

Post Graduate Diploma in Hospital & Healthcare Management (PGDHHM)

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
	Principles and Practices of Management	4	15	35	50
	Public Health & Healthcare Systems	4	15	35	50
	Financial Management	4	15	35	50
	Materials & Quality Management	6	30	70	100
	Hospital Planning & Management of Services	4	15	35	50
	Healthcare Marketing & Stakeholders	6	30	70	100
	Project	4	15	35	50
	Practical Training (Log book)	4	15	35	50
	*Contact Session	-	-	-	Letter Grade
	Total	36	150	350	500

Note:

- 1 credit = 30 studyhours
- 4 credits = 50 marks
6- 8 credits = 100 marks
- All courses will have Term End Examination component of minimum 70% per course.
- Project: Learner need to carry out an original piece of work in any one of the healthcare organizations they are attending. Guidelines for this will be given in learner's handbook provided along with the study material.

5. Practical training (Logbook): The PGDHHM program is formatted such that, learner spends a substantial amount of their learning time in healthcare settings where they are exposed to actual hands on practical training. Learners have to establish contact on their own with a local hospital, nursing home or healthcare insurance set up, NGO, pharma or healthcare organization. Learner

will have to record all activities observed in different departments of healthcare organization. At least eight departments have to be covered in the organization selected.

Total of 10-12 hours must be logged in each department. The learner is required to submit log book duly certified by (Hospital Administrator/Medical Superintendent or Head of Institution). Learner should follow the guidelines given in learner handbook provided along with the study material.

6. *Contact Session is a mandatory non-credit course.

Post Graduate Diploma in Medico Legal Systems (PGDMLS)

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
1	Introduction to Medico Legal Systems	4	15	35	50
2	General Principles of Law	4	15	35	50
3	Laws relating to Incorporation of Medical Institutions	4	15	35	50
4	Consumer Laws and Medical Profession, Taxation	4	15	35	50
5	Special Laws and the Health Profession	4	15	35	50
6	Labor Laws and the Health Profession	4	15	35	50
7	Medical Jurisprudence	4	15	35	50
8	Case Study	4	15	35	50
	*Contact Session	-	-	-	Letter Grade
	Total	32	120	280	400

Note:

1. 1 credit = 30 studyhours
2. 4 credit = 50 marks
6-8 credits = 100 marks
3. All courses will have Term End Examination component of minimum 70% per course.
4. **Case study:**The PGDMLS program is formatted such that learner will be able to apply the knowledge of medical ethics and legal systems in day-to-day practise. They will get requisite skills and knowledge to respond in terms of medico legal litigation, case of negligence & other legal and administrative issues. Learnerwill be given three case scenarios. They will have to explain the given case scenario on key issues addressed/ medico-legal strategy adopted/ decision taken/ brief analysis of case/justification in support
5. * Contact Session is a mandatory non-credit course.

Post Graduate Diploma in Clinical Research (PGDCR)

Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
Introduction to Clinical Research	4	15	35	50
Guidelines & Regulations in Clinical Research	8	30	70	100
Research Methodology & Biostatistics	8	30	70	100
Clinical Data Management	4	15	35	50
Medical Writing & Business in Clinical Research	4	15	35	50
Project	4	15	35	50
*Contact Session	-	-	-	Letter Grade
Total	32	120	280	400

Note:

1. 1 credit = 30 studyhours
2. 4 credits = 50 marks
6-8 credits = 100 marks
3. All courses will have Term End Examination component of minimum 70% percourse.
4. Project:Learners need to carry out an original piece of work in any one of the healthcare organizations they are attending. Guidelines for this will be given in learner handbook provided along with the study material.
5. *Contact Session is a mandatory non-credit course.

Post Graduate Diploma in Health Insurance Management (PGDHIM)

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
	Health Insurance, its models & Financials	4	15	35	50
	Public Health Insurance	6	30	70	100
	Health Insurance Products & Underwriting	6	30	70	100
	Health Insurance Claims Management	4	15	35	50
	Legal Aspects in Health Insurance	8	30	70	100
	Project	4	15	35	50
	Contact Session	-	-	-	Letter Grade
	Total	32	135	315	450

Note:

1. 1 credit = 30 studyhours
2. 4 credits = 50marks
6-8 credits = 100 marks
3. All courses will have Term End Examination component of minimum 70% percouse.
4. Project:Learners need to carry out an original piece of work in any one of the healthcare organizations they are attending. Guidelines for this will be given in learner handbook provided along with the study material.
5. *Contact Session is a mandatory non-credit course.

Post Graduate Diploma in Quality Management of Hospital & Healthcare Organization (PGDQMHHO)

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Assessment	Total Marks
	Quality in Healthcare	4	15	35	50
	NABH Standards: Patient Centric Approach	4	15	35	50
	NABH Standards: Management Centric Approach	6	30	70	100
	Quality Standards for Other Healthcare Organizations	6	30	70	100
	Tools and Techniques for Quality Improvement	8	30	70	100
	Project	4	15	35	50
	*Contact Session	-	-	-	Letter Grade
	Total	32	135	315	450

Note:

1. 1 credit = 30 studyhours
2. 4 credits = 50 marks
6-8 credits = 100 marks
3. All courses will have Term End Examination component of minimum 70% percourse.
4. Project: Learners need to carry out an original piece of work in any one of the healthcare organizations they are attending. Guidelines for this will be given in learner handbook provided along with the study material.
5. *Contact Session is a mandatory non-credit course.

Post Graduate Diploma in Applied Nutrition & Dietetics (PGDAND)

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
D4047	Essentials of Nutrition	4	15	35	50
D4048	Nutrition Standards and Requirements	4	15	35	50
D4049	Counselling and MenuPlanning	4	15	35	50
D4050	Therapeutic Nutrition	4	15	35	50
D4051	Nutrition for Life stages	4	15	35	50
D4052	Emerging Trends in Nutrition	4	15	35	50
D4053	Approaches to Community Nutrition	4	15	35	50
D4054	Case study	4	15	35	50
D4018	Contact Session	-	-	-	Letter Grade
	Total	32	120	280	400

Note:

1. 1 credit = 30 studyhours
2. 4 credits = 50 marks
6-8 credits = 100 marks
3. All courses will have Term End Examination component of minimum 70% percouse.
4. Case study: As a part of case study work, learner should undertake 5 case studies for nutritional assessment and diet planning inHealthcare or Wellness institutions. He/ She need to spend at least 3-4 hours/ per day for two months in nutrition dept. of a healthcare organization. This must be submitted in case study format available on website. While completing case study learner should follow the guidelines given in learner handbook provided along with study material.
5. *Contact Session is a mandatory non-credit course

Post Graduate Diploma in Medical Tourism (PGDMT)

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
	Introduction to Medical Tourism	4	15	35	50
	International Relations and Global Health	4	15	35	50
	Introduction to Healthcare Systems	4	15	35	50
	Quality Management Systems and Standards in Healthcare	4	15	35	50
	Health Insurance and Medical Tourism	4	15	35	50
	Medical Tourism Marketing	4	15	35	50
	Entrepreneurship in Medical Tourism	4	15	35	50
	Case Study	4	15	35	50
	*Contact Session	-	-	-	Letter Grade
	Total	32	120	280	400

Note:

- 1 credit = 30 studyhours
- 4 credits = 50marks
6- 8 credits = 100 marks
- All courses will have Term End Examination component of minimum 70% percouse.
- Case study: As a part of case study learners is required to submit, a case studyonagivenscenariorelatedtomedicaltourism.Whilecompletingcase study learner should follow, the guidelines given in learner handbook issued along with studymaterial
- *Contact Session is a mandatory non-credit course.

**Post Graduate Diploma in Pharmacovigilance & Clinical Data Management
(PGDPVCDM)**

Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
Introduction to Clinical Research	4	15	35	50
Global Pharmacovigilance	8	30	70	100
Risk Management	4	15	35	50
Standard Guidelines in Data Management	4	15	35	50
Data Management Activities & Software	8	30	70	100
Project	4	15	35	50
*Contact Session	-	-	-	Letter Grade
Total	32	120	180	400

Note:

1. 1 credit = 30 studyhours
2. 4 credits = 50 marks
6-8 credits= 100 marks
3. All courses will have Term End Examination component of minimum 70% percourse.
4. Project: Learners need to carry out an original piece of work in any one of the healthcare organizations they are attending. Guidelines for this will be given in learner handbook provided along with the study material.
5. *Contact Session is a mandatory non-credit course.

**Post Graduate Diploma in Nursing Administration
(PGDNA)**

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
	Essentials of Nursing Administration	6	30	70	100
	Principles & Practices of Management	4	15	35	50
	Resource Management in nursing	6	30	70	100
	Quality Management of Nursing & Public Health	8	30	70	100
	Financial Management	4	15	35	50
	Project	4	15	35	50
	*Contact Session	-	-	-	Letter Grade
	Total	32	135	315	450

Note:

1. 1 credit = 30 studyhours
2. 4 credit = 50 marks
6-8 credits= 100 marks
3. All courses will have Term End Examination component of minimum 70% percourse.
4. Project: Learners need to carry out an original piece of work in any one of the healthcare organizations they are attending. Guidelines for this will be given in learner handbook provided along with the study material.
5. *Contact Session is a mandatory non-credit course.

Certificate in Medical Writing (CMW)

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Assessment	Total Marks
	Essentials of medical writing & writing tools	4	15	35	50
	Documentation Practices in Medical Writing	4	15	35	50
	Scientific Writing and Ethics in medical writing	4	15	35	50
	Case study	4	15	35	50
	Total	16	60	140	200

Note:

1. 1 credit = 30 studyhours
2. 4 credit = 50 marks
3. All courses will have Term End Examination component of minimum 70% per course.
4. Case study: As a part of case study learners is required to write, case study on given topic. This will focus on presenting the idea, flow and fluency of content & improving syntax. They can be any of the one type:
 - Academic writing
 - Non-academic writing

While completing case study learner should follow, the guidelines given in learner handbook issued along with studymaterial

**Certificate in Disaster Management for Hospital & Healthcare Organization
(CDMHHO)**

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
D4073	Essentials of Disaster Planning and Preparedness	4	15	35	50
D4074	Hospital Disaster Management	4	15	35	50
D4075	Disaster Response Management	4	15	35	50
D4076	Case study	4	15	35	50
	Total	16	60	140	200

Note:

1. 1 credit = 30 studyhours
2. 4 credits = 50 marks
3. All courses will have Term End Examination component of minimum 70% per course.
4. Casestudy:Asapartofcasestudylearnersisrequiredtosubmit,acasestudy on a given scenario related to disaster preparedness. A case study will be given and they can be any of the one type:
 - Making a short presentation on the given topic (slides not more than 25) or
 - Case involving analysis of a given situation or
 - Specialized written case assignment by using pictures or flow charts or
 - Preparing a summary/ analysis of disaster situation
 While completing case study learner should follow, the guidelines given in learner handbook issued along with studymaterial

Certificate in Hospital Infection Control & Patient Safety (CHICPS)

Course Codes	Name of Course	Credits	Continuous Assessment	Term End Examination	Total Marks
	Introduction to Hospital Associated Infections	4	15	35	50
	Prevention of Hospital Associated Infection & Surveillance	4	15	35	50
	Patient Safety	4	15	35	50
	Case study	4	15	35	50
	Total	16	60	140	200

Note:

1. 1 credit = 30 studyhours
2. 4 credit = 50 marks
3. All courses will have Term End Examination component of minimum 70% percouse.
4. Casestudy: This will help learnerto understand implementation of standard guidelines for prevention of hospital associated infections. Learner should visit a hospital preferably with minimum 100 beds & assess compliance ofexisting infection control practices with the standard protocols for any 3 departments. The assessment will be conducted by observing activities in the departments.
Guidance for preparation of assessment tools will be available on the website as well as in learner handbook. Once the assessment is complete, learner will prepare& submit a report mentioning shortcomings if any, probable consequences due to noncompliance, good practices with their benefits & recommendations to reduce the gaps.