

No.UG/ 367 of 2006.  
Mumbai 400 032,  
18<sup>th</sup> September, 2006.

The Director,  
Garware Institute of Career  
Education and Development,  
Vidyanagari Parisar,  
Kalina,  
Santacruz(East),  
MUMBAI 400 098.

Sir,

I am to invite your attention to the Ordinances, Regulations and Syllabi relating to the Post-Graduate Diploma in Hospital Management and Health Care vide this office Circular No.UG/352 of 2004 dated 21<sup>st</sup> August, 2004 and to inform you that the proposal for modification in Internship and number of hours for Post-graduate Diploma in Hospital Management and Health Care conducted by your Institute has been accepted by the Academic Council at its meeting held on 18<sup>th</sup> August, 2006 vide item No.7.5 and that in accordance therewith the modification for internship and number of hours as under :-

**I INTERNSHIP:-**

The syllabus has the following notes as a part of examination :

On completion of the Semester II and Semester III, student will two full time internships of minimum four (4) weeks each and certified by the institution where internship is taken up. Further there are no marks allotted for these.

For a part-time course in the evening, it would be impractical to expect the students, most of whom are working persons, to undergo full time internship for five weeks. Moreover, the two internships now required to be done by the students are not evaluated.

It was decided to replace these 2 full time internships with two part time internships of 4 weeks completing 100 hours each. These will be treated as two subjects with 75 marks each and evaluated based on report and viva.

**II REDUCTION IN NUMBER OF HOURS:**

Present syllabus has 288 hours of theory. For a part time course in the evenings, teaching of 288 hours in a Semester of 15 weeks means 17 hours per week i.e. 3.2 hours per day, which is not feasible.

Hence, it is proposed to cut down hours to 2 hours per day i.e. 12 hrs. per week and 30 hrs per subject.

....2/-

The revised subjects, hours and credits are given below:

**SEMESTER I**

| PAPER NO. | SUBJECT                                              | NEW HRS. |
|-----------|------------------------------------------------------|----------|
| 1.        | Health Policy & Administration                       | 30       |
| 2.        | Organisation & Administration of Clinical Services   | 30       |
| 3.        | Organisation & Administration of Supportive Services | 30       |
| 4.        | Human Resources Management                           | 30       |
| 5.        | Principles of Management                             | 30       |
| 6.        | Introduction to Computers                            | 30       |
| 7.        | Credits 12                                           | 180      |

**SEMESTER II**

| PAPER NO. | SUBJECT                                       | NEW HRS.  |
|-----------|-----------------------------------------------|-----------|
| 1.        | Health Planning & Medical Education           | 30        |
| 2.        | Health Economics                              | 30        |
| 3.        | Finance Management & Principles of Accounting | 30        |
| 4.        | Social Services in Hospitals                  | 30        |
| 5.        | Introduction to Organisation Behaviour        | 30        |
| 6.        | Business and Labour Law                       | 30        |
| 7.        | Internship                                    | 3 credits |
|           | Credits 15                                    | 180       |

**SEMESTER III**

| PAPER NO. | SUBJECT                                             | NEW HRS.  |
|-----------|-----------------------------------------------------|-----------|
| 1.        | Information Technology related to Health Management | 30        |
| 2.        | Research Methodology and Statistics                 | 30        |
| 3.        | Quality Management in Health Care                   | 30        |
| 4.        | Materials Management                                | 30        |
| 5.        | Epidemiology & Introduction to Biostatistics        | 30        |
| 6.        | Medico Legal Aspects of Hospital & Healthcare       | 30        |
| 7.        | Internship                                          | 3 credits |
|           | Credits 15                                          | 180       |

SEMESTER IV

| PAPER NO. | SUBJECT                                                 | NEW HRS. |
|-----------|---------------------------------------------------------|----------|
| 1.        | Hospital Planning                                       | 30       |
| 2.        | Management of National Health Programme                 | 30       |
| 3.        | Marketing Management & Marketing of the Health Services | 30       |
| 4.        | Financing of Health Services                            | 30       |
| 5.        | Project Work (4 Credits)                                |          |
| 6.        | Development of Managerial Skills                        | 30       |
|           | Credits 14                                              | 150      |

Total Credits = 56 credits

\*The duration of examination for each theory examination of subject can continue to be of two-and-half hours' duration or increased to 3 hours.

\*With introduction of Credit System the Marks assigned are changed from 75 to 100 for ease of computation.

\*Internal Assessment will be 60% (based upon three tests) and Semester-End examination will be 40% as per Credit System approved.

The Same has been brought into force with effect from the academic year 2006-2007.

Yours faithfully,

for REGISTRAR.

A.C/7.5/18.08.2006

\*\*\*\*\*

Copy to :-

The Director, Board of College and University Development, , the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Personal Assistants to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information .

The Officer Special duty-cum. Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies ), Record Section (5 copies ), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies ), the Deputy Registrar, Statistical Unit ( 2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies ), the Deputy Registrar, Affiliation Section ( 2 copies ), the Director, Institute of Distance Education, (10 copies) the Director University Computer Center (IDE Building ), Vidyanagari, (2 copies ) the Deputy Registrar ( Special Cell), the Deputy Registrar,(PRO) . the Assistant Registrar, Academic Authorities Unit (2 copies )and the Assistant Registrar, Executive Authorities Unit (2 copies ) . They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above Circular and that no separate Action Taken Report will be sent in this connection. the Assistant Registrar Constituent Colleges Unit (2 copies ), BUCT(1 copy), the Deputy Account, Unit V(1 copy ), the In-charge Director, Centralize Computing Facility (1 copy ), the Receptionist (1 copy), the Telephone Operator ( 1 copy), the Secretary MUASA (1 copy), the Superintendent, Post-Graduate Section ( 2 copies ), the Superintendent, Thesis Section (2 copies)

Nnm/cir-iii/14906