Education is to edit
the experience and knowledge
that nurture our existence
with every progressive push.

—The Message, Vol.VIII : 7

NOTICE TO STUDENTS

"The University sends study materials and assignments, wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the university shall not be held responsible for that."

In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website “www.ignou.ac.in”.

"The students are specially instructed to send examination forms to Director (SRE) only and to no other place and they are also advised to submit the Registration/Re-registration forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration forms, consequently a semester/year, he/she will have no claim on the University for regularization."

IMPORTANT DATES

Last Date for Assignment Submission:

Assignment 1, 3– May 31/January 31
Assignment 2, 4 – August 31/March 31

Examination Date Sheet Finalised: July 31/January 31
Last Date for Submission of Theory Examination Form: September 30/March 31

Practical Spells:

First spell : February-March
Second spell : April-May
Third spell : June-July
Fourth spell : August-September
PROGRAMME GUIDE

Post Graduate Diploma in Geriatric Medicine
(PGDGM)

School of Health Sciences
Indira Gandhi National Open University
New Delhi-110 068
2008
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ABBREVIATIONS

IGNOU: Indira Gandhi National Open University
SOHS: School of Health Sciences
RSD: Regional Services Division
SR&ED: Student Registration and Evaluation Division
MPDD: Material Production and Distribution Division
PSC: Programme Study Centre
SDC: Skill Development Centre
WP: Work Place
RHSAC: Regional Health Sciences Advisory Committee
PIC: Programme-in-charge
1. WHY THIS PROGRAMME?

The Post Graduate Diploma in Geriatric Medicine (PGDGM) is a Diploma Programme of one year duration. It is aimed at MBBS doctors. The programme will equip the in-service doctors with knowledge and skills in the field of Geriatric Medicine and further enable to deal with the special problems faced by the elderly.

It must be appreciated that the epidemiology and the clinical features of disease vary in this age as compared to the younger generation. Drug dosages and interactions also differ. Geriatric management requires not only medical interventions but also special economic and environmental interventions. This programme aims at not only enhancing the knowledge but also multiskilling the doctors so as that they can provide primary level care to the elderly.

The broad objectives of the programme are to:

- upgrade the knowledge and skills for providing comprehensive health care to elderly;
- inculcate the inter-disciplinary approach for diagnosing and management of geriatric health problems; and
- improve the clinical, social and communication skills by providing hands on training in medical colleges and district hospitals.

2. WHAT IS THIS PROGRAMME?

2.1 Programme Package

The programme package in distance education mode is developed with the help of available technology commonly known as multiple media. The package for this programme consists of print material in the form of booklets called blocks and the audio-video materials in the form of CDs. Besides these, there is arrangement for teleconferences and contact sessions at programme study centre and skill development centre level as discussed below.

In IGNOU parlance, the study hours are measured in credit system. One credit is equivalent to 30 learning hours. Each theory booklet is called a block, which consists of three to six chapters called units. Usually each block represents one credit. The block on practical manual is meant for guidance in 'Hands on training'. Hence, the credit hours represented by it will be as mentioned against the respective courses in Section 2.2.

The duration of the programme is of one-year duration i.e. January to December of a calendar year. The print material consists of 14 theory Blocks, 2 Practical Manuals, 2 log-books, 1 Programme Guide and 4 Assignments (bound together). You will receive all the print materials in the beginning of the session. The audio-video CDs developed for the programme will be made available at programme study centres.

2.2 Programme Structure

The PGDGM programme consists of four courses. Two are theory based and two practical courses. Course 1 and 3 i.e. MME-004 and MMEL-004 have many disciplines and concepts interlinked like preventive medicine, demography, sociology, psychology and rehabilitation. Geriatrics being a multidisciplinary subject, these two courses will help you to manage the various problems of your geriatric
patient in an integrated manner. Course 2 and 4 i.e. MME 005 and MMEL 005 are based on clinical knowledge and skills. They cover all the clinical subjects in reference to the geriatric patients.

The courses are designed on the basis of learning hours required by an average student. As mentioned above, one credit represents 30 hours of learning. The design of the PGDGM programme in terms of credit distribution of the courses is shown below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Name of the Course</th>
<th>Nature of Course</th>
<th>No of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MME-004</td>
<td>Basic Geriatrics</td>
<td>Theory</td>
<td>06</td>
</tr>
<tr>
<td>MME-005</td>
<td>Clinical Geriatrics</td>
<td>Theory</td>
<td>08</td>
</tr>
<tr>
<td>MMEL-004</td>
<td>Basic Geriatrics Practical</td>
<td>Practical</td>
<td>06</td>
</tr>
<tr>
<td>MMEL-005</td>
<td>Clinical Geriatrics Practical</td>
<td>Practical</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Credits</td>
<td>32</td>
</tr>
</tbody>
</table>

2.3 Scheme of Study

In distance education system, in addition to self-learning, contact sessions are held to facilitate the learning process of students. In this programme, where practical component is quite significant, the contact sessions will comprise of counseling sessions for the practical components both at Programme Study Centre (PSC) and Skill Development Centre (SDC). The contact session at PSC is of 30 days duration which is divided into four spells for the convenience of study. The duration of contact sessions at SDC is of 70 hours.

3. HOW TO STUDY?

3.1 Theory Component

The students of distance education system are adult learners. Hence, the self-instructional materials are written with the objective and style so as to make the reading interesting and easily understandable. A schematic representation of the design of units is given below to facilitate your access to the contents.

Unit X*

X.0 Objectives
X.1 Introduction
X.2 Section 1 (Main Theme)
   X.2.1 Sub-section 1 of Section 1
   X.2.2 Sub-section 2 of Section 1

Check Your Progress
X.3 Section 2 (Main Theme)

X.3.1 Sub-section 1 of Section 2

X.3.2 Sub-section 2 of Section 2

Check Your Progress

Let Us Sum Up

Answers to Check Your Progress

*X* stands for the serial number of the unit concerned.

As the scheme suggests, we have divided the units into sections for easy reading and better comprehension. Each section is indicated distinctly by bold capital letters and each sub-section by relatively smaller but bold letters. The significant divisions within sub-sections are in still smaller but bold letters so as to make it easier for you to see their place within sub-sections. For purposes of uniformity, we have employed the same scheme of divisions in every unit throughout the programme.

Please start reading from the very beginning of the block i.e. Block Introduction and then go through the units. In each unit read the objectives, introduction and then the text. The objectives articulate briefly:

- What we have presented in the unit, and
- What we expect from you once you complete working on the unit.

The last section of each unit under the heading 'Let Us Sum Up' summarises the whole unit for purposes of recapitulation and ready reference. We have self-check exercises under the caption 'Check Your Progress' at a few places in each unit. Do not skip these exercises. The answers to these exercises are mentioned at the end of the unit.

What, perhaps, you should do is to go through the units and jot down important points as you read in the space provided in the margin. *Broad margins in the booklets are there for you to write your notes on.* Make your notes as you work through the materials. This will help you prepare for the examination as also in assimilating the content. Besides, you will be able to save on time. Do use these margins. This will help you keep track of and assimilate what you have been reading in the unit, answer the self-check exercises and the assignment questions and easily identify the item(s) to be clarified.

We hope that we have given enough space for you to work on the self-check exercises. The purpose of giving self-check exercises will be served satisfactorily if you compare your answers with the possible ones given at the end of each unit after having written your answer in the blank space. *You may be tempted to have a glance at answer(s) given at the end of the unit as soon as you come across an exercise. But we do hope that you will overcome the temptation and turn to these answers only after you write yours.*
These exercises are **not** meant to be submitted to us for correction or evaluation. Instead, the exercises are to function as study tools to help you keep on the right track as you read the units.

The units are designed in such a way that the contents of later units are based upon the contents of initial units. If you have not understood or followed a unit properly, please read it again before reading the next one because; it may be difficult to follow the later units without a proper understanding of the first one. Wherever you face problem in understanding the content, please make note of it and put that question to your counsellor during the counselling sessions at the PSC. You can also informally clear your doubts whenever you come in contact with your counsellors at PSC/SDC without any hesitation. You could also e-mail (pgdgm@ignou.ac.in) or Fax your questions to the School of Health Sciences for clarification. Your questions would be answered during the teleconference sessions.

The reference books are listed for those who want to know further about the subject. But for your purpose, it should be sufficient if you have understood the contents thoroughly. Please note that all the questions either in assignments or in term-end examination will be from the syllabi as mentioned in this guide. You will have to write the assignments related to each block as mentioned later on.

### 3.2 Practical Component

Every theory course has a related practical course. The skills that you need to learn under each course are listed in Appendix I. Please maintain record of all the cases, as mentioned below, that you are seeing as a part of the learning exercise.

Please refer to Appendix II that summarises the hours that you need to spend in practical component of each course. The time allotment at PSC will be used for demonstration of skills to you and limited practice. To ensure that you have understood the steps involved in each of the skills demonstrated, you should practice the skills on at least one of the sample cases. If you can get opportunity to practice it on more number of patients at PSC, then you are welcome. However, if you do not get more chances, you could practice the same procedure at your SDC.

At SDC, you will have to practice all the skills taught to you at PSC. The number of patients that you should see for each skill is mentioned in the log-books. To guide you, there will be counsellors at SDC from medicine discipline. However, for community medicine and orthopaedics no activity is identified at SDC level. Hence, please try to clear all your doubts in MME-004 before you leave PSC and start activities at your workplace.

The duration of practical component is mentioned against each course. The practical manuals provided for each course would provide you information in details about the skills that you need to perform. This manual will guide you in carrying out the procedures both under supervision and later on for self-practice.

### 3.3 Log-book Maintenance

Log-book is meant for maintaining the records of all the activities/cases that you are performing as a part of the programme at PSC, SDC and Work Place. You have been provided with a log-book for each of the two practical courses. The number of cases that you should record in log-book will be according to the provisions made in it. For the rest of the cases as and when you see them, should be entered in the log-book in the appropriate place as mentioned in respective log-books.

*The log-books should be carried by you whenever you participate in PSC/SDC training.* The
cases recorded by you at the PSC/SDC should be written then and there and get it countersigned by the respective Counsellors. As attendance of all the spells vis-a-vis completion of all skills is compulsory, this record will be an objective proof for your actual performance and learning. If a particular activity is not duly signed by the counsellors, then it would not be considered for internal assessment and hence will fetch you low score. Please note, you must carry the log-book along with you to the term-end practical examination which would be returned back to you at the end of the practical examination.

3.4 Audio-video Component

Few audio-video cassettes are available to help you learn the practical skills. The planning of counselling sessions at PSC will be made in such a way that all the available audio-video cassettes in respective courses could be shown to you at the PSC.

3.5 Student Information System

Induction Meeting

The induction meeting is held in the month of January on a date suitable to the PIC and the Regional Centre. On this occasion you are informed to come to the PSC or the Regional Centre as felt convenient to the organisers. You are given orientation about the IGNOU system and told about your roles and responsibility while undergoing the PGDGM programme package. This induction is also done through teleconferencing in the first half of the month of January. You will receive information regarding this from your regional centre.

Peer Group Information System

You could make your own arrangement to get information in time. One method could be to establish telephonic link amongst the batch mates. Two to three of you having easy access to PIC or Regional Centre could collect updated information regarding the schedules of various activities like spells, teleconferencing, any special event etc. These students in turn could pass information to another set of students staying nearby (say, each take responsibility for 2 students). These students pass information to another set of students. Thus, in a short duration and incurring negligible expense, the information could reach to every student in time.

Information by PIC

The Programme In-charge (PIC) is provided information on different activities either by Regional Centre or by the School from time to time. The PIC in turn also informs you about the relevant activities by post.

Information by Regional Centre

Some of the information is sent to you by the Regional Centre. The Regional Consultant or the Assistant Regional Director (ARD) takes care of this activity. You can note their contact details from the Appendix-XII and XIII.

Information from Headquarters

Information on evaluation and material distribution goes directly from the respective divisions located at headquarters. You could also communicate directly to these divisions. Addresses of important divisions and the School is given in Section 6.7. However, in case of any problem, you could inform to the Regional Centre/PIC as the case may be.
Interaction with Programme Coordinator

You could interact with your programme coordinator through e-mail on any of the administrative or academic problems related to the programme. The e-mail id for the purpose is pgdgm@ignou.ac.in

Information through Teleconference

Some of the important announcements like the schedule of next teleconference are made during teleconferences. However, this information is also sent to you by post, through the Regional Centre/PIC as the case may be. You could attend the teleconference at any of the places linked by Gyandarshan channel. The Unit is provided in the website of ignou — (www.ignou.ac.in)

Information through Yuv-Vani

Interactive radio counselling is broadcast live in the All India Radio every Sunday at 4.00 to 5.00 p.m. You can interact during that time through the toll free number which is available for 38 cities. Please try to collect the toll free number from your regional centre.

Information through Doordarshan

IGNOU video recorded programmes are telecast on Doordarshan Channel-1 every day at 6.30-7.00 a.m. Important messages are also transmitted to students at the beginning or end of the transmission.

Information from Website

All the latest information is provided in the website of IGNOU (http://www.ignou.ac.in). You can access it as and when required. See section 3.7 for more details.

Information from Student Cell

Any type of unsolved problems could be sent to the student cell (ssc@ignou.ac.in). Please refer Section 6.7 for further details.

3.6 Student Responsibility

Travel and Stay in Relation to Programme

The admission fee covers only the expenses towards study material, counselling, practical activities at PSC and SDC including evaluation and certification. Hence, cost towards your stay and travel in relation to the programme during the practical spells, evaluation, teleconference etc. has to be born by you. So, you could pool your money and take help of the PIC/Regional Centre in arranging the vehicles, stay etc. as and when required.

Log-book Maintenance

You will maintain the log-books for practical courses. Each of the records maintained at PSC/SDC should be signed by the respective counsellors.

Attendance in Spells

All the practical spells are compulsory. However, you have the option to complete them over 3 years. The
attendance for theory sessions and teleconference is not compulsory. But, these would provide valuable learning experiences for you.

Certificate of Completion for Skill Training

You will have to attach the certificate of completion of practical activities performed at PSC and SDC while applying for the term-end practical examination. You could retain a xerox copy of these certificates for future use.

Timely Submission of Assignments

There are two sets of dates for submission of assignments at PSC. You should submit your assignments before taking the term-end theory examination either in December or June session. It is likely that if you appear in the term-end theory examination without submitting the assignments, your theory result may not be reflected in the grade card.

Filling of Term-end Examination Form

You will have to fill up theory and practical term-end examination form separately and submit them to the Director, SR&ED and PIC respectively. The last date for submitting the theory examination form to the Director, SR&ED is March 31/September 30 for the June/December examination respectively. But for practical examination, last date of submitting the form to PIC is November 7.

Invalid Registration

Even after completing the programme, your registration could be declared as invalid at the time of announcing the result. The reason could be one or more of the following:

- You have appeared in the examination without registration.
- Your registration period has expired.
- Your registration details are not forwarded from the concerned Regional Centre to the SR&E division.
- You were not eligible for registration for the particular programme/course.

Hence, you should first check the details from the respective Regional Centre before approaching to the head quarters.

3.7 IGNOU Website

You can get the details of information about IGNOU from the website. Information on a particular programme is incorporated to the respective programme. If you want to know anything about PGDGM Programme, you have to click against the programme. If you have any doubt, you should e-mail to the programme coordinator in pgdgm@ignou.ac.in. The following information will be of use to you.
Fig. 1 : Web page of IGNOU Website

Fig. 2 : Web page showing Student Support Details
As a student of IGNOU, you will be interested to know your examination date sheet, term-end theory result, grade card, your correspondence address as recorded at IGNOU Head quarters and the status of the print materials that you are supposed to be provided in the beginning of the session. In addition you may be interested in downloading information like old question papers, fresh assignments etc. All these information related to student leaning process in clutched together which could be accessed by clicking on the word Student Support. Once you click on this word, a different screen will appear as shown in Fig. 2.

You may also notice some information rolling on the screen of the home page. These information are usually displayed periodically according to its relevance. For example, facility for online filling of theory term-end forms will appear only in the month of March or September. Special information like declaration of result, rescheduling of examination etc. are displayed as applicable from time to time. You should click on these to know more details. Access process for some of the important information are mentioned below:

**On line Submission of Theory Term-end Forms**

You can fill up the theory term-end form online by clicking on the rolling message in the home page on-line Examination Form for T.E.E. After you fill up the required information, you have to click it to submit. Then you have to wait for sometime till a receipt number gets displayed. Please take a print out of the receipt number which will be useful if you do not receive your admit card in time.

**Information on Term-end Theory Examination Date Sheet**

The term-end theory examination datesheet gets displayed by the month of February/August for June/December examination respectively. You can see it by clicking at Term End Examination Datesheet.

### 4. HOW WILL THE PROGRAMME RUN?

#### 4.1 Infrastructure for Implementation

The programme will be implemented through a network of health infrastructure all over India. IGNOU has 26 Regional Centres (RC) which are directly responsible for the programme-related activities of that region. The Appendix XI mentions the jurisdiction of each of the regional centres. The head quarters has 20 schools looking after the academic components and several divisions for administrative component.

The School of Health Sciences (SOHS) is responsible for the curriculum design, programme development as well as framing the guidelines for various aspects of the implementation process in consultation with the concerned divisions. Besides, it will be monitoring the programme to ensure the quality training. The Student registration and evaluation division (SR&ED) is responsible for admission of students, maintenance of progress report and evaluation (both concurrent and end-assessment) including the certification. Computer division possesses the student data to provide address level of students for despatch of study materials and correspondence with students. Material production and distribution division (MPDD) is responsible for despatch of print materials. Regional Service Division (RSD) is the coordinating division between the head quarter and peripheral set up. So most of the information from regional director will go to head quarter only through Regional services division (RSD). Besides, RSD appoints the counsellors, programme-in-charge and takes care of the financial aspects of running the programme.

The contact sessions will be conducted through the counsellors identified at Programme Study Centre (PSC) and Skill Development Centre (SDC). The PSC and SDC are the Medical Colleges and District Level Hospitals respectively identified by IGNOU for this programme. At PSC, you will be demonstrated practical skills and given opportunity to clear their doubts where as you would practice the skills at allotted
SDCs for gaining competence. You will be able to do more and more practice of skills at your own workplace. The list of the PSCs is mentioned in Appendix X. The link between the above infrastructure is represented in Fig. 3.

In addition to the District hospitals, an SDC could also be a private set up (may be a large private hospital/nursing home) with a minimum patient turnover, availability of subject experts and the facilities as per the guideline mentioned in Appendix VIII. The SDC will be identified by the Regional Centre and allotted to the students in such a way that no SDC will be attached to more than five students and all the students be attached to the nearest possible centre. If a student finds the allotted SDC to be very far from his work place, then he could identify a set up fulfilling the criteria laid down for SDC and approach the Regional Director for the same. Once that SDC is formally approved, it could be allotted in lieu of the previous one.

Programme-in-charge is the link between the IGNOU and the health set up used for the PGDGM programme. He is stationed at the PSC and will for all practical purposes manages the day-to-day problems and ensure smooth running of the programme. The counsellors identified at PSC and SDC will help to provide skill training to you.

Work place is the set up where you work normally. This may be a Primary Health Centre (PHC); your own clinic or any other health set up in private/government sector. If the requisites in terms of number and the types of patients and facilities to perform the expected practicals are not available at the normal place of your work, then you are at liberty to select a place where you could work to fulfill the requirements for your practical activities.

Fig. 3: Administrative set up for PGDGM Programme
To facilitate the implementation process of the programme, a Regional Consultant is appointed in each region who is a very senior medical person with state level experience. He/she will act as a link between the SDC and PSC and try to ensure the smooth functioning of all SDCs. You could bring the problems faced at SDC level to the knowledge of the respective regional consultant for early solution. The names of regional consultants can be known from regional director. The list of regional consultants is mentioned in Appendix-XIII.

For state level monitoring of the programme, Regional Health Sciences Advisory Committee (RHSAC) is formed in each region wherever a Regional Centre is located. The members of the committee include Director, Health Services (DHS) and Director, Medical Education (DME) of respective states, programme-in-charge of all Programme Study Centres (PSC), Director, School of Health Sciences (SOHS), Regional Consultant and the Regional Director of IGNOU. Regional Consultant also participates in the meeting. This committee will help to identify and solve the implementation problems of the region, monitor the programme for quality assurance and help towards recognition of the programme by the state.

4.2 Allotment of PSC and SDC

Allotment of PSC

You will be informed about your allotted Programme Study Centre in your admission letter. You will be issued Identity Card and Roll Number by your Regional Centre. For all future correspondence, please mention your Roll Number.

In no situation a programme study centre will have more than 30 students in a batch. Hence, change of Programme Study Centre will be permitted subject to fulfillment of following two conditions:

- There is a vacant seat in the PSC to which transfer is opted
- Student being transferred has not done any spell training in the previous PSC.

If both the conditions fulfilled, you should contact your regional director for further procedures.

Allotment of SDC

Allotment of the SDCs is made in the beginning of the academic session by the Regional Centres with the help of the respective Regional Consultant. It is usually done during the induction meeting or in the first spell. Following points are taken into consideration while allotting an SDC:

- A maximum of 5 students to be attached per SDC counsellor.
- Students to be provided opportunity for independent handling of patients.
- Travel time to SDC should be the minimum so that a student is not required to take leave to perform the SDC activity.
- SDC activity has to be performed in mutually convenient time of the student and the counsellor.

The allotment of SDC is made on the basis of the identified SDCs in a state. But, if some suitable SDC could be identified at a convenient distance from the residence of a student, the matter should be brought to the notice of the Regional Consultant/Regional Director who would pursue the matter with appropriate authorities for permission. After getting such permission, allotment of that SDC would be made to the desiring student.
Similarly, if a student gets transferred to another state, his SDC allotment could be changed to the nearest available SDC in that state. In this situation, the student will inform the Regional Director (where PSC is located) about his transfer marking a copy to the Regional Director of the opted state (where he/she wants to do SDC activity). The Regional Director of the opted state will take necessary steps to allot an SDC out of the list of activated SDCs or activate a new SDC as per the necessity and inform the student regarding the allotment.

4.3 Role of Regional Consultant

The role of Regional Consultant is to facilitate your learning process. Hence, every one of you should try to have liaison with the Regional Consultant on a one-to-one basis. You should try to convey the hurdles of your learning process to the Regional Consultant so that he/she could take appropriate measures or guide you properly to solve them. You can contact your Regional Director for details of contact address. However, the present contact address is mentioned in the Appendix XI.

The regional consultant could help you in the following activities:

- Identification and activation of new SDC if existing SDCs are not suitable.
- Allotment of SDC.
- Streamline the obstacles in availing facilities at the allotted SDC.
- Provide information regarding induction meeting, teleconference schedules, conduction of spell, etc.
- Streamline timely conduction of practical spells.
- Explain your problems and training necessities to SDC counsellors.
- Help you in allotment of SDC in case of interstate transfer.

4.4 Role of Programme Study Centre

Presently, 20 Programme Study Centres have been identified for implementation of the PGDGM programme. Each PSC will have the following major functions:

Counselling

Face to face contact between teacher and the student is provided to clarify doubts arising out of the study materials. Each theory counselling session will be of two and half-hour duration.

Hands on Training

Students will be demonstrated different skills as planned in the curriculum design. As per the availability of the patients and feasibility, students will be also given chance to practice some of the skills then and there.

Evaluation of Assignment

You will be given assignments having long, short and problem based questions. The counsellors at your programme study centre will evaluate them and return to you for feedback.
Library

There will be availability of relevant audio-video materials related to the programmes run by the programme study centre.

You will be able to avail the library facility of the Medical College to which the programme study centre is attached. Please use your Identity Card for this purpose.

How can the counsellors help you at PSC?

- Take theory counselling in respective subjects.
- Demonstrate all practical activities to the students attached to him/her.
- Help in limited practice of Skills at PSC.
- Evaluate assignments and provide feedback.
- Participate in teleconferencing, if required.
- Evaluate records/projects of practical components of respective courses.
- Ensure your learning and gaining proficiency in respective disciplines.
- Certify the completion of skills by you at PSC.
- Participate as examiner for Term-end practical Examination.

Interaction with Fellow Students

You get an opportunity to interact with your peer groups and other students that could help you to overcome the problems faced by a distant learner. You can overcome the feeling of being isolated from other students.

Teleconference

In some of the programme study centres teleconference facility is provided which is linked with the head quarter. At other places you will be attached to the nearest centre having this facility.

4.5 Role of Skill Development Centre

There will be about 10-20 SDCs in each state. In some of the states all the district hospitals have been approved to function as the Skill Development Centre. Each SDC will have the following major functions:

Hands on Training

You will be practicing different skills that are learnt by you at the PSC during the practical spells/contact sessions. Here you will diagnose and manage the problems independently under the guidance of the SDC Counsellor. You will attend OPD, Ward, emergency etc. as feasible. All these postings will be planned by the SDC Counsellor so that all the skills visualized for learning are completed successfully.
Monitoring

The SDC Counsellors will help the students to develop competency in each skill so that students can apply the new knowledge in their set up. This process involves verification of log-book written by students and identifying learning problems there by and rectifying those problems while the student is performing the same skill on other patients.

At SDC, the teaching learning arrangement is one to one basis. This aims at developing a friendly learning atmosphere and clearing all the doubts of students without any hesitation.

How can the counsellors help you at SDC?

- Supervise your practice of skills in respective disciplines.
- Certify the completion of skills by you at SDC.
- Evaluate your learning of skills at SDC.
- Ensure learning and gaining proficiency in respective disciplines at SDC

Internal Evaluation of Practical Courses

The counsellors at SDC will assess each student on the basis of their performance and log-books. These marks will be sent to the Programme in-charge for further compilation.

Log-book Checking

Each SDC Counsellor will verify the log-books maintained by the students. This checking will be an integral part of the skill development process.

4.6 Programme Schedules

There is no provision for separate theory contact sessions. Students will be clearing their doubts while attending the spell training at Programme Study Centres and skill training at skill development centre. At PSC, the hands-on-training will be of 30 days duration which will be completed in 4 spells. The spells could spread over the academic session as mentioned below:

<table>
<thead>
<tr>
<th>Spell</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st spell</td>
<td>February–March</td>
</tr>
<tr>
<td>2nd spell</td>
<td>April–May</td>
</tr>
<tr>
<td>3rd spell</td>
<td>June–July</td>
</tr>
<tr>
<td>4th spell</td>
<td>August–September</td>
</tr>
</tbody>
</table>

The PSCs are free to decide the timing of the spells according to the convenience of the institution. But, the duration of the spells will be uniform throughout the country as mentioned below:
Time Distribution for Spells

<table>
<thead>
<tr>
<th>Deptt.</th>
<th>Spell-I</th>
<th>Spell-II</th>
<th>Spell-III</th>
<th>Spell-IV</th>
<th>Total Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>6 days</td>
<td>2 days</td>
<td>2 days</td>
<td>2 days</td>
<td>12 days</td>
</tr>
<tr>
<td>Allied Disciplines</td>
<td>1 day</td>
<td>2 days</td>
<td>2 days</td>
<td>2 days</td>
<td>7 days</td>
</tr>
<tr>
<td>Community Medicine</td>
<td>2 days</td>
<td>2 days</td>
<td>1 day</td>
<td>1 day</td>
<td>6 days</td>
</tr>
<tr>
<td>Orthopaedics</td>
<td>1 day</td>
<td>2 days</td>
<td>1 day</td>
<td>1 day</td>
<td>5 days</td>
</tr>
<tr>
<td>Total</td>
<td>10 days</td>
<td>8 days</td>
<td>6 days</td>
<td>6 days</td>
<td>30 days</td>
</tr>
</tbody>
</table>

The first spell will be of 10 days, second spell will be of 8 days and the third and fourth spells will be of 6 days duration each. The Programme In-charge (PIC) will finalize the spell posting schedules in consultation with the concern departments and then display the posting schedule in notice boards. The spell dates will be intimated by the PIC to all the students of the current batch and the defaulters of previous batches whose registration period is valid.

4.7 Grouping of Students

A batch of 30 students will be divided into three groups of 10 each (Group A, B and C). A maximum of 10 students will participate in spell training in any department. Each of these groups will be further subdivided into two groups (A1 & A2, B1 & B2 and C1 & C2) and each subgroup will be posted under a counsellor so that the teacher student ratio of 5:1 is adhered to i.e. a maximum of 5 students will be attached to a counsellor. A frame work of the grouping of the students for different spells is mentioned below:

A) Rotation Plan in 1st Spell Posting

<table>
<thead>
<tr>
<th>Deptt.</th>
<th>Day 1 to 6</th>
<th>Day 7</th>
<th>Day 8</th>
<th>Day 9</th>
<th>Day 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med</td>
<td>A1 A2</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Allied</td>
<td>--</td>
<td>A1</td>
<td>A2</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Ortho</td>
<td>--</td>
<td>A2</td>
<td>A1</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>PSM</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>A1 A2</td>
<td>A1 A2</td>
</tr>
</tbody>
</table>

For the 1st spell, the students will be rotated in the above mentioned disciplines so that all the enrolled students will undergo spell training simultaneously. In the 1st spell the 10 days of posting will be made for different groups in a sequence i.e. group 'A' having 10 students will complete the spell followed by group 'B' in next 10 days and the group 'C' in subsequent 10 days.
**B) Rotation Plan in 2nd Spell Posting (8 days)**

<table>
<thead>
<tr>
<th>Deptt.</th>
<th>Day 1 &amp; 2</th>
<th>Day 3 &amp; 4</th>
<th>Day 5 &amp; 6</th>
<th>Day 7 &amp; 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med</td>
<td>A1 A2</td>
<td>--</td>
<td>C1 C2</td>
<td>B1 B2</td>
</tr>
<tr>
<td>Allied</td>
<td>B1 B2</td>
<td>A1 A2</td>
<td>--</td>
<td>C1 C2</td>
</tr>
<tr>
<td>PSM</td>
<td>C1 C2</td>
<td>B1 B2</td>
<td>A1 A2</td>
<td>--</td>
</tr>
<tr>
<td>Ortho</td>
<td>--</td>
<td>C1 C2</td>
<td>B1 B2</td>
<td>A1 A2</td>
</tr>
</tbody>
</table>

**C) Rotation Plan in 3rd or 4th Spell Posting (6 days)**

<table>
<thead>
<tr>
<th>Deptt.</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied</td>
<td>B1 B2</td>
<td>B1 B2</td>
<td>A1 A2</td>
<td>A1 A2</td>
<td>C1 C2</td>
<td>C1 C2</td>
</tr>
<tr>
<td>PSM</td>
<td>C1</td>
<td>C2</td>
<td>B1</td>
<td>B2</td>
<td>A1</td>
<td>A2</td>
</tr>
<tr>
<td>Ortho</td>
<td>C2</td>
<td>C1</td>
<td>B2</td>
<td>B1</td>
<td>A2</td>
<td>A1</td>
</tr>
</tbody>
</table>

The programme-in-charge along with the counsellors of the concerned departments will finalize the time schedule of every practical spell. The posting plan is designed in such a way that every student gets adequate opportunity to clear his/her doubts. Though 5 students are attached to a counsellor at a time, these 5 students could be further divided into smaller groups and posted to different places like OPD, Ward, Emergency etc. The sample posting schedule is mentioned in Appendix III.

Even though there is flexibility in planning a spell, following points need to be taken into consideration:

- Not more than 5 students are grouped in any of the clinical posting.
- Field demonstrations should not have more than 10 students at a time.
- Students, if possible, could be taken in the ward teaching rounds.
- Interested students could be allowed, if the department has no objection, for night duties in emergency care, etc.
- All students should participate actively and present at least one case.

At the SDC, one counsellor will be identified from medicine discipline. As you will be attached to one SDC also, you will practice the skills under guidance of the counsellors at SDC.

### 4.8 Arrangement for Contact Sessions

#### 4.8.1 Practical Activity at Programme Study Centre

The practical demonstration at the PSC would be done in four spells as mentioned above. You will be
posted at various set up like Out Patient Department (OPD), Ward, Emergency Room etc. as per the necessity of training you in a particular skill. The exact place of posting will again depend upon the decision of the counsellors of PSC so that your training becomes more meaningful.

It may be noted that the time allotted for PSC will be used for demonstration of skills and limited practice of that skill by students depending upon the availability of the patient. It is expected that PSC counsellors will demonstrate all the skills at least once and some of you get a scope to practice under their supervision. If you do not get scope for independent practice in a spell, you could try the same in next spells. However, you have to do independent practice of all the skills at SDC level. In addition to demonstration, you could discuss the important points in each of the procedures with your counsellors and ensure that you follow all the steps correctly.

You will also have to attend some field visits related to course MMEL-004. The visits will be organised by the respective counsellors. During the field visit, you have to collect all data as mentioned in the related section of the log-book and get them signed before completing the respective spell.

At the end of the third spell, the PSC counsellor will sign on the completion certificate (Appendix-IV) that is essential to make you eligible to appear in the term-end examination. If you face any problem in carrying out the SDC activities before the second spell, you should bring this to the notice of the regional consultant. In any case, you should ensure that you have started the SDC activities before attending the third spell training.

4.8.2 Practical Activity at Skill Development Centre

After attending the first spell at PSC, you should try to practice those skills in the SDC. This will help you to identify your weakness in the learning process and provide you the scope to clarify the doubts during your next visit to PSC or while interacting with the SDC counsellor. Thus, the PSC and SDC training goes hand in hand. The purpose is to complete the practicing of all the skills at SDC that are taught to you at PSC in a particular spell before going again to the PSC for learning the additional new skills in the next spell.

The schedule of activities at SDC will vary from student to student as per their convenience. You should discuss with your

SDC counsellor and fix the timing for performing the practical at the SDC. This responsibility lies with you to mutually decide upon a time schedule that would suit both the counsellors and you. You should also get the log-book duly signed from the counsellors as and when you perform the activities at SDC. At the end of the posting, the SDC counsellors will sign on the completion certificate at appropriate places to make you eligible to appear in the term-end examination.

Please note that attending all the spells are compulsory i.e. you will be allowed to appear in the examination only after completion of training in all the skills that are planned in four spells.

4.8.3 Teleconferencing

It is a two-way audio and one-way video system where you can see the teachers over television screen and interact with them by using the telephone/Fax. The teleconferencing sessions will be planned as per feasibility and attempts will be made to link them during the practical spells so as to have more participation. Even if the spells and the teleconference sessions are not linked, you can visit to your nearest study centre
of IGNOU having this facility and attend to the teleconference sessions of PGDGM programme. You can get the list of centres having the Gyandarshan facility in from the ignou website www.ignou.ac.in. You can also use toll free number (16001-12345) or fax (011-29533161) to ask questions. Please contact your Regional Director to know more about this facility.

In these sessions, subject experts will be invited to deal with various subject areas as planned for that session. While dealing with the theory component, principles/concepts dealt in different units will be highlighted and the questions arose by you will be answered with the help of examples so that you will be able to practice those principles and link them to practical activities.

In the practical component, attempts will be made to deal with rare patients and where possible, show them live or get video clips of five to ten minutes and generate discussion. Attempts will also be made to simulate question answer sessions/seminars in a planned way. As the teleconferences are being linked with the practical sessions, a good amount of participation is expected. Hence, model case presentation, case discussion, panel discussion and important clinical examination procedures will be dealt with. The important sessions of the teleconference will be recorded wherever possible and be used for training as and when required.

The teleconference sessions will be held once a month from February to October every year. The dates are informed to the Regional Director well in advance. You can also see the schedule from the website as mentioned earlier in section 3.7. You may also mail your query in advance to the Programme Coordinator, IGNOU, Maidan Garhi, New Delhi-110 068 or Fax in 011-29534935 so that the same could be taken up for discussion in the next possible session. You could also give suggestions on teleconferencing for its improvement.

We expect you to provide feedback on the teleconference to the School of Health Sciences and also record it in respective log-books.

5. HOW WILL YOU BE EVALUATED?

In Indira Gandhi National Open University (IGNOU), every course is considered as an independent unit. Hence every course will be evaluated separately and for all purposes each course will be considered as a separate entity.

Evaluation will be made both concurrent (internal assessment) and at the end (end-assessment). Theory and Practical components will be evaluated separately. In both the theory and practical, the weightage of the internal assessment will be 30% and that of the end-assessment will be 70%. For successful completion of the programme, you will have to pass in both the components of each of the four courses with a minimum score of 50%. It may be noted that securing of pass mark in the internal assessment of the practical components is essential before you can appear in the respective term-end practical examination.

5.1 Distribution of Marks

Each course will have 100 full marks. Mark distribution and pass marks are mentioned in the table below:
Course-wise Distribution of Marks

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Nature of Course</th>
<th>Internal Marks</th>
<th>Term-end Marks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MME-004</td>
<td>Theory</td>
<td>30 (15)</td>
<td>70 (35)</td>
<td>100</td>
</tr>
<tr>
<td>MME-005</td>
<td>Theory</td>
<td>30 (15)</td>
<td>70 (35)</td>
<td>100</td>
</tr>
<tr>
<td>MMEL-004</td>
<td>Practical</td>
<td>30 (15)</td>
<td>70 (35)</td>
<td>100</td>
</tr>
<tr>
<td>MMEL-005</td>
<td>Practical</td>
<td>30 (15)</td>
<td>70 (35)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

Note: Figures in parenthesis show the pass marks.

It may be noted that even though the students have to secure pass marks separately in both the components, all their successful components are carried forward till the end of the registration period of 3 years. So, the students have the opinion of either completing all components in an academic year or over a period of 3 years in a phase wise manner as feasible to them.

5.2 Method of Evaluation of Theory Courses

5.2.1 Internal Assessment (Assignments)

In IGNOU, the internal assessment for theory is carried out by providing you one assignment for every two theory blocks. These assignments are question papers that you will answer at your own place by referring your blocks. For the PGDGM Programme, you will have to do one assignments for each of Course MME-004 and MME-005. You have to secure an aggregate of at least 15 marks to pass. If one fails to secure 15 marks, he/she will have to repeat the assignments. The last date of submission of assignments is mentioned in section 6.3.

All the assignments have to be hand written. Submission of assignments is a pre-requisite for appearing in theory examination. If some one appears in the term-end theory examination without submitting the respective assignments, his/her term-end theory examination may not be reflected in the grade card.

5.2.2 Term-end Examination

Term-end examination for theory will be held twice in a year i.e. in the month of June and December. There will be 3 papers of 70 marks each. Each paper will be of 3 hours duration. You will have to secure at least 35 marks in each of the theory papers for successful completion.

You could appear in both or any one of the two theory papers at a time. For appearing in the theory term-end examination, you should fulfil two requisites, i.e. filling up the form in time (refer Appendix XIX) and timely submission of assignments related to that theory paper or the papers that you want to appear.

To make you eligible, you will have to fill up and submit in time the term-end examination form. Please note that no separate form is required for this purpose and the last date for submission of the form is always strictly adhered to. You should xerox the form given in Appendix XIX and fill it and submit to the Director, SR&ED as mentioned in the form. Please do not tear the form from the Programme Guide as you may require it in future. The form is also available on IGNOU website (www.ignou.ac.in). The examination schedule commonly known as Date Sheet is sent to Regional Centres and PSCs at least 5 months in advance. You can refer to section 3.7 on website for online submission of form and date sheet.
A list of study centres is given in the IGNOU website (www.ignou.ac.in). You may also obtain the list of study centre from the regional centre. If five or more PGDGM students give option of a study centre for appearing in the theory term-end, then question papers could be made available in that centre provided that study centre is identified for conduction of IGNOU term-end examination for that session. However, the final allotment of theory examination centre will be made by SR&ED and will be intimated to you. Please refer to Section 6 for more clarifications on theory term-end examination.

5.3 Method of Evaluation of Practical Courses

5.3.1 Internal Assessment

Like the theory courses, the practical courses will have 30% weightage from internal assessment. The internal assessment of the practical component will be done by the counsellors located both at the PSC and the SDC. There are no formal question papers to assess this component. The counsellors will make a subjective assessment of your understanding and performance on every skill. The marks on internal assessment will be given by the PSC/SDC counsellors in a proforma provided for the respective courses (Appendix IV). This proforma will be handed over by the respective SDC/PSC counsellors to the Programme In-charge as soon as you complete all the requisite activities under them.

In PSC, most of the skills dealt in a spell will be evaluated by the end of the respective spell or in the fourth spell. Similarly, the SDC Counsellor will evaluate you as and when you complete the activities related to respective skill as per the groupings made in the proforma. Please note that you have to also submit the respective log-books during the term-end practical examination for verification by examiners. You will be returned back your log-books after the examination.

For MMEL-005, the internal evaluation will be carried out at both the PSC and SDC by the respective counsellors. The weightage of marks is mentioned in the monitoring proforma given in Appendix IV.

Passing in internal assessment of the practical is a prerequisite for appearing in the Term-end Practical examination. A student will have to secure at least 15 marks to be declared as pass in the internal assessment component. If a student fails to secure pass marks, he/she will have to repeat all the practical activities (at PSC and SDC) of related courses after paying the required fees at the regional centre. The fee will be the same as that applicable for readmission to practical Courses.

5.3.2 Term-end Examination

For term-end practical examination, there will be two internal and one external examiner from discipline of Medicine for the Course MMEL-005. But for the Course MMEL-004, there will be one internal and one external examiner each from the disciplines of the community medicine and orthopaedics. The internal examiners will be from the same programme study centre and the external examiners will be the counsellors from IGNOU programme study centres (for PGDGM Programme) of other states. Their names will be decided by SR&ED in consultation with the School. An observer from IGNOU may also be present. The practical term-end examination will be held only once a year i.e. in the months of November-December.

The examination pattern will be uniform in the whole country. You will be given long and short cases slides/ spots and there will be a viva. In community medicine component of MMEL-004, the case will be replaced by working up of a family. A student will have to score at least 35 marks in each of the two practical courses to pass successfully. Otherwise, he/she will have to repeat the respective course.

You will appear in the term-end examination of practical component at your programme study centre. For
making you eligible for appearing in the examination, you will have to fill up the form mentioned in Appendix VI of the Programme Guide. Please note that this practical form will be deposited with your programme in-charge. As term-end examination will be conducted for three disciplines (Community Medicine, Orthopaedics and Medicine), your examination will be spread over 3 days i.e. one day each for each discipline. Your Programme In-charge will inform you about the schedule of your practical examination.

5.4 Result and Certification

5.4.1 Declaration of Result

All the result of students are computerized and when a student completes all the courses of the programme, a printed mark sheet is sent to the students. However, a grade card is generated each time a student takes any examination. This card shows the marks obtained in that examination only. A duplicate grade card or marksheet can be issued by the University on request (Appendix-XVI). After successful completion of the programme, a provisional pass certificate could be issued by the university on request from the student (Appendix-XVIII).

Even if you don't receive your result (Grade Card) before the last date for applying for the theory-term end examination of next session, do not wait for the grade card. As University does not charge extra for applying for the examination, you are requested to fill up the term-end theory examination form anticipating that the paper might not have been cleared. If you actually clear the paper, you should ignore the admit card for the next examination.

Sometimes some component of the results is not reflected in the grade card or marksheet. In that situation, please write an application to the Director, SR&E Division enclosing a zeros copy of the partial reflected grade card. If practical mark is not reflected, you should approach the Programme In-charge in writing. Programme In-charge will send a copy of the actual result along with your application to the Director, SR&E Division marking a copy to the Programme Coordinator for follow up.

5.4.2 Rechecking of Marks

When you are not satisfied with the term-end theory mark, you have an option to approach IGNOU for re-evaluation of the marks. For re-rechecking, your application should reach Director, SR&E Division with a demand draft of Rs. 100/- (in favour of IGNOU and payable at New Delhi) within 3 months of declaration of result.

5.4.3 Convocation

The degree of PGDGM is offered by the university after the convocation ceremony. Usually every year this is organized in the month of February/March. So, the students passing by the June examination of the previous academic year are given degree on this occasion. The successful students are informed about the convocation in the month of November/December by postal communication. The interested students need to reply to SR&E division in this regard. The students who are not able to attend the convocation are sent the degree by post later on.

Gold Medal

There is a provision of gold medal for the student passing the PGDGM Programme in one chance and securing the highest mark (but not less than 75%) amongst all students of that session. The student is required to attend the convocation at Delhi personally to receive the gold medal.
6. MAY I HELP YOU?

As discussed earlier, the programme implementation is made by a team effort. Different divisions of IGNOU look after different components of this implementation process. Any missing link could create hurdles. Hence, if you as a distant learner face any problem, please follow the guidelines as mentioned below.

6.1 Change of Address

If your address gets changed, please xerox and fill up the form mentioned in Appendix-XIV of this guide. This form needs to be submitted to the Director, SR&ED through your Regional Director. Your new address will be taken care.

6.2 Study Material

As mentioned earlier, you will receive all the print materials in the beginning of the session. It will reach at your correspondence address by post. If it does not reach you by January end or any component is missing, please write in the form mentioned in Appendix XIII. Please xerox this appendix, fill and send to MPDD. In addition, you could also contact your programme-in-charge to solve your problem. The materials that you will receive are as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Materials to be Received by Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Blocks</td>
</tr>
<tr>
<td>MME-004</td>
<td>1, 2, 3, 4, 5 and 6</td>
</tr>
<tr>
<td>MME-005</td>
<td>1, 2, 3, 4, 5, 6,7 and 8</td>
</tr>
<tr>
<td>MMEL-004</td>
<td>Practical Manual and Log-book</td>
</tr>
<tr>
<td>MMEL-005</td>
<td>Practical Manual and Log-book</td>
</tr>
</tbody>
</table>

6.3 Assignments

Some of the commonly faced problems related to assignment is discussed below. If you still find some additional problem, please contact the programme in-charge (Appendix VIII) or Programme coordinator.

Missing pages

Whenever you receive a set of assignments, check them immediately and ask for missing pages, if any, from Joint Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110068 (Appendix XV) or the programme in-charge of your programme study centre.

Writing process

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor marks. Please leave sufficient margin (about 5 cm) on the answer sheet so that the counsellor could write his comments there.
Submission schedule

You must submit your assignments according to the schedule indicated in the assignment itself. The University/Programme in-charge has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date. Last date for submission of all the assignments is September 30 and March 30 respectively for those appearing in December/June examinations.

Repeating assignment

The students who are not able to clear the assignments in the first academic year, should apply for a fresh assignment to the MPDD (Appendix-XV). The students of previous batches working on new assignments could submit it on any early date.

Content of assignment

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing feedback to you. The information given in the printed course materials should be sufficient for answering the assignments.

Style of writing

Try to write the assignments in your own style and give suitable examples wherever necessary. This will help you to get good marks. Note that every year, a new set of assignments is prepared.

Defaulters

If you have not been able to submit all the assignments within the one-year time frame of your admission, then ask for fresh assignments in the proforma enclosed in Appendix XV. You may also download the assignment from the website under homepage → student → download → assignment Submit your assignments to your programme in-charge and when you complete them. You will be provided feedback on the assignments usually within one to two months of submission.

Non-entry/wrong entry of marks

Report to PIC in writing regarding the discrepancy in entry. The PIC will send a copy of assignment marks in a proper proforma to SRE Division again along with your letter.

Wrong totaling

Please note that re-evaluation of assignments is not done. However re-totaling of marks is carried out locally by the respective counsellor and reported to the PIC. This should be done immediately after you receive the assignment feedback.

6.4 Term-end Theory Examination

Some of the commonly faced problems related to term-end theory examination is discussed below. If you still find some additional problem, please contact the Programme In-charge (Appendix VIII) or Programme coordinator.
Theory Date sheet

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to all the regional centres in July for the December examinations and in January for the June examinations. You can see it also in website of IGNOU.

Availability of theory form

Copies of the examination forms are available at Regional Centres/SR&E Division at the Headquarters. A copy is also enclosed in the Appendix XIX. You can take photocopy of this form and use it. You could also fill the form on-line as mentioned in website section (3.7).

Filling up form

You could appear in all or any one of the three theory papers at a time. Only one form is to be submitted for all the courses that you want to appear in a term-end examination. Please keep a copy of the form and proof of sending for your future record. You need to deposit a fees of Rs. 50 per course through a demand draft in favour of IGNOU for the theory papers along with the form.

Where to deposit the form

The filled-in theory examination form is to be submitted to the Director (SR&ED), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068.

Last date of submission

The last date for submission of examination forms is 30th September for examinations to be held in December and 31st March for examinations to be held in June. Examination forms received at the Headquarters after the last date shall strictly be rejected. However, last date with late fee is decided from time to time. Please contact Regional Director for this or see website.

Intimation slip

It is generated by computer for online submission or given at counter where you deposit the form. For postal despatch, you should send a self addressed post card.

Admit card

After receiving the theory examination form from you, the university will send admit card to you before the commencement of examinations at least 15 days in advance.

Non-receipt of admit card

If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Regional Centre/SR&E Division at Headquarters with the proof of sending the form that you have. You can be provided a provisional admit card by the Regional Director for which a passport photograph will be required.

Misplaced admit card

If you know your examination centre, you can report to the examination centre superintendent with the IGNOU identity card (Student Card) and take the examination.
Centre for examination

The centre for theory examination will be decided by SRE Division. You can opt for your examination centre from among the list of study centres of IGNOU which are available on the IGNOU website (www.ignou.ac.in). The list is also available at the regional centres. You will be allotted the centre that you have asked for if that centre is identified as an examination centre for that session. Otherwise a nearest possible centre is allotted. This is intimated to you in the admit card.

Wrong enrollment number

Your enrollment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

6.5 Term-end Practical Examination

Eligibility criteria

For appearing in the practical term-end examination, you should fulfil the following three requisites:

- Attend all the four practical spells at PSC (related to the courses you want to appear) and complete all the activities (related to the courses you want to appear) at SDC. The completion certificate signed by respective counsellors is to be submitted as a proof.
- Fill up the practical term-end form in time and submit to the programme in-charge (Appendix VI)
- Pass in the practical internal assessment.

Please note that appearing in theory paper is not a prerequisite for appearing in practical component.

Practical date sheet

Practical examination date is decided by the programme in-charge. It is usually held in the last week of November or in December after the theory examination.

Availability of practical form

Copies of the examination forms are available only in the programme guide in the Appendix VI.

Filling up form

You could appear in both or any one of the two courses at a time. Only one form is to be submitted for all the courses that you want to appear in a term-end examination.

Fees for theory form

There is no separate fee for examinations.

Where to deposit the form

The filled-in practical examination form is to be submitted to your programme in-charge.
Last date of submission

The last date for submission of practical examination forms is November 7th. Please contact your Programme in-charge if you could not fill it in time.

Intimation slip

There is no intimation slip. Programme in-charge informs you about the date.

Centre for examination

Your programme Study Centre is the Centre for practical examination.

Change of centre

If you have any unavoidable problem, please write to the Director, SR&E Division for change of Centre marking a copy to the Programme Coordinator. If your centre is changed, you will be officially informed with intimation to the concerned examination centre to allow you for taking examination.

6.6 Re-admission

If a student is not able to pass in all the courses within the registration period of 3 years, then one can take readmission by depositing the required fee and clear rest of the courses in next 2 years. Common issues related to readmission is mentioned below.

When to apply

In the third year of registration period.

How to apply

If a student apprehends that he/she may require readmission, then the student should fill up the re-admission form (Appendix XVII) with a covering letter requesting to inform the amount of fee to be paid towards the readmission. The SR&E Division will inform the student after the result of the last examination is declared and the student has to deposit the amount as per that information. After SR&E Division receives the required amount, the readmission letter is despatched to the students.

How many courses to be applied for re-admission

The Courses that are not cleared during the registration period of 3 years.

How is the period of re-admission counted?

The 2-year re-admission period is counted from the date when registration period ends. Thus, effectively one gets a total 5 years from the date of original admission.

Is the internal mark of re-admission course allowed to be carried forward?

The students will be allowed to carry forward the internal marks, both in theory and practical, if they have cleared that component.
What about late applications for re-admission?

Even if one applies for re-admission at a later date, the period will be counted from the date of completion of 3-years of registration.

Fee amount

The amount to be deposited towards the readmission varies from time to time and is decided by the admission fee of the same academic year as applicable for fresh batch of students i.e. the running cost of the programme. You should contact the SR&ED to know the exact amount applicable during your readmission period. However, the readmission fee as applicable form the year January 2008 is mentioned below:

The Re-admission Fee Structure for 2008

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Course Title</th>
<th>Nature</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MME-004</td>
<td>Basic Geriatrics</td>
<td>Theory</td>
<td>2,200/-</td>
</tr>
<tr>
<td>MME-005</td>
<td>Clinical Geriatrics</td>
<td>Theory</td>
<td>2,200/-</td>
</tr>
<tr>
<td>MMEL-004</td>
<td>Basic Geriatrics Practical</td>
<td>Practical</td>
<td>5,500/-</td>
</tr>
<tr>
<td>MMEL-005</td>
<td>Clinical Geriatrics Practical</td>
<td>Practical</td>
<td>5,500/-</td>
</tr>
</tbody>
</table>

How to send the fee

In form of draft in the name of IGNOU payable at New Delhi

How to be confirmed that re-admission is done

When a letter from SR&E Division is received confirming the re-admission.

6.7 Channel of Communications and Addresses

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Purpose</th>
<th>Address</th>
<th>Contact numbers</th>
</tr>
</thead>
</table>
| 1.      | Matters related to admission, examination, certification | Director (SR&ED)  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068  
Assistant Registrar (Examination) | Tel.: 011-29532482/29535828  
Fax:011-29534429  
e-mail: sred@ignou.ac.in  
Tel.: 011-29535027 |
|         | Admission Related problem | Assistant Registrar (Examination-II) | Tel.: 011-29536743 |
|         | Examination Centres, Results | Deputy Registrar | Tel.: 011-29532294 |
| 2.      | New assignments, Non-receipt of study materials, Purchase of study materials, etc. | Registrar (MPDD)  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068 | Tel.: 011-29532450  
Fax:011-29535083  
e-mail: mpdd@ignou.ac.in |
|         | Purchase of Study Material | Marketing Cell, MPDD, IGNOU,  
Maidan Garhi, New Delhi-110068 | |
| 3.      | Academic matters | Director (SOHS)  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068 | Tel.: 011-29533078  
Fax:011-29534935  
e-mail: sohs@ignou.ac.in |
<table>
<thead>
<tr>
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<th>Purpose</th>
<th>Address</th>
<th>Contact numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Teleconference, Audio</td>
<td>Director (EMPC) Indira Gandhi National Open</td>
<td>Tel.: 011-29534299</td>
</tr>
<tr>
<td></td>
<td>conference</td>
<td>University Maidan Garhi, New Delhi-110 068</td>
<td>Telefax: 011-29533079</td>
</tr>
<tr>
<td></td>
<td>Purchase of Audio-video tapes</td>
<td>Marketing Unit, EMPC, IGNOU, Maidan Garhi, New</td>
<td>e-mail: <a href="mailto:vkarora@ignou.ac.in">vkarora@ignou.ac.in</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delhi-110 068</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Enquiry for any problem</td>
<td>Deputy Director Student Services Centre, IGNOU,</td>
<td>Tel: 011-29533869/29533870/29533</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maidan Garhi, New Delhi-68</td>
<td>3128 Fax: 011-29535714</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>e-mail: <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a></td>
</tr>
</tbody>
</table>

**Student Support Cell (SSC)**

The Student Support Cell (SSC), established since 1998 at IGNOU headquarters, provides complete information pertaining to
the old and newly launched academic programmes of IGNOU. It provides information regarding the
term-end examination result held in June/December including the practical marks, addresses of various
regional centres, the details of various programmes activated at different centres and despatch position of
study material. In case of non-receipt of materials by students, the status of the material is also provided.

In addition to the above, SSC also forwards the request received from the students regarding the change
of address, corrections in the student's name and father's name, incorporation of assignments/practical
marks, term-end theory examination form and the unresolved problems received from regional centres. It
remains open on all the week days except Sunday and Gazetted holidays.

## 7. KNOW SYLLABI OF YOUR COURSES

The programme design is mentioned in section 2.2. The block-wise details are mentioned in the following
section and the detailed syllabi are mentioned in a separate section.

### 7.1 Course-wise List of Blocks

**Course MME-004: Basic Geriatrics**

Block-1: Demography and Epidemiology of Aging

Block-2: Biological Process of Aging

Block-3: Making Elderly Less Vulnerable

Block-4: Coping with Aging

Block-5: Psychosocial Geriatrics

Block-6: Rehabilitation Geriatrics

**Course MMEL-004: Basic Geriatrics Practical**

Block-1: Practical Manual

Block-2: Log-book
Course MME-005: Clinical Geriatrics

Block-1: Different Face of Clinical Geriatrics
Block-2: Gastrointestinal and Respiratory Disorders
Block-3: Cardiovascular and Haematological Disorders
Block-4: CNS and Neuro-psychiatric Disorders
Block-5: Genitourinary and Endocrinological Disorders
Block-6: Musculoskeletal and Special Senses Disorders
Block-7: Malignancies and Terminally Ill
Block-8: Miscellaneous Disorders

Course MMEL-005: Clinical Geriatrics Practical

Block-1: Practical Manual
Block-2: Log-book

7.2 Block-wise Details of Each Course

Course MME-004: Basic Geriatrics

Block-1: Demography and Epidemiology of Aging
Unit 1: From pyramid to Pillar
Unit 2: Manifestation of Demographic Transition

Block-2: Biological Process of Aging
Unit 1: Biological Changes
Unit 2: Nutrition
Unit 3: Psychosocial Changes
Unit 4: Pharmacokinetics and Pharmacodynamics

Block-3: Making Elderly Less Vulnerable
Unit 1: Aging Gracefully
Unit 2: Risk Factor Management and Screening

Block-4: Coping with Aging
Unit 1: Environmental Facilitation
Unit 2: Alternative Medicine and Therapies
Unit 3: Health Education and Counselling

Block-5: Psychosocial Geriatrics
Unit 1: Dependence, Independence and Competence
Unit 2: Issues in Caring
Unit 3: Legislation and Governmental Agencies
Unit 4: Non Governmental Agencies

Block-6: Rehabilitation Geriatrics
Unit 1: Principles of Rehabilitation
Unit 2: Medical Rehabilitation
Unit 3: Social Rehabilitation

Course MME-004: Basic Geriatrics Practical

Section 1: Getting to Know Our Elderly
Chapter 1: Assessment of Geriatric Patient at Home
Chapter 2: Assessment of Geriatric Patient at Home
Chapter 3: Assessment of Geriatric Patient at Home

Section 2: Health Education and Counselling
Chapter 1: Counselling
Chapter 2: Health Education

Section 3: Diet and Nutrition
Chapter 3: Nutritional Assessment
Chapter 4: Dietary Advice

Section 4: Psychosocial and Rehabilitation Geriatrics
Chapter 1: Visits to Day Care Centre and Old Age Home
Chapter 2: Rehabilitation Geriatrics

Course MME-005: Clinical Geriatrics

Block-1 Different Face of Clinical Geriatrics
Unit 1: How Elderly are Different?
Unit 2: Investigating the Elderly
Unit 3: Infection and Immunity

Block-2: Gastrointestinal and Respiratory Disorders
Unit 1: Disorders of Upper Gastrointestinal Tract
Unit 2: Disorders of Lower Gastrointestinal Tract
Unit 3: Disorders of Liver, Biliary System and Pancreas
Unit 4: Infections of Respiratory System
Unit 5: Non-infective Disorders of the Respiratory System

Block-3: Cardiovascular and Haematological Disorders
Unit 1: Congestive Cardiac Failure, Hypertension and Hypotension
Unit 2: Ischemic Heart Disease
Block-4: CNS and Neuro-psychiatric Disorders
Unit 1: Cerebro Vascular Diseases
Unit 2: Depressive and Psychiatric Disorders
Unit 3: Cognitive Impairment and Dementia
Unit 4: Neuro-degenerative Disorders
Unit 5: Infections of Central Nervous system, Sleep Disorders and Coma

Block-5: Genitourinary and Endocrinological Disorders
Unit 1: Fluid and Electrolyte Imbalance
Unit 2: Urological Disorders
Unit 3: Gynaecological Problems
Unit 4: Diabetes Mellitus
Unit 5: Thyroid, Obesity and Sexuality

Block-6: Musculoskeletal and Special Senses Disorders
Unit 1: Osteoporosis
Unit 2: Disease of the Joints
Unit 3: Fractures and Musculotendinous Disorder
Unit 4: Visual Impairment
Unit 5: Ear, Nose and Throat Disorders
Unit 6: Diseases of the Oral Cavity

Block-7: Malignancies and Terminally Ill
Unit 1: Basic Principles of Oncology
Unit 2: Common Malignancies
Unit 3: Common Malignancies in Women
Unit 4: Palliative Care

Block-8: Miscellaneous Disorders
Unit 1: Principles of Geriatric Surgery
Unit 2: Common Emergencies
Unit 3: Poisoning and Accidents
Unit 4: Dermatological Disorders
Unit 5: Disorders of Balance
Unit 6: Hernias
Course MMEL-005: Clinical Geriatrics Practical

Section 1: Assessment of Geriatric Patient
Chapter 1: History Taking and General Physical Examination
Chapter 2: Common Bedside Procedures
Chapter 3: Critical Analysis of Drug Prescription Writing

Section 2: Clinical Evaluation-I
Chapter 1: Gastrointestinal History and Abdominal Examination
Chapter 2: Assessment of Respiratory System

Section 3: Clinical Evaluation-II
Chapter 1: Assessment of Cardiovascular System
Chapter 2: Assessment of Endocrinological System

Section 4: Clinical Evaluation-III
Chapter 1: Assessment of Genitourinary System
Chapter 2: Assessment of Endocrinological System

Section 5: Clinical Evaluation-IV
Chapter 1: Assessment of Musculoskeletal System
Chapter 2: Assessment of Dermatological System
Chapter 3: Assessment of Special Senses

Section 6: Miscellaneous Practicals
Chapter 1: Investigations and Interpretations in a Geriatric Patient
Chapter 2: Orientation and Elective Visits

Block 2: Log-book
List of Practical Skills

The skills that you are expected to learn in each course are mentioned below. In each of the skills, you will be demonstrated at least one case with explanation of key steps that are mentioned in each of them. After demonstration, each of you will be given scope to perform the procedure in at least one patient under the supervision of the counsellor at PSC. For this purpose, you will be posted to OPD, Ward, OT, Emergency etc. as applicable for different skills. The activities and field visits which you are expected to complete in different courses are given below. You will find the details of each in the respective practical manuals.

Activities of MMEL-004: Basic Geriatrics Practical

A) Community Medicine Component

1. Assessment of Nutrition
2. Diet Planning
3. Planning and Conduction of Group Discussion
4. Providing Health Education Talks
5. Planning and Conduction of Counselling
6. Family Study
   - Home Assessment of Geriatric Patient
   - Follow Up of Five Families at Work Place
7. Field Visits
   - Visits to the following institutions for observing the geriatric care
     - Old Age Home
     - Day Care Centre

B) Orthopaedic Component

1. Assessment of Musculoskeletal System
   - Examination of Extremities and Spine
   - Limb Length Discrepancy
   - Range of Movement of Joints
2. Assessment of Physical Disability
3. Physiotherapy Exercises
   - Upper Limb Exercises including PA, RA
   - Lower Limb Exercises including OA, THR, TKR
   - Spinal Exercises
4. Heat and Cold Therapy
5. Transferring a Patient

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6. Balance and Gait Training
7. Use of Orthopaedic Aids
8. Application of Splints
9. Application of Elastocrepe Bandage
10. Maintenance of Asepsis
11. Investigations including X-ray

Activities of MMEL-005: Clinical Geriatrics Practical

1. History Taking and General Physical Examination of Geriatric Patient
2. Systemic Examination
   - Respiratory System
   - Cardiovascular System
   - Nervous System
   - Genitourinary System
   - Endocrinology System
   - GI System and Abdominal Examination
3. Bedside Procedures
   - Abdominal Tap
   - Pleural Tap
   - Bladder Catheterisation
   - Ryles Tube Insertion
   - Enema
   - Per Rectum Examination
4. Electrocardiography
5. X-ray
6. History Taking and Examination of Skin Disorders
7. History Taking and Examination of Psychiatric Disorders
8. Dental Caries and Oral Health
9. Deafness and Hearing
10. Examination of Cataract and Glaucoma
Appendix II

Time Frame for Practical Training

The programme design mentions about 18 credit hours i.e. a total of 540 hours of practical activities. The activities related to Course MMEL-004 will be completed in two different types of set up i.e. Programme Study Centre (PSC), Skill Development Centre (SDC) where as the activities related to MMEL-005 will be completed at three different types of set up i.e. Programme Study Centre (PSC), Skill Development Centre (SDC) and Work Place (WP). The time distribution for the same is given below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>PSC</th>
<th>SDC</th>
<th>Work Place</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMEL-004</td>
<td>80</td>
<td>-</td>
<td>70</td>
<td>150</td>
</tr>
<tr>
<td>MMEL-005</td>
<td>160</td>
<td>70</td>
<td>70</td>
<td>300</td>
</tr>
<tr>
<td>Total</td>
<td>240 Hrs</td>
<td>70 Hrs</td>
<td>140 Hrs</td>
<td>450 Hrs</td>
</tr>
</tbody>
</table>

Time Distribution of Each Spell

There will be four spells at Programme Study Centre (PSC). The time distribution of various Spells for the four spells is mentioned in the table below.

Out of the 7 days posting in allied disciplines, three days will be in Psychiatric department and one day each will be departments of Dermatology, Ophthalmology, Dental and ENT department. The Programme In-charge will coordinate all these postings according to the availability of subject experts for taking contact sessions.

Spell-wise Time Distribution of Practical Activity at Programme Study Centre

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Deptt.</th>
<th>Spell-I</th>
<th>Spell-II</th>
<th>Spell-III</th>
<th>Spell-IV</th>
<th>Total Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMEL-004</td>
<td>Community Medicine</td>
<td>2 days</td>
<td>2 days</td>
<td>1 day</td>
<td>1 day</td>
<td>6 days</td>
</tr>
<tr>
<td></td>
<td>Orthopaedics</td>
<td>1 day</td>
<td>2 days</td>
<td>1 day</td>
<td>1 day</td>
<td>5 days</td>
</tr>
<tr>
<td>MMEL-005</td>
<td>Medicine</td>
<td>6 days</td>
<td>2 days</td>
<td>2 days</td>
<td>2 days</td>
<td>12 days</td>
</tr>
<tr>
<td></td>
<td>Allied Disciplines</td>
<td>1 day (Psychiatry)</td>
<td>2 days (Psychiatry)</td>
<td>2 days (Dermatology and Ophthalmology)</td>
<td>2 days (Dental and ENT)</td>
<td>7 days</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10 days</td>
<td>8 days</td>
<td>6 days</td>
<td>6 days</td>
<td>30 days</td>
</tr>
</tbody>
</table>
Sample Spell Posting Schedule

I. Posting Schedule for MMEL-004

A) Community Medicine Component

<table>
<thead>
<tr>
<th>Spell</th>
<th>Days</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Spell</td>
<td>1</td>
<td>Introduction to Family Study, Objectives</td>
<td>Nutrition assessment</td>
<td>Diet Planning</td>
</tr>
<tr>
<td>2nd Spell</td>
<td>2</td>
<td>Assessment of Geriatric Patient at Home</td>
<td>Assessment of Geriatric Patient at Home</td>
<td>Presentation and Discussion</td>
</tr>
<tr>
<td>2nd Spell</td>
<td>3</td>
<td>Group discussion</td>
<td>Counselling</td>
<td>Health Education</td>
</tr>
<tr>
<td>2nd Spell</td>
<td>4</td>
<td>Assessment of Geriatric Patient at Home</td>
<td>Assessment of Geriatric Patient at Home</td>
<td>Presentation and Discussion</td>
</tr>
<tr>
<td>3rd Spell</td>
<td>5</td>
<td>Visit to Day Care Centre/Old Age Home*</td>
<td>Visit to Day Care Centre/Old Age Home*</td>
<td>Presentation and Discussion</td>
</tr>
<tr>
<td>4th Spell</td>
<td>6</td>
<td>Presentation and Evaluation</td>
<td>Presentation and Evaluation #</td>
<td>Presentation and Evaluation #</td>
</tr>
</tbody>
</table>

* Though in each spell, only five students will be attached with one counsellor, all the 10 students posted to the departments (under both the counsellors) will be clubbed together for the purpose of field visits. Places where there is no provision for old age home/ Day care centre visits, they should be given more home visits and work up of patients at home.

B) Orthopaedic Component

<table>
<thead>
<tr>
<th>Spell</th>
<th>Days</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Spell</td>
<td>1</td>
<td>History taking:</td>
<td>Clinical Examination including</td>
<td>Introduction to Exercise therapy and Heat-cold therapy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Trauma</td>
<td>ROM of Joints</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cold Orthopaedics</td>
<td>X-rays in Orthopaedics</td>
<td></td>
</tr>
<tr>
<td>2nd Spell</td>
<td>2</td>
<td>History taking:</td>
<td>Exercises for:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Arthritis</td>
<td>- Upperlimb including PA, RA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- LBA</td>
<td>- Lower Limb including OA, THR, TKR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Soft Tissue Condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Ortho Care and PT:</td>
<td>Ortho care and PT in Trauma</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Paraplegia</td>
<td>Managed by:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Quadriplegia</td>
<td>- Conservative method</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ADL Problems and Management</td>
<td>- Surgery</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Spinal Exercises</td>
<td></td>
</tr>
<tr>
<td>3rd Spell</td>
<td>4</td>
<td>POP Application</td>
<td>OT:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elastocrepe Bandage Application</td>
<td>- Asepsis</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Discussion of Surgical Procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3rd Spell</td>
<td>5</td>
<td>POP Application</td>
<td>OT:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elastocrepe Bandage Application</td>
<td>- Asepsis</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Discussion of Surgical Procedures</td>
<td></td>
</tr>
<tr>
<td>4th Spell</td>
<td>5</td>
<td>Pt. Management in Stroke, Parkinsonism</td>
<td>Case Presentation and Discussion</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Balance and Prevention of Falls)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Students will follow up at least five families in their work place and make a separate follow up record. They will make presentation of this report in the community Medicine department in the fourth spell for which a separate internal evaluation mark is provided. There should be minimum two slots for this purpose.
There should be minimum two slots for case presentation and internal evaluation of students in the fourth spell. Signature of the log-books should be done after respective activity in the same spell.

II. Posting Schedule for MMEL-102

A) Medicine Component Posting

A maximum of 5 students are allowed to be in a group attached to one counsellor. So, the 10 students posted to Medicine department will be divided into two sub-groups of 5 each. The posting schedule of 5 students is mentioned below. The same will be repeated by the other subgroup.

<table>
<thead>
<tr>
<th>Spell</th>
<th>Days</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Spell</td>
<td>1</td>
<td>HistoryGen. Exam</td>
<td>History(Cardio-respiratory)</td>
<td>History(Neuro, Endo)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>CVS (Physical Exam)</td>
<td>CVS *</td>
<td>Respiratory</td>
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<tr>
<td></td>
<td>3</td>
<td>Neurology (Physical Exam)</td>
<td>Neurology (Physical Exam)</td>
<td>Endocrine*</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>GI (Physical Exam)</td>
<td>Nephrology*</td>
<td>Haematology*</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Case Workup and Presentation</td>
<td>Case Workup and Presentation</td>
<td>Drug Prescription</td>
</tr>
<tr>
<td>2nd Spell</td>
<td>7</td>
<td>X-ray</td>
<td>X-ray</td>
<td>Bedside Procedure</td>
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<tr>
<td></td>
<td>8</td>
<td>ECG</td>
<td>ECG</td>
<td>ICCU Visit (Cardiology)</td>
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<td>3rd Spell</td>
<td>9</td>
<td>Case Presentation</td>
<td>Bedside Procedure</td>
<td>ICU</td>
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<td>Case Presentation</td>
<td>Case Presentation</td>
<td>Case Presentation</td>
</tr>
<tr>
<td>4th Spell</td>
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<td>Case Presentations</td>
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<td>12</td>
<td>Case Presentation and Evaluation</td>
<td>Case Presentation and Evaluation</td>
<td>Case Presentation and Evaluation</td>
</tr>
</tbody>
</table>

* Case oriented Approach

Though five students are grouped together in the sample posting shown above, after initial few sessions for demonstration of history taking and systemic examination, each student should be allotted separate cases to work up so that each student gets scope to work up at least one case each from cardiology, respiratory system, Neurology, GI system, Endocrinology, Genitourinary system and haematology. Places where only the super speciality departments (Cardiology, Neurology, Nephrology, etc.) deals with patients of respective systems, students will be posted to identified subject experts from those super speciality so that all the systems are covered by students.

The counsellors also could take the students in their ward round if it is feasible for them. Interested students could request the counsellors to put them in emergency duties after the compulsory 3 sessions as mentioned above.

Case discussion could include the following cases:
- Cardiology- Valvular Disease, Coronary Artery Diseases, Hypertension, etc.
- Respiratory System- Chronic Obstructive Pulmonary Diseases, Pneumonia, Carcinoma, Cor pulmonale, etc.
- Neurology- Stroke, Paraplegia, Hemiplegia, etc.
- GI System- Acid Peptic Disease, Chronic Liver Diseases, Intra Abdominal Malignancy, etc.
- Endocrinology- Diabetes, Thyroid, etc.
- Genitourinary System- Prostate, Renal Stone, etc.
- Haematology- Anaemia, etc.
- ECG- Normal ECG, Arrhythmia, Blocks, Ischemia, Chamber hypertrophy, etc.
- X-ray- Chest, Abdomen, KUB, IVP, Barium Meal, etc.

B) Allied Discipline Postings

The allied discipline postings will cover psychiatry, dermatology, ophthalmology, Dental and ENT. A maximum of 10 students are allowed to be posted to any of these departments at a time. Except psychiatry, the posting will be only for 1 day (3 sessions) to rest of the allied disciplines. Hence, instead of 10 students, only a group of 5 students could be posted to any of these departments at a time. In such a situation, 10 students posted to allied disciplines will be divided into two sub-groups of 5 each and they will rotate between two allied departments identified for the spell. The posting schedule of 5 students is mentioned below:

<table>
<thead>
<tr>
<th>Spell</th>
<th>Days</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Spell</td>
<td>1</td>
<td>Psychiatric Briefing</td>
<td>Observe History Taking Patient</td>
<td>Take History of a Psychiatric Patient</td>
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<tr>
<td>(Psychiatry)</td>
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<td>GPE in Psychiatry (Psychiatry)</td>
<td>Mental Status Examination students</td>
<td>Mental Status Examination by</td>
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<td>2</td>
<td></td>
<td>Demonstration</td>
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<td>3</td>
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<td>Psychiatric Illness</td>
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<td>2nd Spell</td>
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<td>Ward</td>
<td>Case Workup and Evaluation</td>
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<td></td>
<td></td>
<td>• Cases</td>
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<td>• Lab procedures</td>
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<td>• Microscopy</td>
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</tr>
<tr>
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<td>5</td>
<td>OPD Posting</td>
<td>Minor OT</td>
<td>Case Workup and Evaluation</td>
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<tr>
<td>(Ophthalmology)</td>
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<td>• History taking Cases</td>
<td>• Foreign body Removal</td>
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<td>6</td>
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<td>Ward</td>
<td>Case Workup and Evaluation</td>
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<tr>
<td>(Dental)</td>
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<td>• Cases</td>
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<td>7</td>
<td>OPD Posting</td>
<td>Audiometry</td>
<td>Case Workup and Evaluation</td>
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<tr>
<td>(ENT)</td>
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<td>• Minor Procedures</td>
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<td></td>
<td></td>
<td>• Interpret Audiometry</td>
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</table>

Psychiatric Department will design their posting in such a way that the 1st day in 1st spell will cover the history taking component and the second spell will cover the details of patient examination process. Students should get an idea about normal status, Psychiatric evaluation, psychological evaluation, IQ estimation, methods of drug therapy and non-drug therapies.

OPD Postings could be used to show the following cases:
- Ophthalmology- Cataract, Follow up of cataract patients, Glaucoma, Presbyopia, etc.
- Dermatology- Scabies, fungal infection, microscopic examinations, etc.

Ward Postings could be used to show the following cases:
- Dermatology- Pemphigus, Psoriasis, etc.
### Appendix IV

**Monitoring Proforma for PSC Counsellors (MMEL-004)**

**Department of Community Medicine**

Name of PSC ____________________________

Name of the Student ____________________________ Enrolment No. ____________________________

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Skill</th>
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<th>Max. Marks (150)</th>
<th>Marks Scored</th>
<th>Signature with Date</th>
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<tbody>
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<td><strong>Nutritional Assessment and Diet Planning</strong></td>
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<td><strong>Total Marks</strong></td>
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<td>Investigations</td>
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<td>• X-ray</td>
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<td>Application of Orthosis</td>
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<td>Primary Care of Geriatric Trauma</td>
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<td>• Mobility Exercises</td>
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<td>• Walking Aids and Gait Training</td>
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<td>• Transfers</td>
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<td></td>
<td>• Heat and Cold Application</td>
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<td>9.</td>
<td>Rehabilitation</td>
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<tr>
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<td>Case Presentation and Logbook</td>
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Total Marks: 150
## Monitoring Proforma for PSC Counsellors (MMEL-005)

### Department of Medicine

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</tr>
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<td>1stSpell</td>
<td>2ndSpell</td>
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<tr>
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**Total Marks**

140

*Put a tick mark in respective column for the skills completed in respective spells.*
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*Put a tick mark in respective column for the skills completed in respective spells.

(Signature of Counsellor with Date)
# Monitoring Proforma for PSC Counsellors (MMEL-005)

## Department of Ophthalmology

**Name of PSC**

<table>
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*Put a tick mark in respective column for the skills completed in respective spells.*

(Signature of Counsellor with Date)
# Monitoring Proforma for PSC Counsellors (MMEL-005)

## Department of Dermatology

Name of PSC

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* Put a tick mark in respective column for the skills completed in respective spells.

(Signature of Counsellor with Date)
Monitoring Proforma for PSC Counsellors (MMEL-005)

Department of ENT

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* Put a tick mark in respective column for the skills completed in respective spells.

(Signature of Counsellor with Date)
# Monitoring Proforma for PSC Counsellors (MMEL-005)

**Dental Department**

Name of PSC ________________________________

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* Put a tick mark in respective column for the skills completed in respective spells.

(Signature of Counsellor with Date)
## Monitoring Proforma for SDC Counsellors (MMEL-005)

### Department of Medicine

Name of SDC ____________________________

Name of the Student ____________________________ Enrolment No. ____________________________

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<td>• Bowel Wash*</td>
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* Optional

# Put a tick mark in respective column for each time a skill is performed at SDC.
CERTIFICATE OF COMPLETION OF PRACTICAL SKILLS

This is to certify that Dr. __________________________ has attended to all the practical skills listed in the practical manuals for the following courses as planned for PSC/SDC.

MMEL-004 (Basic Geriatrics Practical)

Signature of the Counsellor at PSC (Community Medicine)  Signature of the Counsellor at PSC (Orthopaedics)

Name of Counsellor __________________________ Name of Counsellor __________________________

Address __________________________________ __________________________________

MMEL-005 (Clinical Geriatrics Practical)

Signature of the Counsellor at PSC  Signature of the Counsellor at SDC

Name of Counsellor __________________________ Name of Counsellor __________________________

Address __________________________________ __________________________________

This is to certify that the above information is true to the best of my knowledge. If any information is found to be wrong at a later date, my results could be held invalid.

Place __________________________

Date __________________________

Signature of the Student __________________________

Name __________________________

Roll No. __________________________
Whom to Contact?

- Identity Card
- Change of Address
- Allotment of SDC
- Change of SDC
- Teleconference Schedule
- Assignment
- Term-end Practical Form
- Date Sheet
- Term-end Theory Form
- Re-checking Result
- Grade Card
- Re-admission Form
- Provisional Certificate
- Non-receipt of Study Material
- Purchase of Audio/Video
- Regional Director
- Regional Director
- Regional Director, Regional Consultant
- Regional Director, Programme Coordinator
- Regional Director, PIC Website
- Programme In-charge
- Programme In-charge
- Registrar, SR&ED, Website
- Registrar, SR&ED, Website
- Registrar, SR&ED
- Registrar, SR&ED
- Registrar, SR&ED
- Registrar, SR&ED
- Registrar, MPDD
- Director, EMPC

Important Contact Details

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<tr>
<th>Contact Person</th>
<th>Telephone No.</th>
<th>E-mail ID</th>
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<tr>
<td>Student Cell</td>
<td>011-29533869/29533870/29533128</td>
<td><a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a></td>
</tr>
<tr>
<td>Programme Coordinator</td>
<td>011-29533078</td>
<td><a href="mailto:pgdgm@ignou.ac.in">pgdgm@ignou.ac.in</a></td>
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<tr>
<td>Registrar, SR&amp;ED</td>
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<td><a href="mailto:sredc@ignou.ac.in">sredc@ignou.ac.in</a></td>
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IGNOU EPBAX: 29536980, 29535924-32, 29535062-65

IGNOU Website: www.ignou.ac.in