Typhoid Fever). (30)

3. Write Short Notes on : (10 x 4 = 40)
 - i. Re-order level
 - ii. Buffer stock and its scientific calculations
 - iii. Quality Control Circle
 - iv. Cost Benefit & Cost Effectiveness Analysis

Guidelines for Submission of Assignments

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 labeled appropriately.
7. Mail one neatly handwritten / typed copy of your answer sheets on A-4 size paper (8.27 inch x 11.69 inches) only so as to reach us by **15th Feb., 2012.**
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 Incharge
Distance Learning Cell,
Room No.417 (Academic Block)
National Institute of Health and Family Welfare
Baba Gangnath Marg, Munirka, New Delhi – 110067.

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