

POST BASIC BACHELOR OF SCIENCE (NURSING)  
S. Y. P. B. B. Sc. (Nursing) :SUMMER : 2023  
SUBJECT : INTRODUCTION TO NURSING ADMINISTRATION

Day : Saturday

Date : 29-07-2023

S-5669-2023

Time : 10:00 AM-01:00 PM

Max. Marks : 75

**N. B. :**

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Answers to both sections should be written in **SEPARATE** answer books.

**SECTION - I**

**Q. 1** Answer **ANY FIVE** of the following: **(10)**

- a) Management by objectives
- b) Staff welfare
- c) Job analysis
- d) Hospital information system
- e) Define recruitment
- f) Responsibilities of ward Incharge

**Q. 2** Write short notes on **ANY FOUR** of the following: **(16)**

- a) NABH process
- b) Leadership in nursing
- c) Responsibilities of nursing superintendent
- d) Collective bargaining
- e) Group Dynamics
- f) Skill training for nurses

**Q. 3** Answer **ANY ONE** of the following:

- A) i) Define Nursing Audit. **(02)**
- ii) Explain the purpose of Nursing Audit. **(05)**
- iii) Discuss the advantages of Nursing Audit. **(05)**

**OR**

- B) i) Define leadership. **(02)**
- ii) Enumerate function of a leader. **(05)**
- iii) Describe in brief the leadership styles. **(05)**

**P.T.O.**

**SECTION – II**

**Q. 4** Answer **ANY FIVE** of the following: **(10)**

- a) Inventory control.
- b) Describe physical layout of medical ward.
- c) Health team of hospital.
- d) Qualities of good nurse administrator.
- e) Principles of budgeting.
- f) Staff development programme.

**Q. 5** Write short notes on **ANY FOUR** of the following: **(16)**

- a) Public relations in hospital
- b) Methods of patient assignment
- c) Job description
- d) Functions of hospital
- e) Measure to be takes to retain staff in hospital

**Q. 6** Answer **ANY ONE** of the following:

- A) i) Define supervision. **(02)**
- ii) Explain the objectives of supervision. **(04)**
- iii) Write principles of supervision. **(05)**

**OR**

- B) i) Define budget. **(02)**
- ii) Explain the importance and principles of budget. **(04)**
- iii) Discuss the types of budget. **(05)**

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**POST BASIC BACHELOR OF SCIENCE (NURSING)**  
**S. Y. P. B. B. Sc. (Nursing) : SUMMER : 2022**  
**SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION**

**Day : Thursday**  
**Date 28-Apr-2022**

**S-5669-2022**

**Time : 10:00 AM-01:00 PM**  
**Max. Marks: 75**

**N.B.**

1. All questions are **COMPULSORY**.
2. Figures to right indicate **FULL** marks.
3. Answer to both the sections should be written in **SEPARATE** answer book.

**SECTION - I**

- Q.1** Write short answer on **any FIVE** (10)
- a. Define Health
  - b. Decentralization
  - c. Objectives of In-service Education
  - d. Techniques of Supervision
  - e. Quarantine
- Q.2** Write short notes on any **FOUR** (16)
- a. Communication Process
  - b. Induction Programme for Critical Care Unit
  - c. Role of Nursing Supt.
  - d. Importance of Nursing Rounds
  - e. Principles of Administration
- Q.3.** Long question **any one** (12)
- a. Define Leadership (02)
  - b. Explain Styles of Leadership (05)
  - c. Qualities of Leader (05)
- OR**
- Q.3.**
- a. Objectives of INC Act. (02)
  - b. Functions of State Nursing Council (05)
  - c. Functions of Indian Nursing Council (05)

**SECTION - II**

- Q. 4** Write short answer on **any FIVE** (10)
- a. Motivation
  - b. Types of Hospital
  - c. Define Performance Appraisal
  - d. Define Case Management
  - e. Anecdotal Report

- Q.5** Write short notes on any **FOUR** (16)
- a. Qualities of Supervisor
  - b. Principles of Management
  - c. Requirement of Nursing Staff for 100 Bedded Hospital
  - d. Group Dynamics
  - e. Collective Bargaining
- Q.6.** Long question any **ONE** (11)
- a. Define Inventory (01)
  - b. Explain VED in Inventory (05)
  - c. Role of Ward In charge for Management of Inventory (05)
- OR**
- Q.6.**
- a. Define Quality Care (01)
  - b. Characteristics of Good Administrator (05)
  - c. Importance of Public Relations (05)

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**S.Y.P. B. B.Sc. (Nursing): SUMMER - 2021**  
**SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION**

Day: Monday  
Date: 17-05-2021

S-2021-5669

Time: 10 00 A.M. TO  
Max. Marks: 75 1 00 P.M.

**N.B.:**

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Answers to both the sections should be written in **SEPARATE** answer book.

**SECTION-I**

- Q.1** Write short answer questions: (any **FIVE**) **(10)**
- a) Motivation
  - b) Factors affecting quality of Nursing Care
  - c) Functions of management
  - d) In- service education
  - e) Role of a nurse in material management
  - f) Techniques of supervision
- Q.2** Write short notes on any **FOUR** of the following: **(16)**
- a) Leadership in Nursing
  - b) Nursing Audit
  - c) Steps of Evaluation
  - d) Any four functions of personnel management
  - e) Staff welfare programme.
- Q.3** Attempt any **ONE** of the following: **(12)**
- a) Define recruitment **(02)**
  - b) Describe the process of recruitment & selection of nursing staff **(04)**
  - c) Prepare orientation programme for newly recruited nursing staff **(06)**

**OR**

- a) Define management **(02)**
- b) Classify management theories **(04)**
- c) Discuss management of disciplinary problems in nursing **(06)**

**SECTION-II**

**Q.4** Short answer questions: (any **FIVE**) **(10)**

- a) Records & reports maintained in hospital.
- b) Describe physical layout of medical ward
- c) Principles of administration
- d) Maintenance of physical environment in ward
- e) Job description of nursing superintendent
- f) Inventory control

**Q.5** Write short notes on any **FOUR** of the following: **(16)**

- a) Performance Appraisal
- b) Methods of patient assignment
- c) Public relations in hospital
- d) Leadership Styles
- e) Group Dynamics

**Q.6** Attempt any **ONE** of the following: **(11)**

- a) Define budget. **(02)**
- b) Explain the importance of & principles of budget. **(04)**
- c) Discuss the types of budget **(05)**

**OR**

- a) Define hospital. **(02)**
- b) Explain the classification of hospital **(04)**
- c) Discuss the functions of hospital. **(05)**

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S.Y.P. B. B.Sc. (Nursing): SUMMER – 2020  
SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION

Day: Wednesday  
Date: 23-09-2020

Time: 10:00AM-TO1:00PM  
Max. Marks: 75

S-2020-5669

**N.B.:**

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Answers to both the sections should be written in **SEPARATE** answer book.

**SECTION-I**

- Q.1** Write short answer questions: (any **FIVE**) **(10)**
- a) Functions of management
  - b) Progressive patient care
  - c) Barriers to communication
  - d) Purposes of budgeting
  - e) Importance of records and reports
  - f) INC
- Q.2** Write short notes on any **FOUR** of the following: **(16)**
- a) NABH Process
  - b) Performance Appraisal.
  - c) Inventory control Methods
  - d) Responsibilities of nursing superintendent
  - e) Management by objectives
- Q.3** Attempt any **ONE** of the following: **(12)**
- a) Define evaluation. **(02)**
  - b) Describe the steps of evaluation. **(04)**
  - c) Discuss the types and purpose of evaluation. **(06)**

**OR**

- a) Define recruitment. **(02)**
- b) Describe process of recruitment and selection of nursing staff. **(04)**
- c) Prepare an orientation program for newly recruited nursing staff. **(06)**

## SECTION-II

- Q.4** Short answer questions: (any **FIVE**) (10)
- a) Legal responsibilities in maintaining patient's records and reports.
  - b) Principles of budgeting.
  - c) Classification and function of hospital.
  - d) Job description of ward in charge.
  - e) Factors affecting quality of nursing care.
  - f) Staff development programme.
- Q.5** Write short notes on any **FOUR** of the following: (16)
- a) Nursing audit
  - b) Problem solving process.
  - c) Importance of public relation
  - d) Methods of public relation
  - e) Prevention of accidents and infection in hospital
  - f) Role of personnel in nursing management.
- Q.6** Attempt any **ONE** of the following: (11)
- a) Define supervision. (02)
  - b) Explain the principles and objectives of supervision (04)
  - c) Discuss the tools and techniques of supervision. (05)
- OR**
- a) Define leadership. (02)
  - b) Explain the functions of leader. (04)
  - c) Discuss the leadership styles. (05)

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**S. Y. P. B. B. SC. (NURSING) : SUMMER - 2019**  
**SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION**

**Day:** Monday  
**Date:** 22/04/2019

**S-2019-4367**

**Time:** 10.00 A.M. TO 01.00 P.M.  
**Max. Marks: 75**

**N.B.:**

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Answers to both the sections should be written in **SEPARATE** answer books.

**Section-I**

**Q.1** Write short answer on **ANY FIVE** (10)

- a) Define Nursing Audit
- b) Enlist barriers of communication
- c) VED analysis
- d) Inventory
- e) Collective bargaining
- f) Define in-service education
- g) Anecdotal Report

**Q.2** Write short notes on **ANY FOUR** (16)

- a) Management by objectives
- b) NAAC
- c) Principles of duty rotation
- d) Progressive patient care
- e) Motivation
- f) Group dynamics
- g) Skill training for nurses

**Q.3** Attempt **ANY ONE** of the following (12)

- a) Define Management (02)
- b) Classify Management theories (05)
- c) Discuss management of disciplinary problems in nursing (05)

**OR**

- a) Define hospital (02)
- b) Describe classification of hospitals (05)
- c) Write a note on NABH process (05)

**P.T.O.**

**SECTION-II**

**Q.4** Write short answer on **ANY FIVE** (10)

- a) List four types of budget
- b) Importance of good human relations
- c) List staff welfare programs
- d) Decentralization
- e) Qualities of supervisor
- f) Delegation
- g) Performance appraisal

**Q.5** Write short notes on **ANY FOUR** (16)

- a) Differentiate between 'Team nursing' and 'Primary nursing'
- b) Explain the techniques of supervision
- c) Leadership styles
- d) Describe personnel policies in organization
- e) Principles of material management
- f) Job description of head nurse

**Q.6** Attempt **ANY ONE** of the following (11)

- a) Define recruitment (02)
- b) Describe process of recruitment and selection of nursing staff (04)
- c) Prepare an orientation program for newly recruited nursing staff (05)

**OR**

- a) Define 'Quality nursing' (02)
- b) Characteristics of good nurse administrator (04)
- c) Explain the role of nurse administrator in maintaining high quality nursing care in the hospital. (05)

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S.Y. P.B.B.Sc (Nursing) : Summer - 2018

SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION

Day: Monday

Date: 23-04-2018

S-2018 -3900

Time: —

Max. Marks: 15

**N.B.:**

- 1) All questions are **COMPULSORY**.
- 2) Put a  $\checkmark$  in the appropriate box.
- 3) Use **BLUE/ BLACK** pen only.
- 4) Section one should be completed in 15 minutes.
- 5) Each question carries **ONE** mark.
- 6) Students will be allotted marks if he/ she overwrite strikes or puts white ink on the cross once marked.

Seat No.: \_\_\_\_\_

Total Marks obtained \_\_\_\_\_

Jr. Signature \_\_\_\_\_

Examiners Signature \_\_\_\_\_

**Q.1 M.C.Qs**

- 1) In team nursing the person responsible for knowing the condition and needs of all patients assigned to the team is known as:
  - a) Team leader
  - b) Team member
  - c) Circulating staff
  - d) Ward in charge
  
- 2) Budget which includes purchase of land building and major equipment of considerable expenses is known as:
  - a) Manpower budget
  - b) Capital budget
  - c) Operating budget
  - d) None of the above
  
- 3) Reports on accidents, mistakes and complaints are:
  - a) Shift reports
  - b) Legal reports
  - c) Transfer reports
  - d) Anecdotal reports

**P.T.O.**

- 4) Objectively determining the specific responsibilities related to duties and condition associated with specific jobs is:
- a) Job analysis
  - b) Job Evaluation
  - c) Job description
  - d) Job specification
- 5) A broad statement by which the organization specifies the process of achieving its goals is:
- a) Vision
  - b) Mission
  - c) Policy statement
  - d) Protocol
- 6) The basis of ABC analysis in inventory control is.
- a) Unit cost items
  - b) Criticality of items
  - c) Annual consumption value
  - d) Procurement difficulty
- 7) The process of reducing large number of candidates to a small number is called:
- a) Rushing
  - b) Recruitment
  - c) Indoctrination
  - d) Selection
- 8) Which of the following is NOT a traditional method of patient care delivery system?
- a) Functional method
  - b) Team method
  - c) Modular method
  - d) Case management
- 9) Deputy nursing superintendents is directly responsible to:
- a) Director
  - b) Nursing superintendent
  - c) Assistant nursing superintendent
  - d) Medical officer

- 10) Rewarding employees for good performance is closely related to:
- a) Accountability
  - b) Decentralization
  - c) Centralization
  - d) Simplicity
- 11) Responsibility for 24 hrs. nursing care in the hospital is taken by:
- a) Student nurse
  - b) Staff nurse
  - c) Head nurse
  - d) Nursing superintendent
- 12) Failure to meet the standards of acceptable care resulting in harm to another person is:
- a) Negligence
  - b) Mal practice
  - c) Fraud
  - d) False imprisonment
- 13) The process of getting activities completed efficiently with and through other people is called:
- a) Leading
  - b) Management
  - c) Supervision
  - d) Controlling
- 14) Job responsibility is:
- a) Qualification of an employee
  - b) Policies of hospital
  - c) Written record of principle duties and responsibilities
  - d) Duty list of employees
- 15) Hospital which provides care to patients with all condition is known as:
- a) Specialty hospital
  - b) General hospital
  - c) Clinics
  - d) None of the above

**S. Y. P. B. B. SC. (NURSING) : SUMMER - 2018**

**SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION**

Day: **Monday**  
Date: **23/04/2018**

**S-2018-3900**

Time: **10.00 AM TO 01.00 PM**  
Max. Marks: 60

**N.B.:**

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Answers to both the sections should be written in **SEPARATE** answer book.

**SECTION-II**

**Q.1** Write short notes on: (Any **FOUR**) **(16)**

- a) Factors affecting quality nursing care
- b) Tools and techniques of supervision
- c) Functions of management
- d) Steps of developing vision statement
- e) Measures to be taken to retain staff in hospital

**Q.2** Long Question: ( Any **ONE**) **(14)**

- a) Define evaluation. **(02)**
- b) Describe the steps of evaluation. **(05)**
- c) Discuss the types and purpose of evaluation. **(07)**

**OR**

- a) Define nursing audit and enlist the objectives. **(02)**
- b) Explain the types of audits. **(07)**
- c) Describe in brief meaning of accreditations. **(05)**

**SECTION-III**

**Q.3** Write short notes on: (Any **FOUR**) **(16)**

- a) Theories of leadership
- b) In- service education
- c) ABC and VED module of inventory control
- d) INC
- e) Job Description

**Q.4** Long Question: ( Any **ONE**) **(14)**

- a) What are different types of patient care delivery system? **(04)**
- b) Explain advantages and disadvantages of each method. **(05)**
- c) Which method is used in Govt. hospital? **(05)**

**OR**

- a) Define records and reports. **(02)**
- b) Write importance of records and reports. **(05)**
- c) Nurses role in records and reports. **(07)**

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**RAJMACH - II : SUMMER - 2017**  
**SUBJECT : INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Day : Monday  
Date : 24/04/2017

Time : 01.00 PM TO 04.00 PM  
Max. Marks : 60

**N.B.**

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Answers to both the sections should be written in **SEPARATE** answer book.

**SECTION - II**

- Q.1** Write short notes on any **FOUR** (16)
- 1) Any four functions of a leader
  - 2) Job description
  - 3) Nursing Audit
  - 4) Performance Appraisal
  - 5) Functions of hospital
  - 6) Purposes of budgeting
- Q.2** Long Question on (**ANY ONE**) (14)
- a) Define leadership (02)
  - b) List the leadership *styles & describe.* (05)
  - c) What are the traits of an effective leader (07)
- OR**
- a) List the objectives of personnel management (04)
  - b) Discuss any 5 function for personnel management (05)
  - c) Qualities to be assessed in performance appraisal of an Employee. (05)

**SECTION - III**

- Q.3** Write short notes on any **FOUR** (16)
- a) Organizational behaviour
  - b) Personnel policies
  - c) Job analysis
  - d) Responsibilities of nursing superintendent
  - e) Types of budget
  - f) Purposes of nursing audit
- Q.4** Long Question (**ANY ONE**) (14)
- a) Define in service education. (02)
  - b) List the factors affecting in service education programme. (06)
  - c) Describe any one approach of in service education. (06)
- OR**
- a) Enumerate the measures to ensure good material management. (04)
  - b) Outline elements of material management system. (04)
  - c) Explain inventory control methods. (06)

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