PAPER – I : MANAGEMENT PROCESS AND BEHAVIOUR

(5 x 6 = 30 Marks)

Answer all the Questions
All Questions Carry Equal Marks

1. a) Describe the functions of Managers.
   b) Distinguish between a Leader and a Manager.

2. a) What is MBO ? How do you implement it in an organization ?
   b) Briefly explain about Johari Window.

3. a) List out the salient features of Theory X, Theory Y and Theory Z.
   b) Discuss the role of Decision Tree Analysis in making decisions under conditions of uncertainty.

4. a) What is Span of Control?
   b) Mention the Features of Organizational Culture.

5. a) What is Transaction Analysis ?
   b) Explain in detail the concept of Organizational Effectiveness.
PAPER – II : ACCOUNTING FOR MANAGEMENT

(5 x 6 = 30 Marks)

Answer all the Questions
All Questions Carry Equal Marks

1. a) Explain the rules of Double Entry Book-keeping System.
   b) Discuss the relationship among the accounting process, accounting information, decision makers and economic activities.

2. a) Explain the Generally Accepted Accounting Principles.
   b) List out the steps that are involved in the construction of P & L Account.

3. a) What is ‘Proforma of Cost Sheet’?
   b) What are the differences between Standard Costing and Budgetary Control?

4. a) What are the basic principles of Cost Accounting?
   b) Explain the items that are to be reported in trading account.

5. a) What is Break-even Analysis and also explain its assumptions.
   b) What are the features of Zero-based budgeting?
PAPER – III : MANAGEMENT OF OUT-PATIENT DEPARTMENT

(5 x 6 = 30 Marks)

Answer all the Questions
All Questions Carry Equal Marks

1. a) Write the methods of Planning and OP Department.
b) What are the functional zones of an OPD? Write in detail about any two of them.

2. a) List out a Plan of action in Controlling the waiting time in OPD of a Government hospital at District level.
b) What is a Community Health Centre? Mention the staff pattern. Write in detail about Job responsibilities of a Medical officer and a Radiographer.

3. a) Discuss the importance of location of an OP department, including that of Parking area.
b) Draw a flow diagram showing Emergency Reporting Pattern/Basic organizational chart.

4. a) What is an MLC? Write briefly about any Five types of MLCs that may come to OPD/Emergency.
b) Describe the role of Physical Medicine in the process of recovery and rehabilitate a patient.

5. a) Discuss the role of a Public Relations Officer/Medico-Social worker in the smooth running of an OP Department.
b) What is a Checklist? Mention in detail its importance in a Casualty Department.
Answer all the Questions
All Questions Carry Equal Marks

(5 x 6 = 30 Marks)

1. a) Mention briefly about the Patients’ Rights.
   b) Mention the theories of Leadership in relation to hospital.
   Write in detail about any two of them.

2. a) A’ Hospital Administrator’ is a leader. Write briefly few of the important qualities required.
   b) Mention in brief, your role as a Hospital Administrator for a 300 bedded government hospital.

3. a) What is Patient Care ? Discuss the role of a Nurse in Patient Care.
   b) What is Doctor-Patient Partnership ? Give your opinion.

4. a) Write briefly about Insurance Regulatory and Development Authority and Third Party.
   b) Discuss the role of your hospital in dealing with the Mediclaim Policy holders.

   b) What are Bio-medical waste (Management and Handling) Rules, 1998?
PAPER – V : HEALTH SYSTEM MANAGEMENT

(5 x 6 = 30 Marks)

Answer all the Questions
All Questions Carry Equal Marks

1. a) Write briefly the present status of our Primary Health Care.
   b) What is UNICEF? Mention few important functions.

2. a) "India is the most privatized Health Care Market in the world" - Comment.
   b) ‘In-service training and Education’ in Hospital is a mandatory requirement. Discuss.

3. a) What are the objectives of WHO?
   b) What do you understand by Medical Ethics?

4. a) What is Medical Negligence?
   b) Mention the Role of a Hospital Administrator in the event of a Medical mishap.

5. a) What is Communication Process?
   b) Patient Welfare and Satisfaction shall be the motto of every employee in a hospital. Discuss.
PAPER – VI : MANAGEMENT OF INFORMATION SYSTEMS IN HOSPITALS

(5 x 6 = 30 Marks)

Answer all the Questions
All Questions Carry Equal Marks

1. a) Define Passive Immunization.
   b) Mention any six important functions of a Primary Health Care Services.

2. a) Mention any Five important functions of Health Care Records.
   b) What is Alma Ata Declaration ?

3. a) Mention briefly the determinants of Health.
   b) Electronic Medical Record.

4. a) Telemedicine.
   b) Mention briefly the merits and demerits of Computerization of Hospital Services

5. a) Mention any TEN important Basic Medical Forms. Write in detail about any TWO of them.
   b) What is Input-Output chart ? Design one on your own.