

Total No. of Questions : 8]

SEAT No. :

P4451

[Total No. of Pages : 2

[4979]-101

P.G.D.H.M.

**101 : PRINCIPLES AND PRACTICES OF MANAGEMENT AND
ORGANISATION BEHAVIOR
(2012 Pattern)**

Time : 3 Hours]

[Max. Marks : 70

Instructions to the candidates:-

- 1) *Question No. 8 is compulsory.*
- 2) *Attempt any four questions from the remaining questions.*
- 3) *Each question carries 14 marks.*

Q1) a) Clarify the concept of "Management" and its importance in any Organization.

b) Explain each 'Management Function' in brief.

Q2) a) What is 'Planning'? Explain its importance as a Management Function.

b) Explain different types of Planning with reference to Hospital Management.

Q3) a) Differentiate between 'Morale' and 'Motivation'. Also explain Abraham Maslow's Hierarchy of need theory.

b) With example explain the 'Positive' and negative methods of Motivation in any Organisation.

Q4) What is Organisation Behaviour? Why it is very important in the study of Management science?

Q5) Study of O.B. is influenced by the study of other behavioral sciences. How? Explain those other behavioral sciences creating impact on study of O.B.

P.T.O.

- Q6)** a) What is "Controlling"? Explain its importance right from 'Planning Stage'.
b) Explain all 'Non budgetary' control system.

Q7) What is 'Leading'? Explain the main characteristics of a Good leader. Also explain the difference between 'Manager' and a 'Leader'.

Q8) Write notes on any two :

- a) Rationality in Decision Making
- b) Decentralisation
- c) Personality determinants
- d) Corporate Social Responsibility (CSR)



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SEAT No. :

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[4979]-102

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

**102 : MANAGERIAL ACCOUNTING & FINANCIAL
MANAGEMENT
(2012 Pattern)**

Time : 3 Hours]

[Maximum Marks :70

Instructions to the candidates:

- 1) *Question No. 1 is compulsory.*
- 2) *Attempt any Two question from each section.*
- 3) *Figures to the right indicates full marks.*
- 4) *Use of simple calculator is allowed.*
- 5) *Answer to both the section are to be written in the same answer book.*

Q1) a) True or False [5]

- i) Cash book always have a debit balance.
- ii) Land & Building is a Nominal Account.
- iii) Trade discount is recorded in the cash book.
- iv) In Final accounts, Net Profit is transferred to Balance Sheet.
- v) Narration is not written in the Journal.

b) Ascertain the types of accounts Personal, Real or Nominal : [5]

- i) Capital Account
- ii) Rent Account
- iii) Loan Account
- iv) Sales Account
- v) Drawing Account
- vi) Salaries Account
- vii) Interest Income
- viii) Land and Building Account
- ix) Bank Account
- x) Furniture Account

P.T.O.

SECTION - I

Q2) Write short notes on any Three **[15]**

- a) Depreciation
- b) Going Concern
- c) Cash Book
- d) Types of accounts and their rules
- e) Balance Sheet

Q3) a) Explain Double Entry Book Keeping System and its advantages. **[5]**

b) What errors Trial Balance Fails to detect? **[5]**

c) Explain the following concepts : **[5]**

- i) Money Measurement Concept
- ii) Accounting Period Concept

Q4) From the following Trial Balance of M/s. Ojas Trading Company prepare Trading, Profit & Loss Account and Balance Sheet as on 31.03.2015 considering the adjustments given below: **[15]**

Ledger Accounts	Debit (Rs.)	Credit (Rs.)
Ojas's Capital		350,000
Building	100,000	
Goodwill	41,100	
Furniture	35,000	
Ojas 's Drawings	28,000	
Stock as on 1 st April	20,000	
Wages	25,000	
Purchases	80,000	
Carriage Inward	3,600	
Sales		102,000
Salaries	18,000	
Motor Car	50,000	
Travelling Expenses	1,400	
Insurance	5,000	
Rent	16,000	
Bank Charges	900	
Reserve for doubtful debts		4,500
Debtors	40,000	
Creditors		7,500
Total	4,64,000	4,64,000

Following adjustments are to be considered:

- a) On March 31, 2015 Stock was valued at Rs. 50,000/-
- b) Insurance premium prepaid amounting to Rs. 1,000/-
- c) Outstanding salary amounting to Rs. 2,000/-
- d) Create Reserve for Doubtful Debts @ 10% on debtors.
- e) Depreciate furniture @ 10% & Motor car @20% p.a.

SECTION - II

Q5) Write Short Notes on any THREE : **[15]**

- a) Ratio Analysis Advantages and Limitations
- b) Fixed Cost and Variable cost
- c) Break Even Analysis
- d) Types of Budget
- e) Objectives of Budget

Q6) What is Working capital Finance? What are the sources of Working Capital.[15]

Q7) Avtar Ltd. furnishes you the following information for F.Y. 2014-15 **[15]**

	1 st Half	2 nd Half	Total for 2014-15
Sales	45,000	50,000	95,000
Total Cost	40,000	43,000	83,000

Assuming that there is no change in price and variable costs and that fixed expenses are incurred equally in the two half year periods, calculate for the year :

- a) P V Ratio
- b) Fixed Cost
- c) Break Even Sales
- d) Margin of Safety



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[4979]-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) Describe a Hospital and its peculiarities. [14]

Q2) Discuss the guiding principles of hospital planning. [14]

Q3) Discuss the concept of 'Regionalisation of hospital services'. [14]

Q4) Discuss planning, layout and equipment requirement of 10 bedded NEO-NATAL ICU. [14]

Q5) Describe various types of drawings needed for a new hospital project. [14]

Q6) Discuss the planning of water supply for a 100 bedded general hospital. [14]

P.T.O.

Q7) Write short notes on any two :

[14]

- a) Phasing of hospital plan
- b) Master plan
- c) Plot ratio
- d) Disposal Zone



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SEAT No. :

P4454

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[4979]-104

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

MEDICAL TERMINOLOGY AND PROCEDURES

(2012 Pattern)

Time : 3 Hours]

[Maximum Marks : 70

Instructions to the candidates:

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

Q1) Describe the anatomy and physiology of the digestive system. **[14]**

Q2) Write short notes on any two of the following : **[14]**

- a) ECG
- b) Sonography
- c) Bronchoscopy
- d) Mammography

Q3) Write short notes on any two of the following: **[14]**

- a) Tuberculosis
- b) Appendicitis
- c) Pneumonia
- d) Hepatitis

Q4) What investigations will you carry out in a case of diabetes mellitus? **[14]**

Q5) Describe the anatomy and physiology of the female reproductive system. **[14]**

P.T.O.

Q6) Write short notes on any two of the following: **[14]**

- a) Osteoporosis
- b) Asthma
- c) Menorrhagia
- d) DVT

Q7) Write short notes on any two of the following: **[14]**

- a) Gastroscopy
- b) Stress test
- c) External fixators for fractures
- d) Self breast examination



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SEAT No. :

P4455

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[4979]-105

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

105 : HOSPITAL ADMINISTRATION

(2012 Pattern)

Time : 3 Hours]

[Maximum Marks : 70

Instructions to the candidates:

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

Q1) Describe duties of hospital Administrator in a non-profit making hospital.

Q2) Describe the layout of a general maternity ward with special precautions for new born safety.

Q3) Describe in detail the hospital waste management of a 300 bedded multi-specialty hospital.

Q4) How will you organize a Public Participation seminar on life style diseases.

Q5) How will you utilize the feedback of Patients Relations department in improving hospital's services.

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

- a) ALOS.
- b) Matron's report.
- c) Safety precautions in Radiology department for employees.
- d) Report of Maintenance department of hospital.

P.T.O.

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

- a) OT list.
- b) Medico-legal services.
- c) Billing department.
- d) Chi-square test.



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SEAT No. :

P4456

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[4979]-201
P.G.D.H.M. (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 four questions from remaining questions.*
- 3) *Each main question carries 14 marks.*

Q1) Write notes on any two :

- a) Line & Staff functions in HR Dept.
- b) Career Planning of Non-medical staff
- c) Abraham Maslow's Theory of Motivation
- d) 'Arbitration' as substitute to 'Litigation'
- e) Employees Participation in Management

Q2) "HRM is a improved version of Personnel Management" - critically examine the statement by comparing HRM with 'Personnel Management'.

Q3) Explain various 'Selection Tests' in Recruitment Process in general by majority organizations. Also indicate such tests mainly used in selecting Hospital staff.

Q4) Organizational Performance is a "Group Activity" - Discuss with reference to "Group Dynamics".

P.T.O.

Q5) Explain the concepts of "Job Analysis", "Job description" and "Job Specification". How the same are useful in Recruitment?

Q6) a) What is 'Misconduct'? How would you proceed to take 'Action' against an employee involved in 'Misconduct' ?

b) Explain the "Principles of Natural Justice" and its importance.

Q7) Write notes on any two :

a) 'Conflict Resolution' and styles

b) Issues relating to Nursing staff

c) Importance of 'Dress code' in Hospital

d) Training Methods

e) Effect of 'Trade Union' on Hospital services.



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[4979]-202

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

**202 : LAWS RELATED TO HOSPITAL & MEDICAL SERVICES
(2012 Pattern)**

Time : 3 Hours]

[Maximum Marks : 70

Instructions to the candidates:

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

Q1) Describe Rights & Responsibilities of Medical person.

Q2) Explain the importance of Dying declaration in Medico-legal practice.

Q3) Define the concept of Professional negligence & how to avoid litigation.

Q4) Explain MTP Act & its importance in hospital services.

Q5) Explain the concept of Patient as a consumer in medical services.

Q6) Write short notes on any two of the following

- a) Payment of Wages
- b) Industrial Dispute Act 1947.
- c) Consent
- d) Post Mortem

P.T.O.

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

- a) Brain dead patient
- b) Bombay Shop & Establishment Act
- c) Magistrate's Inquest
- d) Hippocratic Oath.



Total No. of Questions : 7]

SEAT No. :

P4458

[Total No. of Pages : 2

[4979]-203

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

**203: MATERIALS MANAGEMENT AND INVENTORY CONTROL
(2012 Pattern)**

Time : 3 Hours]

[Max. Marks : 70

Instructions to the candidates:

- 1) *All questions carry equal marks*
- 2) *Solve any Five questions.*

Q1) Describe the importance of forecasting in purchase of materials. Discuss common methods used in forecasting the requirement of stores items. **[14]**

Q2) What is an Inventory control? Discuss various costs involved in maintaining inventory of items. **[14]**

Q3) What are common methods of classification of Hospital materials? How it helps in the management of Hospital General stores? **[14]**

Q4) Discuss the layout, design and staffing requirements of a General stores of the District Hospital. **[14]**

Q5) What is the importance of Equipment Planning of a General Hospital? Discuss the selection process of an X-RAY machine. **[14]**

P.T.O.

Q6) What is the meaning of 'Value Analysis'? How this technique is used to improve the quality of materials? **[14]**

Q7) Write short notes on any Two : **[14]**

- a) Buffer Stock
- b) Hospital Formulary
- c) Functions of Store Officer
- d) Down Time



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SEAT No. :

P4587

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[4979]-204

P.G.D.H.M.

**204 : MANAGEMENT OF HEALTH CARE AND HOSPITAL
SERVICES**

(2012 Pattern)

Time : 3 Hours]

[Max. Marks : 70

Instructions to the candidates:-

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

Q1) Recently secondary prevention of blindness is gaining more importance. Explain. **[14]**

Q2) Quality circle in casualty can improve hospital image. Discuss. **[14]**

Q3) Write short notes any two : **[14]**

- a) Epidemiological triad
- b) DOTS
- c) Kartansingh committee recommendations
- d) Condom

Q4) As an administrator, how can you explain the benefits of NABM to the hospital owner? **[14]**

Q5) What is the role of voluntary agencies in Reproductive and Child Health in India? **[14]**

P.T.O.

Q6) Discuss the role of NACO and Biomedical waste management. **[14]**

Q7) Write short notes on any two : **[14]**

- a) Law and map violence in hospital
- b) SOP for OT
- c) World Health Organization
- d) Reimbursement of medical claims by TDA

