

Total No. of Questions : 7]

SEAT No. :

P4727

[Total No. of Pages : 2

[5173] - 101
PGDHM (Semester - I)
PRINCIPLES AND PRACTICES OF MANAGEMENT
AND ORGANISATION BEHAVIOR
(2012 Pattern)

Time :3 hours]

[Max. Marks :70

Instructions to the candidates:

- 1) *Attempt any five questions.*
- 2) *Each questions carries 14 marks.*

Q1) Define management ". Which are the "Managerial skills"? How they help to carry out 'Managerial role in an organisation.

- Q2)** a) Explain F.W. Taylor's four main principles of management?
b) Enumerate hendry foyal's 14 principles of management.

- Q3)** a) "Organisation structure" is based on the nature of activities in the dept. Explain the factors influencing the pattern of structure.
b) "Decentralisation" helps to develop the subordinates". Explain the concept and limitations also.

Q4) What is "Planning"? Explain the hierarchy of planning process. Also explain different types of planning required to be considered in Hospital.

Q5) Explain the importance of study of O.B. in Hospital management. Which are the other behaviral sciences making impact on the study of O.B.

Q6) Explain different models of O.B. and their importance.

P.T.O.

Q7) Write notes on any two

- a) "Management". An art or science?
- b) Tools & Techniques of "Controlling".
- c) Line functions in Hospital
- d) Morale & Motivation.



Total No. of Questions : 6]

SEAT No. :

P4728

[Total No. of Pages : 3

[5173] - 102

PGDHM

**102 : MANAGERIAL ACCOUNTING AND FINANCIAL
MANAGEMENT**

(2013 Pattern) (Semester - I)

Time :3 hours]

[Max. Marks :70

Instructions to the candidates:

- 1) *Question No.1. is compulsory.*
- 2) *Attempt any four questions from Q. No. 2 to 6.*
- 3) *Figures to the right indicate full marks.*
- 4) *Use of simple calculator is allowed.*

Q1) a) Classify the following accounts into personal, Real and Nominal. **[5]**

- i) Bank of India's Account
- ii) Salary Account
- iii) Bills Receivables Account
- iv) Interest Received Account
- v) Furniture Account

b) Explain the following in detail **[5]**

- i) Journal and Ledger
- ii) Working capital

Q2) Write short notes : (any 3) **[15]**

- a) O.P.D. Register
- b) Any three 'Concepts' (Basic assumptions) of Financial accounting.
- c) P.V. Ratio.
- d) Depreciation
- d) Ratio Analysis

P.T.O.

Q3) Distinguish between Financial Accounting and cost accounting. [15]

OR

What are the different sources of funds available for working capital. [15]

Q4) Write a detailed note on cash budget and Flexible Budget. [15]

OR

Write a detailed note on Break even point and Margin of safety. [15]

Q5) Journalise the following transactions in the books of m/s xyz. [15]

- a) Mr. XYZ started business with cash Rs.50,000/-
- b) Purchased goods from Mr. Ravi Rs.10,000/- on credit.
- c) Sold goods of Rs.5,000/- on cash
- d) Paid salary Rs. 3,000/-.
- e) Received Interest Rs. 5,000/-
- f) Purchased furniture of Rs.10,000/- for cash.
- g) Paid cash to Mr. Rohan Rs.3,000/-
- h) Wages paid Rs.2500/-
- i) Sold goods to Mr. vaibhav Rs.3500/-
- j) Received commission Rs. 5,000/-

Q6) From the following data given by ABC and CO. prepare a cash budget for six months starting from January 2016 to June 2016. [15]

Month	Sales (Rs.)	Material (Rs.)	Wages (Rs.)	Expenses (Rs.)
January	18,000	9,000	3,000	9,00
February	22,000	12,000	3,300	1,200
March	27,000	15,000	3,600	1,500
April	30,000	18,000	4,000	1,800
May	33,000	22,000	4,200	2,100
June	36,000	24,000	4,500	2,400

Other Information :-

- a) Cash balance on 1st January 2016 was Rs. 18,000/-
- b) 50% of sales are on cash basis and Balance collected in the next month.
- c) 20% of purchases are on cash basis and balance paid in two equal instaliments in next two months.
- d) Wages and other Expenses are paid in the following month.
- e) A new machine worth Rs.30,000/- is to be installed; and payment is to be made in two equal installments in May and June.
- f) 5% commission on Total sales to be paid in the following months.



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SEAT No. :

P4729

[Total No. of Pages : 1

[5173] - 103

P.G.D.H.M. (Semester - I)

103 : HOSPITAL PLANNING AND PROJECT MANAGEMENT

(2012 Pattern)

Time :3 hours]

[Max. Marks :70

Instructions to the candidates:

- 1) *Attempt any five questions.*
- 2) *All questions carry equal marks.*

Q1) Discuss the guiding principles of hospital planning. **[14]**

Q2) What is a project report? Discuss the contents of the project report for a new general hospital. **[14]**

Q3) How will you plan a neo natal intensive care unit of 20 BEDS? What are common hazards in running this unit? **[14]**

Q4) Discuss various designs of a ward unit. what are advantages,disadvantages of these designs? **[14]**

Q5) Discuss the role of electrical engineering department of medical college hospital **[14]**

Q6) Discuss the actions required to be taken on completion of a new hospital building. **[14]**

Q7) Write short notes on any two **[2 × 7 = 14]**

- a) Zones.
- b) Delivery suite .
- c) Audiometry room
- d) Day care unit



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SEAT No. :

P4730

[Total No. of Pages : 2

[5173] - 104

P.G.D.H.M. (Semester - I)

104 : MEDICAL TERMINOLOGY AND PROCEDURES

(2012 Pattern)

Time :3 hours]

[Max. Marks :70

Instructions to the candidates:

- 1) *Attempt any five questions.*
- 2) *All questions carry equal marks.*

Q1) Explain the Anatomy of Gastro - Intestinal tract.

Q2) What are the indications of Gastro copy? Explain the procedure.

Q3) Write short notes on any two.

- a) Menorrhagia
- b) Electrocardiogram
- c) Coronary angiography
- d) Colonoscopy

Q4) Explain the steps in Cardio - Pulmonary Resuscitation and indication for it.

Q5) Explain signs and symptoms and types of Pneumonia.

Q6) Explain the method of self Breast Examination. How this is useful in cancer detection?

P.T.O.

Q7) Write short notes on any two

- a) Tubectomy
- b) Classification of fractures
- c) Bronchial Asthma
- d) Benign Hypertrophy of Prostate



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SEAT No. :

P4731

[Total No. of Pages : 2

[5173] - 105
P.G.D.H.M. (Semester - I)
105 : HOSPITAL ADMINISTRATION
(2012 Pattern)

Time :3 hours]

[Max. Marks :70

Instructions to the candidates:

- 1) *All questions carry 14 marks.*
- 2) *Attempt any five questions.*

Q1) Describe duties & responsibilities of C.E.O. of a 100 bedded corporate hospital in a Metro city.

Q2) Describe layout & working of Operation theatre of a 500 bedded multi-specialty hospital.

Q3) How will you control & prevent hospital acquired infection in a 300 bedded multi-specialty hospital.

Q4) Describe how you will organize a seminar for your hospital employees on hospital waste management.

Q5) Discuss the role of the Managing Committee of a Trust hospital.

Q6) Write short notes on any two of the following.

- a) Matron's report
- b) Medical certificates
- c) Nuclear Waste disposal
- d) ALOS

Q7) Write short notes on any two of the following:

- a) Laundry services
- b) New born safety
- c) Front office
- d) Exit interview



Total No. of Questions : 7]

SEAT No. :

P4732

[Total No. of Pages : 2

[5173] - 201
PGDHM (Semester - II)
201 : HUMAN RESOURCE MANAGEMENT
(2012 Pattern)

Time :3 hours]

[Max. Marks :70

Instructions to the candidates:

- 1) Q. No.1. is compulsory.*
- 2) Attempt any 4 Questions from remaining.*
- 3) Every Question carries 14 marks.*

Q1) Motivated Employees in hospital provide high Quality 'Health care services". Justify the statement by highlighting the role of HRM in hospital.

Q2) 'Manpower planning' is based on the "Business plan" of the organisation clarify. Also give the factors you will consider while 'Manpower planning' for 100 beds General Hospital.

Q3) What is "Employee welfare"? How it help improving employees' efficiency at work place. Also explain any two theories of 'Welfare'.

Q4) What is the concept of 'Social security'? Explain the benefits available under various laws from "Group of social security legislation".

Q5) What are the legal provisions HR Dept. is required to consider and comply while making payment of salary to the employees. Also indicate the lans (and rates of contributions) made which the employer and employees are required to contribute certain portion of salary.

Q6) Explain the importance of "Performance Appraisal system" in 'Career planning' of Employees. Also explain any two methods/techniques of P.A. suitable for Hospital staff.

Q7) Write short notes on any two

- a) Duty Roster of Hospital
- b) Collective Bargaining
- c) Law of Natural justice
- d) Role of conciliation officer
- e) Components of 'CTC'



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SEAT No. :

P4733

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[5173] - 202

P.G.D.H.M. (Semester - II)

202 : LAWS RELATED TO HOSPITAL & MEDICAL SERVICES

(2012 Pattern)

Time :3 hours]

[Max. Marks :70

Instructions to the candidates:

- 1) *Attempt any five questions.*
- 2) *All questions carry 14 marks.*

Q1) Describe PNDT Act 1994 & how its misuse can be prevented in hospital services.

Q2) Describe importance & application of Indian Contract Act in medical services.

Q3) Discuss Code of Medical Ethics & its importance in medical services.

Q4) How will obtain The Bombay Shops & Establishment License for your hospital & explain its importance in hospital services.

Q5) What do you mean by deficiency in services under the Consumer Protection Act 1986 & how will you prevent litigation.

Q6) Write short notes on any two of the following.

- a) Maternity Benefit Act
- b) MTP Act
- c) Death certificate
- d) Consent

P.T.O.

Q7) Write short notes on any two of the following.

- a) Life support
- b) Dying declaration
- c) Summons
- d) Police Inquest



Total No. of Questions : 7]

SEAT No. :

P4735

[Total No. of Pages : 2

[5173] - 204

PGDHM (Semester - II)

**204 : MANAGEMENT OF HEALTH CARE & HOSPITAL
SERVICES
(2012 Pattern)**

Time :3 hours]

[Max. Marks :70

Instructions to the candidates:

- 1) *Attempt any five questions.*
- 2) *All questions carry 14 marks.*

Q1) Explain importance of Quality in Healthcare.

Q2) Describe the role of NGO in a natural disaster management.

Q3) Describe the National Health Policy & its targets.

Q4) Enumerate various Healthcare Committees appointed by Government of India and describe recommendations of any one.

Q5) Describe how to manage preventive maintenance of hospital building.

Q6) Write short notes on any two:

- a) Dots program
- b) NACO
- c) Kaizen
- d) CSMA

P.T.O.

Q7) Write short notes on any two.

- a) Fire safety
- b) JCI
- c) Cashless facility
- d) Epidemiological triad

