



**Department of Business Administration,
Bhavnagar University,
Mahatma Gandhi Campus, Bhavnagar – 364022.**

**POST GRADUATE DIPLOMA IN
HOSPITAL AND HEALTH CARE MANAGEMENT
(P.G.D.H. H. C. M.)**

INFORMATION BROCHURE AND APPLICATION FORM.

Introduction.

Department of Business Administration, Bhavnagar University offers one year Post Graduate Diploma in Hospital and Healthcare Management (P. G. D. H. H. C. M.) programme.

Objectives.

1. To develop basic understanding of nature of hospital and health care management.
2. To develop professional managers and / or administrators for hospitals and healthcare organizations.
3. To undertake and manage various research activities in hospitals, healthcare and related areas.
4. 5. To equip current managers / administrators of the hospitals and healthcare organizations with modern management concepts, tools, techniques and strategies.

Number of seats.

Total numbers of seats are 30. 20 general and 10 sponsored seats are available.

Reservation policy.

Reservation will be as per the Govt. Rules.

Eligibility for Admission.

Any candidate who has cleared his/ her graduate examination in medicine or science or related discipline from any recognized university or any graduate with minimum one year experience in hospitals, healthcare, pharma or related area, will be eligible to appear in admission test and thereafter depending upon the merit he/she will be admitted to the Post Graduate Diploma in Hospital and Health Care programme.

Medium of instruction and rules for promotion and evaluation.

Medium of instruction in the course is English. The rules for promotion and evaluation are as per the rules of the Bhavnagar University which will be given at the time of admission.

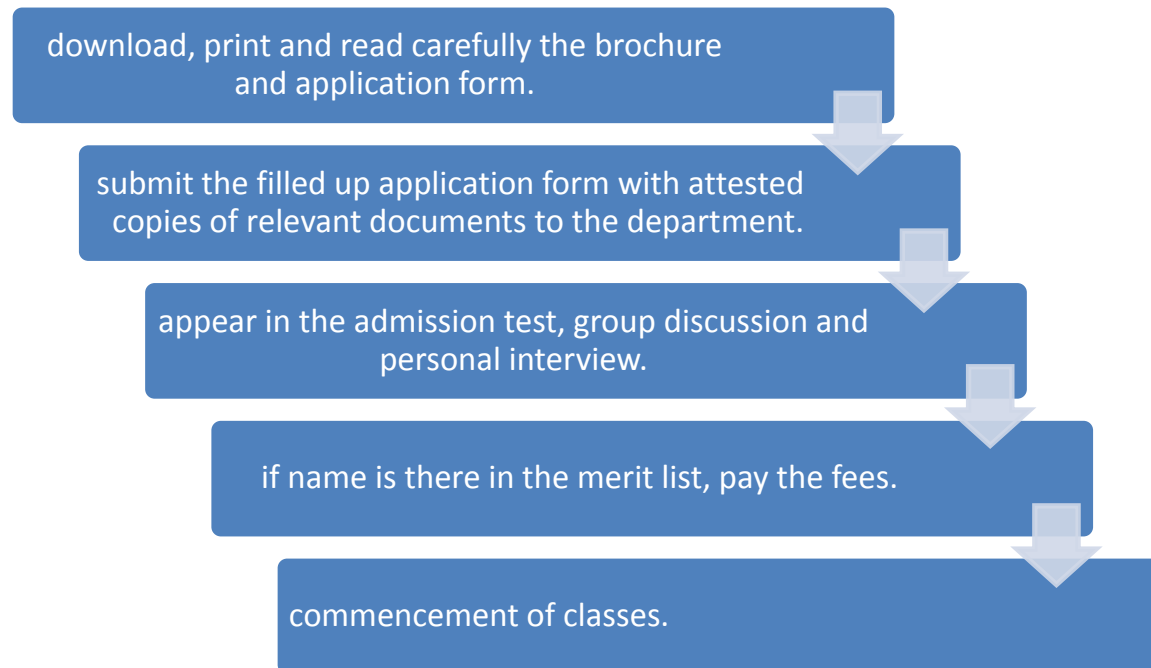
Programme Fees.

For general seats, the fees will be 20,000/- for the course while for sponsored seats, the fees will be 36,000/- for the course.

Papers offered at Post Graduate Diploma in Hospital and Health Care Programme.

Sr. No	Name of the paper	Credit.
Trimester 1.		
101.	Basics of Health & healthcare services and health care systems in India.	3
102.	Principles and practices of management and organizational behaviour in healthcare organizations	3
103.	Human resource management and Financial management in healthcare organizations	3
104.	Health Economics and Computers and information technology in healthcare organizations	3
Trimester 2.		
201.	Hospital Planning, Facilities, Management and support services	3
202.	Legal aspects in healthcare organizations	3
203.	Healthcare marketing and Quality in healthcare	3
204.	Research Methodology	3
Trimester 3.		
301.	Project work	15

Steps for the candidates to follow.



Important dates.

Starting of form selling (download) :	14 th September 2011.
Last date for submitting filled up application form :	23 rd September 2011.
Written examination :	26 th September 2011. 12 : 00 p. m., Department of Business Administration.
Group discussion and personal interview :	27 th September 2011. 12 : 00 p. m., Department of Business Administration.
Merit list on the notice board of the department :	28 th September 2011.
Date for depositing fee at the department :	29 th September 2011.
Commencement of classes :	30 th September 2011. 09 : 30 a. m..

Important instructions.

1. Attach relevant attested photocopies of the documents. Without attested photocopies of the documents, the application would stand cancelled.
2. Sponsored candidate must submit the sponsorship letter from their employer. Without sponsorship letter, the application would be considered in the general category.
3. The processing fee for entrance is Rs. 500/- payable in cash at the department with submitting the filled up application form.
4. The written test would be of one hour duration and will test aptitude for the course. It may include questions like healthcare aptitude, English language etc.. For reference, candidates can refer G. M. A. T. / G. R. E. test materials.
5. Candidates are advised to reach at least 15 minutes prior to the written test, group discussion and personal interview. No candidates will be allowed after the beginning of the process.
6. While in written test, group discussion and personal interview, a candidate must keep his / her identity card without which he / she may be disqualified.
7. Do not bring any kind of instruments including mobile phones, calculators, watches or other instruments having calculating facilities or any communicating devices in the written test, group discussion or personal interview.
8. For any indiscipline or misbehavior, the decision of the coordinator will be final.
9. Detailed information regarding the programme will be given at the time of the admission.
10. For any queries, please contact office (0278) 2425216 / 2420301 during office hours.



Department of Business Administration
Faculty of Management
Bhavnagar University, Bhavnagar

Form No. (for
office use only)

Application Form for P. G. D. H. H. C. M. (2011-2012)

Affix a Stamp size
Photograph

1. Name : _____
(surname) (first name) (second name)
2. Date of Birth : _____ Blood Group: _____
3. Cast Category : _____ 4. Nationality : _____
5. Parent's Name : (Father) _____ (Mother) _____
6. Parent's Occupation : (Father) _____ (Mother) _____
7. Permanent Address : Office : _____
/ Clinic. _____

Res. : _____

8. Local Address : _____

9. Contact No. : Office. _____ Resi. _____ Mobile No. _____
10. Education Qualifications :

	Degree name.	University / college.	Year	%	Class	Main Subject
Graduation						
Others (please specify).						

11. Work Experience:

Position	Institution Worked with	From (date)	To (date)	Salary	Nature of Work

Declaration

I hereby apply for the admission to above mentioned course with my bio-data mentioned above. The information are correct to the best of my knowledge. I take responsibility and know that if any information is found incorrect my admission would be cancelled. I hereby abide myself by rules and regulations framed by Bhavnagar University time to time.

Date: _____

Place : _____

Signature

For Office Use:

I have examined the application. The fees has been deposited vide receipt No. _____
Admission recommended.

Co ordinator