

**(DHHM 01/DBM 01/DMM 01/ DHRM 01/DFM 01/DIB 01/ DIM 01/DBFM
01)**

P.G. DIPLOMA EXAMINATION, DECEMBER 2008.

Common Paper

Paper I — PERSPECTIVES OF MANAGEMENT

Time : Three hours

Maximum : 75 marks

Answer any FIVE questions.

All questions carry equal marks.

1. Define Management and explain various functions of Management.
2. Explain the process of Management in the organization.
3. What is Management by objectives? Explain the process of MBO.
4. Explain briefly the concept of Decision Tree Analysis.
5. Explain the differences between Formal and Informal Organization.
6. Briefly discuss the steps involved in selection process.
7. What is the role of media in Communication?
8. What is Leadership? Explain Blake and Mouton's Managerial grid.
9. Discuss the steps involved in the process of controlling.
10. Explain the role of management in the development of economic conditions of the country.

(DHHM 02)

P.G. DIPLOMA EXAMINATION, DECEMBER 2008.

Hospital and Health Care Management

Paper II — MANAGEMENT OF HEALTH SYSTEMS

Time : Three hours

Maximum : 75 marks

Answer any FIVE questions. (5 × 15 = 75)

1. 'First duty of Man of take care for his/her health' - Explain.

(The ancient Indian Adage in this context)
2. "To provide health care services effectively the minimum infrastructured facilities required continuously are qualified and experienced medical and paramedical personnel, physical facilities

like hospital etc medical equipment and drugs, training, development and research in medical and related disciplines” - Explain in Indian context of 21st century.

3. Explain the concept of Total Health which implies inter coordination of Agencies, economic and social sectoral linkage and integration of Health Promoting sectors like Health, Family welfare, Nutrition, Environment Sanitation. Explain.
4. Discuss Health care delivery in the form of challenges to health care Administration in India in 21st century to reach reasonable health standards, distributive and social justice.
5. “Unless the develop the spirit of tolerance between practioners of different systems of medicine originating from different countries there can not be any progress” Observed Sir William Ostor - Elaborate.
6. A healthy and Educated child today is the active and intelligent citizen of tomorrow - How important for the nation to plan the health needs of children - Discuss.
7. The prevalence of coronary heart disease has increased in urban areas from about 6% in 1970 to about 10% in 2000. While in rural areas plan 2% to 4.5% can you explain the underlying patterns of the disease pattern from the figures mentioned above.
8. Regular exercise, Diet regulation and proper medication. Can take care of many serious diseases Explain how?
9. Although it is true that sexual activities has it share of risks in any individual regardless of any age it is still the adolescent years when these risks are considerably magnified.
10. Explain communicable diseases prevalent in India now in terms of causes, Risk factors and prevention by selecting one.

(DHHM 03)

P.G. DIPLOMA EXAMINATION, DECEMBER 2008.

Hospital and Health Care Management

Paper III — MEDICAL TERMINOLOGY, RECORDS AND INSURANCE

Time : Three hours

Maximum : 75 marks

Answer any FIVE questions.

All questions carry equal marks.

1. Write about laboratory services in a hospital.
2. Write on CGHS, ESI.
3. What are Communicable and non Communicable diseases? Give examples.

4. What is Intensive Care Unit? Describe different types of ICUs.
5. Write about out patient and in patient services.
6. What is medical record? Explain clinical and intensive care records.
7. Describe house keeping department.
8. What is social security? Write about breath insurance.
9. What is epidemiology? Write difference between clinical medicine and community medicine.
10. Write about billing records.

(DHHM 04)

P.G.

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Hospital and Health Care Management

Paper IV — DIAGNOSTIC, SUPPORT AND UTILITY SERVICES

Time : Three hours

Maximum : 75 marks

Answer any FIVE questions.

All questions carry equal marks. (5 × 15 = 75)

1. Discuss the role functions and types of out-patient (OP) services of a hospital.
2. What do you understand by the term Medical Emergency? Describe the role and functions of Emergency services of a hospital.
3. Outline the various factors which should be taken into consideration for designing operation theatre. Explain the basis for planning on
4. Describe the various methods used for sterilization in hospitals.
5. Describe various purposes of a Medial Record.
6. Examine the factors to be kept in mind while designing a Mortuary.
7. Describe the different steps in the safe and effective disposal of hospital waste.
8. Describe the various sources of Hospital Acquired Infection (HAI).
9. What are the various types of disasters? Discuss the elements of disaster planning.
10. How does compartmentation help in fighting fire in a big hospital?

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(DHHM 05)

P.G. DIPLOMA EXAMINATION, DECEMBER 2008.

Hospital and Health Care Management

Paper V — HOSPITAL ACCOUNTING AND HOSPITAL LAWS

Time : Three hours

Maximum : 75 marks

Answer any FIVE questions.

All questions carry equal marks.

1. What is Accounting? What is meant by 'proprietary concept' in accounting?
2. What do you understand by an account? Explain the nature of different kinds of accounts.
3. What is the difference between Book-Keeping and Accountancy? What are the uses of Accountancy?
4. Is cash book a journal or ledger? Explain the different kinds of cash book.
5. What do you mean by Bank Reconciliation? When is reconciliation necessary?
6. What do you mean inventory? State the advantages and disadvantages of LIFO and FIFO method of pricing issues.
7. What is material management? Explain the relationship between warehousing and storekeeping management.
8. Enter the following transactions in cash book and post them into ledger accounts :

		Rs.
2005 Jan. 1	Received cash from Murthy	8,000
10	Cash paid to Ramana	5,000
15	Purchases	4,000
20	Cash sales	15,000
24	Purchase returns	400
25	Sales returns	300
27	Rent paid	1,000
30	Paid gate fee	100
31	Duty and freight	500
31	Commission received	1,000

9. From the following particulars prepare a Bank reconciliation statement as at 31st Dec. 2002 of M/S Amar & Co. who has cash at bank as per cash book Rs. 10,500.40 and as per pass book Rs. 12,350.60 :

(a) The following cheques were deposited on 30th and 31st Dec. but were not collected by 31st Dec. 2002 :

- (i) Rs. 300.25
 - (ii) Rs. 500
 - (iii) Rs. 200.15
- (b) The following cheques were issued but not cashed by 31st Dec. 2002 :
- (i) Rs. 600.25
 - (ii) Rs. 200
 - (iii) Rs. 489.25
 - (iv) Rs. 50
- (c) The bank collected a bill of Rs. 1,500 on the 31st Dec. 2002 but the intimation was received by the firm on 1st January, 2003
- (d) The bank allowed interest Rs. 20.30 and a commission was charged Rs. 9.20 on 31st Dec. 2002.

10. From the following balances from Rakesh's Books prepare the trading, profit and loss accounts for the year ended 31st Dec. 2001 and the balance sheet as on that date.

	Rs.
Purchases	32,000
Wages	13,000
Returns inwards	4,000
Returns outwards	600
Creditors	4,000
Travelling expenses	1,000
Insurance	200
Rent and Rates	5,400
Machinery	10,000
Opening stock	11,000
Advertising	400
Discount Received	2,000
Sales	63,600
Salaries	4,000
Capital	24,000
Bad debts reserve	400
Carriage inwards	600
Commission allowed	600
Cash in hand	200
Factory expenses	600
Furniture	2,000
Debtors	8,000
Cash at Bank	1,600

Adjustments :

- (a) Stock on 31.12.2001 was valued at Rs. 12,000.
 - (b) Depreciate machinery at 10% and furniture at 5%.
 - (c) Provide for a bad debts reserve of 4% on debtors.
 - (d) Carry forward 50% of advertising expenses to next year.
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