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P.G.D.H.M. (Semester I) EXAMINATION, 2018

101 : PRINCIPLE AND PRACTICE OF MANAGEMENT AND
ORGANIZATION BEHAVIOUR (PPMOB)

(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions.

(ii) *All* questions carry equal marks.

1. Explain F.W. Taylor's contribution to the Field of Management.
2. Define Personality. Explain determinants of personality in detail.
3. "Planning is deciding in advance what to do in future." Explain in the light of process of planning.
4. Define communication. Explain the process of communication with examples.
5. "Management is art as well as science." Explain in context of implementing management principles.
6. Define Attitude. Explain how attitude formation process takes place.

P.T.O.

7. Write short notes on (any *two*) :
- (i) Organisational behaviour
 - (ii) Organisational structure
 - (iii) Models of organisational behaviour
 - (iv) Types of Groups.

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P.G.D.H.M. (I Semester) EXAMINATION, 2018

102 : MANAGERIAL ACCOUNTING AND FINANCIAL MANAGEMENT

(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) All questions are compulsory.

(ii) Figures to the right indicate full marks.

(iii) Use of simple calculator is allowed.

1. (a) State whether the following statements are true *or* false :[5]

(1) Balance sheet is a statement not an account.

(2) Debit what goes out and credit what comes in.

(3) Wages appearing in trial balance is debited to profit and Loss Account.

(4) Ratio analysis is one of the tool of financial statement analysis.

(5) Total of direct material, direct labour and direct expenses is called a prime cost.

(b) Fill in the blanks with correct word given in the bracket :[5]

(1) Depreciation is..... account.

(Real, Nominal, Personal)

(2) Money withdrawn from business by the proprietor for his personal use, is called as.....

(Loan, Capital, Drawings)

(3) Money value of the reputation of business is called as.....

(Copyright, Goodwill, Patent)

(4) Journal is the book of.....entry.

(Prime, Secondary, Third)

P.T.O.

2. Write short notes on (any *three*) : [15]
- (1) Any 2 conventions of financial accounting
 - (2) Break-even point
 - (3) Cash Budget
 - (4) Working capital
 - (5) Double entry book-keeping system.

3. From the following information prepare cost sheet and calculate prime cost, factory cost, cost of production, total cost and profit :[15]

Particulars	Rs.
Opening stock of raw material	1,14,300
Indirect wages	96,000
Purchases of raw material	4,83,600
Gas and water expenses	2,500
Factory rent	5,000
Postage	3,500
Closing stock of raw material	1,69,000
Advertising	80,000
Audit fees	4,500
Power	10,000
Factory electricity	12,500
Office salaries	39,000
Store-keeper wages	4,000
Wages to maintenance workers	25,600
Machinery repairs	4,500
Depreciation of machinery	13,600
Works salary	45,000
Travelling expenses of salesmen	12,900
Sales	9,00,000

4. The reliable company gives you the following information : [15]

Particulars	Year 2016	
	First half (Rs.)	Second half (Rs)
Sales	8,10,000	10,26,000
Profit earned	21,600	64,800

You are required to compute the following :

- (1) P/V Ratio
 - (2) Break-even point (in Rs.)
 - (3) Profit or loss where sales are Rs. 6,48,000
 - (4) Sales required to earn the profit of Rs. 1,08,000
 - (5) Margin of safety for second half of the year 2016.
5. For the production 10,000 electrical automatic Irons the following are budgeted expenses :

Particulars	P.U. (Rs.)
Direct material	60.00
Direct labour	30.00
Direct variable expenses	05.00
Fixed factory overheads (Total Rs. 1,50,000)	15.00
Variable factory overheads	25.00
Selling overheads (10% fixed)	15.00
Administration overheads (Total Rs. 50,000 = rigid for all the levels of production)	05.00
Distribution overheads (20% fixed)	05.00
Total cost	<u>160.00</u>

Prepare a flexible budget for the production of 6,000 and 7,000 Irons and find out total cost. [15]

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P.G.D.H.M. (I-Semester) EXAMINATION, 2018

103 : HOSPITAL PLANNING

(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions.

(ii) *All* questions carry equal marks.

1. Discuss the guiding principles of hospital planning. [14]
2. Describe various types of drawings needed for a new hospital project.[14]
3. Discuss planning, layout of an outpatient Department of a 300 bedded hospital. [14]
4. What is a ward unit ? Discuss layout, accommodation needed for a standard ward of 30 beds. [14]
5. What is a 'sewage' ? Describe sewage disposal methods in a hospital.[14]
6. Describe the functions of civil engineering department of the hospital.[14]
7. Write short notes on any *two* : [14]
 - (a) Master Plan
 - (b) Plot ratio
 - (c) Hospital parking
 - (d) Fire fighting arrangement in a hospital.

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P.G.D.H.M. (I Semester) EXAMINATION, 2018
104 : MEDICAL TERMINOLOGY AND PROCEDURES
(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions.

(ii) *All* questions carry equal marks.

1: Describe the Anatomy of Gastro-intestinal system.

2: What are the types of Hernia? What are the common causes of Hernia? What are the treatment options available?

3: Write short notes on any two

- a) Common signs and symptoms of Cancer
- b) Ultrasound
- c) Coronary Artery Disease
- d) Bronchial Asthma

4: What are the causes of Cholecystitis and Cholelithiasis? What are the signs and symptoms?

5: What are the signs and symptoms of Hypothyroidism? How will you investigate?

6: What are the types of fractures? What treatment options are available?

7: Write short notes on any two

- a) IVF
- b) Prefix and Suffix used in medical field
- c) BCG vaccine and Tuberculosis
- d) Pituitary gland

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P.G.D.H.M. (I Semester) EXAMINATION, 2018
105 : HOSPITAL ADMINISTRATION
(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions.

(ii) *All* questions carry **14** marks.

Q:1) Describe duties & responsibilities of hospital Administrator of a Public Charitable Trust hospital.

Q:2) Describe Pre- Disaster management .

Q:3) Discuss application of Hospital Information System in hospital data management.

Q:4) How will you deal crisis situation due to fire in basement of the hospital.

Q:5) Enumerate various Patient Related Health schemes & describe working of any one.

Q:6) Write short notes on any two of the following

- a) Duty Roster b) Matron's report c) Plastic waste disposal
d) Patient Opinion Poll

Q:7) Write short notes on any two of the following

- a) Hospital Census b) OT list c) Medical Certificates d) ALOS

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Post-Graduate Diploma in Hospital Management (PGDHM)

(II Sem.) EXAMINATION, 2018

HUMAN RESOURCE MANAGEMENT

(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions

(ii) All questions carry equal marks.

Q1. Discuss the components of employee remuneration and the procedure to be followed in determining the pay package of an employee.

Q2. Discuss how training and development of managers and personnel contribute to organizational development.

Q3. What do you understand by 'employee turnover'. Discuss the causes of high employee turnover in an organization.

Q4. Compare the characteristics of formal and informal organizations. Explain how informal organization existing within a formal organization can be used for effective communications.

Q5. Enumerate and discuss in brief the steps of recruitment procedure. What is the importance of organizational analysis in recruitment of staff.

Q6. Discuss in detail the aim and importance of Human Resource Development in hospitals.

Q7. Write short notes on any two :-

- (A) Industrial agreement, settlement, reward.
- (B) Reasons for increasing work place conflict
- (C) Group Think
- (D) Discuss the phases of a professional career

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P.G.D.H.M. (II Semester) EXAMINATION, 2018

**202 : LAWS RELATED TO HOSPITAL & MEDICAL SERVICES
(2009 PATTERN)**

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions.

(ii) *All* questions carry **14** marks.

Q.1) Describe the salient features of Indian Constitution.

Q.2) Explain application of Indian Contract Act in hospital services.

Q.3) Explain the concept of Professional misconduct of Doctors.

Q.4) How will you prevent the misuse of PNDT Act .

Q.5) How will avoid litigation against hospitals?

Q.6) Write short notes on any two of the following

a) Post Mortem b) High Risk c) MTP Act d) Summons

Q.7) Write short notes on any two of the following

a) Maternity Benefit Act

b) Indian Trade Union Act 1926

c) Police Inquest

d) Decree

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POST GRADUATE DIPLOMA IN HOSPITAL MANAGEMENT

(II Sem.) EXAMINATION, 2018

203 : MATERIALS MANAGEMENT AND INVENTORY CONTROL

(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Solve any *five* questions.

(ii) *All* questions carry equal marks.

1. What are the principles of Materials Management ? Discuss the functions of Materials Management. [14]
2. What are various Purchase systems ? Discuss advantages and disadvantages of 'Open Tender' system. [14]
3. What is the meaning of 'Inventory' ? Describe various costs associated with the inventory of a hospital. [14]
4. What is a 'Lead Time' ? Explain different types of lead time. [14]
5. How will you organise receipt and inspection of hospital materials ? [14]

P.T.O.

6. Discuss the procedures to deal with condemned materials in the hospital. [14]
7. Write short notes on any *two* : [14]
- (a) Pareto's Law
 - (b) Ved Analysis
 - (c) Buffer Stock
 - (d) Hospital Formulary.

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P.G.D.H.M. (II Semester) EXAMINATION, 2018

**204 : HEALTH CARE AND ADMINISTRATION OF CLINICAL
AND NON-CLINICAL SERVICE**

(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— Attempt any *five* questions.

1. Describe the role of DOTs in control of Tuberculosis. (14)
2. Describe the cost effective method of family planning program. (14)
3. Describe the methods adopted in segregation of bio medical waste in multi storied hospital. (14)
4. Explain Quality control methods in clinical pathology laboratory. (14)
5. Explain and give reasons why International Classification of Diseases recording is becoming mandatory in discharge summery. (14)
6. **Write short notes on any two.** (14)
 - a) Role of in house laundry services
 - b) Epidemiological triad
 - c) Fire safety in kitchen
 - d) Limitations of secondary data in research methodology
7. **Write short notes on any two.** (14)
 - a) Role of vitamin A in control of blindness
 - b) Role of CSSD in casualty
 - c) Mudaliyar committee recommendations
 - d) Role of Quality circles in improvement of OPD services