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SEAT No. :

**P2954**

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**[4879]-11**

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

**101: Principles and Practices of Management & O. B.  
(2009 Pattern)**

*Time : 3 Hours]*

*[Maximum Marks : 70*

*Instructions to the candidates:*

- 1) *Question No.1 is compulsory.*
- 2) *Solve any four out of the remaining.*

**Q1)** Short Notes (Any Two)

- a) Functions of CEO
- b) Control Techniques
- c) Line a staff authority
- d) Motivation

**Q2)** What is the relevance of Henry Fayolls principles of Management in Hospital Administration.

**Q3)** Describe the Importance of Planning in Hospitals. Mention Various steps in planning.

**Q4)** Differentiate between Authority and power. Describe the process of delegation of authority.

**Q5)** Describe the various types of communication in Hospitals. What are the barriers in effective communication.

**Q6)** Explain Abraham Maslow's Theory of Need Heirarchy. Explain the stage of self Actualisation.

**Q7)** Explain the fundamental concept of OB.



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**[4879]-12**

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

**102: Managerial Accounting and Financial Management  
(2009 Pattern)**

*Time : 3 Hours]*

*[Maximum Marks : 70*

*Instructions to the candidates:*

- 1) *Questions No. 1 is compulsory.*
- 2) *Attempt any two questions from each section.*
- 3) *Figures to the right indicate full marks*
- 4) *Use only one answer sheet for both sections.*
- 5) *Use of simple calculators is allowed.*

- Q1) a)** Explain the following: **[5]**
- i) Double entry book keeping system
  - ii) Types of Budget.
- b)** Classify the following accounts into Three Types of A/cs: **[5]**
- i) Postage
  - ii) Furniture
  - iii) Motor Car
  - iv) Wadia College
  - v) Dr. Coyaji a/c

**SECTION-I**

- Q2)** What do you mean by Depreciation? Explain any Two types of Depreciation? **[15]**
- Q3)** What is Marginal Costing? Explain P/V ratio and Break Even Point? **[15]**
- Q4)** Write Short Notes on Any Three of the following **[15]**
- a) OPD. Register.
  - b) Classification of Cost
  - c) Accounting concepts
  - d) Financial accounting
  - e) Types of A/cs & Rules

**P.T.O.**

## SECTION-II

**Q5)** What is the method used for costing in Hospital? What is cost unit in Hospital? Discuss in details. **[15]**

**Q6)** Pass Necessary Journal entries in the Books Dr. Lal Laboratory, Nashik from the following transactions: **[15]**

March, 2011

- a) Started Laboratory With cash of Rs. 15,00,000/-
- b) Opened Bank a/c with cash of Rs. 5,00,000/-
- c) Purchased furniture for cash of Rs. 3,00,000/-
- d) Purchased Equipment by cheque of Rs. 5,00,000/-
- e) Received cash for X ray 10,000/-, Lab charges Rs. 50,000/-
- f) paid Rent and taxes for Rs. 30,000/-
- g) paid Wages for Rs. 15,000/-
- h) Deposited into Bank for Rs. 50,000/-
- i) Paid electricity Bill for Rs. 5000/-
- j) Withdrawn Cash from Bank for Rs. 1,00,000/-
- k) Paid salary by cheque for Rs. 1,50,000/-

**Q7)** From the following information Find out: **[15]**

- a) P/V Ratio
- b) Sales required to Break even point and
- c) Sales required to earn profit of Rs. 3,20,000.

Selling Price per Unit -Rs. 80/-

Variable Cost per unit:

Direct Materials Rs. 20/-

Direct Labour Rs. 14/-

Variable Overheads -100% of Direct labour Cost

Fixed Expenses Rs. 1,28,000/-



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**[4879]-13**  
**PGDHM (Semester- I)**  
**103: HOSPITAL PLANNING**  
**(2009 Pattern)**

*Time : 3 Hours]*

*[Maximum Marks : 70*

*Instructions to the candidates:*

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

- Q1)* Define a Hospital. Discuss functions of the hospital. **[14]**
- Q2)* Describe various steps of hospital planning **[14]**
- Q3)* Discuss the role of the architect in a new hospital project **[14]**
- Q4)* How will you select a site for a 300 Bedded speciality hospital? **[14]**
- Q5)* What is a ward unit? Discuss the planning of a Standard Ward **[14]**
- Q6)* What is the role of engineering services in a modern hospital? **[14]**
- Q7)* Write short notes on any two: **[14]**
- a) Master Plan
  - b) Day care unit
  - c) Hospital bed
  - d) Plot Ratio



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**[4879]-14**

**PGDHM(Semester- I)**

**Medical Terminology and Procedures**

**(2009 Pattern)**

*Time : 3 Hours]*

*[Maximum Marks : 70*

*Instructions to the candidates:*

- 1) Answer any three questions form Section-I and any two questions from Section-II*
- 2) All questions carry equal marks.*

**SECTION-I**

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

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

- a) Coronary Angiography
- b) Laparoscopy
- c) Bronchoscopy
- d) Lumbar puncture

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

- a) IVP
- b) Mammography
- c) Renal function tests
- d) Jaundice

**Q4)** How would you go about organizing a blood donation camp? **[14]**

**P.T.O.**

## **SECTION-II**

**Q5)** Describe the anatomy and physiology of the pulmonary circulation. **[14]**

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

- a) Immunization schedule
- b) Appendicitis
- c) Menorrhagia
- d) Urinary tract infections

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

- a) Gastroscopy
- b) ECG
- c) Stress test
- d) TURP (Transurethral resection of prostate)



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SEAT No. :

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

**105: HOSPITAL ADMINISTRATION**

**(2009 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 & responsibilities of Hospital Administrator of non-profit making hospital.

**Q2)** How will you control & prevent recurrence of hospital acquired infection.

**Q3)** Discuss the importance of HIS in hospitals.

**Q4)** Describe in detail hospital waste management.

**Q5)** Describe Patients Satisfaction Survey & its importance.

**Q6)** How will utilize CME in marketing of your hospital services?

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

- a) Medical certificates
- b) Security report
- c) ALOS
- d) Fire fighting

**Q8)** Write short notes on any two of the following

- a) Union matters
- b) Mob violence
- c) CGHS
- d) Hospital census



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SEAT No. :

**P2959**

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**[4879]-21**

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

**201: Human Resource Management  
(2009 Pattern)**

*Time : 3 Hours]*

*[Maximum Marks : 70*

*Instructions to the candidates:*

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

**Q1)** What do you understand by Human Resource Management? Differentiate between Human Resource Development and Human Resource Management.

**Q2)** Elaborate Line and Staff Organization with relevant examples.

**Q3)** Discuss purpose and uses of Job Analysis and Job Description.

**Q4)** Define the term Training. Elaborate any two methods of Training.

**Q5)** Define Communication. Explain the barriers to effective.

**Q6)** Explain the term Performance Appraisal. Explain 360° method of appraisal.

**Q7)** Write short notes (Any Two)

- a) Employee Turnover
- b) Settlement of disputes
- c) Orientation
- d) Dress Code





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SEAT No. :

**P2960**

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**[4879]-22**

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

**202: Laws Related to Hospital & Medical Services  
(2009 Pattern)**

*Time : 3 Hours]*

*[Maximum Marks : 70*

*Instructions to the candidates:*

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

**Q1)** Describe Criminal Courts in India & their powers.

**Q2)** Explain importance of Fundamental Rights under Indian Constitution.

**Q3)** Describe Code of Medical Ethics

**Q4)** Describe application of Workman's Compensation Act in Hospital services.

**Q5)** Explain the concept of Medical Negligence?

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

- a) Dying declaration
- b) Life support
- c) Warrant
- d) MTP Act

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

- a) Deficiency of services under CPA
- b) Police Inquest
- c) Nursing Home Registration Act
- d) Maternity Benefit Act



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SEAT No. :

**P2961**

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**[4879]-23**

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

**Material Management and Inventory Control.**

**(2009 Pattern)**

*Time : 3 Hours]*

*[Maximum Marks : 70*

*Instructions to the candidates:*

- 1) *Questions No.1. is compulsory.*
- 2) *Solve any three out of the remaining.*

**Q1) Write Short Notes (Any Five)**

**[25]**

- a) Buffer Stock
- b) Lead Time
- c) Bin Card
- d) Two-Bin System
- e) Distribution of Materials
- f) Hospital Formulary
- g) VED Analysis
- h) Purchase policy

**Q2) What is the importance and Role of Material, Management Department in Hospital?** **[15]**

**Q3) What are various documents maintained in store department?** **[15]**

**Q4) What do you understand by purchase cycle? Describe the steps in detail?****[15]**

**Q5) What is ABC Analysis? How is it useful in Management of Inventory in a hospital?** **[15]**

**Q6) What are the steps in source selection what is meant by a good source?** **[15]**



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SEAT No. :

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**[4879]-24**

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

**204: Healthcare and Administration of Clinical and Non-Clinical  
Services  
(2009 Pattern)**

*Time : 3 Hours]*

*[Maximum Marks : 70*

*Instructions to the candidates:*

- 1) *Attempt any five questions.*
- 2) *Figures to the right indicate full marks.*

**Q1)** What is the role of TPA in health insurance? **[14]**

**Q2)** How Standard Operating Procedure helps the administration in local purchase of medicines. **[14]**

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

- a) Fire safety in ISO certified hospital
- b) Central Govern. Health Scheme
- c) Kaizen
- d) Mass casualties brought to hospital

**Q4)** Enumerate statistical methods in hospital for control of service quality? **[14]**

**Q5)** What is the role of CSSD in control of infections in Intensive Care Unit?**[14]**

**Q6)** What is the role of electrical engineer in maintenance department of 100 bed hospital? **[14]**

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

- a) Primary data in research methodology
- b) Barrier contraceptives
- c) Bhore committee recommendations
- d) DOTs

