

Question: - 1 What is Communication? Explain the process of communication.

Answer:

The term '**COMMUNICATION**' comes from the Latin word '**COMMUNICARE**', which means 'to share'. So, '**COMMUNICATION**' is the process of passing information, idea and Knowledge between a sender and a receiver through an accepted code of symbols.

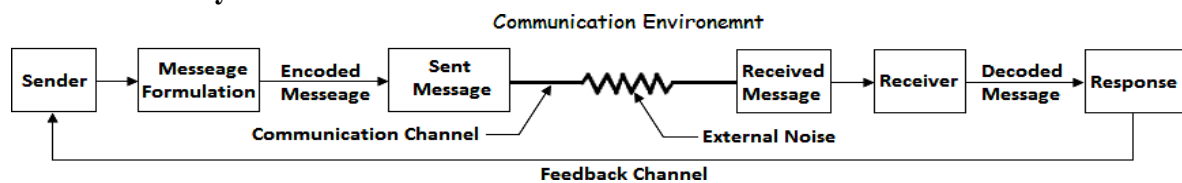
Process of Communication:

For sharing information, two parties are required: the sender and the receiver. They should have a mutually accepted code of signals making up a common language.

So, communication is termed effective only when the receiver receives the message intended by the sender in the same perspective. Otherwise it becomes miscommunication.

Communication process is cyclic in nature.

Communication Cycle:



- In first step, the sender forms the content of the message to be sent.
- The sender encodes the message and sends it through a channel.
- This channel is nothing but the language use – words, actions, signs, objects or combination of these.
- The receiver receives the message, decodes it, and acts on it.

If the message received is the same as the message sent, there will be a response; if not, there has been a breakdown of communication. This may happen because of noise.

The transmission of the receiver's response to the sender is called feedback. If we are sending a message to somebody, our communication cycle is complete only when we get a response from the recipient of your message. Otherwise, we need to resend the message. Our communication is fully effective only when we get the desire response from the receiver.

- The essential of effective communication are as follows:

1. A well-defined communication environment
2. Cooperation between the sender and the receiver
3. Selection of an appropriate channel
4. Correct encoding and decoding of the message
5. Feedback

Question: - 2 What is Technical Writing?**Answer:**

Technical writing is writing or drafting technical communication used in technical or occupational fields.

- In simple words, Technical writing is a type of writing where the author writes about a particular subject that requires direction, instruction, or explanation.
- It is an integral part of technical communication. Research paper writing, seminar and conference paper writing, article writing, writing key-note speech, expert technical lectures, technical documents in specific fields such as computers, medicine, aeronautics, electronics, robotics, finance and marketing etc. are all forms of technical writing.
- Technical writing includes the largest sub-field in technical communication. When one becomes a part of an organization, one needs to communicate effectively.
- However skillful one may be in terms of work, knowledge and organization, but may not be able to communicate effectively. Heaps of talent lie wasted in the absence of effective communication skills.
- When a professional cannot write clearly what he wants to convey, his prospects of growth are dim. Effective written communication plays a crucial role in an institution, organization or business.

Question: - 3 Write Objectives of Technical Writing:**Answer:**

Technical writing is important in any institution, business or organization. It is an ongoing process that takes place at every *hierarchical* (Tiered) level.

Technical writing has the following objectives:

(i) To provide clear and organized information: Clear and organized information eliminates the chances of mis-interpretation of the information thereby leading to effective time and resource management.

(ii) To ease decision-making: A decision can be effective if only it incorporates all the conditions that the institute, business or organization is prone to. Technical writing can help in making an effective decision by providing clear and precise information that can help gain an insight into the contemporary market conditions.

(iii) To motivate the employees and raise their morale (Confidence): Morale is an intangible factor representing a sum of qualities such as determination, confidence, firmness, clarity, trust, etc. The morale of an employee binds him to all others working with him. It enhances the level of co-operation among the colleagues which in turn results in a healthy work environment. Technical writing in form of memos and appreciation letters plays a role here.

(iv) To give instructions to the subordinates: Technical writing comprises laying down the instructions for the employees. When these instructions are documented, they can be re-visited frequently and the results can be measured as a cross check. It reduces the work of the managers to repeat the same set of instructions to the subordinates. A sense of satisfaction prevails out of it.

(v) To make requests and give suggestions and orders: Making requests and giving suggestions involves all the employees. These suggestions may be valuable and the management may be able to get a better understanding from the perspective of an employee.

(vi) To project the image and create goodwill: Advertisements in the form of brochures, pamphlets, magazines, newsletters and press releases, are all various types of technical writing. These help the organization build an image and create goodwill for themselves. It also increases the reach of the product subsequently resulting in increased sales and profits.

(vii) To communicate with government officials: All the official documents and reports are to be filed at regular intervals, as mandated by the government of the country in which the organization functions. General writing style is not accepted as a part of judicial or government work. Technical writing is considered professional and is acceptable.

(viii) To give concreteness to the rules and regulations to be followed: Verbally conveyed rules and regulations do not enjoy as much attention as the written ones. Once the rules are framed, they should be written to give them concreteness.

Proper communication helps the new entrants become familiar with the rules and regulations and develop a better understanding of their roles and responsibilities. Thus, technical communication helps in giving concreteness to the structure, policies and practices of the organization.

(ix) To document information for future use: Verbal communication can be lost or distorted over the time. Written communication can be retained for a longer time and it is readily available for reference anytime in the future.

(x) To validate the plans and decisions: Technical writing validates the plans and decisions made by the management. It has an important function in solving both simple and complex problems and making decisions to influence the organizational performance. If not properly conveyed, even a good decision would be a wasted effort.

(xi) For receiving feedback: Good companies always seek feedback from the customers, so that they can serve their customers better. The feedback received from the customers provides valuable information and entails the relationship between the organization and the customer.

Question 4. Write Characteristics of Technical Writing:

Answer:

Technical writing differs from other types of writing because of certain characteristics. It is different from writing opinionated pieces. Technical writing involves the careful use of chosen words and leaves no room for the distortion of information:

- **Technical writing follows the 7C's of communication:** It is clear, complete and straightforward. It sticks to the subject matter and relays information in a concrete and concise manner. (*7C's of communication - clarity, correctness, conciseness, courtesy, concreteness, consideration and completeness.*)
- **The language is specific:** Though technical writing involves the use of specialized vocabulary, data, graphs, charts and illustrations, it is simple and comprehensible. Generally, technical writing uses a third person narrative.
- **It is detailed and informative:** Technical writing aims at giving detailed information on the subject matter. It describes the matter as fully as possible, including all the references and subtopics.
- **It is structured:** This type of writing transmits and disseminates important information in a very structured manner. This allows the audience to access the information with ease.
- **It is brief and sequential:** Although all the details are to be incorporated, yet technical writing should be brief. This can be done by selecting choicest words to convey maximum information.

Question: - 5 Difference between General Writing & Technical Writing.**Answer:**

	<i>General Writing</i>	<i>Technical Writing</i>
Content	Contains any message that is general. This may include an official or unofficial message. The content may be imaginative.	Contains technical messages only. These messages are official and professional. The content is always factual and straightforward.
Style	Follows informal style and approach.	Follows a formal style and approach. Mostly, the formats have a fixed style.
Flow of information	There is no set flow or pattern of the information conveyed.	Follows a set pattern. The flow of information is also regulated as per the need.
Nature	It may be partial and subjective.	It is impartial and objective in nature.
Language and voice used	Uses simple language that does not involve graphs, flow charts or technical vocabulary. Evocative vocabulary is used. Generally uses 1st person.	Uses specialized technical vocabulary. The graphs, flowcharts and other illustrations are frequently used. Generally uses 3 rd person.
Purpose	Is used for informing, entertaining, impressing and captivating.	Is used for informing and persuading.
Comprehensiveness	General writing need not be comprehensive. It can be left prone to numerous interpretations.	Technical writing has to be comprehensive. It should include all the necessary information.
Receiver/Audience	It is written for general audience.	It is meant for a specific audience.

Question: - 6 Explain Uses of Technical Writing.**Answer:**

Technical writing deals with a particular subject.

The subject of technical writing can be:

1. Tangible (Touchable): The subject of technical writing can be tangible i.e. something that can be seen or touched.

For example, the manual may explain how to assemble the pieces of an electronic gadget.

2. Abstract: Technical writing may explain something that is not related to a tangible object. It may explain the steps required to complete an official process.

Some examples of technical writing include:

- Manuals
- Reports

- Brochures
- Newsletters
- Memos
- Letters
- Instructions etc.

Question: - 7 Explain Major Technical Writing Strategies:

Answer:

There are some writing strategies that can make the writing impressive. The aim of writing is to engage the audience in a clear and consistent way. Sloppy writing is always confusing; hence clear, structured and organized writing is desirable. The following tips can be followed to make the audience read more of what has been written:

(i) ***A captivating opening:*** The audience may not be automatically interested in reading the entire write-up. A captivating opening serves the cause of attracting the audience to the content. The opening should intrigue the reader to read more.

(ii) ***A sense of direction:*** The opening paragraph of the write-up is like a travel itinerary. It should tell the reader what follows and what the objective of the writing is.

(iii) ***Sincerity:*** Technical writing should exhibit sincerity. It should convey the information without taking sides or being biased.

(iv) ***Sense of time:*** Another important factor is time. Technical writing is valid only if it is done on time. The reports, financial statements, newsletters, brochures, manuals etc. should be available at the scheduled time.

(v) ***Clarity:*** Clarity is the hallmark of any technical writing. The information should be clear and should not confuse the audience. Nothing irritates more than an unclear vision, perception or declaration.

(vi) ***Quotes:*** When a piece of writing is backed by quotes from famous people, its credence increases. The relevant quotes can be used directly and should be understandable.

(vii) ***Facts and figures:*** A combination of facts and statistics works better. Facts that can startle the audience, when provided alongside some statistics, garner good effect. They can be made further more effective by combining them with illustrations.

(viii) ***Vocabulary:*** Practice technical writing. Grammar skills required for technical writing should be tested and consistently worked up on. Improve the vocabulary too.

(ix) ***Keep it simple:*** The key to effective writing is to keep it simple. Technical writing in spite of being related to a specific subject should be simple in form and structure. The simpler it is, the more comprehensible it becomes.

Question: -8 Explain Technical Writing Style**Answer:**

Technical writing is straightforward and easy to understand explanation of a particular project, process, topic or phenomenon. It explains clearly how something works. The audience of the text or document plays a vital role in determining the style and language of a piece of technical writing. It is not written to impress; it is written to express. A good technical writer can make a difficult task easy and can quickly explain a complex piece of information.

The following points help in achieving the appropriate writing style in technical documents:

(i) Audience analysis: The technical writing may include certain words, phrases, abbreviation and **jargons** (Terminologies) related to the subject of writing. However the author should ensure that it is easy for the audience to comprehend such terms. This can be done by detailing, explaining or describing the terms in the simplest language possible. Good technical writing improves the reading experience.

(ii) Impersonal style: Technical writing should follow an impersonal style of narrative. It should be done from the third person's perspective. Technical writing should not include opinions of the author rather it should be based on facts and research.

(iii) Make it informative: Technical writing does not aim to argue or entertain. The purpose of technical writing is providing information. The focus should lie on detailing and imparting facts to the reader.

(iv) The writing should be straightforward: The technical writing should be to the point, and as simple as possible to make sure the reader understands the process or instruction. This at times may appear as simply a list of steps to take to achieve the desired goal or may be a short or lengthy explanation of a concept or abstract idea.

(v) Educate the reader: Avoid emotive and flowery language, rather impart the message in an intellectual and factual manner. The reference points should refer to the subject, instead of the writer.

(vi) Keep it concise: Technical writing should be concise. It should use only as many words as are necessary. Enough details must be provided but there should be economy in usage of words. Unnecessary description can bore the readers.

(vii) Ensure clarity in writing: The message the author wants to convey to the reader should be clearly understandable. The author should ensure that every jargon, phrase, abbreviation is clearly explained. It should not be a document that requires a manual to decipher the information given.

(viii) Conduct extensive research: Gather information from a number of sources, understand the information gathered so that it can be analyzed thoroughly, and then put the information into an easy way to understand format to instruct those who read it. The more inexperienced your audience, the more information you will need to gather and explain.

(ix) Evaluate the writing: The writing should go through the various stages of revision,

editing and proofreading to make it effective.

Question: - 9 Describe Technical Writing Language:

Answer:

Technical writing is usually formal in style, language and presentation. The following rules framed by **George Orwell**, on language use can make technical writing formal and comprehensible:

- (i) Never use a metaphor, simile, oxymoron or other figures of speech.
- (ii) Never use a long word where a short one works.
- (iii) If it is possible to eliminate a word, do so.
- (iv) Use active voice in writing.
- (v) Never use a foreign word or phrase, scientific word or a jargon if its regular English equivalent is available.

Exceptions for technical writing:

- (i) If the audience habitually uses the figures of speech, the author can use it too.**
- (ii) If the scientific jargon is a standard, the author must use it.**
- (iii) Once a term or word is explained, it becomes usable in the document and can be consistently used thereafter.**

Question: - 10 Describe Tips of Language use in Technical Writing:

Answer:

Technical writing should be clear: Technical writing should use the words that the audience understands.

For example, Unclear: The unwise walking about upon the area near the cliff edge may result in a dangerous fall and therefore it is recommended that one remains a safe distance to maintain personal safety.

Clearer: Danger! Stay away from the cliff.

(ii) Use simple, active voice sentences: Active voice clearly shows the subject in the sentence. It is the standard for technical writing.

Passive: The report was submitted by them.

Active: They submitted the report.

Passive voice sometimes, obscures the subject. It is ambiguous and often leaves out important information. For example, the report was submitted. This sentence does not clarify who submitted the report. Mistakes were made, does not clarify who made the mistakes.

The following verbs cannot be used in passive voice: appear, arrive, come, cry, die, go, happen, occur, rain, sleep, stay, walk, etc.

(iii) Keep the sentence structure simple: Simple sentences help to convey information easily. The most important information should be placed at the beginning of the sentence.

For example, However, a large number of saplings are also required for the plantation drive

can be re-written as: Plantain drip can give many saplings.

UNIT 1 TECHNICAL WRITING

102000304 – TWS – Study Material

(iv) ***Avoid the obvious in technical writing:*** The author should understand the audience's technical level and write accordingly.

(v) ***Eliminate redundancy (Idealness):*** Redundant prepositional phrases make the text long and tiresome to read. Often, these prepositional phrases (combination of preposition with noun phrases) can be replaced by simpler words. For example, the lightning struck all of a sudden can be rewritten as the lightning struck suddenly.

(vi) ***Avoid verbosity (Wordiness) and pomposity (Pretension):*** Technical writing is informative. So every word must contribute meaning to the sentence. Do not begin the sentences with “in order to” or “each and every” etc.

Technical writing is not the place for showing off linguistic abilities. It is better to give instructions in a plain and simple language for the specific audience.

(vii) ***Avoid using clichés (Commonplaces) and euphemisms (Understatements):*** Cliches are outdated way of writing which is usually the writers attempt to impress the readers. Original and clear writing is considered better than any other form of writing. Rightly said, “The best English is plain English.” Write exactly what is to be conveyed. Avoid writing the uncomfortable language.

(viii) ***Use acronyms (Short forms) and abbreviations (Shortenings) carefully:*** There should be minimal use of acronyms and abbreviations. If they are to be used, full definition should be given in parenthesis(Addition) at their first use.

(ix) ***Use dictionaries, thesauruses (Glossaries) and grammar checkers:*** For best results use these in technical writing. This eases words in passive voice, unnecessary repetition, grammar and spelling errors.

(x) ***Use style manuals:*** The style manual helps the writer to adhere to rules and conventions of writing. Technical writing often follows a standard format or style. Writers from academic institutions, professional organizations and corporations use style guides. The major style guides that can be used are:

- **Associated Press Stylebook (APS)**
- **Chicago Manual of Style (CMS)**

The Microsoft Manual of Style (used widely by technical writers for computer-specific issues).

Question: - 11 Write Importance of Technical Writing:

Answer:

A report is usually a piece of factual writing, based on evidence, containing organized information on a particular topic. A report is a basic management tool used in decision-making for large-scale organizations that are engaged in different activities handled by different departments. Their top executives cannot keep a personal watch over all these activities. Hence, they have to base their decisions on the reports from the heads of various departments.

The following list will give an idea of the importance of reports and report writing to the organizations and the individuals:

- A report is the only tangible product of a professional.
- Reports enable decision-making and problem solving in organizations.
- Reports help the authorities in planning new ventures and in evaluating men and material.
- Reports are an important means of information dissemination within and outside the organization.
- Reports serve as a measure of the growth, progress, or success of an organization.
- Reports serve as a valuable repository of information.
- Reports reveal gaps in thinking.
- Reports develop certain skills in the writer.

Question: 12 Format of Technical Report in detail:

Answer:

[1] Manuscript Format

- This is the most commonly used format for reports and is generally used for formal reports.
- The length of such reports can range from a few pages to several hundred. As the length increase, these reports include more elements such as abstract, summary, appendix, glossary, and so on.

[2] Memo Format

- A report sent to somebody within the organization will be in a memo format.
 - The analysis, conclusions, and recommendations are included in the main text part of the memorandum, the other parts being the same as the inter-office memorandum.
-

[3] Letter Format

- While sending short reports of a few pages to outsiders, one can opt for a letter format.
- Besides all the routine parts of a letter, these reports may include headings, illustrations, and footnotes.

[4] Pre-printed Form

- Reports containing routine matter and which are periodical in nature may be written in a form prescribed by the organization. All one needs to do is to fill in the blanks in a pre-printed form.
- For instance, a report presenting the performance assessment of an employee, or an interim report reflecting the progress of a project may be presented in a printed form wherein the reporter needs to fill in certain details against the details asked for.

Manuscript Format

Prefatory Parts	Main text	Supplementary Parts	Optional Elements
Cover page Title page Certificate Acknowledgements Table of contents List of illustrations Abstract	Introduction Discussion Conclusion Recommendations	Appendix/appendices References/Bibliography Glossary	Frontispiece Letter of transmittal Copyright notice Preface Summary Index

[A] Prefatory Parts

1. Cover page and frontispiece

- The cover page of the report not only gives it an elegant appearance but also protects it from damage. It also serves as a quick reference to the readers to know the topic and the author of the report.
- To stir the curiosity of the reader, one may super-impose on this cover page illustrations, such as photographs, drawings, and diagrams. These illustrations reflect the contents of the report.

2. Title page

- The title page is the first right-hand page of a report.
- This page is more or less similar to the cover page, except that it contains the following additional information:
 - Name and designation of the intended audience
 - Name and designation of the approving authority, if any

3. Certificate

- Certain reports, such as project reports and research reports require certificate vouching the original contribution of the report writer.
- Generally, certificate contains the statement testifying the original work, place, date, and signature of the project supervisor or guide.

4. Letter of transmittal

- An optional element of reports, the letter of transmittal conveys the report to the audience. This serves the same purpose as that of a preface in a published document.
 - As the letter of transmittal is the written version of what we would say if we were handling the report directly to the person who authorized it, its style is less formal than the rest of the report.
 - For example, the letter would use personal pronouns (you, I, we) and a conversational tone.
 - The transmittal letter usually appears right before the table of contents.

5. Acknowledgements

- This is a list of persons whom we may like to thank for their advice, support, or assistance of any kind.
- While writing the ‘Acknowledgements’, the following guideline should be remembered:
 - Categorize the audience:
Courtesy, real help, emotional support, secretarial assistance, etc.
 - Vary the expression:
Do not begin each sentence with ‘I thank’; such a monotonous beginning will reduce the impact of acknowledgements.
 - Avoid clichés such as:
First and foremost, firstly...secondly...thirdly, last but not the least, etc.
 - Avoid listing the names
 - Divide the content (if long) into well-structured paragraph

6. Table of contents

- ‘Table of Contents’, generally titled simply ‘Contents’.
 - It helps the reader locate a specific topic easily and quickly. This table is actually the report outline, or simply frozen outline with page numbers.
 - It indicates, in outline form, the coverage, sequence, and relative importance of information presented in the report.
 - The Contents page is especially helpful to readers who wish to read only a few selected topics of the report.
-

7. List of illustrations

- As mentioned, this page serves as the Contents page for all the illustrations that appear in the report.
- Except tables, all other visual aids (graphs, maps, drawings, and charts) are grouped under the heading 'Illustrations' or 'Figure'.
- The 'List of Illustrations' gives the titles and page numbers of all visual aids.
- When tables and figures are numbered separately, they should also be listed separately.

8. Abstract

- An abstract gives the essence of the report. In business report it is known as the synopsis.
- The length of an abstract is generally 2-5% of the report.
- If the report is less than ten pages it does not require either an abstract or a summary.
- It does not allow abbreviations, acronyms, or illustrations. It tells the reader the following:
 - Objective
 - Main findings or accomplishments
 - Significance

9. Summary

- An abstract is more appropriate in specialist-to-specialist communication while a summary (which is an optional element) is meant for all reader.
- It is longer than an abstract, 5-10% of the length of the report.
- Summaries may contain headings, adequately developed text, and even visual aids.

10. Preface

- The preface (an optional element) is the preliminary message from the writer to the reader. It is quite similar to the letter of transmittal, except that it does not formally transmit the report.
 - It helps the reader appreciate and understand the report.
 - The content of a preface are as follows:
 - Factors leading to the report (what was the need for this study and report)
 - Organization of the report (what do the various sections contain)
 - Highlights (important observation and findings)
 - Significance (how the report would enable the readers in further study or research)
-

11. Copyright notice

- Copyright is a form of protection that covers published and unpublished literary, scientific, and artistic works, whatever the form of expression, provided. Such work is executed in a tangible or material form.
- Copyright laws grant the creator the exclusive right to reproduce, prepare derivative works, distribute, perform and display the work publicly.
- For example, a copyright statement that reads ‘© Copyright 2010, OUP, India’ means that the Oxford University Press, India has legal monopoly over the work, which was produced in 2010.

[B] Main Text

1. Introduction

- It presents the subject or problem to the readers and gets their attention. It also gives the readers a general view of the report before they go into the details.
- A good introduction must furnish the readers with sufficient material concerning the investigation and problem, to lead them to an easy comprehension of the rest of the report.
- An introduction includes the following information:
 - Background of the report
 - Purpose and scope
 - Authorization (the authority who has assigned to do the project)
 - Basic principles or theories involved
 - Methods of gathering data
 - General plan in developing the solution (brief outline of methodology)
 - General structure of the report (organization of various sections)

2. Discussion

- The discussion section is the lengthiest part of the report.
 - It contains the information that supports the conclusion and recommendations.
 - Here, information and data are presented, analyzed, and interpreted. The illustrative material like tables, charts, and other media are used for presenting figure and data.
 - The discussion should lead the readers through the same reasoning process that the author used to reach the conclusions and show them that they are sound.
-

3. Conclusion

- Conclusion refers to the logical inferences drawn, the judgments formed on the basis of analysis of data presented in the report, or the findings of the investigation.
- This section has the following characteristics:
 - Uses decreasing order of importance
 - Can be narrative (in paragraph) or tabular (in points)
 - Uses narrative type when there are few conclusions
 - Uses tabular form when there are more conclusions
 - Contains only opinions and never suggests future actions to be taken by the reader

4. Recommendation

- Recommendations relate to the action that is to be taken as a result of the report.
- They are supported by the conclusions, and they are aimed towards accomplishing the purpose of the report.
- Depending upon the relationship with the reader, recommendations can assume any of the following three types:
 - *Tentative:*
Temporary solutions that may have to be reconsidered in future
 - *Conciliatory:*
Suggestions that may be accepted by the recipient
 - *Aggressive:*
Recommendations that are mandatory and are to be implemented immediately

(C) Supplementary Parts

1. Appendices

- This section of a report is used for information that has some relevance to the report but cannot be easily fitted into the text.
- It is a convenient way of presenting detailed information particularly of a descriptive nature, which if inserted in the main body, would interrupt the smooth flow of the narrative.
- Hence, before including any material in the appendix, you should:
 - See whether the material is related to the subject of your report

- Check whether it would interrupt the theme if included in the main body

2. Bibliography/References

- Bibliography is an alphabetical list of the sources – books, magazines, newspapers, CD-ROMs, Internet, interviews – that have been consulted in preparing the report.
- This list is used to
 - Acknowledge and give credit to the sources of words, ideas, diagrams, illustrations, quotations borrowed, or any materials summarized or paraphrased.
 - Give the readers information to identify and consult the sources
 - Give the readers an opportunity to check the sources for accuracy

3. Glossary

- The glossary is a list of technical words used in the report and their explanations.
- If small in number, the terms are explained in the form of footnotes.

4. Index

- The index is intended to serve as a quick guide to locate the material in the report.
- The readers can locate a topic, subtopic, or any other important aspect of the report quickly and easily.
- The index is arranged in alphabetical order and is extremely helpful in cross-referencing.

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-

Sample Examples:

Cover Letter

Confidential

Report No. 115

Growth of Medical Facilities
in India (2009-2019)

Prepared
by
Anuj Singhania



Medical Council of India
May 2019

Title Page

Growth of Medical Facilities
in India (2009-2019)

Prepared For
Gautam Chaudhary
Director
Medical Council of India

By
Anuj Singhania
Secretary

Approved By XYZ

Medical Council of India
May 2019

Certificate

Certificate

This is to certify that the project entitled *Growth of Medical Facilities in India(2009-2019)* embodies the original work done by *Anuj Singhania* under my supervision.


Prof. Ashok Joshi

Date: 26 May 2019 Place:
New Delhi

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Abstract

Abstract

Medical facilities in India have grown considerably over the years. With the primary objective of providing a clear view of this growth over the years 2009- 2019, this report analyses in detail the various facilities related to hospitals, dispensaries, and centers in our nation. Essentially the study would provide a comprehensive view of the medical facilities, which in turn would enable the authorities to decide upon improving the same in future.