

University of Mumbai

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Academic Authorities,
Meetings & Services (AAMS)
Room No. 128, M. G. Road, Fort,
Mumbai – 400 032.
Tel. 022-68320033

Re- accredited with A ++ Grade (CGPA 3.65) by NAAC
Category- I University Status awarded by UGC

No. AAMS_UGS/ICD/2024-25/ 471

Date : 24th March, 2025.

To,
The Director,
Garware Institute of Career Education
and Development,
Vidyanagari
Santacruz (East)
Mumbai – 400 098.

Sub : Post Graduate Diploma in Hospital Administration .
(One year) (Sem – I & II).

Sir,

With reference to the subject noted above, this is to inform you that the recommendations made by the **Advisory Committee & Board of Management** of Garware Institute of Career Education & Development at its Meeting held on **4th September, 2023** & resolution passed by the **Board of Deans** at its meeting held on **9th August, 2023** vide Item No. 9.2 have been accepted by the **Academic Council** at its meeting held on **1st November, 2023** vide Item no. 9.3 (B) 17 (N) and subsequently approved by the **Management Council** at its meeting held on **14th August, 2024** vide Item No. 6 that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) the following program with Ordinance for Title of the Program, Eligibility and Regulation numbers for Duration of Program, Intake Capacity, Scheme of Examinations, Standard of Passing and Credit Structure along with syllabus of **Post Graduate Diploma in Hospital Administration (Sem I & II)** (Appendix – 'A') have been introduced and the same have been brought into force with effect from the academic year **2023-24**.

The New Ordinances & Regulations as per NEP 2020 is as follows :-

Sr. No	Name of the Programme	Ordinance no. for Title	Ordinance no for Eligibility	Duration
A	P.G Diploma in Hospital Administration	O.GPA – 59 A	O.GPA – 60 A	One year

2/-

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: 2 :

Regulation Nos	
Duration	R. GPA - 141
Intake Capacity	R. GPA - 142
Scheme of examination	R. GPA - 143
Standard of Passing	R. GPA - 144
Credit Structure	R. GPA - 145 A
	R. GPA - 145 B


(Dr. Prasad Karande)
REGISTRAR

A.C/9.3(B) 17 (N) /01/11/2023
M.C/6/14/8/2024

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans
- 2) The Dean, Faculty of Interdisciplinary Studies,
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Director, Department of Information & Communication Technology,
- 6) The Co-ordinator, MKCL.

Copy forwarded for information and necessary action to :-	
1	The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Dept)(AEM), dr@eligi.mu.ac.in
2	The Deputy Registrar, Result unit, Vidyanagari drresults@exam.mu.ac.in
3	The Deputy Registrar, Marks and Certificate Unit,. Vidyanagari dr.verification@mu.ac.in
4	The Deputy Registrar, Appointment Unit, Vidyanagari dr.appointment@exam.mu.ac.in
5	The Deputy Registrar, CAP Unit, Vidyanagari cap.exam@mu.ac.in
6	The Deputy Registrar, College Affiliations & Development Department (CAD), deputyregistrar.uni@gmail.com
7	The Deputy Registrar, PRO, Fort, (Publication Section), Pro@mu.ac.in
8	The Deputy Registrar, Executive Authorities Section (EA) eau120@fort.mu.ac.in He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
9	The Deputy Registrar, Research Administration & Promotion Cell (RAPC), rapc@mu.ac.in
10	The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA) dy.registrar.tau.fort.mu.ac.in ar.tau@fort.mu.ac.in
11	The Deputy Registrar, College Teachers Approval Unit (CTA), concolsection@gmail.com
12	The Deputy Registrars, Finance & Accounts Section, fort draccounts@fort.mu.ac.in
13	The Deputy Registrar, Election Section, Fort drelection@election.mu.ac.in
14	The Assistant Registrar, Administrative Sub-Campus Thane, thanesubcampus@mu.ac.in
15	The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan, ar.seask@mu.ac.in
16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, ratnagirisubcentar@gmail.com
17	The Director, Centre for Distance and Online Education (CDOE), Vidyanagari, director@idol.mu.ac.in
18	Director, Innovation, Incubation and Linkages, Dr. Sachin Laddha pinkumanno@gmail.com
19	Director, Department of Lifelong Learning and Extension (DLLE), dlleuniversityofmumbai@gmail.com

Copy for information :-	
1	P.A to Hon'ble Vice-Chancellor, vice-chancellor@mu.ac.in
2	P.A to Pro-Vice-Chancellor pvc@fort.mu.ac.in
3	P.A to Registrar, registrar@fort.mu.ac.in
4	P.A to all Deans of all Faculties
5	P.A to Finance & Account Officers, (F & A.O), camu@accounts.mu.ac.in

To,

1	The Chairman, Board of Deans pvc@fort.mu.ac.in
2	Faculty of Humanities, Dean 1. Prof.Anil Singh Dranilsingh129@gmail.com Associate Dean 2. Dr.Suchitra Naik Naiksuchitra27@gmail.com 3.Prof.Manisha Karne mkarne@economics.mu.ac.in
	Faculty of Commerce & Management, Dean 1. Dr.Kavita Laghate kavitalaghate@jbims.mu.ac.in Associate Dean 2. Dr.Ravikant Balkrishna Sangurde Ravikant.s.@somaiya.edu 3. Prin.Kishori Bhagat kishoribhagat@rediffmail.com

	Faculty of Science & Technology Dean 1. Prof. Shivram Garje ssgarje@chem.mu.ac.in Associate Dean 2. Dr. Madhav R. Rajwade Madhavr64@gmail.com 3. Prin. Deven Shah sir.deven@gmail.com
	Faculty of Inter-Disciplinary Studies, Dean 1. Dr. Anil K. Singh aksingh@trcl.org.in Associate Dean 2. Prin. Chadrashekhhar Ashok Chakradeo cachakradeo@gmail.com
3	Chairman, Board of Studies,
4	The Director, Board of Examinations and Evaluation, dboee@exam.mu.ac.in
5	The Director, Board of Students Development, dsd@mu.ac.in DSW directr@dsd.mu.ac.in
6	The Director, Department of Information & Communication Technology, director.dict@mu.ac.in

As Per NEP 2020

University of Mumbai's



Syllabus for Post Graduate Diploma in Hospital Administration

Garware Institute of Career Education and Development

Semester - Sem I & II

Ref: GR dated 16th May, 2023 for Credit Structure of PG

(with effect from the academic year 2023-24)

UNIVERSITY OF MUMBAI



Syllabus for Approval

Sr. No.	Heading	Particulars
1	O: <u>GPA – 59A</u> Title of the Course	P.G. Diploma in Hospital Administration
2	O: <u>GPA – 60A</u> Eligibility	Graduate In Any Faculty, Preference Will Be Given To 1 Year MBBS, B.Pharm, B.Sc., M.Sc., BAMS, BHMS, MBA & Paramedical Courses OR Passed Equivalent Academic Level 5.5
3	Duration of Program R: <u>GPA - 141</u>	1 Years
4	R: <u>GPA – 142</u> Intake Capacity	60
5	R: <u>GPA – 143</u> Scheme of Examination	50 Internal – Continuous Evaluation 50 External- Semester End Exam
6	Standards of Passing R: <u>GPA – 144</u>	50% in each component
7	Credit Structure R: <u>GPA – 145A</u> R: <u>GPA – 145B</u>	Attached herewith
8	No. of Years / Semesters	One year, Sem I & II
9	Program Level	PG
10	Pattern	Semester
11	Status	New
12	To be implemented from Academic Year:	From Academic Year 2023-24

Keyurkumar

Dr. Keyurkumar M. Nayak,
Director,
UM-GICED

Prof.(Dr.) Anil Kumar Singh
Dean,
Faculty of Interdisciplinary Studies

Preamble

Introduction

India has large potential and scope for expansion and improvement of medical care. Having realized the government, trust-sector, and corporate have ongoing plans to expand capacities and modernize healthcare. Demand on improvement of quality of medical care and service is apparent. Health insurance is also coming in. cost increases and competition is putting pressure on reduction of costs and improvement of productivity. The legal framework is also putting more pressure on operations for systematization. All this has necessitated deploying trained manpower for providing support services to hospitals. The course is aimed at training manpower for hospital functions like: Front office, Billing, Accounts, Finance, Management Information systems HR, Materials Management, logistics, documentation, Marketing, Workflow, Maintenance, Housekeeping, Patient service and relationship Management.

Objective of the Programme:

Aimed at preparing candidates for administrative functions at various levels of Hospitals

FIRST YEAR PGDHA

	Semester	Major		RM	OJT/FP	RP	em.
		Mandatory	Electives				
Level 6.0	I	(2 Credits) Health Scenario India & International (4 Credits) Supportive Services in Hospital (4 Credits) Clinical Services in Hospitals (4 Credits) Modern Technologies in Diagnostics & Treatment	(4 Credits) Principles of Hospital Management OR (4 Credits) Human Resource Management in Hospital	Research Methodology (4 Credits)			
	Credits	14	4	4	0	0	22
	II	(2 Credits) Overview of Medicine (4 Credits) Materials Management (4 Credits) Medico- Legal Aspects In Hospital (4 Credits) Marketing, Quality Management & Accreditation	(4 Credits) Information Technology OR (4 Credits) Finance & Accounts		Hospital Internship / Training (4 credits)		
	Credits	14	4	0	4	0	22
	Credits in 1ST Year	28	8	4	4	0	44

Keyurkumar

Dr. Keyurkumar M. Nayak,
Director,
UM-GICED



Prof.(Dr.) Anil Kumar Singh
Dean,
Faculty of Interdisciplinary Studies

Post Graduate Diploma in Hospital Administration							
	Subject Code	Core Subjects	Assessment Pattern			Teaching Hours	
			Internal Marks	External Marks	Total Marks	Total Hrs	Total Credits
	MAJOR MANDATORY						
	PGDHAS1MJP1	Health Scenario India & International	25	25	50	30	2
	PGDHAS1MJP2	Supportive Services in Hospital	50	50	100	60	4
	PGDHAS1MJP3	Clinical Services in Hospitals	50	50	100	60	4
	PGDHAS1MJP4	Modern Technologies in Diagnostics & Treatment	50	50	100	60	4
	ELECTIVES						
	PGDHAS1MJP5 A	Principles of Hospital Management	50	50	100	60	4
	OR						
	PGDHAS1MJP5 B	Human Resource Management in Hospital	50	50	100	60	4
	RESEARCH METHODOLOGY						
	PGDHAS1P6	Research Methodology	50	50	100	60	4
		TOTAL	275	275	550	330	22

	MAJOR MANDATORY						
	PGDHAS2MJP7	Overview of Medicine	25	25	50	30	2
	PGDHAS2MJP8	Materials Management	50	50	100	60	4
	PGDHAS2MJP9	Medico- Legal Aspects In Hospital	50	50	100	60	4
	PGDHAS2MJP10	Marketing, Quality Management & Accreditation	50	50	100	60	4
	ELECTIVES (any one)						
	PGDHAS2MJP11A	Information Technology	50	50	100	60	4
		OR					
	PGDHA S2MJP11B	Finance & Accounts	50	50	100	60	4
	OJT/ FP						
	PGDHAS2P12	Hospital Internship/ Training	100	-	100	4 Weeks	4
		TOTAL	275	275	550	270	22
	FINAL TOTAL		550	550	1100	600	44

Sem.- I

SEMESTER I

Paper No.	Paper Name:-
PGDHAS1MJP1	HEALTH SCENARIO: INDIA & INTERNATIONAL
	<p>National Health Planning: Five-year plan</p> <p>Government organization, departments at Central and state level.</p> <p>Role and structure of Public Health and Medical Education Departments.</p> <p>Research initiatives and funding patterns.</p> <p>Research and training projects of Indian Council of Medical Research Dept. of Biotechnology initiatives</p> <p>International NGOs in specific projects like AIDS. Activities of WHO, UNICEF, Red cross etc.</p> <p>ESIS, CGHS, Social Insurance initiatives. Hospitals of Public Sector Companies: public service and referrals to specialty hospitals Health Insurance</p> <p>Epidemics, Vaccination programs. Major initiatives and projects of government</p> <p>Health systems in USA, UK, Middle east</p>
PGDHAS1MJP2	SUPPORTIVE SERVICES IN HOSPITAL
	<p>Front office: Admission, Discharge, Transfer, Reservations. Billing.</p> <p>Planning and organizing of departments for physical: layout, workflow, equipment, materials, manpower. Cleaning, housekeeping services</p> <p>Utilization and workload, control and deployment, shift scheduling Documentation</p> <p>Decentralization and implementation of authority to staff and control</p> <p>Patient Satisfaction Feedback and correction</p> <p>Organization of Blood donation camps, eye donation, camps, vaccination drives, health check-ups, disaster management services, hygiene-epidemic studies in specific areas and remedial measures</p> <p>Laundry, CSSD, Food services, Dietetics, Surgical Waste disposal, Pharmacy, Pest Control and Fumigation routines and services, Fire And Safety control and readiness, Security, Ambulance, Attendance etc.</p> <p>Books</p> <p>Principles of hospital, administration and planning by B.M. Sakharkar</p>
PGDHAS1MJP3	CLINICAL SERVICES IN HOSPITALS

	<p>Planning and organization of</p> <p>Clinical services IPD, OPD, Lab, Radiology, OTs, ICU, Emergency, Super specialty Care: Radiation, Non-invasive techniques, Ortho, ENT, Oncology, AKD, O&G, Paed, Ophthalmology, transfusion medicine.</p> <p>Deployment of consultants, shift doctors, nursing staff.</p> <p>Material and Equipment deployment: ordering medicines, Consumables, tools.</p> <p>Work flow planning, patient movement.</p> <p>Medical records, ICD Coding.</p> <p>Standardization, Quality control, Infection control.</p> <p>Statutory Reporting: Births, deaths, Blood Bank, Infectious diseases etc.</p>
PGDHAS1MJP4	<p>MODERN TECHNOLOGIES IN DIAGNOSTICS & TREATMENT & MAINTENANCE MANAGEMENT</p>
	<p>Principle of operation, application, pricing, vendors, making comparative statements, generic benefits, supplier specific benefits, critical comparative points of competitive equipments Biomedical equipment: ICU Patient monitoring equipment, Life support equipment, incubators, neonate support equipment X-ray, C Arm, MR, CT, PET, Cath lab,, DSA, Ultra Sound, Biochemistry analyzers, Microbiology test equipment, microscopes, electron microscopy</p> <p>Genetic analytical equipment, Liquid Chromatograph etc. OT equipment, anesthesia equipment</p> <p>Perfusion equipment, Transfusion, Component separation, Plasma fractionation</p> <p>Ophthalmology equipment, Physiotherapy equipment Monitoring of cardiac rehabilitation</p> <p>Radiation Oncology and Dose maintenance, Isotope treatment, Linear Accelerator</p> <p>Navigation equipment for ortho and neuro surgery</p> <p>Equipment for chest medicine.</p> <p>Tools: Pacemakers, hearing aids, valves, implants</p> <p>Supplies and consumables</p> <p>Telemedicine, video conferencing</p> <p>MAINTENANCE MANAGEMENT</p> <p>Contracts, complaints, preventive and breakdown maintenance Power supply, Medical Equipment Maintenance</p> <p>Procurement decisions of consumables.</p>

	<p>Procurement Initiations for equipment</p> <p>Drawing Equipment and Maintenance Contracts</p> <p>Quality in Maintenance Management</p> <p>Fire alarm, CCTV, audio communication, Cable TV, Telephony, Broad Band, Telecom services</p>
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PGDHAS1MJP5A	PRINCIPLES OF HOSPITAL MANAGEMENT
	<p>Management: Science, Theory and Practice, Functions of Manager</p> <p>Management and Society: External Environment, Social Responsibility, Ethics</p> <p>Planning:</p> <p>Purpose, steps, process, Objectives, MBO, Developing verifiable goals</p> <p>Strategy, Policy, Decision Making</p> <p>Organizing</p> <p>Leading: Leadership:</p> <p>Definition, Leadership styles Committees & Group Decision making</p> <p>Communication:</p> <p>Process, Barriers, Effective communication Controlling</p> <p>Process, Control points, Benchmarks, standards, Feedback system, Requirements of a good control system</p> <p>Books:</p> <p>Koontz, Harold and Weijrich, Heinz: Essentials of Management: an Indian perspective.</p> <p>New Delhi, Tata McGraw-Hill Pub. Co. Ltd.,</p> <p>Weih rich Heinz and Koontz, Harold: Management: a global perspective.</p> <p>New Delhi, Tata McGrawhill Pub. Co. Ltd.,</p> <p>Koontz, Harold & others: Principles of Management New Delhi, Tata McGraw-Hill Pub. Co. Ltd.,</p> <p>Drucker Peter F: Management: Tasks, Responsibilities and Practice. New Delhi, Allied Publishers</p>

PGDHAS1MJP5B	HUMAN RESOURCE MANAGEMENT IN HOSPITAL
	<p>Role of HR in an Organization. Training, attitude development Team building programs in hospitals.</p> <p>Recruitment, training of manpower, attendance, leave, salary, duty scheduling, facilities like canteen, uniforms, treatment/eligibility, crèche, record maintenance, promotions etc. Human Factor and Motivation:</p> <p>Motivational Theories, Strategic Approaches, Special Motivational. Techniques: Quality of life, Job enrichment, career advancement,, management participation Books:</p> <p>Dr. Kaila, H. L.: Human Resource Management in 2 volumes. Delhi, Kalpaz publication</p> <p>Goyal R. C.: Human Resource Management in Hospitals. New Delhi, Prentice Hall of India Pvt. Ltd.</p> <p>Sarma A. M.: Personal & Human Resource Management Mumbai, Himalaya Pub. House</p>
PGDHAS1P6	RESEARCH METHODOLOGY
	<p>Unit 1- Nature, Scope, Significance of Research</p> <p>Unit 2- Research problem</p> <p>Unit 3- Literature survey</p> <p>Unit 4- Research questionnaire</p> <p>Unit 6- Sampling techniques</p> <p>Unit 7- Quantitative methods</p> <p>Unit 8- Qualitative Methods</p> <p>Unit 9-Data Coding Presentation</p> <p>References:</p> <p>Kothari C.R.: Research Methodology New Delhi, New Age International</p> <p>Rao A.R.: Research Methodology New Delhi, Excel Books</p> <p>Kotler Rajan Saxena Dr. Khanka</p>

Sem.- II

SEMESTER- II	
PGDHAS2MJP7	OVERVIEW OF MEDICINE
	<p>Important diseases, Epidemiology and Treatment scenario Clinical and Radiological Investigations and Diagnosis. Malaria, Tuberculosis, HIV, Influenza, Diarrhea Diseases, ARI / Pneumonia, Fevers and Systemic signs, Cardiology, Chest Medicine, Renal Disease, Gastroenterology Neurology, Dermatology, Endocrinology, Cholera, Diphtheria, Encephalitis, Mumps, Leptospirosis, Viral hepatitis, Hematology: Anemia, Thalassemia, bleeding disorders, leukemia, Gynecology, Immunosuppressive drugs, Gynecological, Orthopedic, Psychiatric diseases. Immunization.</p> <p>Oxford Handbook of Tropical Medicine: Michael Eddleston & Stephen Perini</p>
PGDHAS2MJP8	MATERIALS MANAGEMENT
	<p>Material Planning Stores</p> <p>Codification, layout, types of stores: Medicines, equipment, Tools, spares, linen</p> <p>Periodic Stock Verification, Stock Accounting, Inventory Valuation,</p> <p>Pricing, Scrap and waste management</p> <p>Purchase</p> <p>Indents, Purchases, receipt and payment authorizations, Quality certification, scrap and waste disposal</p> <p>Vendor evaluation, Rate contracts, Credit policy</p> <p>Inventory control: ABC, VED(Vital, Essential, Desirable),</p> <p>HML (High, medium, low cost), FSN (Fast, slow. Non-moving), Reorder levels.</p> <p>Supply Chain Management System</p> <p>Control through MIS. Use of web for supplier communication.</p> <p>Books:</p> <p>Dr. Khan R. R.: Purchasing and Storekeeping Mumbai, Fine Publishing House.</p> <p>Dr. More Patil, G. R.: Material Planning and Management. Mumbai, Drishti Advertising</p>
PGDHAS2MJP9	MEDICO – LEGAL ASPECTS OF HOSPITAL
	<ul style="list-style-type: none"> · Indian Constitution · Indian Penal Code · Civil and Criminal Procedures · Indian Evidences Act · Police Act · Judicial System of India · Consumer Protection Act · <u>Medical Laws</u> i.e. MTP Act, PNDT Act, HOTA Act. Biomedical Waste Management Act, Mental Health Act. <p><u>Regulatory Laws</u> : Drug and Cosmetics Act, Prevention of Food adulteration Act, Nursing Home Act, Birth and Death Registration, Environmental Protection Act (1986), the Air</p>

	<ul style="list-style-type: none"> · Pollution Act 1981 (Prevention and Control), the Water Pollution Act 1974 (Prevention and Control), Notifiable Disease Medical Council of India Act, Code of Ethics · <u>Medico – Legal Issues</u> : Consent, Confidentiality, Medical Records and Certificates, Medical Negligence, Court Attendance, Important Case Laws · International and National Health Regulations · Laws relating to communicable diseases and noticeable diseases · List of diseases under international/national surveillance · Laws related to vaccination, leprosy, AIDS bill, epidemic diseases · Right to Information Act.
PGDHAS2MJP10	MARKETING QUALITY MANAGEMENT AND ACCREDITATION MARKETING-Section A
	<p>Concepts of present day marketing, Developing strategies and plans. Gathering information and scanning environment Marketing Environment for consumer, Ethical service marketing Market Research: Secondary, Primary.</p> <p>Demand Forecasting. Analyzing markets. Segmentation in Business Marketing Communication: Advertising, Promotion, Publicity, Personal Selling, Direct Marketing, Event Marketing. Product Planning: Marketing plan Sales Management & Customer Relationship Management</p> <p>SECTION B : QUALITY MANAGEMENT AND ACCREDITATION</p> <p>Introduction to quality, Philosophy and concepts.</p> <p>Quality control and assurance</p> <p>TQM</p> <p>Quality tools</p> <p>Benchmarking and benefits</p> <p>Accreditation, different methods.</p> <p>NABH, concepts, standards</p>
PGDHAS2MJP11A	INFORMATION TECHNOLOGY
	<p>WORD, EXCEL, Power Point, MS: PROJECT MANAGEMENT. IT Systems in Hospitals: ERPs, Networking, Telecom networks, Operating systems/Database management selection criterion, vendors and deployment</p> <p>HIS Software: Components, Evaluation, Deployment. Seminars two.</p> <p>Performance monitoring through Budgets and MIS</p> <p>Sakharkar BM: Principles of Hospital Administration and Planning</p>
PGDHAS2MJP11B	FINANCE & ACCOUNTS <p>Introduction to Accounting Practices, • Capital Investments, Structure, ROI Balance Sheet and Profit & Loss Account, Ratio Analysis Working Capital Requirements Project Finance Maintenance of Accounts Cost Accounting</p> <p>Budgets and Control through MIS Reports</p> <p>Banking Services</p> <p>Insurance of assets.</p>

	<p>Pandey I. M.: Financial Management New Delhi, Vikas Publishing House Books:</p> <p>Khan M. Y. & Jain, P. K.: Financial Management: Text, Problems & Cases. New Delhi, Tata McGraw Hill Pub. Co. Ltd., Prasanna, Chandra: Financial Management New Delhi, Tata McGrawHill Pub. Co. Ltd.,</p>
PGDHAS2P12	HOSPITAL INTERNSHIP/TRAINING
	Students should maintain record of the activities covered and knowledge acquired in a Log Book.

PASSING PERFORMANCE GRADING :

The Performance Grading of the learner shall be on ten point scale be adopted uniformly.

Letter Grades and Grade Point

Semester GPA/ Program CGPA Semester / Program	% of Marks	Alpha-Sign/Letter Grade Result	Grading Point
9.00 – 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 < 60.0	B (Average)	6
5.00 - < 5.50	50.0 < 55.0	C (Pass)	5
Below 5.00	Below 50	F (Fail)	0
AB (Absent)		Absent	

NOTE : VC : Vocational Courses, SEC : Skill Enhancement Courses, AEC : Ability Enhancement Courses, VEC : Value Education Courses, VSC : Vocational Skill Course, IKS : Indian Knowledge System, OJT: On The Job Training, FP: Field Projects.

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

The Semester Grade Point Average (SGPA) will be calculated in the following manner: $SGPA = \sum CG / \sum C$ for a semester, where C is Credit Point and G is Grade Point for the Course/ Subject.

The Cumulative Grade Point Average (CGPA) will be calculated in the following manner: $CGPA = \sum CG / \sum C$ for all semesters taken together.

PASSING STANDARD:

Passing 50% in each subject /Course separate Progressive Evaluation (PE)/Internal Evaluation and Semester-End/Final Evaluation (FE) examination.

- A. Carry forward of marks in case of learner who fails in the Internal Assessments and/ or Semester-end examination in one or more subjects (whichever component the learner has failed although passing is on total marks).
- B. A learner who PASSES in the Internal Examination but FAILS in the Semester-end Examination of the Course shall reappear for the Semester-End Examination of that Course. However, his/her marks of internal examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- C. A learner who PASSES in the Semester-end Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that Course. However, his/her marks of Semester-End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing

ALLOWED TO KEEP TERMS (ATKT)

- A. A learner shall be allowed to keep term for Semester II irrespective of the number of heads/courses of failure in the Semester I.
- B. A learner shall be allowed to keep term for Semester III wherever applicable if he/she passes each of Semester I and Semester II.






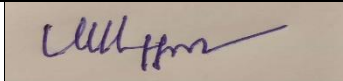
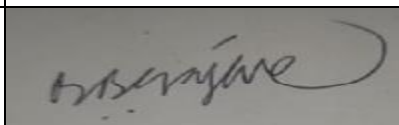
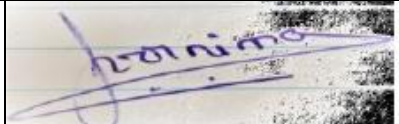
OR

- C. A learner shall be allowed to keep term for Semester III wherever applicable irrespective of the number of heads/courses of failure in the Semester I & Semester II.
- D. A learner shall be allowed to keep term for Semester IV wherever applicable if he/she passes each of Semester I, Semester II and Semester III.

OR

- E. A learner shall be allowed to keep term for Semester IV wherever applicable irrespective of number of heads/courses of failure in the Semester I, Semester II, and Semester III

University of Mumbai's
Garware Institute of Career Education and Development Board
of Studies – Committee members
PG Diploma in Hospital Administration
Date: 5th July, 2023 at 11.00 am

Sr. No.	Name	Signature
1	Dr. Keyurkumar M. Nayak, Director, UM-GICED Chairman – BOS	
2	Dr. Nirmala Barse Course Coordinator	Present
3	Dr Suganthi Iyer, Director Medical and Legal Hinduja Hospital	 SUGANTHI GANAPATHY IYER
4	Dr Neeta Joshi, Medical superintendent Ruby hospital ,Pune	Present
5	Dr Reshma Khatib Subject Experts & Faculty	
6	Dr Savita Sharma Subject Experts & Faculty	
7	Dr. Mrs. Suparna Kher Senior faculty coordinator for MPH,PGDM National institute of public health training and research	
8	Mr. Mariapan Prof and Dean school of Management,Appolo university	
9	Dr. B.B. Gajre Ex medical director Air India	
10	Dr. Mrs. Purnima Patil Founder and director of helthastik medical services Pvt Ltd	



Dr. Keyurkumar M. Nayak,
Director,
UM-GICED



Prof.(Dr.) Anil Kumar Singh
Dean,
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Justification for (P.G Diploma in Hospital Administration)

1.	Necessity for starting the course	The University of Mumbai's Garware Institute of Career Education & Development plans to introduce One-year full time P.G Diploma in Hospital Administration. Hospital administration course is aimed at training manpower, strengthening the support services and improving the hospital administration. Improving the overall healthcare system and giving proper training in hospital finances and accounts.
2.	Whether the UGC has recommended the course:	Yes, UGC has recommended the course as per gazette no. DL(N)-04/0007/2003-05 dated 11th July 2014. UGC encourages the incorporation of skill oriented and value-added courses to develop skilled manpower.
3.	Whether all the courses have commenced from the academic year 2023-2024	Yes, it would be commencing from the Academic year 2023-24 as per NEP 2020. However, the course was launched in 2006.
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	Yes, this course is self-financed. The expert visiting faculty from industries come to teach this course.
5.	To give details regarding the duration of the Course and is it possible to compress the course?	The duration of the course is One year (Two Semester). It cannot be further compressed.
6.	The intake capacity of each course and no. of admissions given in the current academic year:	The intake capacity of this course is 60 students. The admission procedure is still ongoing.
7.	Opportunities of Employability/ Employment available after undertaking these courses:	The job opportunities are at the various departments: Front office, Billing, Accounts, Finance, Management Information Systems, HR, Materials Management, Logistics, Documentation, Marketing, Workflow, Maintenance, Housekeeping, Patient service and Relationship Management at various levels in Hospital and Public Health System. Managerial positions as customer patient relation/corporate coordination manager.



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