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PGDHM (Semester-I) EXAMINATION, 2016
101 : PRINCIPLES AND PRACTICES OF MANAGEMENT
AND ORGANISATIONAL BEHAVIOUR
(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Question No. 1 is compulsory.
(ii) Solve any *four* out of the remaining.

1. Write short notes on (any *two*) :
 - (a) Authority Vs Power.
 - (b) Theory of need heirarchy.
 - (c) Communication Barriers.
 - (d) Types of Plans.
2. What are the roles and functions of CEO ?
3. What are the types of Motive ? How will you motivate hospital employees?
4. What are the steps of controlling ? Write the importance of controlling in health care organisation.
5. Describe various ogranisational behaviour models.
6. What is a group ? Describe the group formation process.
7. What is rational decision-making ? Describe barriers to decision making ? What is a good decision ?

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[4979]-12

PGDHM (Semester-I) EXAMINATION, 2016
102 : MANAGERIAL ACCOUNTING &
FINANCIAL MANAGEMENT
(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

- N.B. :—**
- (i) Question No. 1 is compulsory.
 - (ii) Attempt any *two* questions from each section.
 - (iii) Answers to both sections are to be written in the same answer-book.
 - (iv) Use of simple calculator is allowed.

1. (a) Write the word, term or phrase which can substitute each of the following : [5]
- (i) Accounts relating to assets and properties of business.
 - (ii) Anything taken by proprietor from business for his personal use.
 - (iii) System of book-keeping that records both aspects of Transaction.
 - (iv) Book containing various accounts of business.
 - (v) Debts which are irrecoverable from debtors.
- (b) Complete the following accounting formula with appropriate blanks : [5]
- (i) Profit = Income >
 - (ii) Total cost = Material cost (+) cost (+) Overhead cost.
 - (iii) Owners capital =(-) Liabilities
 - (iv) Total Assets = Fixed Assets (+)Assets.
 - (v) Sales (-).....= Gross profit.

P.T.O.

SECTION-I

2. Write short notes on (any *three*) : [15]
- (a) Trial balance
 - (b) Depreciation
 - (c) Debit Note
 - (d) Double entry system of Accounting
 - (e) Outstanding expenses
 - (f) Current Assets
 - (g) Allocation and asorption of overheads.
3. Pass the necessary Journal Entries in the books of Suman Nursing Home, Pune for the following transactions : [15]
February 2013
- 1 Dr. Suman Shah established a Nursing Home with cash of Rs. 1,00,000/- Medicines Rs. 2,00,000/-, Furniture Rs. 3,00,000/- and Surgical equipments Rs. 50,000/-.
 - 2 Paid rent Rs. 20,000 in cash.
 - 3 Paid cash for printing and stationery bill Rs. 5,000/-
 - 5 Purchased surgical instruments Rs. 1,00,000/- on credit from Pune Surgicals.
 - 8 Paid consultanting Doctors fees Rs. 30,000 in cash.
 - 10 Opened a New Bank Account by depositing cash of Rs. 10,000/- in Dena Bank.
 - 15 Received cash for X-ray Rs. 7,000/- in cash.
 - 17 Paid electricity bill Rs. 8,000/- in cash.
 - 18 Paid salaries of staff Rs. 25,000/- in cash.
 - 19 Received advance from patients Rs. 9,000/- cash.
 - 21 Cash of Rs. 5,000/- withdrawn from Dena Bank.
 - 23 Paid LIC premium of Dr. Suman by cheque Rs. 11,000/- on Dena Bank.

4. From the following Trial Balance of Bharat Bhushan Baroda prepare the Final Accounts as on 31.03.2013 : [15]

Names of Ledger Account	Debit Rs.	Credit Rs.
B's capital		2,00,000
Land and Buildings	87,000	
Plant and Machinery	17,500	
Goodwill	20,000	
B's Drawings	22,600	
Cash in hand	1,795	
Stock on 1-4-2012	27,000	
Wages	10,000	
Purchases	69,000	
Carriage Inward	600	
Travellers Commission	6,000	
Insurance	2,000	
Motor Car	3,000	
Carriage outward	1,400	
Sales		94,000
Salaries	15,000	
Bank charges	105	
Reserve for doubtful debts		1,500
Sundry Debtors	20,000	
Sundry Creditors		7,500
	<u>3,03,000</u>	<u>3,03,000</u>

The following adjustments are to be considered :

- (a) On 31.03.2013 the stock was valued at Rs. 46,000/-
 (b) Insurance permium amounting to Rs. 800/- is prepaid.

- (c) Outstanding salaries amounted to Rs. 1,000/-
- (d) Depreciate Plant & Machinery @ 10% p.a. and motor car @ 20% p.a.
- (e) Create reserve for doubtful debts @ 10% on Debtors.

SECTION-II

- 5.** What is Cost Accounting ? What are the objects of Cost Accounting. Explain the various elements of cost. [15]
- 6.** What do you mean by budget and budgetary control ? Which are the advantages of Budget ? Explain the functional budget and mention various types of functional budgets. [15]
- 7.** A firm sales 3000 units at Rs. 20 per unit. Its fixed cost amounts to Rs. 16,500/- and variable cost is Rs. 10/- per unit. You are required to calculate : [15]
- (a) Break-even point (in units and value)
 - (b) Profit volume ratio (PV Ratio)
 - (c) Margin of safety
 - (d) Break-even point if selling price is increased by 25%.
 - (e) Break-even point if fixed cost is increased by 10%.

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PGDHM (Semester-I) EXAMINATION, 2016
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. How will you establish the need for setting up a new hospital in semi-urban area ? [14]
2. What is a Project Report ? Describe a Project Report of a 300 bedded hospital. [14]
3. Discuss the planning, layout of an out-patient department of a general hospital. [14]
4. Discuss the equipments planning of a 100 bedded general hospital. [14]
5. What is sewage ? Describe a sewage disposal system of a rural hospital. [14]
6. Discuss various zones commonly seen in a teaching medical college hospital. [14]
7. Write short notes on (any *two*) : [2×7=14]
 - (a) Rule of three
 - (b) FSI
 - (c) Architect Brief
 - (d) Maternal mortality rate

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PGDHM (Semester-I) EXAMINATION, 2016
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. Explain physiology of digestion.
2. Self breast examination can reduce the chances of early death due to Cancer Breast. Explain.
3. Write short notes on (any *two.*) :
 - (a) TURP
 - (b) Urine analysis
 - (c) Electrocardiogram
 - (d) Lumber puncture.
4. What are the signs and symptoms of Lung tuberculosis ? How will you investigate ?
5. Why every citizen should know CPR ? Explain the procedure and benefits of CPR.
6. What are the signs and symptoms of Appendicitis ? How will you investigate ?
7. Write notes on (any *two.*) :
 - (a) FNAC
 - (b) Dysmenorrhoea
 - (c) Pulmonary Embolism
 - (d) Pulmonary Function test.

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[4979]-15

P.G.D.H.M. (Semester-I) EXAMINATION, 2016
105 : HOSPITAL ADMINISTRATION
(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) All questions carry 14 equal marks i.e. each.
(ii) Attempt any *five* questions.

1. Describe duties and responsibilities of Front Office of a multi-specialty hospital.
2. As a C.E.O. of a corporate hospital what are your duties ?
3. How will you organize a seminar on hospital services ?
4. Describe Hospital waste management.
5. How will you deal with crisis situation created by Bomb threat ?
6. Write short notes on any *two* of the following :
 - (a) Exit interview
 - (b) Security report
 - (c) ALOS
 - (d) Collective bargaining
7. Write short notes on any *two* of the following :
 - (a) Patient's complaints
 - (b) Matron's report
 - (c) OT list
 - (d) TPA.

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PGDHM (Semester-II) EXAMINATION, 2016
HUMAN RESOURCE MANAGEMENT
(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions.
(ii) Each question carries 14 marks.

1. What is 'Human Resource Management'? Explain its importance with reference to Hospital Management.
2. What is 'Manpower Planning'? Explain the same by giving step-by-step process for planning manpower for 100 bed hospital.
3. Explain with example the difference between 'Employee Welfare' and 'Social Security Schemes'.
4. Discuss the issues relating to 'Grievances' of employees working in any hospital.
5. What is importance of 'Training Activity' in developing skills of hospital employees ?
6. Explain the importance of "Performance Management System" in an organisation which PA system is useful in hospital.
7. Write short notes on any *two* :
 - (a) Principles of Natural Justice
 - (b) Team formation process
 - (c) Modern selection methods
 - (d) Duty Roaster.

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PGDHM (Semester-II) EXAMINATION, 2016

**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.

1. Describe Medical Ethics in medical services.
2. Explain the importance of Dying declaration in Medico-legal practice and its procedure of recording.
3. Explain the application of Consumer Protection Act in Hospital services.
4. How will you obtain the Bombay Shop & Establishment Act license for your new hospital ? Explain its importance.
5. Explain the importance of Fundamental Rights under Indian Constitution.
6. Write short notes on any *two* of the following :
 - (a) PNDR Act
 - (b) Summons
 - (c) Magistrate's inquest
 - (d) Decree.
7. Write short notes on any *two* of the following :
 - (a) Birth-Death registration
 - (b) Payment of wages
 - (c) MTP Act
 - (d) Consent.

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PGDHM (Semester-II) EXAMINATION, 2016

**203 : MATERIALS MANAGEMENT AND INVENTORY CONTROL
(2009 PATTERN)**

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) All questions carry equal marks.

(ii) Solve any *five* questions.

1. What do you understand by materials management ? Discuss the objectives of materials management ? [14]
2. What is a tender ? What are the steps involved in tender buying ? [14]
3. What is 'Pareto's Law' ? How can you apply it in selective inventory control ? [14]
4. What do you understand by 'Centralised' and Decentralised Purchasing ? Discuss with examples.
5. Discuss the procedures to condemn electro-medical equipment. How will you dispose such items ?
6. How will you organise a hospital pharmacy in a general hospital? Give staff requirement. [14]
7. Write short notes on (any *two*) : [14]
 - (a) Receipt and inspection of stores
 - (b) Negotiation
 - (c) VED Analysis
 - (d) Hospital Formulary.

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PGDHM (Semester-II) EXAMINATION, 2016
204 : HEALTHCARE AND ADMINISTRATION OF CLINICAL
AND NON-CLINICAL SERVICES
(2009 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— Attempt any *five* questions.

1. Describe Bio-Medical waste management in Clinico-pathological laboratory. [14]
2. Mudaliyar Committee gives basic concepts in healthcare in India. Comment. [14]
3. Write short notes on (any *two*) : [14]
 - (a) Role of research in multispeciality OPD
 - (b) Mob violence against hospital establishment
 - (c) Quality circles
 - (d) Epidemiological triad.
4. Describe the role of Vitamin A in control of blindness. [14]
5. Repeated post-operative infections in orthopedic operation theatre are a problem of serious nature. How will you solve the problem ? [14]
6. How will you market the newly accredited NABH hospital ? [14]
7. Write short notes on (any *two*)
 - (a) International classification of diseases
 - (b) Fire safety in kitchen in hospital
 - (c) MRD-TB
 - (d) Terminal method of family planning.

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