

Distance Learning Prospectus

Session: 2016-2017

**POST GRADUATE DIPLOMA
IN
HOSPITAL MANAGEMENT**



National Institute of Health and Family Welfare
Munirka, New Delhi -110067.

DATES TO REMEMBER

SL NO.	ITEM SUBMISSION	LAST DATE	LAST DATE (With late fee of Rs.500/-)
1	Completed application form with fees	31 st May, 2016	15 th June, 2016
2	Assignments I	30 th Dec, 2016	16 th Jan, 2017
3	Assignments II	31 st March, 2017	14 th April, 2017
4	Project Report	15 th May, 2017	31 st May, 2017

- Application form without enclosing requisite course fee of Rs.21,000/- (Twenty one thousand only) in the form of Bank draft in favour of Director, NIHFV payable at New Delhi, will be rejected.
- Late fee of Rs.500/- (Five hundred only) for each of above items to be submitted separately in the form of Demand Draft, in favour of Director, NIHFV, payable at New Delhi.
- Submission of the items at Nos. 2, 3, 4, after last date will not be valid for eligibility to appear in the examination in the current academic year, under any circumstances. However, she/he will be eligible to appear in the examination in subsequent years as stated at Para 3 of the prospectus.
- If the last date happens to be Govt. holiday, the last date will automatically be extended to the next working day.

SL NO.	ACTIVITY	TENTATIVE DATE
1	1 st Contact Session	Nov/Dec, 2016*
2	2 nd Contact Session	March/April, 2017*
3	Final Examination	July/August., 2017*

- *The exact date for the commencement of above activities will be posted at the web-site: www.nihfw.org
- All are directed to visit the NIHFV web site regularly to keep them upto date with latest information regarding various distance learning courses.

1. Introduction and Rationale:

About the Institute

With the adoption of new strategy of delivering both Health and Family Welfare Services as an integrated package during the Fifth Five Year Plan period, Government of India recognized the need for an independent agency which could act as an apex technical institution, both in the field of Health and Family Welfare. Consequently on March 9, 1977 the National Institute of Health and Family Welfare (NIHFW) came in to existence by the merger of two erstwhile autonomous organizations previously named as National Institute of Family Planning (NIFP) and National Institute of Health Administration and Education (NIHAE) which were established in the year 1962 and 1964 respectively. NIHFW since then has been functioning as a multi-disciplinary Institute under the Ministry of Health and Family Welfare, Government of India.

NIHFW has been engaged in providing Education and Training to health managers since last two decades through its regular courses of MD (CHA), DHA and other in-service training programs. The Post Graduate Diploma in Public Health Management started in 2008-09 in collaboration with MOHFW has gained popularity nationwide. However the in service training arrangements have not been able to meet the demands expeditiously. Moreover, there is a need for continuous and consistent training in management, especially for management of district health system.

In order to facilitate continuous up-gradation of knowledge and skills of various health personnel across the country, the NIHFW conducts the following courses through distance learning mode:

- (i) Post Graduate Diploma in Health and Family Welfare Management**
- (ii) Post Graduate Diploma in Hospital Management**
- (iii) Post Graduate Diploma in Health Promotion**
- (iv) Post Graduate Diploma in Health Communication**
- (v) Post Graduate Diploma in Applied Epidemiology**
- (vi) Post Graduate Diploma in Public Health Nutrition**

2. About the Course

2.1. Importance of the course:

Concern for trained hospital administrator's need has been recently felt by the Government for its decision to have a public health specialist through NHM at the level of CHC for smooth functioning.

Management of modern hospitals has become challenging and complex because of:-

- (i) Rapidly growing and changing medical technology.
- (ii) Increase awareness of public about modern diagnostic and therapeutic procedures.
- (iii) Promulgation of laws like CPA and RTI Act.
- (iv) Stiff market competition.
- (v) Medical Tourism.

These have made the hospital administrator more vulnerable to criticism as well as medico legal issues. To overcome such problems, the hospital authorities in the absence of a trained hospital administrator, have resorted to adhoc solutions like Crisis management at the face of a problem. Therefore, there is a need to have trained hospital administrators, who can have the skills to manage such crisis scientifically and efficiently by matching with the trend in health sector reforms.

In the absence of adequate infrastructure and manpower to run the regular administrative courses and to produce a large number of trained administrator in a short period, an alternative distance learning approach has been introduced by this institute, being the only effective approach in the present scenario for quick production of large number of trained hospital managers.

2.2. Nature of the Post Graduate Diploma Course:

This course has been designed keeping in mind the requirement of scientific techniques and managerial skills for the modern day hospital administrators in a short time in the constraint of facilities for regular courses.

NIHFW has ventured to introduce such distance learning courses for different aspects of health & hospital management initially with the financial assistance from WHO in 1995 with an intake of 100 candidates.

Now there is no limit of the numbers of seats to accommodate all eligible candidates because of the popular demand of such type of courses by the medical fraternity and the course is continued on a regular basis from year to year since then. In future there is a vision of extending the geographical boundary of this course outside India to SAARC and neighboring countries.

3. Details about the Course

- The total duration of the course is one year.
- The course comprises of theory and practical components.
- Once admitted to the course, the candidate will get opportunities to appear for the examination for four chances including the year of admission without paying the course fee again. However he/she has to deposit a continuation fee

of Rs 500/- (Rupees five hundred) only in the year in which they want to complete the course.

- After 4 years, the candidate has to re-enroll as a fresh candidate again with the re-submission of application and requisite course fee.

4. Medium of Study

The medium of study is in English. The course is imparted by means of supplying printed study materials for self study and through two contact programs, submission of assignments and project report.

5. Eligibility

SL No.	QUALIFICATION	ELIGIBILITY
1.	MBBS /MS / MD / MCH	Must be registered with State Medical or Indian Medical Council, doctor qualifying MBBS from abroad must clear the MCI test.
2.	Dental Surgeons and AYUSH Doctors	Must be registered with respective Councils.
3.	B.Sc. Nursing / M. Pharma	Registered with respective State Council. Minimum two years experience in any Indian Medical Council recognized Hospital / Training college as on 31 st May,2016.
4.	Physio therapist / occupational therapist / B. Pharma / Dieticians	Registered with respective State Council. Minimum Five Years experience in recognised Institute as on 31 st May,2016.

6. Objectives of the Course

The candidates on successful completion of the course will be able to:

- Describe clearly the basic concepts of management and hospital management.
- Apply the managerial skills in hospital environment.
- Manage finance, human and material resources in hospital
- Describe planning and management of Hospital and Health care services.
- Describe planning of patient care and hospital support services
- Formulate a research project.

7. Course Design

The entire course has been divided into four parts.

I. Self reading by candidates:

- Each candidate must devote at least 600 hrs for the course study materials in the year
- Test question practice at the end of each chapter (Check your progress) to assess your knowledge gain from the module.

II. Internal assessment:

- Writing Assignments
- Attendance in the two contact sessions
- Project Work

III. Theory Component

- Final Theory examination

IV. Practical Component

- Final Practical Examination

8. The Curriculum

The curriculum is divided into 5 Themes and 18 blocks. The fifth theme gives the guidelines for the project work. The break-up of the curriculum is given as:

THEME-I	Introduction to management & Human Resource Development
Block-1	Management principles and practices in Hospital
Block-2	Human Resource Management
Block-3	Organisational Behaviour
Block-4	Practical Manual
THEME-II	Resource Management and Quality Control
Block-1	Financial Management
Block-2	Equipment and Material Management
Block-3	Hospital Information System and Quality Management
Block-4	Practical Manual
THEME-III	Hospital and Health care Services
Block-1	Hospital and Health care System
Block-2	Hospital Planning and Designing
Block-3	Legal aspect of Hospital Administration

Block-4	Practical Manual
THEME-IV	Patient care and Support Services
Block-1	Patient Care Services-I
Block-2	Patient Care Services-II
Block-3	Hospital Support Services
Block-4	Hospital Utility Services
Block-5	Practical Manual
THEME-V	Project work

TOTAL= 18 BLOCKS

9. The Project Work

- Selection of the topic will be done in the 1st contact session.
- Synopsis of one page inclusive of title, objectives review of literature & methodology to be submitted before start of project work for approval.
- Project should ordinarily not exceed 15000 words and as per the guide lines in the project module no. 18(Them-V).
- The project should be submitted as per last date notified, failing which the candidate will be debarred from appearing in final examination of the current session; however he/she can appear in subsequent years after submitting the project.
- The date of submission of project is **15th May, 2017** extended up to **31st May 2017** with late fine of Rs.500/- (Rupees five hundred) only.

10. Contact Programs

There will be two contact programs of 5 days duration each:

- Nov/Dec' 2016
- March/April 2017

The contact programs will be held in program study centres. The exact date and place of contact session will be put in the Institute Web site. The themes covered in contact program are:-

1 st Contact Program	Theme-I (Block1-4) Theme-II (Block1-4) Theme-V Selection of project topic & guidance for writing assignments, projects and practical examination.
2 nd Contact program	Theme-III (Block 1-4) Theme- IV (Block 1-4) Theme- V Project discussion with coordinator if any

- Each contact program carries a weightage of 20 marks. Attendance and assessment of feedback by students in contact session will be considered for this weightage in internal assessment.
- Full attendance in contact classes is compulsory.
- Candidates may bring with them the queries on the relevant topics for discussion during contact session.
- The candidates have to attend the contact programs at their own cost at the identified center and limited hostel accommodation on payment be made available on prior request.
- The allocation of the center for contact programs will be notified as per region of the enrolled students.
- No TA/DA or free accommodation will be provided during contact session/final examination.

11. Assignment

- Candidates are required to write 2 sets of assignments.
- The assignment question papers will be sent along with introductory letter and also posted on the institute web site (www.nihfw.org).
- All the assignments will be **hand written** preferably in A-4 size paper.
- Illustration with diagrams, tables, examples will help to get good marks.
- Each assignment should be written in separate note book.
- Each answer in the assignment must start from a fresh page.
- Photocopy of any printed material in the assignment or '**typed assignments**' **will not be accepted**.
- Assignments received after due date will debar the candidate to sit in the final examination of the current year, how ever he/she can appear in the subsequent year.
- Each assignment will carry a weightage of 30 marks. It will be included in internal assessment.
- A photo copy of each assignment to be retained by the student for future reference.
- Assignment can also be written in Hindi.

Item	Due date of Submission	With late fees. of Rs. 500/- by DD
Assignment - 1	30 th Dec, 2016	16 th Jan, 2017
Assignment - 2	31 st March, 2017	14 th April, 2017

If the last date happens to be Government Holiday, the period will automatically extend to the following working day.

Assignments should be sent by registered post in the following address:

Hospital Management Unit
Distance Learning Cell
Room No. 417, 4th Floor,
Academic Block,
NIHFW,
Baba Gangnath Marg, Munirka,
New Delhi-110067.

12. Course Evaluation

The diploma course has two tiers of valuation.

- (i) Formative or Internal assessment
- (ii) Terminal or final examination.
- (i) **Formative Evaluation (During the course)**

Internal Assessment.

- (A) Attendance with feedback in the contact program.
- (B) Submission of assignment within stipulated date.
- (C) Submission of project report within stipulated date.

(ii) **Terminal Evaluation (Final Exam.)**

- (A) Theory Paper-I comprising of Theme-I and Theme-II
Theory Paper-II comprising of Theme-III and Theme-IV
- (B) Practical will be comprised of problem solving tests in respect of various issues faced by hospital Administrator.
The details about Practical will be briefed during contact session.
- (C) Viva voce
 - Project Viva
 - Grand Viva

13. Qualification for appearing in Final Examination

- I. Submission of assignments on time.
- II. Submission of Project Work on time.
- III. Full attendance in the contact session.
- IV. Internal Assessment - 50% marks of aggregate for.

- a. Assignments
- b. Contact programs
- c. Project

14. Distribution of Marks

▶ Theory Paper I	100
▶ Theory Paper II	100
▶ Practical	50
▶ Viva Voce	50
▶ Internal Assessment - (Assignments – 60, Contact session – 40, Project – 50)	150
▶ Total	450

Note:

- Any candidate caught using unfair means during examination will be debarred from appearing in examination for a period of three years
- Any request for appearing for final examination after the extended period of 4 years including the year of admission will not be entertained with the same course fees.

15. Re-Evaluation

There is no provision for re-evaluation.

16. Examination result

A candidate will be declared pass if he/she secures:

- ▶ 50% in aggregate = 225 Out of 450 and
- ▶ 50% in aggregate in Theory = 100 out of 200 and
- ▶ 50% in aggregate in Practical & viva = 50 out of 100
- ▶ 50% in aggregate of internal assessment 75 out of 150 (for eligibility)

If a candidate passes in theory and fails in practical component he or she will reappear in practical component only.

If a candidate fails in theory and passes in practical component, he/ she will reappear for theory only.

Results for theory and practical components will be declared separately on the web site.

17. Best Student Award

The candidate who obtains highest aggregate marks will be honored with 'Best student award' (A medal with certificate) on 9th March (Annual day of the Institute) of the following year. However it will be applicable to the current batch passing candidates.

18. Examination Venue

The final examination will be held in the **NIHFW campus**, New- Delhi. If there are State sponsored candidate the exam will be held in the respective state institutes to facilitate the sponsored candidates.

19. Type of Fees:

- Course admission fee - Rs.21,000/- [Rupees twenty one thousand only] including 1st year examination fee and admission form.
- Prospectus along with the application form has to be down loaded from the institute web site www.nihfw.org.
- No prospectus or admission form will be made available from the distance learning cell.
- Once the application with requisite fees is received in this office, no request for withdrawal is permissible and fees deposited will not be refunded at any circumstances.
- The fee will be refunded only to those, who have not been selected for the course by the screening committee.
- Those who fail to complete the course in the same year has to deposit again a continuation fee of Rs.500/- in subsequent years in which candidates wanted to complete the course (within next three years).
- **All types of fees to be deposited separately by different Demand drafts drawn in favor of “Director, NIHFW” payable at New- Delhi.**

20. Duplicate Certificate/ Mark sheet

For successful candidates a duplicate certificate or Mark sheet can only be issued under following conditions:

- A written request for duplicate certificate or mark sheet giving valid reasons
- A penalty fee of Rs.500/- each separately for duplicate Certificate and / or Mark sheet in the form of demand draft in favour of Director, NIHFW payable at New Delhi.

21. How to Apply

- a. A candidate seeking admission to Hospital Management course is required to send his/her application in the prescribed format, as given at the end of the prospectus duly completed, along with draft for requisite fees.
- b. Following enclosures must be attached along with the application form:
 - Demand draft of requisite amount.
 - Self attested copy of certificate of Birth.
 - Self attested copy of qualification certificates as applicable.
 - Copy of Registration certificate with respective National / State council.
 - Experience certificate from the present Employer.
 - Test pass certificate from MCI for candidates with degree from abroad.

Incomplete application in any respect is likely to be rejected.

The duly completed, legible application form along with enclosures and the draft of requisite amount should be submitted by hand / or through registered/Speed post to:

**Hospital Management Unit
Distance Learning Cell,
Room No.417, Academic Block,
National Institute of Health & Family Welfare,
Baba Gang Nath Marg,
Munirka,
New Delhi – 110 067.**

On or before the following dates:

- (i) **31st May, 2016** without late fee.
- (ii) **15th June, 2016** with late fee of **Rs.500/-** in the form of demand draft.

22. Selection

- a. Selection will be made by a selection / screening committee of NIHFW and only the selected candidates will be informed accordingly.
- b. The list of selected candidates will also be up loaded in the institute web site.
- c. The decision of the committee will be final and binding.
- d. No correspondence in this regard will be entertained.

All communications may be mailed to:

Hospital Management Unit

Distance Learning Cell,
Room No.417, Academic Block
National Institute of H&FW,
Baba Gang Nath Marg,
Munirka
New-Delhi-110067

Web Site: **<www.nihfw.org>**

Phone Direct: 91-11-26183416

Phone EPBX: 91-11-26165959, 26166441, 26188485, 26107773

Ext: 336, 239, 240

FAX: 91-11-26183416

E.mail I.D. – dhm@nihfw.org

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APPLICATION FORM FOR ADMISSION TO P. G. DIPLOMA IN HOSPITAL MANAGEMENT

BATCH 2016 – 2017

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P	P	M	M	Y	Y	Y	Y

**AFFIX RECENT
PASSPORT
SIZE PHOTOGRAPH**

[illegible]

Female ☐[illegible]

P	P	M	M	Y	YYY		

[illegible]

Govt. ☐ Semi Govt. ☐ Private ☐ NGO ☐ Others ☐

7. Mailing Address	District: State: Pin Code:	<table border="1" style="width: 100%; height: 100px; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																																																																																																																																																																								
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Declaration by the Applicant I declare that the particulars given above are all correct to the best of my knowledge and belief. I will, on admission, adhere to the rules and discipline of NIHFV, New Delhi. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">_____</div> <div style="text-align: center;">_____</div> <div style="text-align: center;">_____</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">Name</div> <div style="text-align: center;">Signature</div> <div style="text-align: center;">Date</div> </div>																																																																																																																																																																																																										