

POST GRADUATE DIPLOMA IN HEALTHCARE MANAGEMENT
(Credit System) ,
(E learning PG DIPLOMA Programme of VTU, Belgaum)

- CB 1.00 The Regulations are applicable to PGDHCM (Credit System) an E Learning PG DIPLOMA Programme of VISVESVARAYA TECHNOLOGICAL UNIVERSITY, Belgaum.
- CB 1.20 The Provisions contained in this set of regulations govern the policies and procedures on the Registration of students, imparting instructions of course, conduction of the examination of students' performance and all amendments there to leading to the said Post Graduate Diploma in Healthcare Management Programme.
- CB 1.30 This set of Regulations, on approval shall be in force along with all the amendments thereto, and E Learning Post Graduate Diploma in Healthcare Management Programme (Credit-System) of VISVESVARAYA TECHNOLOGICAL UNIVERSITY, Belgaum.
- CB 1.40 This set of Regulations, may evolve and get refined or updated or amended or modified or changed through appropriate approvals from the University Bodies, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and Colleges offering Post Graduate Diploma in Healthcare Management (Credit System) , E learning PG DIPLOMA Programme of VTU and the VISVESVARAYA TECHNOLOGICAL UNIVERSITY Authorities.
- CB 1.50 In order to guarantee fairness and justice to the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.
- CB 1.60 The VISVESVARAYA TECHNOLOGICAL UNIVERSITY Bodies may consider any issues or matters of concern relating to any or all the academic activities of the Post Graduate Diploma in Healthcare Management (Credit System) , E learning PG DIPLOMA Programme of VTU for appropriate action, irrespective of whether a reference is made (or the nature and extent of any reference, if so present) here in this set of Regulations or otherwise.
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CB 2.00

TITLE OF THE COURSE

The course shall be called **Post Graduate Diploma in Healthcare Management (Credit System)** , E learning PG DIPLOMA Programme of VTU which is abbreviated as **PGDHCM (Credit System)**. The Course will be offered by colleges affiliated to VTU in India and other countries from their offices / centers abroad.

CB 3.00

DURATION OF THE COURSE

The PGDHCM (Credit System). Course shall be of one year duration extended over two semesters. The candidate shall be allowed a maximum of two years (4 semesters) of duration to be eligible for the award of PGDHCM (Credit System).diploma, failing which he/she shall have to register once again as a fresh candidate.

CB 4.00

ELIGIBILITY FOR ADMISSION

Admission is open, to the Post Graduate Diploma in Healthcare Management Course, to all the candidates who possess a Bachelor's Degree of minimum three years duration recognized by this University.

OR

Any other examination recognized by this University as equivalent thereto.

Provisional admissions to the Post Graduate Diploma in Healthcare Management (Credit System), E learning PG DIPLOMA Programme of VTU shall be based on the information furnished by the candidate in the prescribed APPLICATION FORM along with prescribed fee (if any) and documents supporting the eligibility criteria.

The colleges offering the Post Graduate Diploma in Healthcare Management (Credit System), E learning PG DIPLOMA Programme of VTU shall call for applications and the applications received by them shall be scrutinized by a committee comprising of representatives from the college and the University.

All graduates other than the graduates of VTU shall have to obtain Eligibility Certificate from the VTU to seek admissions to the Post

Graduate Diploma in Healthcare Management (Credit System) , E learning PG DIPLOMA Programme of VTU

The colleges will admit students approved by the committee to the course.

Based on the list of students so admitted, the university will allot University Seat Numbers to each student which will also serve as the logon id for accessing course materials and for taking on-line examinations.

The Calendar of events in respect of the course shall be fixed by the University from time to time.

CB 5.00 **REGISTRATION**

CB 5.10 Every student after consulting the Principal Coordinator of the College offering the Post Graduate Diploma in Healthcare Management (Credit System), E learning PG DIPLOMA Programme of VTU is required to register for the approved course with the Departmental Post Graduate Diploma in Healthcare Management Committee (PGDHCMC) at the commencement of each semester before the last date fixed for such registration and notified in the academic calendar.

CB 5.20 Lower and Upper Limits for Credits Registered in a Semester

A student must register for all the credits of the of PGDHCM (Credit System) Course.

CB 5.30 Mandatory Pre-Registration for I and II Semesters of the Course:

In order to facilitate proper planning of the academic activities of a semester, it is essential for the students to declare their intent to register for a each semester of the course well in advance, before the actual start of the respective academic sessions, through the process of Pre-Registration which is mandatory for all students of First and Second semesters.

CB 5.50 Students who do not comply with the mandatory pre-registration, in time, may be permitted "LATE REGISTRATION" upto the notified day in the academic calendar on payment of "LATE FEE" of Rs. 1000.

- CB 5.70 Students will be permitted to register in the Second semester only if they have
- Satisfied all the Academic Requirements to continue with the programme of Study without termination,
 - Cleared all the College and University, fee, dues /fines (if any) of the First semester,
 - Paid all required advance payments of the College and the University for the current semester.
 - Not been debarred from registering on any specific ground by the University.
- College means the affiliated institution offering Post Graduate Diploma in Healthcare Management (Credit System) , E learning PG DIPLOMA Programme of VTU
- CB 5.80 Medium of Instruction /Evaluation/etc. shall be English.
- CB 6.00 **COURSE STRUCTURE**
- CB 6.10 Minimum Credit Requirement for the E Learning PGDHCM(Credit System) course is 60.
- CB 6.20 The total course package for a the E Learning PGDHCM (Credit System) Programme will typically consist of the following components:
- | | |
|--|------------|
| (a) Core Courses Credits | 40 Credits |
| (@ 4 Credits per subject) | |
| (b) Practical Exposure and Major Project | 20 Credits |
| (@ 10 Credits for each Practical Exposure and 10 Credits for Major Project Work) | |
- CB 6.30 The Post Graduate Diploma in Healthcare Management Committee (PGDHCMC) will discuss and recommend the exact credits offered for the programme for the above components, the semester-wise distribution among them, as well as the syllabus from time to time before sending the same to the Board of Studies (BOS). The BOS will consider the proposals from the PGDHCMC and make recommendations to the senate for consideration and approval.
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CB 7.00 REQUIREMENTS

CB 7.10 The PGDHCM requirements of a student for the Post Graduate Diploma in Healthcare Management (Credit System), E learning PG DIPLOMA Programme of VTU are as follows.

- (i) University Requirements:
 - (a) Minimum Earned Credit Requirement for Diploma is 60.
- (ii) Satisfactory completion of all Mandatory Learning Courses.
- (b) Programme Requirements:

Minimum Earned Credit Requirements on all Core Courses, Practical Exposures and Major Project as specified by the PGDHCMC and conforming to Clause No. HCM 6.00 (Course Structure) above.

The Maximum duration for a student for complying with the diploma requirement from the date of registration in the first semester, is TWO years.

CB 7.20 ATTENDANCE REQUIREMENT

CB 7.22 If a student, for any reason, discontinues the course in the middle he/she may be permitted to register to continue the course along with subsequent batch, subject to the condition that he/she shall complete academic requirements including the submission of Practical Exposure Record and Major Project Reports within maximum stipulated period. Such candidate will not be eligible to be considered for the award of rank.

CB 7.22 The Chairperson of the PGDHCMC shall notify regularly, the list of such candidates who fall short of such academic requirements. The list of the candidates falling short of academic requirements shall be sent to the Registrar (Evaluation) with a copy to Registrar of the University at least one week prior to the commencement of the examination.

CB 7.30 ABSENCE DURING THE SEMESTER

CB 7.31 Absence during Mid-Semester Examinations

A Mid- Semester Examination shall be scheduled and a student who has been absent from a Mid-Semester Examination due to illness and

other contingencies may give a request for make-up examination within two weeks after that Mid-Semester Examination to the Chairperson of The PGDHCMC with necessary supporting documents and certification from authorized personnel. The Chairperson of the PGDHCMC may consider such requests depending on the merits of the case, and after consultation with the committee members, may permit the makeup Mid-Semester examination to the concerned student.

CB 7.32 Absence during End- semester Examination

In case of absence for an end - Semester Examination, on medical grounds or other special circumstances the student can apply with necessary supporting documents and certifications by authorized personnel for 'I' grade in that course to the Chairperson of The PGDHCMC. The Chairperson of The PGDHCMC may consider the request depending on the merits of the case, and after consultation with other members, permit the makeup End – Semester Examination for the concerned student. The student may subsequently complete all course requirements within the date stipulated by PGDHCMC (which may be extended till first week of next semester under special circumstances) and 'I' grade will then be converted to an appropriate letter grade, as per Clause No. CB 9.70. All the particulars of such a decision with date of finalizing the grade shall be communicated to the Registrar (Evaluation) by the PGDHCMC. If such an application for the 'I' grade is not made by the student, then a letter grade will be awarded on the student's in-semester performance comprising of on line tests, quizzes, assignments and mid-semester examination.

CB 8.00 WITHDRAWAL FROM THE PROGRAMME

CB 8.10 Temporary withdrawal

(a) A student who has been admitted to the Post Graduate Diploma in Healthcare Management (Credit System) , E learning PG DIPLOMA Programme of VTU may be permitted to withdraw temporarily, for a period of one semester or more on the grounds of prolonged illness or grave calamity in the family or any other valid reason provided:

- i. The student applies to the PGDHCMC stating fully the reasons for withdrawal together with supporting documents

and endorsement from parents/guardians wherever recommended by PGDHCMC.

- ii. The PGDHCMC is satisfied that, without counting the period of withdrawal, the student is likely to complete the requirements of the diploma within the time specified (Requirements),
- iii. There are no outstanding dues or demands with the Department/College /University etc.
- iv. The Tuition Fees for all the subsequent semesters may be collected in advance based upon the severity of the case before giving approval for such Temporary Withdrawal.
- v. The decision of the Registrar of the University regarding withdrawal of a student is final and binding.

Normally, a student will be permitted only one such temporary withdrawal during the tenure as a student and this withdrawal will not be counted for computing the duration of study.

CB 8.20 Permanent Withdrawal

Any student who 'withdraws admission before the closing date of admission for the Academic Session is eligible for the' refund of the deposits only. Fees once paid will not be refunded on any account. Once the admission for the year is closed the following conditions govern withdrawal of admissions:

- a. A student who wants to leave the University for good will be permitted to do so (and take Transfer Certificate from the University, if needed) only after remitting the Tuition Fees as applicable for the entire course and clearing all other dues, if any.
- b. The decision of the Registrar of the University regarding withdrawal of a student is final and binding.

CB 9.00 EVALUATION SYSTEM

Each student shall obtain not less than 50% of the maximum marks prescribed for the Internal Assessment (IA) of each subject.

Internal Assessment marks shall be based on assignments on -line quizzes and or on line tests, conducted in respective subjects (minimum of two on line tests are compulsory).

The students obtaining less than 50% of the Internal Assessment marks in any subject shall not be eligible to appear for the end-examination in that subjects(s). Only in such cases, the Chairperson of the PGDHCMC may arrange for the improvement of Internal Assessment marks in the subjects(s) in subsequence semester.

The students shall take the On Line Internal Assessment Test and the performance log of the same shall be maintained by the Chairperson, PGDHCMC for at least one month after the announcement of results and make the same available for verification as per the direction of the Registrar (Evaluation). A copy of the performance log shall be submitted by the Chairperson, PGDHCMC to the Registrar (Evaluation), if asked for.

The Internal Assessment marks list shall be notified to the students either through e mail and or notification on the e learning suite. The Internal Assessment Marks Sheet duly signed by the Chairperson of the PGDHCMC and the Principal of the College and corrections, if any, shall be incorporated before sending the final list to the University.

The internal assessment (or in semester assessment as it may be called) marks shall be sent well in advance before the commencement of on line end semester examination by the concerned Chairperson of the PGDHCMC. No corrections of the Internal Assessment marks shall be entertained after the submission of marks list to the University.

CB9.20

Course Credit Assignment

The Academic Performance Evaluation of a Student shall be according to a letter Grading System, based on the Batch Performance Distribution of the batch of admission, and not based upon any fixed apriority mappings or any absolute scale conversions from the Raw- Scores Scale to the Grade Points Scale.

The entire evaluation systems (including these Regulations) comprising of the Policies, Procedures, Mechanisms, Guidelines etc. have been /shall be designed, developed, evolved implemented and adhered to in order to meet the most fundamental basic characteristics of being: fair/just, unbiased, robust, reliable, and transparent. It is equally essential to maintain appropriate level of confidentiality in terms of certain specific details, in order to achieve the above characteristics. The letter grade (A, B, C, & D,) indicates the level of academic achievement assessed on a decimal (0-10) scale.

The letter grade awarded to a course other than Practical Exposure and Major Project Work, for which a student has registered, shall be based on the performance in online quizzes, online tests, assignments etc. as applicable, The distribution of weights among these components may be as follows:

End -Semester Examination (Online) :	
50%	
Mid-Semester Examination (Online) :	25
%	
Online Quizzes, Online Tests Assignments etc. :	
25%	
(Continuous evaluation)	(To make up for 100%)

Any variation other than the above distribution requires the approval of the pertinent PGDHCMC in advance.

The letter grade awarded to a student in Practical Exposure and Major Project Work shall be based on an appropriate continuous evaluation scheme that the college shall evolve from time to time with the approval of the PGDHCMC.

The PGDHCMC shall announce on the website, the details of the Evaluation Scheme, including the distribution of the weights for each of the components and the method of conversion from the raw scores to the letter grades at the beginning of the semester in which the

course is offered, so that there are no ambiguities in communicating the same to all students concerned

CB 9.21 Letter -Grades and Grade -Points (P):

LETTER- GRADE	GRADE- POINTS	REMARKS
A	70% and above	First Class with Distinction
B	50% to 60%	First Class
C	50 %	Second Class
D	< 50 %	Fail

CB 9.22 Description of Grades

A Grade

An “A” grade stands for outstanding achievement and the PGDHCMC is supposed to take utmost care in awarding of this highest letter grade..

C Grade

The “C” grade stands for marginal performance and is the minimum passing letter grade-in any subject.

D Grade

The “D” grade denotes very poor performance i.e. failing in a course and the Department of the College offering the course is supposed to take utmost care while awarding this smallest letter grade.

Appropriate letter grade may be awarded based on the specific details regarding the class performance distribution. Alternatively, this minimum cutoff may be set at least 40% marks. A student has to repeat all core courses in which he/she obtains “D” grades in

subsequent semester whenever the course is offered, until a passing is obtained.

CB 9.23 Evaluation of Performance

The Overall performance of a student will be indicated by the index CGPA which is the Cumulative Grade Point Average.

CGPA is computed as follows

Σ [course credits X Grade Point] for all courses with Letter grades except "D"

CGPA = _____

Σ [(course credits)] for all courses with Letter grades except "D"

CB 9.24 Communication of Grades

- a) The final grades shall be notified (as per the recommended format) on the Website for at least ONE WEEK during which period a student can approach the College offering the PGDHCM (Credit System) for any clarification. The process of evaluation shall be transparent and the students shall be made aware of all the factors included in the evaluation. In case of any correction the College offering the PGDHCM (Credit System) shall have to incorporate the same before finalization of the grades.
- b) The College offering the PGDHCM (Credit System) shall submit the letter grades (as per the prescribed format) for each of the students to the chairman, PGDHCM (Credit System) latest by TWO WEEKS after the last date of the notification as above.
- c) The final grades must be sent the Registrar (Evaluation) within the stipulated date.
- d) The Student Progress Report (as per the prescribed format) shall contain the letter grade along with the CGPA.

CB 9.25 Appeal for review of Grades

- a) The entire process of evaluation shall be made transparent, and the College offering the PGDHCM (Credit System) shall explain to the students why a particular grade has been awarded if and when required. A mechanism for review of grades is incorporated in the evaluation system. However before appealing for such review a student shall first approach the College offering the PGDHCM (Credit System) and then the PGDHCMC, with the request to do the needful; and only in situations where satisfactory remedial have not been taken, the student may then appeal to the Registrar(Evaluation).
- b) In case of any such grievances about the grades, the student may appeal for review of grades to the Registrar (Evaluation) before the date specified in Academic Calendar.
- c) The fee for such an appeal will be decided by the University Bodies from time to time and will not be refunded to the student.

CB 10.00 **PRACTICAL EXPOSURE (PE)**

CB10.01 All the candidates shall undertake a PE of 200 hrs duration during the first semester as per the guidelines prescribed by PGDHCMC or the University from time to time.

A panel of internal examiners shall independently value the PE report for 50 marks which shall form the basis for award of Grades.

A candidate shall secure a minimum of 50% of marks or Grade “C” in the internal assessment, evaluation of the PE report.

The college offering the PGDHCM shall notify the marks / grades awarded to the students on the secured Website for the information of students.

In the event of a student failing to secure a minimum of 50% marks or Grade “ C “ the student will have to re-do the PE.

CB 11.00 PAPER SETTING AND EVALUATION OF THEORY ANSWER PAPERS:

CB 11.10 Since online evaluation is used, question paper for the final theory subjects shall be designed by the Chairperson, PGDHCMC out of the question bank developed by the PGDHCMC in each subject. The evaluation shall be done in a transparent manner by the computer as per the scheme of evaluation.

CB 12.00 MAJOR PROJECT WORK:

- a) The Project carries 10 credits and is required to be carried out over the final semester (or as recommended by PGDHCMC). The topic and title of the project shall be chosen by the candidate in consultation with the guide and co-guide, if any, prior to the commencement of First Semester final Examinations. However, modification of only the title but not the field of work is permitted at the time of final submission project report during the second semester. The synopsis comprising scope and approach to the topic shall be prepared by the student and submitted to the PGDHCMC through the Department of the College offering the PGDHCM within 15 days from the starting of the second semester. The project work shall be independently carried out by each student during the second semester under the guidance of one of the faculty members of the Department of the College offering the PGDHCM. The progress of the Project work shall be monitored by the Project Guide assigned by PGDHCMC.
- b) The method of evaluation, including intermediate assessment shall be evolved by the PGDHCMC.
- c) A candidate shall submit 3 copies of the Report of the Project Work to the Chairperson, PGDHCMC on or before the date specified in the Academic Calendar. The report shall be in the format prescribed by the PGDHCMC and or the University. Students shall submit a report of the project work

(dissertation) duly approved by the guide and countersigned by the Principal of the College.

- d) The last date for the submission of Report shall be as per the academic calendar in which the project work credits have been registered for and is expected to be completed or as announced by the Registrar (Evaluation). The date of submission of the dissertation may be extended up to a maximum of TWO academic years, from the date of commencement of the first semester in which the student has taken admission to the course. Extension of time, usually not exceeding 2 months at a stretch, from the announced last date for submission of the Project Report may be granted by the Registrar (Evaluation) on recommendation from the Chairperson PGDHCMC on payment of fee of Rs.1000 by the student to the college.
- e) The final evaluation is done by a PGDHCM Project Work Evaluation Committee (PGDHCMPEWC) constituted by the PGDHCMC. After the final evaluation, appropriate letter grade is awarded, which will not however be considered for SGPA and CGPA calculations.
- f) If in the opinion of the PGDHCMPEWC, the Project Report is acceptable with minor modifications for the passing grade “D” the PGDHCMPEWC shall value and instruct the student suitably to incorporate the necessary modifications and to resubmit it to the Chairperson, PGDHCMPEWC. After such resubmission, the Chairperson, PGDHCMPEWC will certify that the necessary modification has been incorporated.

CB.13.00 ELIGIBILITY FOR PASS

- a) There shall be University Online end-examination at the end of each semester. The candidate shall obtain a minimum of 40% of marks in the University examination and a minimum of 50% of marks in aggregate including the Internal Assessment marks for pass in each of the subjects. A student shall obtain a minimum of 50% of maximum marks for pass, separately in:

- a. Internal Assessment
 - b. Practical Exposure and
 - c. Major Project Work
- b) There shall be no restriction for promotion from first semester to second semester provided the student has fulfilled the requirements of submission of assignments, online quizzes / tests, Mid Semester Examination, and Practical Exposure.
- c) If a student so desires there shall be provision for rejection of his /her latest semester results of University examination only. The rejection of performance will be with respect to all subjects of that particular semester examination. However, in Second semester the rejection will exclude Practical Exposure and Major Project Work. Rejection is permitted only once during the entire course. The Internal Assessment marks awarded in the subjects shall however be retained.
- d) If the rejection of the University examination results of the semester happens to be of the First Semester, the student can take admission to the ensuing Second Semester.
- e) Application for rejection shall be submitted to the Registrar (Evaluation) of the University, through the College offering the PGDHCM (Credit System) duly recommended by the Chairperson of the PGDHCMC and forwarded by the College within thirty days from the date of announcement of results. A student, who opts for rejection is eligible for the award of class and distinction, but is not eligible for the award of ranks.

CB.14.00 TERMINATIONS FROM THE PROGRAMME

A student shall be required to leave the University without the award of the PG DIPLOMA, under the following circumstances.

- a) If a student fails to earn the minimum credit specified below:

Check Point	Credit Threshold
End of First Semester	10

Note: The period of temporary withdrawal is not to be counted for the above Credit Threshold.

- i. Based on disciplinary action suggested by the Academic Senate, on the recommendation of PGDHCMC or appropriate committee.

Note: Under any circumstances of termination, the conditions specified in Permanent Withdrawal (refer: Clause No: CM 8.20) shall also apply.

CB.15.00 REVOKING ADMISSION:

If at any time after admission, it is found that a student had not in fact fulfilled all the requirements stipulated in the offer of admission, in any form whatsoever, including possible misinformation etc. the Chairperson of the PGDHCMC shall report the matter to the University Bodies recommending revoking the admission of the student.

CB.16.00 AWARD OF CLASS and RANK:

The students who have passed in the subjects of first and second semester, Practical Exposure and Major project, shall be declared to have passed the course.

The class shall be awarded at each semester on the first attempt aggregate marks of the semester

LETTER- GRADE	GRADE- POINTS	REMARKS
A	70% and above	First Class with Distinction

B	50% to 60%	First Class
C	50 %	Second Class
D	< 50 %	Fail

A student who secures “A” Grade in aggregate in first attempt shall be declared to have passed in *FIRST CLASS WITH DISTINCTION*.

A student who secures “B” Grade in aggregate in first attempt shall be declared to have passed in *FIRST CLASS*.

A student who secures “C” Grade in aggregate in first attempt shall be declared to have passed in *SECOND CLASS*.

The class shall be awarded at the PG DIPLOMA level based on the first attempt aggregate of both the semesters taken together.

The number of ranks declared at PG DIPLOMA level shall be 10 or 1% of students appearing for examination whichever less is. The ranks shall be declared on the basis of the aggregate marks of both the semesters taken together, provided the candidate has passed in both the semesters in first attempt only.

Candidates who have rejected as per the regulation CM 12.00 or discontinued the course as per regulation CM 8.10 or has defaulted to submit the dissertation report before the II Semester Final Examinations or any last date prescribed by the PGDHCMC / University are not eligible for award of ranks.

CB 16.10 Eligibility for Post Graduate Diploma in Healthcare Management

A student shall be declared to be eligible for the PGDHCM if he/she has:

- (a) Fulfilled the PGDHCM Requirements
- (b) No dues to the Department / University, and any other centers
- (c) No disciplinary action pending against him / her.

CB 16.11 Post Graduate Diploma in Healthcare Management will be awarded in person for the students who have met the requirements for the award of the said PG Diploma during the preceding academic year. PGDHCM will be awarded in absentia to such students who are unable to attend the Convocation. Students are required to apply for Convocation along with the prescribed fee. After having satisfactorily completed all the Diploma requirements (refer" HCM7.00: Diploma Requirements") within the specified date in order to arrange for the award of the Post Graduate Diploma during convocation.

CB 17.00 COMMITTEES:

The following committees shall be constituted for the Post Graduate Degree programme.

CB 17.10 Board of Studies (BOS-PGDHCM):

Constitution:

The existing constitution for other courses shall be retained.

Note:

- There shall be one BOS-PGDHCM for the entire University
- The chairperson may co-opt and/or invite more including outside experts.
- The quorum of each meeting will be Five.

Functions (Highlights):

- i. To consider the recommendations of the PGDHCMC on matters relating to Postgraduate Diploma in Healthcare Management programme and to make suitable recommendation to the University Bodies.
- ii. To approve curriculum framed / revised by PGDHCMC for the PGDHCM course of study.
- iii. To ensure that all norms and Regulations pertaining to PGDHCM programme are strictly followed.
- iv. To make periodic review of these Regulations pertaining to PGDHCM programme and to recommend to Senate any modifications thereof.
- v. To review the academic performance and make suitable recommendation to the Senate regarding declaration of result, award of degrees etc.

- vi. To recommend to the Senate, the award of stipends, scholarships, medals & prizes etc.
- vii. To draw up general time table for the PGDHCM course and finalize the PGDHCM academic calendar to be put up to the Senate for approval.
- viii. To review the cases of malpractice in examinations and to recommend to the Registrar the punishment in such cases.
- ix. To constitute a sub-committee for monitoring the implementation of the academic curriculum provided by the BOS and to provide guidance in curriculum assessment, evaluation process.
- x. To conduct at least one meeting each semester and send the Resolutions to the Chairman of the Senate, and also to maintain a record of the same in the office of the Registrar.
- xi. Any appropriate responsibility or function assigned by the Academic Senate or the Registrar.

CB 17.10 Post Graduation Diploma in Healthcare Management Committee (PGDHCMC):

Constitution:

<i>a</i>	Chairperson of the Department	Chairman
<i>b</i>	Principal Coordinator of the Department offering the PGDHCM course (by rotation for one year)	Member Secretary
N o t e	Four Subject Matter Experts (By rotation for one year)	Members

- i. There shall be one PGDHCMC for every department of the college offering the PGDHCM programme.
- ii. The Secretary(PGDHCMC) shall be nominated by the chairman on rotation basis for a period of one year
- iii. The Chairperson may co-opt and/or invite more members including at most five outside experts.
- iv. The quorum for each meeting shall be Five.

Functions (Highlights):

- i. To monitor the conduct of PGDHCM Programme.
- ii. To ensure academic standard and excellence of the PGDHCM offered by the department.
- iii. To oversee the evaluation of each of the student in each subject, Practical Exposure and the Major Project Work.
- iv. To develop the curriculum for the PGDHCM course and recommend the same to the BOS PGDHCM.
- v. Moderation (only if and when found necessary) in consultation with the Subject Matter Experts and approval of the finalized grades, before submission of the same to the Registrar(Evaluation).
- vi. To consolidate the registration of the student and communicate to the Registrar(Evaluation)
- vii. To consider any matter related to the PGDHCM programme
- viii. To conduct at least two meetings each semester and send the Resolutions of the meeting to the Registrar (Evaluation), and also to maintain a record of the same in the department. Any appropriate responsibility or functions assigned by the University Bodies or the Dean of Faculty or the BOS PGDHCM or the Chairperson of the PGDHCM.

Post Graduation Diploma in Healthcare Management Project Work
Evaluation Committee PGDHCM PWEC)

Constitution

a	Chairperson of PGDHCMC or their nominee	" Chairperson"
b	Project Guide (s)	Member (s)
c	One referee from outside the department Selected by the PGDHCMC	Member

Note:

- *There shall be one Project Work Evaluation Committee (PGDHCM PWEC) for each PGDHCM project work.*
- *One external guide/referee, if any invited as a member of PGDHCM PWEC, is entitled for TA/DA as per the University Rules.*

Functions (Highlights):

- i. To evaluate the PGDHCM Major Project Work and to award an appropriate letter grade.
- ii. The chairperson of *PGDHCM PWEC* shall submit the report, signed by all the members of the *PGDHCM PWEC*, to PGDHCMC.

- iii. The Chairperson, PGDHCMC shall forward this report to the Registrar (Evaluation) without moderation.

CB 17.20 Project Guide:

Functions (Highlights):

- i. Will help the student in selecting the research topic.
- ii. Shall monitor the progress of the student working.
- iii. Shall report to the PGDHCMC the performance of the student from time to time.
- iv. Will coordinate with the chairperson of the PGDHCMC to arrange for facilities to carry out the project work.