



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Post Graduate Diploma in Hospital Management

Level: PG Diploma

Course / Subject Code: DH02077051

Course / Subject Name Comprehensive Project



Comprehensive Project

Guidelines

(Applicable from Academic Year 2024 - 25 onwards)



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Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)	
0	0	16	8	0	0	100	200	300

Course Content:

INTRODUCTION:

The students will have to prepare a project report on any of the topic of their choice on Hospital Administration, departmental management in Hospital, etc.

OBJECTIVES:

- The project aims at widening the student's perspective by providing an exposure to real life problem of the organization.
- This will enable the students to explore in Hospital, build a relationship with a prospective employer, or simply hone their skills in a familiar field.
- Project also provides invaluable knowledge and networking experience to the students.

WHAT IS TO BE DONE?

- The student must undertake project individually. The project must be based on primary or secondary data.
- The student is expected to concentrate on the specific topic of study, its objectives, its rationale, and adopt a methodology and identify a suitable analysis procedure to bring a probable solution to those objectives.
- Wherever possible the student may provide recommendations and action plans, along with the findings of the study.
- The student should prepare a report and submit soft copy and hard copy

CRITERIA FOR EVALUATION

The total marks for the project will be 300. (Internal 100 marks and external 200 marks)

University Viva: External examiner shall be appointed by Gujarat Technological University. He / She will give marks out of 200. The Viva will be arranged at Graduate School of Management Studies, GTU.



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PARAMETERS FOR EVALUATION:

The marks will be awarded on the following aspects:

- i) **Introduction of problem/topic:** Clear understanding of the topic/subject; conceptual / theoretical framework of selected topic (if any).
- ii) **Literature Review:** Published studies, review of similar studies
- iii) **Details about the study:** Objectives, formulation of the problem, scope, and rationale of the Study.
- iv) **Methods / Methodology adopted for the study:** Secondary data or primary data may be collected through various sources. Students may use methods i.e. Survey, Field Work, Interview, Observation, etc. methods with appropriate justification and reasoning.
- v) **Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- vi) **Contribution and learning from the project:** Details of the contribution of the study, the benefits to the organization, the learning from the study for the student, etc.
- vii) **Acknowledgements:** References/Citations and Bibliography and help, if any, received from other individuals/organizations.
- viii) **Presentation of the report, format of the report, flow of the report, style, language, etc.**
- ix) **Performance during VIVA:** Substance and treatment of the topic, style of presentation, Performance in the question answer session, time management, language, etc.

Note:

The students may use any Qualitative or Quantitative methods of data analysis depending upon the selected problem and scope of study.

FORMATTING SPECIFICATIONS FOR REPORTS:

- Word format
- Font size: 12 for Regular text, 14 for Subtitles and 16 for titles
- Font Type: Times New Roman
- Line Spacing: 1.5
- Margin : 1.5 inch to Left and 1 inch to all other sides
- Page Type: A4
- Alignment: Justified
- Column Specification: One

- FORMAT FOR REPORT SUBMISSION:



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- **Annexure I**
- '**<Title of Project>**'
 - At
- <Name of Company / Organization> (If applicable)
 -
 - Submitted to
 - Institute Code: 839
 - Institute Name: (In Full)
 -
 - Under the Guidance of
 - Name of Faculty
 - (Designation)
 -
- In partial Fulfilment of the Requirement of the award of the degree of
 - Post Graduate Diploma in Hospital Management
 - Offered By
 - Gujarat Technological University
 - Ahmedabad
 -
 - **Prepared by:**
 - <Name of Student>
 - <Enrolment No.>
 - **PGDHM (Semester - 2)**
 - Month & Year:



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Plagiarism Report (Digital Receipt & Similarity Percentage Page)

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Student(s)'s Declaration

(On separate page)

I hereby declare that the Comprehensive Project titled “_____ <in (Name of the Company / Organization)> (if applicable) is a result of my own work and my indebtedness to other work publications, references, if any, has/have been duly acknowledged. If I am found guilty of copying from any other report or published information and showing as my original work, or extending plagiarism limit, I understand that I shall be liable and punishable by the university, which may include ‘Fail’ in examination or any other punishment that university may decide.

Enrollment no.	Name	Signature

Place:

Date:



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Date: __/__/____

Institute Certificate<on Institute's Letterhead>

[Please attach signed copy of this certificate in the report]

“This is to Certify that this Comprehensive Project Titled “.....” is the bonafide work of <Name of Student (Enrolment No.)>, who has carried out his / her research work under my supervision. I also certify further, that to the best of my knowledge the work reported herein does not form part of any other project report or dissertation on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate. **The plagiarism this report which is % and it is within the prescribed limit of 30%. The separate plagiarism report in the form of html /pdf file is enclosed with this.**

Rating of Project Report [A/B/C/D/E]: _____
(A=Excellent; B=Good; C=Average; D=Poor; E=Worst)
(By Faculty Guide)

Signature of the Faculty Guide/s
(Name and Designation of Guide/s)

Signature of Director with Stamp of Institute
(Name of Director)



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Date: __/__/____

External Examiner Report

Certificate of examiner

This is to certify that research work embodied in this report entitled “_____” was carried out by <Name of Student (Enrolment No.)> of GTU School of Management Studies (GSMS).

The report is approved / not approved.

Comments of External Examiner:

This report is for the partial fulfilment of the requirement of the award of the degree of Master of Business Administration offered by Gujarat Technological University.

(Examiner’s Sign)

Name of Examiner:

Date:

Place:



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PREFACE (SEPARATE PAGE)

ACKNOWLEDGEMENT (SEPARATE PAGE)

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FULL REPORT



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Annexure II

ROLE OF DIRECTOR, FACULTY MEMBERS & STUDENTS

ROLE OF DIRECTOR:

- Considering the Comprehensive Project as an important project for PGDHM students
- Ensuring the regular visit of students at selected company for training & project.
- Providing the facility for completing project work in terms of library, computer lab, journals, company visit etc.
- Organize timely internal Viva – Voce for all the students

ROLE OF CP COORDINATOR / FACULTY GUIDE:

- Allocating students to each faculty members
- Providing the guidance to students.
- Helping the students to understand the importance of Comprehensive Project.
- Encouraging and guiding students to prepare good quality report.
- Monitoring progress report of students.
- Each Faculty Guide has to ensure that all the students have to fulfil all the criteria i.e. Meeting the deadlines for submission as per guidelines, checking the plagiarism, signing the report and approving the same, conducting internal Viva-Voce, etc.
- Sharing learning experiences and success stories of Comprehensive Project at oa.gsms@gtu.edu.in

ROLE OF STUDENTS:

- Preparing the Comprehensive Project as per guidance from institute faculty guide and submit the same with in time limit.
- Trying to explore the Healthcare Industry to be expert in your area.
- Developing presentation skills for grabbing the job opportunity.
- Preparing the good quality report individually as per the guidelines given in Handbook.

ALL THE BEST