

**IGNOU (PGDH&HM) COURSE JAN 2016 SESSION: TIME TABLE FOR 1st SPELL OF CONTACT PROGRAMME
TO BE HELD AT PSC – COMMAND HOSPITAL(WC), CHANDIMANDIR FROM 04 APR 2016 TO 10 APR 2016**

Date	1400h –1600h	1600h -1800h	1800h –2000h
04 Apr 2016 (Monday)	Induction Meeting	Principles of Management & Functions of management	Management Techniques
05 Apr 2016 (Tuesday)	Motivation	Organisation structure and design	Communication
06 Apr 2016 (Wednesday)	Human Resource planning, Recruitment, Selection and induction	Leadership	Training and development
07 Apr 2016 (Thursday)	Human resource development, Union and management relations	Decision making	Wages and Salary administration
08 Apr 2016 (Friday)	Marketing of health care services	Health economics, Understanding cost and their behavior	Accounting concepts and application, Pricing of services
09 Apr 2016 (Saturday)	Accounting concepts, Financial control	Budgeting, Preparation of financial statement	Logistic management
10 Apr 2016 (Sunday)	Equipment management, Planning and procurement (0930h-1130h)	Maintenance, Repair and disposal of equipment (1130h-1330h)	Inventory control and break even analysis (1400h-1600h)

Note : - On Sunday class will be held from 0930hrs to 1600 hrs with 30min lunch break in between


 Programme-in-Charge
 PSC, IGNOU (PGDH&HM)
 Chandimandir Hospital (WC)