



# Program Policy

## Professional Certificate in Hospital Management – Batch 2

# Program Policy Document

This program policy document is designed to be your guide through the program. It provides essential information about policies, schedules, assessments etc.

We encourage you to familiarize yourself with the contents of this document. It is a valuable resource that will assist you in navigating your journey through this program at IIMBx.

Our commitment to fostering an enriching and supportive learning environment is reflected in this manual. We trust that it will answer many of your questions and serve as a helpful reference throughout the year.

We wish you a successful and enriching academic journey at IIMBx!

## **A. General Points:**

1. An orientation session regarding the course outline, assessments, ungraded activities etc. to be done by the respective PRA on **launch** day of the course.
2. A PDF booklet is to be provided to the learners at the end of each course, with a summary of the salient points of the topics in the course.
3. Office hours – Wednesday 4-5 pm every week. Same day and timings to be adhered to for all courses.
4. If the live session is taking place on the same day, then no office hours will be conducted on that day.
5. If the PRA is unable to hold office hours on a particular day, the buddy PRA will be present for it.

***Note:*** PRA – Pedagogical Research Associates are the learning facilitators for a particular course.

## B. Program Schedule

	Course	Professor	PRA	No. of Weeks	Course Start date	Course End Date	Cool off Period after the course	Comments
1	Organization Design	Prof. Sourav Mukherji	Nandkishor	4+1	10th July 2023	6th August 2023	7th to 13th August 2023	
2	People Management	Prof. Vasanthi Srinivasan	Rahfat / Kunal	4+1	14th August 2023	9th September 2023	10th To 17th September 2023	
3	Marketing Management	Prof. Ashis Mishra	Shikha	4+1	18th September 2023	15th October 2023	16th to 22nd October 2023 ( Navarathri / Dasara Week)	
4	Financial Acumen	Prof. Padmini Srinivasan	Madhushree	5+1	23rd October 2023	26th November	27th November - 3rd December	13th to 14th November 2023 - Diwali Week- Hence 5 weeks
5	Legal and Regulatory Framework	Prof. Allen Ugargol	Mrutyunjaya	5+1	4th December 2023	7th January 2024	8th January to 14th January 2024	24th Dec to Jan 1 Christmas - New year week - Hence 5 weeks
6	Strategic Management	Prof. P.D. Jose	Jaisy	4+1	15th January 2024	11th February 2024	12th To 18th February 2024	
7	Macroeconomics	Prof. Rupa Chanda	Rishav	4+1	19th February 2024	17th March 2024	18th - 24th March 2024	
8	Statistics for Healthcare	Prof. Shankar Venkatagiri	Preeti	4+1	25th March 2024	21st April 2024	22 - 28th April 2024	
9	Operations Management	Prof. Haritha Saranga	Asma	4+1	29th April 2024	26th May 2024	27th May - 2nd June 2024	
10	Managing Innovation OR Advanced Statistics for Healthcare	Prof. Rishikesha Krishnan & Prof. Vinay Dabholkar OR Prof. Dinesh U	Innovation- Vijayalakshmi Adv Stats - Preeti	4+1	3rd June 2024	30th June 2024	1st to 7th July 2024	

### **A. Schedule Related**

1. All courses content will be of 4 modules.
2. Modules will release as per this schedule:

Week No	Day	Action Item
Week 1	Monday	Module 1 release
Week 1	Friday	Module 2 & Mid-Course assessment release
Week 3	Monday	Module 3 release
Week 3	Friday	Module 4 & End Course assessment release
Week 4	Sunday	Last date for Mid and End Course assessments ( <i>Will need to be extended till Sunday of Week5</i> )
Week 5	Monday – Saturday	Cool off week / Buffer week
Week 5	Sunday	Mid and End Course Assessments – To be closed

### **B. Assessment and Grading Related:**

1. Grading policy/weightage

Mid Term	End Term	Group Project	Participation Marks
42%	48%	NO	10%
22%	48%	YES-20%	10%

2. PRAs will keep 2 sets of assessments for mid and end course assessments. All questions will be substantiated with explanations for incorrect options / explaining rationale behind the correct option.
3. The minimum percentage for passing the course is 50% - individually in mid and end course assessments.
4. 90% marks will be calculated based on the graded assessments.
5. The rest of the 10% will be awarded as follows for attendance and participation:

- 5 marks will be allocated to those who attend at least 2 out of the 3 live zoom sessions during the course.
- 5 marks will be allocated to those who participate in the zoom session.

This could either be by

- Contributing questions on the google form circulated before the session.
- Questions during the session – questions relevant to topic / discussion during the session
- If the learner's video is switched-on and learner is present during the live session.
- Answering polls (if any) during the session

#### **6. At the end of the cool off week of each course:**

- Grades will be announced individually to all the learners.
- Appreciation announcements of those who have logged in to all the 3 live sessions and participated actively.
- The top 3 performers of each course will be announced and books regarding the course will be sent to them. (This will be based on all criteria - participation, assessment performance and timely submission)

#### **7. For learners who are not adhering to schedule:**

- Nudge mails sent to those who do not view videos/attempt assessments (with a gap of at least 2 days between mails)
- After 3 nudge mails, learner to be called over phone and spoken to. This will be followed up with a mail mentioning the call.

#### **8. For learners who have been unsuccessful in the assessment**

- At the end of week 4, we will check for learners who may have failed one or both assessments in that course.
- Retest with new set of questions to be given to the learners during the buffer week. Email notifications will be sent to learners.
- The questions in this attempt will be slightly more complex and higher in difficulty as compared to the original attempt.
- This attempt will be kept open **only for 2 days**.

- **Failure / Non completion of assessments will lead to un-enrolment from the program.**

#### **9. Policy on extensions of assessment dates in exceptional circumstances:**

- The learner needs to inform us through mail requesting for an extension along with the reason for the same before the end of buffer period.
- The learner may be awarded an extension of 2-3 days for assessments after the buffer period (based on the discretion of the professor and IIMBx staff)
- Extensions can be given for a maximum of 3 out of the 10 courses.
- No appreciation / prizes will be given to the learner for that course if extension has been availed of.

#### **10. Group Projects:**

- Groups will be created beforehand, and learners will be intimated about it well in advance.
- Groups will be shuffled for every group project.
- The topic/question, template and assessment rubric will be communicated to learners in advance.
- Group project to be conducted during the live zoom session.
- Learners will join breakout rooms according to their group numbers/codes given.
- One member in the group to be the group leader.
- Time will be given during the live session to discuss their project in their BORs.
- Project reports to be submitted by the group leader within the allotted time.
- Project reports to contain the contribution by each group member – presentation/research/organization of meetings and keeping minutes of meeting etc.
- Passive members of the group do not get the same score as active members.
- Learners who are unable to join the live session on that particular day.
  1. *Need to inform the IIMBx team beforehand.*
  2. *Need to contact other group members and contribute to the project.*