

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Home & Health Sciences)**

**Course: Institutional Management (865)
Level: Post Graduate**

**Semester: Spring, 2013
Credit: 3(2+1)**

CHECKLIST

1. Course Book (Unit 1–9)
2. Assignments (1–2)
3. Assignment Forms (06)
4. Schedule for submitting the assignments and tutorial meetings.

Note: If of the above item is missing from your study pack kindly contact:

**The mailing officer
Mailing section
Services and Operational Block
Allama Iqbal Open University,
Sector H-8, Islamabad.**

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WARNING

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Institutional Management (865)
Level: Post Graduate
Total Marks: 100

Semester: Spring, 2013
Credit Hours: 3(2+1)
Pass Marks: 40

ASSIGNMENT No. 1

Note: Answer the following questions.

- Q.1 Write short notes on the following:
- a) Time & temperature relationship in quality control
 - b) The decision tree
 - c) Unprogrammable decisions
 - d) Food borne illnesses (16 marks)
- Q.2 What is meant by the term "System Approach"? Discuss complexity of medical food service in detail. (14 marks)
- Q.3 Explain rights and responsibilities of patients. How malpractice can be prevented in a hospital environment? (14 marks)
- Q.4 Describe the importance of time management in hospital environment. Discuss time categories and systems of organizing time. (14 marks)
- Q.5 Explain important consideration in developing new recipes. (14 marks)
- Q.6 What is meant by concept of flow in subsystem for equipment planning use and care? Elaborate work activity section relationship. (14 marks)
- Q.7 Discuss qualifications necessary for the purchasing agents. Explain various purchasing systems. (14 marks)

ASSIGNMENT No. 2

Total Marks: 100

Pass Marks: 40

General Instructions:

1. This assignment is of practical nature, you have to prepare a research report and present it in the workshop prior to the final examination (you do not need to sent this to your tutor before the workshop).
2. The workshop component is mandatory for all the students. You cannot sit in the final examination without completing this project and presenting it in the workshop.
3. This assignment requires thorough review of literature to develop the conceptual framework before conducting the field research for this project, which also needs to be incorporated in the report systematically.
4. You can select any of the given topics for your project; the field visits should preferably be close to your home address.
5. Include the following sections in your report:
 - a) Introduction and objectives of the study project
 - b) Methodology for field research
 - c) Review of literature
 - d) Data analysis with statistics and graphical/visual representations
 - e) Conclusion/suggestions
 - f) Appendices and bibliography(Your report should be at least 20-25 typed pages covering both theoretical and practical components)
6. Prepare three copies of this assignment, one for yourself, one for tutor and the **third one for the Department (AIOU) addressed to the Program Coordinator for record.** Attach three assignment forms with this assignment as for assignment one.
7. As the student is supposed to do a presentation in the workshop to the resource person and course mates, he should prepare transparencies or other illustrative material for effective presentation.
8. You are advised to consult resource material, frequently. If you need any guidance, you may contact your tutor or write to the Department of Home & Health Sciences (AIOU).

TOPICS FOR REPORT WRITING

1. Conduct an interview/survey of randomly selected 50 patients from any local hospital and find out:
 - a) Their special dietary requirements
 - b) Food service arrangements
 - c) Satisfaction with the available arrangements
 - d) Suggest improvements

2. Compare the organizational design of at least three hospitals and develop a case study report of their organizational structure over the period of last ten years. Reflect their Food Production System in overall management.

3. Conduct a mailed questionnaire survey of randomly selected 100 doctors in local hospitals to inquire:
 - a) Fixed production facilities
 - b) Decision making strategy for menu planning
 - c) Satisfaction with food preparation, service and distribution
 - d) Suggest improvements

4. Visit food production units of at least three hospitals/medical units and make an observational report on:

a)	Layout and design	L
b)	Selection of equipment and utensils	S
c)	Hygiene and sanitation arrangements	H
d)	Quality control and food protection measures	Q
e)	Suggest improvements	S

5. Visit at least three hospitals or medical units in your area and evaluate their Food Production system:

a)	Explain their preparation, cooking and servicing procedure	E
b)	Food production strategy for modified diets	F
c)	Quality control measure	Q
d)	Suggest improvements	S

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