

A Premier program designed
for future leaders of healthcare
industry



Post Graduate Diploma In Hospital Management.

HEC Recognize

Contact Us

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HASHATNAGHRY PESHAWAR KP PAKISTAN

Duration
2 Semesters

25 Credits



POST GRADUATE DIPLOMA IN HOSPITAL MANAGEMENT

Department of Healthcare

1. Program Overview

The Post Graduate Diploma in Hospital Management (PGDHM) is a premier, specialized program engineered to bridge the gap between clinical excellence and executive administration. As the global healthcare landscape evolves rapidly, modern medical facilities demand administrative leaders who understand both the nuances of patient care delivery and the intricacies of corporate organizational efficiency.

This program seamlessly integrates foundational health sector knowledge with cutting-edge business management tools. It is explicitly designed to cultivate competent, ethical, and forward-thinking healthcare executives capable of optimizing clinical service quality, maximizing operational capacity, and elevating patient satisfaction metrics across both public and private healthcare sectors.

Program Mission Statement: To produce highly professional healthcare Leader's capable of introducing systemic structural improvements, driving regulatory compliance, and leading patient-centric administrative workflows in contemporary medical setups.

2. Curriculum Pillars & Core Expertise

Students enrolled in the PGDHM program will undergo rigorous professional development across six foundational thematic domains;

Hospital Administration & Workflows

Comprehensive structural training in day-to-day facility logistics, multi-departmental scheduling, emergency ward optimization, and fluid clinical patient-flow management.

Healthcare Quality Management

Advanced strategies for implementing international healthcare quality benchmarks (such as ISO or JCI), clinical risk mitigation protocols, and rigorous medical audit systems.

Healthcare Finance & Budgeting

Practical exposure to medical center budgeting, institutional cost control, clinical asset management, healthcare delivery metrics calculations, and sustainable resource allocation.

Strategic Human Resource Management	Specialized personnel leadership tailored for complex clinical environments, focusing on doctor-nurse-staff alignment, conflict resolution, shift scheduling, and institutional discipline.
Health Information Systems (HIS)	Practical exposure to modern electronic medical records (EMR) software, medical informatics, data privacy protection frameworks, and digital hospital infrastructure.
Policies, Law & Medical Ethics	Deep exploration of regional public health policies, medical statutory frameworks, medical malpractice liabilities, consumer protection acts, and bioethics.

3. Admission & Eligibility Criteria

Candidates seeking enrollment in the PGDHM curriculum must fulfill the following formal criteria:

Academic Qualification: A formal Bachelor's degree or equivalent (minimum 14 to 16 years of continuous formal education) from a recognized university. Degrees in Medicine (MBBS), Dentistry (BDS), Pharmacy (Pharm-D), Nursing (BSN), Allied Health Sciences, Business Administration (BBA/MBA), or Public Health are highly preferred.

Academic Standing: Minimum Second Division 50% or a cumulative CGPA of 2.0 out of 4.0GPA.

Professional Experience: Preference is given to corporate executives or medical practitioners currently working within hospital settings, medical non-profits, or public health programs in a supervisory capacity.

Required Document:

- Attested copies of all higher educational transcripts, certificates, and professional degrees.
- Valid National Identity Document (CNIC) or international passport passport-sized photocopies.
- Recent professional passport-sized background photographs.
- Formal employer NOC or certificate of employment proof (where applicable).

4. Program Structure & Execution

ADMINISTRATIVE STRUCTURE PARAMETERS

Total Duration	Two Semester/ One Year
Total Credit Hours	25

Class Schedule Profiles

Weekend Session: Saturday & Sunday / Evening

ADMINISTRATIVE STRUCTURE PARAMETERS

Training Methodology

Interactive dynamic executive lectures, healthcare case study analyses, operational simulations, and a mandatory on-site institutional field project or hospital residency report.

5. Career Opportunities & Graduate Pathways

Graduates of the PGDHM program emerge with highly sought-after specialized skill sets, positioning them for immediate growth across the multi-layered healthcare sector:

5.1 Clinical & Hospital Settings

- Hospital Administrator
- Hospital Manager
- Healthcare Operations Manager
- Medical Superintendent
- Quality Assurance Manager
- Patient Services Manager
- Healthcare Consultant
- Health Information Manager
- Human Resource Manager in Healthcare Organizations
- Healthcare Project Coordinator
- Clinic or Nursing Home Manager
- Healthcare Marketing Executive
- Insurance and Healthcare Claims Manager
- Public Health Program Manager
- Healthcare Facility Manager

6. Awarding Body and Accreditations

The Postgraduate Diploma in Hospital Management will be awarded by **HEC Recognized University**, an institution recognized and accredited by prominent global organizations including the United Nations (UN) and the World Health Organization (WHO). This recognition ensures that our Postgraduate Diploma in Hospital Management holds international value and credibility. By pursuing this program, you will unlock diverse and promising career opportunities in the healthcare sector, providing you with a pathway to success. Join us and become part of a program endorsed by internationally acclaimed organizations, positioning you for success in the dynamic field of hospital management.

7. Fee Refund Policy for Post Graduate Diploma in Hospital Management

7.1. Purpose of the Policy

This Fee Refund Policy has been developed to provide clear, transparent, and fair guidelines regarding the refund of fees for students enrolled in one-year PGD In Hospital Management or healthcare Management (06 months). The policy aims to protect the rights of students while ensuring the financial stability and administrative integrity of the institute. It outlines the circumstances under which a refund may be granted, the percentage of fees refundable, and the procedure to be followed for refund claims.

This policy applies to all students enrolled in academic, clinical, or internship components of the various programs.

7.2. Scope of the Policy

This policy covers, Admission fees, Tuition fees, Registration fees, department and practical fees, Clinical training and internship fees, Examination and assessment fees

The policy applies from the date of admission confirmation until the completion or termination of the course.

7.3. General Principles

All fee refunds are subject to a written application by the student or their legal guardian.

Refunds are processed only after verification of records and approval by the competent authority.

Fees once paid are generally non-transferable and non-adjustable against other courses.

Categories of Fees

Non-Refundable Fees

The following fees are strictly non-refundable under any circumstances:

Admission Fee

Registration Fee

Prospectus Fee

Enrollment Processing Charges

Uniform, ID Card, and Study Material Costs (once issued)

No cash refunds shall be entertained in case of refund.

Fee shall only be refund via by cheque or online transaction from official account.

8. Fee Structure for Six (06) Months Post Graduate Diploma in Health Care Management

Tuition Fee	Admission Fee	Examination Fee	Per Month Instalment	Total Fee
58000	5000	2000		65000/-

9. Fee Structure for One Year Post Graduate Diploma in Hospital Management

Semester	Admission Fee (once)	Exam Fee	Tuition Fee	Diploma Fee	Total Semester fee
01	10000	5000	50000	0	65000/-
02	0	5000	50000	5000	60000/-
Total	10000	10000	100000	5000	125000/-

Instalment mechanism is available & Convocation fee is not included in the total fee.

9.1 Fee Refund Perspectives;

The Fee shall be refundable as per Student Fee Policy.

Fee Component's	Deadline	Amount of Fee Refund
Admission Fee	At the time of Admission	Non Refundable
Security Fee (if any)	Fully Refundable	100%
Exam, diploma, Tuition Fee,	Before the commencement of the classes	100%
	From date of admission to fifteen(15), days after the commencement of the classes	50%
	More than fifteen (15) days after the commencement of the classes	Non-Refundable

10. UNDERTAKING

I _____ S/D/O _____ read all the above instructions regarding of fee refund policy and admission and I am agreed with cited statement.

Applicant Signature _____

Guardian Signature

CNIC No _____

Contact _____

Post Graduate Diploma in Hospital Management (PGDHM) Course Curriculum

1. PROGRAM OVERVIEW

The Post Graduate Diploma in Hospital Management (PGDHM) is designed to develop professional competencies in healthcare administration, hospital operations, healthcare quality management, human resource management, healthcare financing, strategic planning, and healthcare information systems. The program prepares graduates to effectively manage healthcare institutions and contribute to the improvement of healthcare services.

2. Program Summary

Description	Details
Program Name	Post Graduate Diploma in Hospital Management (PGDHM)
Duration	01 Year (HEC Recognize)
Semesters	02
Total Credit Hours	25
Total Marks	Not Confined
Eligibility	Bachelor's Degree (14/16 Years Education)
Teaching Mode	Semester System
Assessment	Assignments, Quizzes, Mid-Term, Final Examination & Project

Learning Outcomes

- Manage hospital and healthcare operations effectively.
- Apply healthcare quality and patient safety standards.
- Manage healthcare human resources and finances.
- Maintain medical records and inventory systems.
- Develop healthcare policies and strategic plans.
- Utilize hospital information systems for decision-making.
- Conduct healthcare-related research and projects.
- Demonstrate leadership and communication skills in healthcare settings.

Semester# 0I

Course Code	Course Title	Credit Hours
PGDHM-501	Introduction to Healthcare Systems	03 credit hours for each subject 18
PGDHM-502	Hospital Management & Administration	
PGDHM-503	Principles of Hospital Management	
PGDHM-504	Health Services Planning & Development	
PGDHM-505	Healthcare Ethics & Legal Issues	
PGDHM-506	Managing Human Resources in Health	

Semester II

Course Code	Course Title	Credit Hours
PGDHM-507	Quality Management in Healthcare Organizations	02
PGDHM-508	Medical Records & Hospital Inventory Management	02
PGDHM-509	Research Project Hospital Base	03