

## Post Graduate Diploma in Hospital &amp; Healthcare Management (PGDHMM)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDHMM	Theory	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	20	55	75
		Hospital Planning & Management of Services	4	15	35	50
		Healthcare Marketing & Stakeholders	6	20	55	75
	Practical Training	Project	4	15	35	50
		Practical Training (Log book)	4	15	35	50
<b>Total</b>			<b>36</b>	<b>130</b>	<b>320</b>	<b>450</b>

**Note:**

- 1 credit = 30 study hours
- 4 credits = 50 marks
- 6 credits = 75 marks
- 8 credits = 100 marks

1. All courses will have Term End Examination component of minimum 70% per course.
2. **Project:** Learner needs 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.
3. **Practical training (Logbook):** The PGDHMM 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 must be covered in the organization selected. Total of 10-12 hours must be logged in each department. The learner is required to submit logbook 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.

## Post Graduate Diploma in Medico Legal Systems (PGDMLS)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDMLS	Theory	Introduction to Medico Legal Systems	4	15	35	50
		General Principles of Law	4	15	35	50
		Laws relating to Incorporation of Medical Institutions	4	15	35	50
		Consumer Laws and Medical Profession, Taxation	4	15	35	50
		Special Laws and the Health Profession	4	15	35	50
		Labor Laws and the Health Profession	4	15	35	50
		Medical Jurisprudence	4	15	35	50
	Practical Training	Case Study	4	15	35	50
<b>Total</b>			<b>32</b>	<b>120</b>	<b>280</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
- 4 credits = 50 marks
- 6 credits = 75 marks
- 8 credits = 100 marks

1. All courses will have Term End Examination component of minimum 70% per course.
2. **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 knowledge to respond in terms of medico legal litigation, case of negligence & other legal and administrative issues. Learner will have to identify case studies related to medicolegal systems. They will have to explain the key issues / background of the topic/ medico-legal importance.
3. \* Contact Session is a mandatory non-credit course.

## Post Graduate Diploma in Clinical Research (PGDCR)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDCR	Theory	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
	Practical Training	Project	4	15	35	50
<b>Total</b>			<b>32</b>	<b>120</b>	<b>280</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
- 4 credits = 50 marks
- 6 credits = 75 marks
- 8 credits = 100 marks

1. All courses will have Term End Examination component of minimum 70% per course.
2. **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.
3. \*Contact Session is a mandatory non-credit course

## Post Graduate Diploma in Health Insurance Management (PGDHIM)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDHIM	Theory	Health Insurance, its models & Financials	4	15	35	50
		Public Health Insurance	6	20	55	75
		Health Insurance Products & Underwriting	6	20	55	75
		Health Insurance Claims Management	4	15	35	50
		Legal Aspects in Health Insurance	8	30	70	100
Total	Practical Training	Project	4	15	35	50
			<b>32</b>	<b>115</b>	<b>285</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
  - 4 credits = 50 marks
  - 6 credits = 75 marks
  - 8 credits = 100 marks
1. All courses will have Term End Examination component of minimum 70% per course.
  2. 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.
  3. \*Contact Session is a mandatory non-credit course.

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

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDQMHHO	Theory	Quality in Healthcare	4	15	35	50
		NABH Standards: Patient Centric Approach	4	15	35	50
		NABH Standards: Management Centric Approach	6	20	55	75
		Quality Standards for Other Healthcare Organizations	6	20	55	75
		Tools and Techniques for Quality Improvement	8	30	70	100
	Practical Training	Project	4	15	35	50
<b>Total</b>			<b>32</b>	<b>115</b>	<b>285</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
  - 4 credits = 50 marks
  - 6 credits = 75 marks
  - 8 credits = 100 marks
1. All courses will have Term End Examination component of minimum 70% per course.
  2. 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.
  3. \*Contact Session is a mandatory non-credit course.

## Post Graduate Diploma in Applied Nutrition &amp; Dietetics (PGDAND)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDAND	Theory	Essentials of Nutrition	4	15	35	50
		Nutrition Standards and Requirements	4	15	35	50
		Counselling and Menu Planning	4	15	35	50
		Therapeutic Nutrition	4	15	35	50
		Nutrition for Life Stages	4	15	35	50
		Emerging Trends in Nutrition	4	15	35	50
		Approaches to Community Nutrition	4	15	35	50
	Practical Training	Case study	4	15	35	50
<b>Total</b>			<b>32</b>	<b>120</b>	<b>280</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
  - 4 credits = 50 marks
  - 6 credits = 75 marks
  - 8 credits = 100 marks
1. All courses will have Term End Examination component of minimum 70% per course.
  2. Case study: As a part of case study work, learner should undertake 3 case studies for nutritional assessment and diet planning in healthcare or wellness institutions. He/ She need to complete 120 study hours in nutrition dept. of a healthcare organization. Students needs to prepare case studies for nutritional assessments and diet planning. These must be submitted in case study format available in learning management system. While completing case study learner should follow, the guidelines given in learner handbook provided along with study material.
  3. \*Contact Session is a mandatory non-credit course

## Post Graduate Diploma in Medical Tourism (PGDMT)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDMT	Theory	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
	Practical Training	Case Study	4	15	35	50
<b>Total</b>			<b>32</b>	<b>120</b>	<b>280</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
  - 4 credits = 50 marks
  - 6 credits = 75 marks
  - 8 credits = 100 marks
1. All courses will have Term End Examination component of minimum 70% per course.
  2. Case study: As a part of case study learners is required to submit, a case study on a given scenario related to medical tourism. While completing case study learner should follow, the guidelines given in learner handbook issued along with study material
  3. \*Contact Session is a mandatory non-credit course.

## Post Graduate Diploma in Pharmacovigilance &amp; Clinical Data Management (PGDPVCDM)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDPVCDM	Theory	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
Total	Practical Training	Project	4	15	35	50
			<b>32</b>	<b>120</b>	<b>280</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
  - 4 credits = 50 marks
  - 6 credits = 75 marks
  - 8 credits = 100 marks
1. All courses will have Term End Examination component of minimum 70% per course.
  2. 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.
  3. \*Contact Session is a mandatory non-credit course.



## Post Graduate Diploma in Nursing Administration (PGDNA)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDNA	Theory	Essentials of Nursing Administration	6	20	55	75
		Principles & Practices of Management	4	15	35	50
		Resource Management in nursing	6	20	55	75
		Quality Management of Nursing & Public Health	8	30	70	100
		Financial Management	4	15	35	50
	Practical Training	Project	4	15	35	50
<b>Total</b>			<b>32</b>	<b>115</b>	<b>285</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
- 4 credits = 50 marks
- 6 credits = 75 marks
- 8 credits = 100 marks

1. All courses will have Term End Examination component of minimum 70% per course.
2. 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.
3. \*Contact Session is a mandatory non-credit course.

## Post Graduate Diploma in Health Communication (PGDHC)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDHC	Theory	Introduction to Health Communication	4	15	35	50
		Contemporary Approaches to Patient Relationship	4	15	35	50
		Writing for Health and Medicine	4	15	35	50
		Healthcare Leadership & Management	4	15	35	50
		Media & Health Advocacy	4	15	35	50
		Crisis and Reputation Management	4	15	35	50
		Ethical Communication & Research	4	15	35	50
Total	Practical Training	Project	4	15	35	50
			<b>32</b>	<b>120</b>	<b>280</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
- 4 credits = 50 marks
- 6 credits = 75 marks
- 8 credits = 100 marks

1. All courses will have Term End Examination component of minimum 70% per course.
2. Case Study: As a part of case study, the learner is required to design strategies for various existing and emerging health communication challenges. While completing case study learner should follow the guidelines given in learner handbook issued along with study material.
3. \*Contact Session is a mandatory non-credit course.

## Post Graduate Diploma in Hospital Planning &amp; Design (PGDHPD)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
PGDHPD	Theory	Introduction to Hospital Planning (Basics of Hospital Planning & Design)	4	15	35	50
		Architectural Considerations for Hospital (Building Design & Structure)	4	15	35	50
		Important Aspects of Hospital Planning	4	15	35	50
		Hospital Accreditation & Quality Management	4	15	35	50
		Hospital Facility Planning	4	15	35	50
		Hospital Project Management	4	15	35	50
		Financial Management	4	15	35	50
	Practical Training	Log Book	4	15	35	50
<b>Total</b>			<b>32</b>	<b>120</b>	<b>280</b>	<b>400</b>

**Note:**

- 1 credit = 30 study hours
- 4 credits = 50 marks
- 6 credits = 75 marks
- 8 credits = 100 marks

1. All courses will have Term End Examination component of minimum 70% per course.
2. Log Book: Learner has to visit departments in a hospital (preferably 100 bedded) & note down design specifications of the respective department. Further he/she has to prepare a report with recommendations based on the findings to optimize the hospital design with reference to the findings. Learner will have to follow the guidelines given in learner handbook issued along with the study material.

3. \*Contact Session is a mandatory non-credit course.

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

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
CDMHHO	Theory	Essentials of Disaster Planning	4	15	35	50
		Hospital Disaster Management	4	15	35	50
		Disaster Response Management	4	15	35	50
	Practical Training	Case study	4	15	35	50
<b>Total</b>			16	60	140	200

#### Note:

- 1 credit = 30 study hours
  - 4 credits = 50 marks
  - 6 credits = 75 marks
  - 8 credits = 100 marks
1. All courses will have Term End Examination component of minimum 70% per course.
  2. Case study: As a part of case study learners are required to submit, case studies on any disaster management topic. While completing case study learner should follow, the guidelines given in learner handbook issued along with study material.

## Certificate in Medical Writing (CMW)

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
CMW	Theory	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
	Practical Training	Case study	4	15	35	50
<b>Total</b>			<b>16</b>	<b>60</b>	<b>140</b>	<b>200</b>

**Note:**

- 1 credit = 30 study hours
  - 4 credits = 50 marks
  - 6 credits = 75 marks
  - 8 credits = 100 marks
1. All courses will have Term End Examination component of minimum 70% per course.
  2. **Case study:** As a part of case study learners are required to submit, a case study on topic related to medical writing. While completing case study learner should follow, the guidelines given in learner handbook issued along with study material.

**Certificate in Hospital Infection Control and Patient Safety (CHICPS)**

Programme	Type of course	Course Name	Credits	Continuous Assessment	Term End Examination	Total Marks
CHICPS	Theory	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
	Practical Training	Case study	4	15	35	50
<b>Total</b>			<b>16</b>	<b>60</b>	<b>140</b>	<b>200</b>

**Note:**

- 1 credit = 30 study hours
- 4 credits = 50 marks
- 6 credits = 75 marks
- 8 credits = 100 marks

1. All courses will have Term End Examination component of minimum 70% per course.
2. Case study: This will help learner to understand implementation of standard guidelines for prevention of hospital-associated infections. Learner should visit a hospital preferably with minimum 100 beds & assess compliance of existing 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.