

**Programme project report (PPR)**

**POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE  
(OPEN AND DISTANCE MODE)**



**School of Open And Distance Learning**

**JAMIA HAMDARD**

(Deemed University)

Hamdard Nagar, New Delhi-110062

## **Jamia Hamdard**

Late Janab Hakeem Abdul Hameed sb, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

*“He (The Prophet may peace be upon him)  
Instructs them in the Book and Wisdom”*

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

*“Wisdom is (like) the lost animal of a believer  
wherever he finds it, catches hold of it”*

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

## **Mission & Objective**

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

## **Jamia Hamdard Mission and Goal in relevance of the programme**

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

## **Targeted Group**

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

## **HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH (HIMSR) AND ASSOCIATED HAH CENTENARY HOSPITAL**

### **HIMSAR**

Hamdard Institute of Medical Sciences & Research (HIMSR) at Hamdard Nagar in New Delhi was established in 2012 as an ambitious project of Jamia Hamdard aimed at

furthering its scope in the life sciences and health domains and providing quality healthcare at an affordable cost.

HIMSR has been established as an institution of national importance with the objects to develop patterns of teaching in Undergraduate and Post-graduate Medical Education in all its branches so as to demonstrate a high standard of Medical Education in India; to bring together in one place educational facilities of the highest order for the training of personnel in all important branches of health activity; and to attain self-sufficiency in Post-graduate Medical Education

In the first phase, the institute is supported by two teaching hospitals, namely, the 606 Bedded Hakeem Abdul Hameed Centenary Hospital and 240 Bedded Sayeeda Memorial Hospital. These are currently being upgraded in conformity to Medical Council of India guidelines.

Hamdard Institute of Medical Sciences & Research is the great leap forward in line with the vision of the founders of Jamia Hamdard and in fulfilling the dream of Hakeem Abdul Hameed to create an institute for suffering humanity. It shall establish the philosophy of Hamdard "Compassion, Concern, Care and sharing in pain."

The Institute, over the years, has developed excellent organizational structure through its statutory and non-statutory authorities resulting in establishment of a well-regulated administrative machinery and achievement of excellence in academic functioning and medical research and providing high level of medical care to the patients. Just to give a glimpse of the services rendered by the hospital to the needy patients, nearly 448,000 patients were provided consultation and treatment in the outpatient departments during the year 2016. Out of these 66,000 patients were admitted as indoor patients.

The faculty of HIMSR is carefully selected by national level experts through an interview process ensuring excellent quality of the teachers. The teaching aids are contemporary, networked, interactive and upgradable. At HIMSR, great emphasis is put on conducting research and publishing scientific papers by the faculty. Regular up-gradation of professional knowledge is facilitated by regular clinical meetings, seminars, symposia etc. A new super-specialities hospital with state-of-the-art facilities is coming up in the campus

## **Programme offered through Open and Distance Mode**

Apart from the full time regular courses, the department has decided to offer one programme through distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our endeavor will be to provide best quality education, keeping with the traditions of Jamia Hamdard. The programme to be offered is:

Post Graduate Diploma in Medical Record Techniques - Programme code 658

### **POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUES (PGDMRT)**

#### **OBJECTIVE**

To fulfil the need of qualified personnel who can organize and maintain the hospital records, this course enables a person to have clear cut understanding about the function and management of medical record office which is essential part of any hospital. It includes knowledge about legal aspect, technical aspect and statistical at par with current standard in a hospital

#### **The Course**

Highlights of the course are described in the following table:

a.	Name of the course	<b>Post Graduate Diploma In Medical Record Techniques (PGDMRT)</b>
b.	Nature	Open and Distance Mode
c.	Duration	Minimum: 1 year (2 Semesters of Six months each) Maximum: 2 years
d.	Medium of Instruction and Examinations	English
e.	Eligibility Criteria Educational Requirements	A candidate seeking admission to the above Programme must have passed Bachelor's degree examination in any discipline.
f.	Commencement of the course	January / July. Twice in a year

h.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
i.	Period of Completion (Span Period)	Not more than 02 years
j.	Fees	Rs. 12,000/- per year)

**Admission:**

- a. A candidate, aspiring for admission to PGDMRT programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- b. The Admission committee shall display/publish the list of candidates that are declared eligible for admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.
- d. After having completed the formalities of admission, the candidate will be required to associate themselves with the course coordinator for the purpose of counseling and practicals.
- e. No Migration Certificate will be required for admission.

**THE COURSE STRUCTURE**

<b>Papers</b>	<b>Nomenclature</b>	<b>Marks</b>
PGDMRT 101	Medical Terminology	100
PGDMRT 102	Medical Record Science	100
PGDMRT 103	Health Management Information System and Statistics	100
PGDMRT 104	International Classification of Diseases	100
PGDMRT 105	Legal Aspects of Health Care	100
PGDMRT 106	Project & Viva	

For the one-year programme, every core subject will have one paper, carrying a maximum of 100 marks.

In order to pass in any session of the programme and examinee must obtain a minimum of 40% of total marks for each course subject in the session of examination. Candidates who pass in each of the courses will qualify for the award of PGDMRT in determining the result of the entire programme aggregate of performance of the students. Students securing 60% and more marks will be placed in first class, those securing 50% or more but less than 60% will be placed in second class and those securing 40% or more but less than 50% in third class.

There shall be supplementary examination giving only one chance to candidates who fail in only one exam paper. This supplementary exam will be held along with the next main exam.

The delivery of the programme consists of audio/video support/assignments, contact classes, library consultation etc. A minimum of 60% of attendance in contact classes, submission of assignments will be necessary conditions for the eligibility of the candidate, to appear in session end examination.

**PGDMRT 101**  
**(MEDICAL TERMINOLOGY)**

<b>S. No.</b>	<b>Topics</b>
1.	<b>Brief introduction to medical terminology</b>
2.	Prifexes, Suffixes & Roots and additional medical term
3.	Musculoskeletal system

**PGDMRT 102**  
**(MEDICAL RECORD SCIENCE)**

<b>S. No.</b>	<b>Topics</b>
1.	Brief history of medical records from the ancient times to renaissance
2.	From the seventh century to till date
3.	Development of medical records in the USA in the twentieth century
4.	Development of medical records at international level
5.	Development of medical records at national level

**PGDMRT 103**  
**(STATISTICS)**

<b>S. No.</b>	<b>Topics</b>
1.	Introduction- Origin and development of statistic
2.	Health care statistics
3.	Hospital information system



**(INTERNATIONAL CLASSIFICATION OF DISEASE)**

<b>S. No.</b>	<b>Topics</b>
1	Introduction to ICD – 10 Structure and Principles of Classification
2	Volume 1- Tabulation List
3	Volume 3 – Alphabetic index
4	Basic coding guidelines
5	Certain infections and parasitic diseases
6	Neoplasms
7	Diseases of The Blood and Blood – Forming Organs and certain Disorders involving the Immune Mechanism
8	Endocrine,Nutritional and Metabolic Disorders
9	Mental and Behavioural Disorders
10	Diseases of the Nervous System
11	Diseases of the eye and adnexa
12	Diseases of the Ear and Mastoid process
13	Diseases of the circulatory system
14	Diseases of the Respiratory system
15	Diseases of the Skin and Subcutaneous Tissues
16	Diseases of the Musculoskeletal system & Connective Tissue
17	Diseases of the Genitourinary system
18	Pregnancy, Childbirth and the Puerperium
19	Certain Condition Originating in the Perinatal Period
20	Congenital Malformations, Deformations and Chromosomal Abnormalities
21	Symptoms, signs and Abnormal Clinical & Laboratory Findings, Not Elsewhere classified

### **Students' Support Services**

The coordinators of the respective courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Jamia Hamdard so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

### **Supply of Study Material**

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

### **Counseling Sessions**

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Jamia Hamdard to provide counselling and guidance to the students in the courses. These sessions will be held at the Study Centers during week ends (**Saturdays and Sundays**)

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

**Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.**

**COST SHEET OF POST GRADUATE DIPLOMA IN MEDICAL RECORD  
TECHNIQUES (PGDMRT)**

**SEMESTER - WISE COST / BENEFIT STRUCTURE**

<b>Recurring Expenses (A)</b>	
Number of Courses	5
Number of Counseling Sessions	10
Cost Per Counselling Session	Rs.1000.00/hour/Session
Cost Per Course – Counselling Charges	10,000 - 12,000
Total cost of Counselling Sessions for 5 courses	49,000
Administrative Expenditure per Semester	20,000/month
Total Administrative Expenditure / Semester	1,20,000
<b>Total Recurring Expenses (A)</b>	<b>2,16,000</b>
<b>Fixed Cost (B) Study Material Development</b>	
Course Development /Course	65,000
Course Development for 06 courses (Writing/editing/vetting Cost )	3,90,000
Total Courses writing for 3year	1,30,000
<b>Total Cost for SLM per student (including course writing and printing)</b>	<b>3,000</b>

**TOTAL COST PGDMRT DISTANCE (PROGRAM)**

All Sessions Counselling (A*2 Semester)	3,20,000 - 3,84,000
Office Expenditure	2,40,000
<b>Total Recurring Expenses (A)</b>	<b>456,000</b>
Total cost of counselling class per student	8,640
Cost of one semester Per Student	11,640

**PROPOSED FEE STRUCTURE**

Expected Admissions per semester	100
Fees per semester / per student	12,000
<b>Total Revenue in one Semester</b>	<b>12,00,000</b>

**MODE OF PROGRAM**

Admission in a year	Two Batches
First Admission	Jan- June
Second Admission	July-Dec

Total Admission in a Year	200
<b>Total Revenue</b>	<b>24,00,000</b>

**FEEDBACK OF THE ODL LEARNERS  
TO MONITOR QUALITY OF STUDENT SUPPORT SERVICES PROVIDED TO THE LEARNERS**

We are obtaining a feedback from you for improving quality of the academic programmes we offer and also to improve the quality of student support services provided to you at Jamia Hamdard. We request you to please provide the following information related to your studies at Jamia Hamdard in the ODL Programme. The feedback given by you would help us in improving quality of academic programmes on offer and the student support services.

The filled – in feedback form may be submitted to the undersigned by post / in – person at the School of Open and Distance Learning, First Floor, Hamdard Convention Centre, Jamia Hamdard, New Delhi – 110 062. Scanned copy of the filled – in feedback form can also be sent to me at [sodl@jamiahamdard.ac.in](mailto:sodl@jamiahamdard.ac.in).

**ACADEMIC SESSION:** \_\_\_\_\_

S No	Feedback Questions	Answers & Remarks
1	Your Name	
2	Your Programme	
3	Your Enrollment Number	
4	Year of Study: Mention – I, II, III, IV, V, VI Semester / 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Year	
5	Your Mobile Number:	
6	Your Email ID	
7	Are you in service / employed? Mention – Yes / No	
8	Have you received your Identity Card in time? Mention - Yes / No	
8	Have you received your study material? Mention - Yes / No	
10	Have you received your study material in time? Mention - Yes / No	
11	Have you gone through your study material thoroughly? Mention - Yes / No:	
12	How do you rate quality of the study material? Mention - Excellent / Good / Poor:	
13	Did you attend the Induction Meeting? Mention – yes / No	
14	Have you attended the counselling session? Mention - Yes / No:	
15	If yes, how many counselling sessions you have attended? Mention the number:	

16	Are the counselling sessions conducted as per the schedule? Mention - Yes / No	
17	How do you rate quality of the counselling sessions conducted? Mention - Excellent / Good / Poor:	
18	Have you attended the practical sessions? Mention - Yes / No, if applicable:	
19	How many practical sessions you have attended? Mention number, if applicable:	
20	Are the practical sessions conducted as per the schedule? Mention - Yes / No	
21	How do you rate quality of the practical sessions conducted? Mention - Excellent / Good / Poor	
22	How do you rate ambiance and physical upkeep of the class rooms / laboratories where your counselling / practical sessions were held? Mention - Excellent / Good / Poor	
23	Have you submitted Assignments / Projects? Mention - Yes / No	
24	Are you satisfied with the evaluation of your Assignments / Projects? Mention - Yes / No	
25	Are you receiving feedback from your academic counsellors on your assignment responses? Mention - Yes / No	
26	Have you availed Library Services of Jamia Hamdard? Mention - Yes / No	
27	If No, then why? (You may add additional sheet, if required)	
28	If Yes, how do you rate the quality of library services at Jamia Hamdard? Mention - Excellent / Good / Poor	
29	Have you appeared in the examinations conducted by SODL, Jamia Hamdard? Mention - Yes / No	
30	If Yes, mention the quality of conduct of the examinations. Mention - Excellent / Good / Poor	
31	Are you satisfied with evaluation of your examination papers? Mention - Yes / No	
32	If No, mention reason thereof! Attach additional sheet if required.	
33	Are you getting result in time? Mention - Yes / No	
34	Are you receiving your mark sheets in time? Mention - Yes / No	

35	Are your grievances redressed satisfactorily at SODL? Mention Yes / No	
36	Are your emails responded at SODL in a reasonable time? Mention - Yes / No	
37	How do you rate the quality of responses given to your emails / grievances at SODL? Mention - Excellent / Good / Poor	
38	Have you visited SODL for queries / redress of your grievances? Mention - Yes / No	
39	Are you satisfied with the responses given to you at SODL? Mention - Yes / No	
40	How do you rate the quality of responses given to you at SODL? Mention - Excellent / Good / Poor	
41	How frequently do you visit website of Jamia Hamdard <a href="http://www.jamiahamdard.edu">www.jamiahamdard.edu</a> to check for updated information about your studies? Mention – Regularly / Frequently / Never	
42	How do you rate the information given on the website about your studies at Jamia Hamdard? Mention - Excellent / Good / Poor	
43	How frequently do you receive emails alerts from SODL / Programme Coordinators about your studies at Jamia Hamdard? Mention – Regularly / Frequently / Never	
44	How do you rate behavior of teachers of Jamia Hamdard? Mention – Excellent / Good / Poor	
45	How do you rate behavior of staff of Jamia Hamdard? Mention – Excellent / Good / Poor	
46	Are you satisfied studying at Jamia Hamdard? Mention – Yes / No	
47	Will you recommend your friends and relatives to get enrolled for ODL Programmes of Jamia Hamdard? Mention – Yes / No	
48	Would you like to continue your studies at Jamia Hamdard? Mention Yes / No	
49	In which Programme / Course you would like to get enrolled?	
50	Mention the market need – based Programmes / Courses Jamia Hamdard should offer through distance mode	1.
		2.
		3.
		4.
		5.

GENERAL REMARKS AND SUGGESTIONS FOR IMPROVEMENT: (Attach additional sheet, if required)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

SIGNATURE OF THE LEARNER

**FEEDBACK OF ACADEMIC COUNSELLORS  
FOR IMPROVING QUALITY OF THE ODL PROGRAMMES AND THE STUDENT SUPPORT SERVICES**

We are obtaining feedback from you to improving the quality of ODL Programmes on offer and also to improve the quality of support services provided to the learners. May I requesting you to kindly provide the following information as your feedback on the academic programme you are associated with at the School of Open and Distance learning, Jamia Hamdard. This feedback would help us for improving quality of the academic programmes and quality of the academic support services provided to learners of your programme.

The filled – in feedback form may please be submitted to the undersigned at the School of Open and Distance Learning, First Floor, Hamdard Convention Centre, Jamia Hamdard, New Delhi – 110 062. Scanned copy of the feedback form can also be sent to me at [sodl@jamiahamdard.ac.in](mailto:sodl@jamiahamdard.ac.in).

**ACADEMIC SESSION: .....**

<b>S No</b>	<b>Feedback Questions</b>	<b>Answers</b>
1	Your Name	
2	Your Programme	
	Courses approved for conducting the academic counselling	1. 2. 3. 4. 5.
3	Have you received a set of study material? Mention – Yes / No	
4	How many sessions you have conducted in the current academic session. Mention the number	
5	Have you conducted the counselling sessions as per the schedule notified on the website / Notice Board? Mention – Yes / No	
6	How do you rate quality of the study material? Mention – Excellent / Good / Poor	
7	Do you feel syllabus / study material of your Programme needs revision / updating? Mention – Yes / No	
8	Would you like to be a course writer for updating the study material? Mention – Yes / No	
9	Mention the courses / subjects of your choice for wriing the	1.

	study material.	
		2.
		3.
		4.
		5.
10	Are learners of your course attending the counselling sessions regularly? Mention – Yes / No	
11	How many learners attend your counselling sessions? Mention an average number.	
12	Do they come prepared for attending the counselling sessions? Mention – Yes / No	
13	Do the learners seek clarifications and participate in discussions during the counselling sessions? Mention – Yes / No	
14	How do you rate participation of the learners during the counselling sessions? Mention – Excellent / Good / Poor	
15	Do the learners approach you on non – counselling days for clarification of their doubts / queries? Mention - Yes / No	
16	Do you evaluate assignments / projects of the learners? Mention – Yes / No	
17	How do you rate quality of the assignments / projects submitted by the learners? Mention – Excellent / Good / Poor	
18	Do you evaluate examination answer books of the learners? Mention – Yes / No	
19	How do you rate quality of response of the learners in their examination papers? Mention – Excellent / Good / Poor	
20	Are you satisfied with the amount of remuneration being paid for conducting the counselling sessions? Mention - Yes / No	
21	Mention the expected amount of remuneration for conducting the counselling sessions	
22	Please suggest new market need – based programmes to offer through distance mode.	1..
		2
		3.
		4.
		5.

23. GENERAL REMARKS AND SUGGESTIONS FOR IMPROVEMENT (Attach additional sheet if required)

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Date: \_\_\_\_\_

SIGNATURE OF THE ACADEMIC COUNSELLOR