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SEAT No. :

**P2963**

[Total No. of Pages : 2

**[4879]-101**

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

**101: Principles and Practices of Management & Organisation  
Behaviour  
(2012 Pattern)**

*Time : 3 Hours]*

*[Maximum 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) What is "Management"? Give its definitions given by many historical experts.

b) 'Planning' is looking forward and 'controlling' means cooking back. Comment by clarifying both the concepts with examples.

**Q2)** What is organising? Explain various activities and steps involved in it. Also explain the difference between 'Narrow' span and 'Wide' Span; in tabular form.

**Q3)** Person must be a good 'leader' to become successful 'Manager'. Comment on this statement by giving all dimensions of 'Leadership'.

**Q4)** a) What is 'Perception'? How the same affects Personal Decision Making.

b) What is 'Attitude'? Explain its nature and dimensions. Also explain how the same is important in Job satisfaction.

**Q5)** a) What is 'Decision Making'? Explain the factors involved in its process.

b) Explain different styles of 'Decision Making'.

**P.T.O.**

**Q6)** Explain various stages of 'Group Formation'. How the 'Group' becomes consolidated through these stages. Give examples.

**Q7)** What is 'Group Dynamics'? How the same creates impact on Group Performance?

**Q8)** Write short notes on any two:

- a) 'Staffing' as Management function
- b) 5 Models of O.B.
- c) Motivation & Job satisfaction
- d) Management By Objective (MBO)



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SEAT No. :

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**[4879]-102**

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

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

*Time : 3 Hours]*

*[Max. 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 indicate 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) Fill in the blanks with appropriate word. [5]**

- i) Return outward appearing in Trial balance is deducted from \_\_\_\_\_.
- ii) Wages appearing in Trial balance are shown on \_\_\_\_\_ side of Trading A/C.
- iii) Drawings are deducted from \_\_\_\_\_.
- iv) Balance sheet is a \_\_\_\_\_ of assets and \_\_\_\_\_.
- v) Discount which is allowed or received while making payment is \_\_\_\_\_ Discount.

**B) Match the following [5]**

- |                      |  |
|----------------------|--|
| i) Profit            | a) Person from whom we purchase material on credit |
| ii) Debtor           | b) Expenses which are not yet paid                 |
| iii) Creditor        | c) Balance sheet                                   |
| iv) Outstanding Exp. | d) Excess of Income over Expenses                  |
| v) Fixed Assets      | e) Person to whom we sale the material on credit   |

**P.T.O.**

**SECTION - I**

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

- a) Trade and cash discount
- b) Final Accounts
- c) Profit & loss A/C and Income & Expenditure A/C
- d) Term loan
- e) Fixed Assets
- f) Prepaid Expenses

**Q3)** A) Explain the various types of ledger A/C's along with its rules of accounting. **[5]**

b) What do you mean by Depreciation? Explain the generally used methods of Depreciation. **[5]**

c) What do you mean by accounting books? Mention the important types of various books of Accounts. **[5]**

**Q4)** From the following Trial Balance of Maharashtra Trading Co. Prepare Trading Profit & Loss A/C and Balance sheet as on 31 .03.2015 **[15]**

<b>Heads of A/C s</b>	<b>Debit ₹</b>	<b>Credit ₹</b>
C's Capital		4,05,000
C's Drawing	32,600	
Lorries & Buses	18,000	
Opening stock	37,800	
Salary	27,300	
Wages	20,000	
Furniture & Fitting	22,000	
Purchase	1,33,200	
Sales		2,78,300
Plant & Machinery	2,25,700	
Return Inward	5,100	
Return Outward		4,700
Loan from B		85,000
Printing & Stationery	12,400	
Land & Building	2,37,000	
Sundry Debtors	41,200	
Sundry Creditors		55,700
Bad debts	3,800	
Discount received		2,500
Interest paid on B's loan	10,300	
Insurance Exp.	4,200	
Miscellaneous Exp.	600	
<b>Total</b>	<b>8,31,200</b>	<b>8,31,200</b>

**Notes :**

- a) Closing stock valued at ₹30,000.
- b) Salary of ₹500/- is outstanding as on 31.03.2012.
- c) Provide 10% depreciation on furniture & fixture.
- d) Insurance Exp of ₹700/- are prepaid.

**SECTION - II**

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

- a) Fixed cost and Variable Cost.
- b) Ratio Analysis and its Limitations and Advantages.
- c) Budgets and Estimates.
- d) P V Ratio.
- e) Cash Budget.

**Q6)** Explain the term Working Capital. Mention the factors that determines the size of Working Capital. What are the various sources of raising the Working Capital? **[15]**

**Q7)** A firm Sales 7,000 units at ₹27/- per unit. Its fixed cost amount to ₹44,000/- and variable cost to ₹16/- per unit.

You are required to calculate :

- a) Break-even Point.
- b) Profit Volume Ratio.
- c) Margin of Safety.
- d) Break-even Point if selling price is increased to ₹30/- Per unit.
- e) Break-even Point if variable cost is reduced to ₹15/- per unit.



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[4879] - 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 objectives of a general Hospital established by a corporate body. **[14]**

**Q2)** Discuss the points considered to decide the need of a new hospital in a locality. **[14]**

**Q3)** What is the significance of hospital zoning plan? Give details of departments in such zones. **[14]**

**Q4)** Discuss the points for selection of a site for a new 100 bedded hospital in Rural area. **[14]**

**Q5)** Discuss the planning, layout and equipment requirement of 10 bedded intensive care unit. **[14]**

**Q6)** Discuss the role of electrical engineering in a modern hospital. **[14]**

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

- a) Disposal zone of OT.
- b) FSI.
- c) Day care unit.
- d) Hospital out reach services.



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[4879] - 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)** What are the signs of Cancer? What is the role of FNAC in Cancer investigations?

**Q2)** Enumerate Thyroid disorders. Explain signs and symptoms of Hypothyroidism.

**Q3)** Write short notes on any two :

- a) Pulmonary function Test.
- b) Colonoscopy.
- c) Electrocardiogram.
- d) Tubectomy.

**Q4)** What is Osteoporosis? What are the presenting signs and symptoms? How will you investigate?

**Q5)** Explain the method to detect cancer of breast early? Explain.

**Q6)** Describe Anatomy of Gastrointestinal system.

**Q7)** Write notes on any two :

- a) Myelography.
- b) Prostate enlargement.
- c) Infertility.
- d) Bladder stone.



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[4879] - 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 Hospital Administrator of a 300 bedded Public Charitable hospital.

**Q2)** Describe layout of a Blood Bank & its working.

**Q3)** Describe Discharge procedure of a patient admitted in a multi-specialty hospital.

**Q4)** Describe the relevance of Patients Relations Management in hospitals.

**Q5)** Explain how you will organize a work-shop on bio-medical waste management for your hospital's nurses.

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

- a) Hospital Census.
- b) Matron's report.
- c) Patient's complaints.
- d) Security of new born.

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

- a) Waste management of disposable material.
- b) Chi-square.
- c) Role of hospital infection control nurse.
- d) ALOS.





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SEAT No. :

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[4879] - 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) *Each question carries 14 marks.*
- 2) *Question No. 1 is compulsory.*
- 3) *Attempt 4 questions from the remaining.*

**Q1)** What do you understand by the term “Human Resource Management”? Explain its role & Responsibilities in Hospital.

**Q2)** Explain the difference between education & Training. How training is used for development of the organisation and growth of the employee. Explain training methods applicable to Hospitals.

**Q3)** Explain the concept of Group dynamics and its impact on behaviour of employees. Give examples.

**Q4)** Explain the procedure of Recruitment. How job analysis and job description are important in recruitment process?

**Q5)** Explain various components of salary. What is indirect burden on employer arising out of salary of the employee? Also explain the concept of CTC.

**Q6)** What is performance appraisal? Explain different methods of performance appraisal.

**Q7)** Write short notes (any two) :

- a) Conflict Resolution - different styles.
- b) Role of conciliation officer.
- c) Worker’s participation in management
- d) Importance of induction Training.



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[4879] - 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 Criminal Courts in India & their powers.

**Q2)** Describe relevance of deficiency in medical services as applicable under the Consumer Protection Act 1986.

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

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

**Q5)** Describe the procedure & importance of Dying Declaration in hospital medico-legal practice.

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

- a) Birth-Death registration
- b) Maternity Benefit Act
- c) Consent
- d) Summons

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

- a) Warrant
- b) Declaration of Geneva
- c) MTP Act
- d) Decree



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SEAT No. :

**P2970**

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[4879] - 203

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

**MATERIALS MANAGEMENT & INVENTORY CONTROL**

**(2012 Pattern)**

*Time : 3 Hours]*

*[Max. Marks : 70*

*Instructions to the candidates :*

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

**Q1)** Write short notes (any two)

- a) Inventory carrying cost
- b) EOQ
- c) Stock verification
- d) Decentralised buying

**Q2)** Enumerate various purchase systems. What system is followed to purchase to get most competitive rates?

**Q3)** What do you understand by integrated materials management? Discuss advantages and objectives of integrated materials management.

**Q4)** Explain the importance of lead time and buffer stock in inventory control.

**Q5)** Discuss location, layout and space requirement for a 100 bed Hospital.

**Q6)** What are the stages of Source selection? Discuss in detail.

**Q7)** Write short notes (any two) :

- a) Seasonal buying.
- b) ABC analysis.
- c) Price forecasting.
- d) Pilferage.

