

Please find below the tentative schedule for the 2<sup>nd</sup> Spell for IGNOU PGDHHM 2017 session:

IGNOU Session Plan						
SPELL – 2						
	(C-1)	(C-2)	(C-3)	(C-4)	(C-5)	(C-6)
Time	21/08/2017	22/08/2017	23/08/2017	24/08/2017	25/08/2017	26/08/2017
	Mon	Tue	Wed	Thu	Fri	Sat
9:00 AM	Pricing of Services	Role of Hospital Administrator	Equipment Management - Maintenance, Repair and Disposal	Sanitation and waste management	Preparation of Financial Statement	Radio-diagnosis and imaging services
11:00 AM	Marketing of Health Services	Understanding cost and their behavior	Functions of Management	Inventory control	Laboratory services	Sterile supply services in Hospitals
01:00 PM- Lunch Break						
1:30 PM	Budgeting	Linen and Laundry services	Pharmacy services	Financial control	Accounting Concepts and Application	Physical medicine and Rehabilitation
3:30 PM	Equipment Management - Planning & Procurement	Hospital acquired infection	Blood Transfusion services	Present Hospital Scenario: Management Orientation	House Keeping services	Break Even Analysis
5:30 PM	Communication	Training and Development	Field Visit- Wards	Medical Records Department	Field Visit- Lab	Internal Assessment