

Total No. of Questions : 5]

SEAT No. :

P3336

[Total No. of Pages : 2

[5079]-1001

P.G.D.H.M.

**101: PRINCIPLES AND PRACTICES OF MANAGEMENT
AND ORGANISATION BEHAVIOUR
(2013 Pattern) (Semester - I)**

Time : 3 Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *Attempt any Five questions.*
- 2) *Each question carries 10 marks.*

Q1) Define 'Management' and enumerate 14 principles of Management as stated by Hendry Foyal.

OR

Why the concept of Management is necessary for every small & big organisation? Clarify the concept and functions of Management.

Q2) What is process of 'Planning'? How the same starts? Explain all the steps in planning.

OR

Setting Goal/Objective is primary step in planning. Explain as to how the Goal/Objective should be set by Manager.

- Q3)**
- a) What is 'Organising'? Explain its importance with reference to 'Narrow span' and 'Wide span'.
 - b) Describe the concept of 'Departmentation' and also list various Departments in any Hospital.

P.T.O.

OR

- a) What is 'Leading'/Directing? What qualities a 'leader' should possess?
- b) Differentiate between a 'Leader' and 'Manager' - make comparative statement.

- Q4)**
- a) Distinguish the 'line' and 'staff' functions. What kind of 'Authority' is required in each type.
 - b) Describe the advantages of 'Decentralisation'.

OR

- a) What is study of 'Organisation Behavior'? Which are the behavioral sciences creating impact on the study of O.B.
- b) Describe effect of 'Age Gender and Tenure on the performance of employee.

Q5) Write Notes on any Two :

- a) Contribution by F.W. Taylor to Mgt.
- b) Rationality in Decision Making.
- c) Maslow's theory of hierarchy of needs.
- d) Controlling as Management function.



Total No. of Questions : 5]

SEAT No. :

P3337

[Total No. of Pages : 4

[5079]-1002

P.G.D.H.M.

**102: MANAGERIAL ACCOUNTING AND FINANCIAL
MANAGEMENT**

(2013 Pattern) (Semester - I)

Time : 3 Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*
- 3) *Use of simple calculator is allowed.*

Q1) A) Fill in the blanks with appropriate word given in the bracket. [5]

- a) Journal is a book of _____ entry.
(Prime, Secondary, Third)
- b) _____ type of account is used for income and expen.
(Asset, Real, Nominal, Personal)
- c) Depreciation is a _____ A/c
(Real, Personal, Nominal)
- d) Debit what comes in & Credit what _____.
(Goes out, Receiver, Giver)
- e) The left hand side of a ledger A/c is called _____ side.
(Credit, Debit, Front)

B) State whether the following statements are true or false. [5]

- a) Cash account doesn't show credit balance.
- b) Drawing account shows the debit balance.
- c) Rent account can show a credit balance.
- d) Ledger is prepared only from journal.
- e) Goodwill is tangible asset.

P.T.O.

Q2) Write short notes on any two : **[10]**

- a) Types of Account.
- b) Limitations of Ratio Analysis.
- c) Trial Balance.
- d) Objectives of Book Keeping.

OR

Explain the difference between Financial A/c and Management A/c

Q3) What do you mean by budgetary control? Explain the different types of budgets. **[10]**

OR

Write short notes on any two :

- a) Working Capital.
- b) Different sources of fund.
- c) Direct cost & indirect cost.

Q4) Following details are given : **[10]**

Year	Sales	Profit
2015	1,20,000	8,000
2016	1,40,000	13,000

Find out :

- a) PV Ratio
- b) Break Even Point
- c) Margin of safety for both the years.
- d) Profit when sales are 1,80,000.
- e) Sales required to earn profit Rs. 12,000.

Q5) From the following Trial Balance extracted from the books of XYZ as on 31st March 2015 prepare his final account as on 31-3-2016 after taking into consideration the adjustments given below the Trial Balance. **[10]**

	Dr. Rs.	Cr. Rs.
Sundry Creditors		46,000
Rent	1,200	
Cash at Bank	3,000	
Cash in Hand	1,400	
Stock on 1-4-15	16,000	
Bad Debts	1,000	
Discounts	400	1,000
Purchase & sales	1,10,000	1,68,000
Carriage on sale	3,600	
Plant & Machinery	20,000	
Sales Returns	8,000	
Purchase Returns		4,000
Carriage on purchase	1,000	
Furniture & Fixtures	12,000	
Insurance & Office exp.	3,000	
Salaries	6,000	
Bills Receivable	12,000	
Drawings	12,000	
Wages	12,000	
Provision for Doubtful Debts		2,000
Capital		50,000
Sundry Debtors	40,000	
Commission	8,400	
Total :	2,71,000	2,71,000

Adjustments :

- a) Depreciate Plant & Machinery at 10% and Furniture & Fixtures at 5%.
- b) Insurance prepaid Rs. 200.
- c) Outstanding salary Rs. 1,000 and outstanding Rent Rs. 200.
- d) Main R.D.D. at 6% on Debtors.
- e) Closing stock Rs. 20,000/-



Total No. of Questions : 5]

SEAT No. :

P3338

[Total No. of Pages : 1

[5079]-1003

P.G.D.H.M.

**103: HOSPITAL PLANNING & PROJECT MANAGEMENT
(2013 Pattern) (Semester - I)**

Time : 3 Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *All questions carry equal marks.*

Q1) Describe the role and importance of Survey team in Hospital Planning.

Q2) Explain the Master Plan & its application in Hospital Planning.

Q3) Describe the layout of OT of 300 bedded multi-specialty hospital.

Q4) Write short notes on any two of the following :

- a) Parking in hospitals.
- b) Zones in hospitals
- c) Energy conservation in hospitals.
- d) Pert chart.

Q5) Write short notes on any two of the following :

- a) F.S.I.
- b) Water Management in hospitals.
- c) Core team.
- d) Circulation in hospitals.



Total No. of Questions : 5]

SEAT No. :

P3339

[Total No. of Pages : 1

[5079]-1004

P.G.D.H.M.

**104: MEDICAL TERMINOLOGY AND PROCEDURES
(2013 Pattern) (Semester - I)**

Time : 3 Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *All questions carry equal marks.*

Q1) Describe Anatomy of Urinary System.

Q2) Describe signs, symptoms and investigations in a case of Lung Tuberculosis.

Q3) Write short notes on any two :

- a) Spirometry.
- b) Mamography.
- c) Common investigations in Diabetes Mellitus.
- d) Fibroids.

Q4) What are the causes of Hypertension? Describe non-medical management of Hypertension.

Q5) Write notes on any two :

- a) Enlargement of Prostate.
- b) Ultrasound.
- c) Broncho-scopy.
- d) Frozen section.



Total No. of Questions : 5]

SEAT No. :

P3340

[Total No. of Pages : 1

[5079]-1005

P.G.D.H.M.

**105: HOSPITAL ADMINISTRATION
(2013 Pattern) (Semester - I)**

Time : 2½ Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *All questions carry equal marks.*

Q1) Describe duties of Hospital Administrator of a 100 bedded multi-specialty Partnership hospital in a Metro city.

Q2) How will you prevent recurrence of Hospital acquired infection in your 300 bedded corporate hospital?

OR

Describe how you will organize a seminar on Patient Safety measures for your hospital nurses.

Q3) Discuss the usefulness of Patient Relations Management department in 100 bedded multi-specialty corporate hospital.

Q4) Write short notes on any two of the following :

- a) ALOS.
- b) Matron's report.
- c) OT list.
- d) Patient complaints.

Q5) Write short notes on any two of the following :

- a) Medical Certificates.
- b) Dietary services.
- c) CSSD.
- d) Hospital Census.



Total No. of Questions : 5]

SEAT No. :

P3341

[Total No. of Pages : 1

[5079]-2001

P.G.D.H.M.

201: HUMAN RESOURCE MANAGEMENT

(2013 Pattern) (Semester - II)

Time : 3 Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *Each main question carries 10 marks.*

Q1) HRM deals with Human side of an Organisation - comment-with reference to its responsibility from Recruitment to Retirement of an employee.

Q2) State and explain the factors influencing the “Manpower Planning” in Hospital.

Q3) “Performance Appraisal” is important for motivating employees - clarify. Also describe MBO and 360° methods of Performance Appraisal.

OR

Describe different methods of “Training”. Also mention its importance with reference to different ‘quality certificates’ for Hospital.

Q4) What is ‘Industrial Dispute’? Give the details of Machinery/Forums/Agencies created for resolving Industrial disputes under the Industrial Disputes Act 1947.

Q5) Write short notes on any Two :

- a) Job Specification.
- b) Duty Roaster.
- c) Discipline in Hospital Staff.
- d) Problems of Nursing Staff.



Total No. of Questions : 5]

SEAT No. :

P3342

[Total No. of Pages : 1

[5079]-2002

P.G.D.H.M.

**202: LAWS RELATED TO HOSPITAL & MEDICAL SERVICES
(2013 Pattern) (Semester - II)**

Time : 3 Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *All questions carry equal marks.*

Q1) Describe the procedure of obtaining Nursing Home Registration for a new hospital. **[10]**

Q2) Explain the Medico-legal aspects of Emergency medical services in hospitals. **[10]**

OR

Explain the importance of the Evidence Act with special reference to Dying declaration in hospital & medical services. **[10]**

Q3) Describe the MTP Act as applicable in hospitals. **[10]**

Q4) Describe how will you maintain Doctor Patient relationship hospitals & in medical services. **[10]**

OR

Describe how you will avoid litigation against hospitals. **[10]**

Q5) Write short notes on any two of the following : **[10]**

- a) Indian Trade Union Act 1926.
- b) Payment of wages.
- c) Warrant.
- d) Magistrate's Inquest.



Total No. of Questions : 5]

SEAT No. :

P3343

[Total No. of Pages : 1

[5079]-2003

P.G.D.H.M.

MATERIALS MANAGEMENT & INVENTORY CONTROL
(2013 Pattern) (Semester - II)

Time : 3 Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *All questions carry equal marks.*

Q1) State Pareto's Law. Explain it's application in controlling the inventory in hospitals?

Q2) What do you understand by Stock-Out? Discuss the reasons, effects & prevention.

Q3) Draw a lay out design for stores of a hundred bed hospital. Discuss location & space required for the same.

Q4) What are the various costs associated with inventory, other than the purchase cost? How can you reduce these?

OR

What is the importance of a purchase order? What are the contents of a valid & legal purchase order?

Q5) Write short notes (Any Two) :

- a) Value Analysis.
- b) Pilferage.
- c) Stock Verification.
- d) Stockless Purchasing.



Total No. of Questions : 5]

SEAT No. :

P3344

[Total No. of Pages : 1

[5079]-2004

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

204: MANAGEMENT OF HEALTHCARE & HOSPITAL SERVICES

(2013 Pattern)

Time : 3 Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *All questions carry 10 marks.*

Q1) Describe the National Health Policy & its targets.

OR

Enumerate various International organizations related to health services and describe working of any one of them.

Q2) Describe Kartar Singh Committee's recommendations.

Q3) Describe Tuberculosis Control Program.

Q4) Write short notes on any two of the following :

- a) Triage in mass casualties.
- b) CSMA.
- c) Role of Quality Council.
- d) External maintenance of hospital building.

Q5) Write short notes on any two of the following :

- a) TPA & additional sanction
- b) Kaizen
- c) Role of NACO
- d) Accident insurance benefit policy.

