

# **School of Management Studies**

## **Ranchi College, Ranchi**

### **Syllabus for Post Graduate Diploma in Hospital Management (PGDHM)**

#### **ABOUT THE COURSE:**

The Programme Fulfils specified needs of middle and upper level administrators in Hospital or Health care Departments. This Comprehensive Programme will provide a professional qualification and an insight in managerial functions for those graduates who wish to take up Hospital and Health Administration as a career. It will also be of immediate benefit to those currently engaged in Hospital Administration.

#### **OBJECTIVE OF THE COURSE:**

- To train Medical and Non-Medical Graduates in the speciality of the Hospital Administration to meet the growing demand of Hospital Administrators at the middle and upper level of Management
- To Provide Knowledge about Planning and organising Hospital and Health Care Organisation/ Services/ Activities.
- To provide adequate knowledge of various aspects of the organisation like Human, Financial, Commercial, Strategy, Marketing, Quality, Materials and Equipments, Information etc.
- To provide Theoretical base of Management of Health Organisations.

#### **VISION:**

- In view of acute scarcity of Trained Professional Managers and Administrators to manage Medical and Health services efficiently and effectively, create a pool of trained manpower that will enable the State and Country to meet the challenges of providing quality Healthcare to the People of India at cost affordable to the People and the Country.
- Provide opportunity of acquiring in depth knowledge of Management of Hospitals and other Health Care Institutions to the individuals working in Hospitals and other Health Care Organisations and those seeking career in Health Care field so to provide them with greater career opportunities.

#### **ELIGIBILITY REQUIREMENTS:**

Bachelor Degree in any discipline of any Statutory University. Preference will be given to Graduates of Medical/ Dental or in Indian system of Medicine, Homeopathy, Nursing and Pharmacy recognised by the respective Councils.

#### **SELECTION PROCEDURE:**

Those satisfying the eligibility requirements will be selected on the basis of criteria laid down by the School of Management Studies. The criteria for selection will be developed taking into account Hospital experience, length of Service and Educational Qualifications.

#### **PROGRAMME DESIGN:**

PGDHM Programme includes General Management, Management of Human Resources, Finance, Logistics and equipment in Hospitals. It also includes Organisation and Management of Hospital and Planning.

**Programme Code** : PGDHM  
**Minimum age** : No bar  
**Duration** : One Year (Two Semesters)  
**Programme Fee** : Rs. 21,000/- per semester For General and OBC Candidates, Rs. 18,000/- per Semester for ST and SC Candidates

**Number of Seats** : 40

**STRUCTURE OF THE COURSE:**

The Course will have Two Semesters. Each Semester consisting of 6 Papers carrying 100 marks each Paper. The outline of the Course is given below:

**SEMESTER-I**

<b>COURSE CODE</b>	<b>SUBJECT TITLE</b>	<b>EXAMINATION INTERNAL/EXTERNAL</b>	<b>MARKS 30+70=100</b>
101	Principles and Practices of Management & Organisational Behaviour	External	100
102	Managerial Accounting & Financial Management	External	100
103	Hospital Planning	External	100
104	Medical Terminology & Procedures	External	100
105	Hospital Administration and Communication Skill	External	100
106	Environmental Management	External	100

**SEMESTER – II**

<b>COURSE CODE</b>	<b>SUBJECT TITLE</b>	<b>EXAMINATION INTERNAL/EXTERNAL</b>	<b>MARKS 30+70=100</b>
201	Human Resource Management	External	100
202	Laws Related to Hospital & Medical Services	External	100
203	Material Management & Inventory Control	External	100
204	Healthcare & Administration of Clinical & Non-clinical Services.	External	100
205	Project Report & Viva Voce based on Project Report	External	100
206	Computer Fundamentals & Software Related to Hospital Management	Internal	100

## ASSESSMENT:

- The papers marked as 'External' are meant for External Evaluation by the University and carry 100 mark. Out of which **(70) marks are reserved for university evaluation and (30)marks are reserved for internal evaluation**, based upon the Written Examination, Class Room Performance, Class Attendance and Tutorials.
- Marks for the Internal Evaluation must be communicated by the School to The University before the commencement of relevant Semester Examinations.

## STANDARD OF PASSING:

The minimum standard of passing will be 40% marks in each Paper separately, for internal as well as external Heads.

## GRADES:

Sl. No.	Marks Range %	Class/Grade
1	75-100	First Class with Distinction
2	60-74	First Class
3	40-59	Second Class
4	Below 40	Fail

## INTERNSHIP :

On Successful Completion and Passing of Semester I and Semester II Examinations, Students will have to complete Internship Training in Hospitals, for a period of **not less than 60 working days** as a part of the Course. Diploma will be awarded only after the completion of Internship. The Student have to give Internship Completion Certificate from the concerned Hospital.