

PARUL UNIVERSITY

R/Notification-1452/2024-25

Office of the Registrar
January 3, 2025

NOTIFICATION

Sub: - Regulations governing Master of Healthcare Management (MHM) programme to be offered by Parul Institute of Public Health from AY 2025-26

**Ref: - (i) Proposal submitted by Director, PIPH
(ii) Orders of the Provost**

PREAMBLE

Director, PIPH had proposed to start a two year Master of Healthcare Management (MHM) programme under the aegis of Parul Institute of Public Health from AY 2025-26 along with the syllabus, course structure and regulations governing the said programme. The Provost has approved the proposal. Hence, the Order.

ORDER:

A new two year PG programme viz, Master of Healthcare Management (MHM) be started in Parul Institute of Public Health from AY 2025-26.

The course structure and regulations governing the Master of Healthcare Management (MHM) are enclosed in the Annexure.

Director, PIPH shall arrange to upload syllabus of MHM programme on MIS

By Order


Registrar

To,

1. Director, PIPH
2. The Controller of Examinations
3. Director (IQAC)
4. Director, OIA
5. Director (Marketing)
6. PUMIS Coordinator

Submitted to,

- 1) The President
- 2) Dr.Parul Patel, Vice President (Student Affairs and General Administration) and Chairperson, Admissions Committee, Parul University
- 3) Dr.Geetika Madan Patel, Vice President (Quality, Research and Health Sciences), Parul University
- 4) Dr.Komal Patel, Vice President (Medical and Paramedical Sciences), Parul University
- 5) The Provost

ANNEXURE

Course: Master of Healthcare Management (MHM) – Regular (Sem-Pattern)			
Semester-1			
Sr. No.	Subject Code	Subject	Credit
1	19202117	Introduction to Healthcare Management	3
2	19202118	Health Environment and Development	3
3	19202119	Health Programme Management	4
4	19202120	Population Dynamics	4
5	19202121	Introduction to Biostatistics	2
6	19202122	Introduction to Epidemiology	2
7	19202123	Health Economics	3
8	19202124	Hospital Posting	1
			22
Semester-2			
Sr. No.	Subject Code	Subject	Credit
1	19202165	HRD in Healthcare Management	3
2	19202166	Healthcare Evaluation	3
3	19202167	Research Methodology and Research Ethics	4
4	19202168	Clinical Service Management	3
5	19202169	Digital Health and IT in Healthcare	4
6	19202170	Soft Skills for Healthcare Management	2
7	19202171	Internship-2	8
8	19202172	Hospital Posting	1
			28
Semester-3			
Sr. No.	Subject Code	Subject	Credit
1	19202221	Logistics and Supply Chain Management	3
2	19202222	Health Insurance & Managed Care	3
3	19202223	Quality Management in Healthcare	4
4	19202224	Healthcare Marketing	3
5	19202225	Strategic Healthcare Management	4
6	19202226	Recent Developments and Risk Management	3
7	19202227	Legal and Ethical issues in Healthcare Management	3
8	19202228	Hospital Development and Infrastructure Development	3
9	19202229	Hospital Posting	1
			27
Semester-4			
Sr. No.		Subject	Credit
1	19202256	Scientific Writing	2
2	19202257	Dissertation	17
			19

Parul Institute of Public Health
Faculty of Medicine,
Parul University, Vadodara
Academic Rules and Regulations for MHM Programme

1. SHORT TITLE AND COMMENCEMENT:

These regulations may be called Academic Regulations for Master of Healthcare Management (MHM). They shall come into effect from the Academic Year 2025-26.

2. DEFINITIONS OF KEYWORDS:

- a. Academic Year:** Two consecutive semesters constitute one academic year.
- b. Course:** Also referred to, as 'Module' is a component of the programme. The courses should define learning objectives and learning outcomes. A course may be designed to comprise Lectures /Tutorials/ Fieldwork/ Outreach activities/ Project work/ Vocational Training/ Viva/ Seminars/ Assignments/ Presentations/ Self-study/ Rural camps/ Study tours etc. or a combination of some of these.
- c. Programme:** The sum total of all the components as described in 2 (b) above.
- d. Choice Based Credit System (CBCS):** The CBCS provides choices for students to select from the prescribed elective courses.
- e. Semester:** It refers to half-yearly academic work consisting of about 15-18 weeks.
- f. Academic Term:** An Academic term consists of 30-36 weeks of academic work with a minimum of 180 teaching days.
- g. Regular Students:** Any student who has registered for any year of the programme.
- h. Credit:** A unit by which the course work is measured. One credit is equivalent to 15 hours of teaching (lecture) or 30 hours of tutorial work/field work per semester.
- i. Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- j. Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B, P & F.
- k. Credit Point:** It is the product of grade point and number of credits for a course.
- l. Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various

courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

m. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

n. Grade Card: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

3. ADMISSIONS:

3.1 Admission to the first year of MHM Programme:

- A candidate to be eligible for admission to the MHM programme should have passed the Bachelor's Degree Examination from a recognized University in the field of Medicine, Dentistry, Public Health, Ayurveda, Homeopathy, Nursing, Physiotherapy, Pharmacy, Civil Engineering, Biotechnology, Management, Allied Health Science, Social Sciences or its equivalent.
- A candidate who has completed a part of MHM programme in another university and seeks to continue the programme in Parul University shall be permitted to do so provided:
 - a) The candidate shall complete at least 50% of the prescribed coursework in Parul University.
 - b) The courses which are successfully completed by the candidate in the earlier university, which are considered as equivalent to the courses in Parul University as recommended by the Equivalence Committee of the university, are transferred to the candidate's credit
 - c) Such courses as mentioned in (b) above shall be treated as exempted for the transferred candidate
 - d) The migration to the university for pursuing the said programme will be governed by the provisions listed under R/Notification-1376/2024-25 dated 21.11.2024

- A student who desires to temporarily discontinue the studies may do so with the approval of the University, failing which the student shall not be permitted to continue the studies on return. However, such student will have to complete the programme within the maximum duration allowed for completion of the said programme

4. DURATION OF THE ACADEMIC PROGRAMMES:

- The minimum period required to complete the programme is 2 years (4 semesters).
- The maximum duration allowed to complete the course is 2 years after completion of the minimum prescribed duration. However, in exceptional cases, conditional extension up to additional 1 year will be granted with approval from Hon. Provost, Parul University.
- After completion of Maximum Duration, NO EXTENSION in any case will be granted.

5. MENTORSHIP:

To help the students in planning their courses of study and to render general advice regarding either the academic programme or any other activity, the Mentor Coordinator under the guidance of Director, Parul Institute of Public Health, will assign every year, a certain number of students from the first semester to a faculty member who will be called Mentor/Faculty Adviser. The set of students thus assigned will continue to be under the guidance of this Mentor /Faculty Adviser till they complete the programme.

6. ACADEMIC CALENDAR:

Academic Calendar shall be prepared by the Programme Coordinator and approved by the Director of Parul Institute of Public Health.

- (a) Dates of commencement & closure of semesters
- (b) Dates of internal & external examination
- (c) Preparatory Leave/Vacation

7. COURSE EVALUATION BY STUDENTS:

Every course run in a semester is evaluated on the basis of feedback received from the students (who have studied that course) during the last week of a semester. The feedback system shall be computerized and coordinated by the Director. The compiled feedback reports shall be forwarded to the concerned Faculty who will scrutinize the same and may take appropriate steps to enhance the quality of teaching of the courses.

8. EXAMINATION SYSTEM & EVALUATION:

Evaluation of Courses:

Each course in the Programme shall be evaluated as per the internal (40 marks) and external (60 marks) assessment pattern. A total of 100 marks as follows.

a) Internal Evaluation:

I. Continuous Evaluation (CE) – 20 Marks. It consists of following four areas:

1. Attendance: 05
2. Assignments: 05
3. Weekly/Fortnightly class tests/quizzes/debate/mock sessions etc: 05
4. Seminar/Presentation: 05

1.1 A mark for attendance is calculated as follows. A student shall have a minimum of 75% attendance in a course to be eligible to appear in the Semester End Examination failing which the student shall have to repeat the course next semester.

- 75-79% - 1
- 80-84% - 2
- 85-89% - 3
- 90-94% - 4
- 95% and above – 5

However, the Director is authorized to condone the shortage of attendance up to a maximum of 10% due to genuine reasons on the recommendation of the Programme coordinator.

II. **Mid-Term examination: 20 marks (Theory and Practical/viva):** This examination shall be conducted by the course teacher. During each semester, the student will have to appear in mid-term examination for each course consisting of 60 marks. Total marks out of 60 will be converted into 20 marks and 20 marks from CE will be added. Hence, the total marks for internal evaluation comprising CE (20 marks) and Mid term examination (20 marks) will be 40.

b) **External Evaluation /and Semester End Examination (Theory Courses):**

Each theory paper will be of 60 marks and divided into part A (30 marks) & part B (30 marks). The End Semester Examination shall be conducted following the procedure as detailed below.

- (i) Eligibility criteria: Students should have at-least 75% attendance.
- (ii) Exam Coordinator shall propose a convenor for each course. The Hon. Provost shall approve the convenor.
- (iii) The Controller of Examinations shall arrange to get one set of question paper from the convenor.
- (iv) The Question Paper shall cover the entire syllabus allocated to each paper and will carry 4 sections; Essay type, Short Answer type, each of them can have two or more components, Long Answer type and Very Short Answer type questions.
- (v) In the semesters other than the final semester, the section-wise evaluation will be conducted by different internal examiners, while for the final semester, the section-wise evaluation will be conducted by external examiner(s)
- (vi) In case a student is aggrieved with the marks obtained in the subject in the Semester Examination, the student may apply for Rechecking/ Re-Assessment of answer script by paying the prescribed fees.
- (vii) Arrangement shall be made by the Controller of Examinations for Rechecking/ Re- Assessment.
- (viii) If the difference in marks awarded between 1st and 2nd examiners is at least 10% of maximum marks, the paper will send to a 3rd examiner. If the difference in marks awarded between the 1st and 3rd examiner is a minimum of 10% of the

maximum marks, the average of the marks awarded by the 2nd and 3rd examiners shall be awarded to the student.

- (ix) The Controller of Examinations shall arrange for obtaining internal marks from the Course Teacher and totaling Internal & External Marks and announcing the result.
- (x) Based on the performance, each student shall be awarded a final grade at the end of the semester for each course. Absolute grading is used by converting the marks to grade based on predetermined class intervals.
- (xi) The grades obtained by the students shall be finalized as follows.

Percentage of marks	Description	Letter Grade	Grade Point
90-100	Outstanding	O	10
80-89	Excellent	A+	9
70-79	Very Good	A	8
60-69	Good	B	7
50-59	Pass	P	6
<50	Fail	F	0

- (xii) A student who fails to secure a minimum of 50% cumulatively in internal evaluation and end-semester examination in the course may appear for Supplementary Examination in the respective course which will be conducted in the immediately succeeding semester

Evaluation for Elective Courses:

Students will be offered a set of electives in third semester. The implementation of the elective courses will be solely based on the selection of the elective by the majority of candidates. Minimum five students' enrollment will be required to activate elective course.

Each Elective course in the programme shall be evaluated in the same manner as is done for core courses.

Field Work/ Field Visits/ Hospital Postings and Evaluation:

The student has to undertake Field Work/Hospital Posting as stipulated in course

syllabus. The Field Work will be carried out by students in Health Institutions, NGOs, Hospitals, Healthcare Organizations etc. The Field Work has to be undertaken by the students at his/ her own cost. The evaluation of Field Work (Practical) will be of 100 marks and will comprise of Internal (40marks) based on the report submitted by the student to the concerned teacher and External (60 marks) from a viva conducted by the concerned teacher.

Evaluation of internship

Internship will carry 100 marks. The students, after completing internships, shall submit 2 hardbound copies and one soft copy of internship report in PDF & Word format to the Internship Coordinator and Mentor in prescribed heading (File Nomenclature e.g., "Internship_2022-23_StudentName_Surname).

The evaluation (100 marks) will be Practical only and will consist of Internal (40) & External (60) components. The passing marks is 50.

Internal evaluation of the Internship report will be conducted by the Mentor on the basis of, timely submissions of report, quality of report and other such aspects as found relevant.

External evaluation of the Internship will be conducted through viva voce examination by the University by a committee of Internal and External examiners from the academics and /or public health practitioners appointed by the University.

Evaluation of dissertation

Dissertation will carry 300 marks. Students need to submit dissertation proposal and present proposal in front of Dissertation Review Committee constituted by the PIPH.

The students shall submit 4 hardbound copies and one soft copy of dissertation in PDF & Word format to the Programme Coordinator (File Nomenclature eg. "Dissertation_2022- 23_StudentName_Surname).

The evaluation (300 marks) will be Practical only and will consist of Internal (150) & External (150) components. The passing marks is 150.

Internal evaluation of the Dissertation will be conducted by the Faculty Guides on the basis of, timely submissions of report, quality of report and other such aspects

as found relevant.

External evaluation of the Dissertation work will be conducted through viva voce examination by the University by a committee of Internal and External examiners from the academics and/or public health practitioners appointed by the University.

9. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

SGPA is the weighted average of the grade points obtained in all courses by the student during the semester.

Ex. SGPA Computation

Course Number	Credit/s	Letter grade	Grade point	Credit point (Credit * grade)
1	3 (C1)	A	8 (G1)	3 * 8 = 24
2	4 (C2)	B	7 (G2)	4 * 7 = 28
3	3 (C3)	P	6 (G3)	3 * 6 = 18

$$\text{SGPA} = \frac{C1G1 + C2G2 + C3G3}{C1 + C2 + C3}$$

$$= \frac{24 + 28 + 18}{10}$$

$$= 7$$

$$= 7$$

$$= 7 \text{ (rounded off to two decimal points)}$$

Computation of CGPA

CGPA is calculated with SGPA of all semesters to two decimal points and is indicated in final grade in mark card/ transcript showing grades of all 8 semesters and their courses. CGPA reflects the failed status in case of fail till the courses are passed.

Semester 1	Semester 2	Semester 3	Semester 4
Credit – Cr Cr: 20	Cr: 22	Cr: 25	Cr: 26
SGPA: 6.5	SGPA: 7.0	SGPA: 5.5	SGPA: 6.0
Cr * SGPA= 20*6.5			

$$\begin{aligned}
 \text{CGPA} &= \frac{20 * 6.5 + 22 * 7 + 25 * 5.5 + 26 * 6}{93} \\
 &= \frac{577.5}{93} \\
 &= 6.2
 \end{aligned}$$

Computation of GPA and CGPA: As per UGC recommendation the following procedure to compute the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) has been adopted.

10. CONDITIONS FOR PROMOTION:

The student will be allowed for promotion to higher semester irrespective of the number of backlogs in earlier semesters. However, he/she shall have to complete all the courses for becoming eligible to receive the degree provided other conditions for being eligible to receive the degree are met.

11. RULES FOR DETENTION:

Students failing to meet the 75% attendance requirement in one semester will not be allowed to appear for the End Semester Examination of that semester. They will instead be eligible to progress to the succeeding semester and take a supplementary examination, conducted in the immediately succeeding semester, under the following conditions, as mentioned below:

In the semester immediately following low attendance, the student must:

- Achieve a minimum of 75% attendance.
- Complete one of the following requirements:

1. Enroll in and successfully complete a MOOC/SWAYAM/Other online course relevant to their field of study in consultation with the Subject Teacher/Director of the Institute

2. Undertake project work/field work or complete assignments as assigned by the respective subject teacher/ Director of the Institute.

Failure to fulfill both (a) and (b) above will result in the student being barred from appearing in the supplementary examination for the previous semester. This debarment will remain in effect until the student successfully completes the stipulated requirements

12. ELIGIBILITY FOR AWARD OF MHM DEGREE:

A student shall be eligible for award of the MHM degree if he/ she fulfils all the following conditions;

- a) Registered and successfully completed all the components prescribed in the Programme of study to which he/she is admitted,
- b) Obtained CGPA greater than or equal to 6.0.
- c) Has no dues to the Institute, Hostels, Libraries, NCC/ NSS etc., and
- d) No disciplinary action is pending against him/ her.

13. AWARD OF CLASS:

13.1 A candidate who becomes eligible for the award of MHM Degree shall be placed in one of the following Classes based on CGPA.

Sr. No	CGPA	Class
1	6.00-6.49	Second
2	6.50-7.49	First
3	7.50 and above	First Class with distinction

Formula for CGPA to % Marks conversion

$$\text{Percentage (\%) of Marks} = (\text{CGPA} - 0.5) \times 10\%$$

13.2 **Grade card:** A grade card will be issued to each student indicating his performance in all courses taken in that semester and also indicating the Grades and SGPA.

13.3 **Transcript Format:** Based on the above recommendation on letter grades, grade points, SGPA and CGPA the transcript shall be issued for each semester with a consolidated transcript indicating the performance in all semesters.

13.4 **Transcripts:** After successful completion of the total Programme of study, a Transcript containing performance of all academic years will be issued as a final record. The Grade Sheet shall indicate full information on the grades obtained in all courses including those in first and subsequent attempts. Duplicate transcripts will also be issued if required after the payment of requisite fee. Partial transcript will also be issued up to any point of study to any student on request and by paying the stipulated fee in force.

13.5 The Director, Parul Institute of Public Health shall approve and recommend to the Academic Council the list of candidates for the award of degree.

14. GOLD MEDALS & AWARDS:

In order to be eligible for the award of medals/prizes and ranks etc., the student should complete the course within the prescribed minimum duration in regular mode. The students who have repeated any course shall not be eligible for the award of Gold Medal/Certificate of Merit.

15. AMENDMENTS TO REGULATIONS:

The Academic Council reserves the right to revise, amend or change the Regulations, Schemes of Examinations, and /or Syllabus or any other matter pertaining to the needs of the students, society, and industry without any notice.