Rajiv Gandhi University of Health Sciences, Karnataka

I Semester Bachelors in Hospital Administration Degree Examination - SEP-2019

Time: Three Hours | Max. Marks: 80 Marks

Principles of Management

Q.P. CODE: 1301

Your answers should be specific to the questions asked

Draw neat, labeled diagrams wherever necessary

LONG ESSAYS (Answer any Two) 2 x 10 = 20 Marks

1. Management is neither a science nor an art. Discuss.
2. "Performance of an individual depends on his ability backed by motivation". Discuss with the help of any two theories of motivation.
3. What is management? Discuss the importance and types of planning in managing an organization.

SHORT ESSAYS (Answer any Eight) 8 x 5 = 40 Marks

4. Social responsibility of management
5. Write a note on the importance and process for effective implementation of Management by Objectives (MBO).
6. What do you understand by the term authority? Discuss the benefits and barriers to effective delegation of authority.
7. Write a note on decision making.
8. Write a note on communication process.
9. Discuss the various styles of leadership.
10. Discuss the contributions of F.W.Taylor.
11. Write on the steps and methods of recruitment.
12. What is performance appraisal? Briefly explain about any two types of appraisal.
13. Write a note on the importance and steps in controlling.

SHORT ANSWERS (Answer any ten) 10 x 2 = 20 Marks

14. Features of bureaucratic management
15. What is Ethics?
16. Scalar Chain
17. Grapevine
18. Managerial skills
19. Meaning of the terms; "rate busters", "chisellers", "squealers" and "days of great depression according to Hawthorne studies.
20. Gantt Chart
21. Matrix structure
22. Span of control
23. 360^0 performance appraisal
24. Types of Informal Groups
25. Types of committee

Rajiv Gandhi University of Health Sciences, Karnataka

I Semester Bachelors in Hospital Administration Degree Examination - APRIL-2019

Time: Three Hours | Max. Marks: 80 Marks

Principles of Management

Q.P. CODE: 1301

Your answers should be specific to the questions asked

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LONG ESSAYS (Answer any Two) 2 x 10 = 20 Marks

1. Discuss the term management. Enumerate the various principles of management by Henry Fayol.
2. Discuss the term authority and responsibility. Explain the salient features of authority and describe its merits and demerits.
3. Define training. Explain the different methods of training and development used in health care organizations.

SHORT ESSAYS (Answer any Eight) 8 x 5 = 40 Marks

4. Write a note on manpower planning.
5. Write a note on Centralization and Decentralization.
6. What is communication? Explain its features and the communication process.
7. Write a note on “Maslow’s Need Hierarchy Theory” and its implication in hospital administration.
8. Write a note recruitment and selection.
9. What is organization? Explain briefly various types of organization.
10. Explain the techniques of co-ordination.
11. What is control? Explain the different steps involved in controlling.
12. “Leader are born or made”. Elaborate.
13. What is MBO? List-out its benefits and weakness.

SHORT ANSWERS (Answer any ten) 10 x 2 = 20 Marks

14. What is Human resource audit?
15. What is performance appraisal?
16. What is a matrix organization?
17. Define ethics.
18. Enumerate the steps in controlling.
19. What is decision making?
20. What is span of control?
21. List-out the importance of training in hospitals.
22. List-out the barriers to communication.
23. What is MBE?
24. What do you understand by social responsibility of management?
25. What is staffing?

Rajiv Gandhi University of Health Sciences, Karnataka

I Semester Bachelors in Hospital Administration Degree Examination - APRIL-2019

Time: Three Hours | Max. Marks: 80 Marks

Medical Terminology

Q.P. CODE: 1302

Your answers should be specific to the questions asked

Draw neat, labeled diagrams wherever necessary

LONG ESSAYS (Answer any Two) 2 x 10 = 20 Marks

1. Describe briefly the location, structure and function of any four endocrine glands.
2. Draw and explain the structure and function of male reproductive system.
3. Describe the mechanism of urine formation.

SHORT ESSAYS (Answer any Eight) 8 x 5 = 40 Marks

4. Anatomy of stomach
5. Structure of heart
6. Structure of lungs
7. Classification of the various muscles
8. Describe the structure of tooth.
9. Write the meaning of the following suffixes:
   (a) -scopy (b) –itis (c) –cyte (d) –gram (e) –algia
10. Write the meaning of the following prefixe:
    (a) Peri- (b) Ex- (c) Trans- (d) Hyper- (e) Pro-
11. Write the meaning of the following combining forms:
    (a) Thromb/o (b) Oste/o (c) Enter/o (d) Electr/o (e) Dermat/o
12. Neuron
13. Write the meaning of the following combining forms from Endocrine system:
    (a) Andr/o (b) Glyc/o (c) Lact/o (d) Hormon/o (e) Toc/o

SHORT ANSWERS (Answer any ten) 10 x 2 = 20 Marks

14. Hypoinsulinism
15. Mastitis
16. Angiogram
17. Aortic stenosis
18. Lobectomy
19. Bronchiolitis
20. Osteomalacia
21. Athralgia
22. Encephalopathy
23. Myoneural
24. Blepharitis
25. Myocardium

Rajiv Gandhi University of Health Sciences, Karnataka

I Semester Bachelors in Hospital Administration Degree Examination - OCT-2019

Time: Three Hours | Max. Marks: 80 Marks

Medical Terminology

Q.P. CODE: 1302

Your answers should be specific to the questions asked

Draw neat, labeled diagrams wherever necessary

LONG ESSAYS (Answer any Two) 2 x 10 = 20 Marks

1. Explain the digestive system with a neat labeled diagram.
2. Draw a neat diagram of brain and explain the parts with functions.
3. What are the main excretory organs of our body? Explain the mechanism of urine formation.

SHORT ESSAYS (Answer any Eight) 8 x 5 = 40 Marks

4. Mechanism of respiration
5. What are the five basic word parts of medical terminology with example?
6. Function of skeletal system
7. Differentiate between pulmonary and systemic circulation.
8. Difference between smooth and cardiac muscles
9. Define the following:
   (a) Systole (b) Organ (c) Orthopaedics (d) Blood pressure (e) Breathing
10. Components of Blood
11. Structure and functions of ovary
12. Functions of liver and gall bladder
13. Expand the following abbreviations:
    (a) NPO (b) ICP (c) LFT (d) MRI (e) ERCP (f) CVA (g) TID (h) EEG (i) COPD (j) PTCA

SHORT ANSWERS (Answer any ten) 10 x 2 = 20 Marks

14. Difference between nephrology and urology
15. Write the meaning of following suffixes
    (a) – algia (b) – otomy (c) – sepsis (d) – therapy
16. Write the meaning of following prefixes
    (a) Intra (b) Pseudo (c) Tachy (d) Homo
17. Gestation
18. Meninges
19. Name any four arteries of our body.
20. Name any four bones of lower extremity.
21. Functions of tongue
22. Parts of conduction portion of respiratory system
23. Meaning of following combining form
    (a) Opthal/o (b) Hemat/o (c) Radi/o (d) Cyt/o
24. Electroencephalogram
25. Difference between angiogram and angioplasty

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Rajiv Gandhi University of Health Sciences, Karnataka

I Semester Bachelors in Hospital Administration Degree Examination – OCT-2019

Time: Three Hours Max. Marks: 80 Marks

Fundamentals of Accounting

Q.P. CODE: 1303

(QP contains Two Pages)

Your answers should be specific to the questions asked

Draw neat, labeled diagrams wherever necessary

LONG ESSAYS (Answer any Two) 2 x 10 = 20 Marks

1. Explain different kinds of accounting concepts and conventions.
2. Prepare trading and profit and loss account for the year 31st March 2017 and a balance sheet as on that date.

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
CAPITAL	40,000	Depreciation	4,600
Bad debts	1,000	Bad debts provision	3,000
Salaries	8,000	Outstanding salaries	1,000
Insurance	1,300	Debtors	50,000
Prepaid insurance	300	Creditors	40,000
Purchase (less closing stock)	1,50,000	Closing stock	22,400
Machinery	36,000	Sales	2,10,000
Furniture	5,400	Opening stock	15,000

3. Enter the following transactions in proper subsidiary books
   Mar 01 – Bought from albert Rs.2,000
   Mar 02 – Sold goods to brown Rs.1,000
   Mar 08 – David bought goods from us Rs.700
   Mar 10 – Received goods returned by brown Rs.80
   Mar 12 – We returned goods to albert Rs.50
   Mar 18 – Sold goods to mohan Rs.500
   Mar 22 – Purchased goods from Moses Rs.600
   Mar 25 – Returned goods to Charles Rs.100
   Mar 30 – Sold goods to Salomon Rs.600

SHORT ESSAYS (Answer any Eight) 8 x 5 = 40 Marks

4. Explain branches of accounting.
5. Explain limitations of accounting.
6. Differentiate between profit and loss account and balance sheet
7. What are the different types of accounts? Explain golden rules of accounts.
8. Explain different types of errors.
9. Journalise the following transaction in the books of ram
   July 1-Started business with cash Rs.4,000
   July 2-Purchased machinery Rs.2,000
   July 10-Bought furniture from suresh Rs.500
   July 12-Sold furniture Rs.100
   July 15-Purchased goods from srinivas on account Rs.4,000
   July 18-Sold goods to Sridhar Rs.2,000
   July 25-Returned damaged goods to srinivas Rs.50
   July 27-Received cheque from Sridhar Rs.1,000
10. Prepare a personal account of varun from the following transactions in the books of ganesh:
    Mar 1-Debit balance of varun Rs.1,050
    Mar 5-Bought from varun Rs.1,500
    Mar 7-Cheque issued to varun Rs.1,800

Mar 9-Sold to varun Rs.3,500
Mar 12-Ganesh sold goods to varun Rs.1,600
Mar 14-Varun sold goods to ganesh Rs. 900
Mar 20-Received cheque from varun Rs.1,800
Mar 24-Varun claimed as allowance of Rs.300 for damaged goods
Mar 28-Varun received goods returned by ganesh Rs.450

11. Enter the following transactions in simple cash book
July 1-Balance of cash in hand Rs.15,000
July 8-Purchased goods for cash from X for Rs.3,200
July 15-Sold goods for cash Rs.4,800 to Y
July 20-received commission is Rs.650
July 21-Paid commission Rs.550
July 28-Paid to satish on account Rs.7,150
July 31-Paid salary to the office clerk Rs.1,000 and office rent Rs.600

12. From the following balances prepare a trial balance

Capital	80,000	Sales	50,000
Purchases	30,000	Salaries	4,000
Rent	3,000	Insurance	600
Drawings	10,000	Bills payable	5,000
Machinery	56,000	Bank	9,000
Cash	4,000	Stock	10,400
Debtors	5,000	Creditors	2,000
Bills receivable	3,000	Loan to madhu	2,000

13. Enter the following transactions prepare bank reconciliation statement as on 31-8-2016:
- Bank balance as per cash book Rs.8,000
- Cheques of Rs.1,000, 2,000 and 3,000 issued on 8th , 10th and 13th of august of these a cheque issued on 10th only was not presented for payment till 31st august
- Interest and dividend collected by the banker on 25th august and informed the customer on 1st September Rs.500
- Cheques of Rs.3,300 deposited into bank of which a cheque of Rs.2,300 only collected in august
- A cheque of Rs.2,000 received and debited in cash book but not sent to bank till 31st august
- The following entries found in pass book only:

i)Interest on bank balance Rs.250 ii)Electricity bill paid Rs.400 iii)Commission charged Rs.50

SHORT ANSWERS (Answer any ten) 10 x 2 = 20 Marks

14. What is book keeping?
15. Define accounting.
16. What is meant by accounting equation?
17. What is meant by journal?
18. What is meant by posting?
19. What is meant by suspense account?
20. What is meant by petty cash book?
21. What is meant by balance sheet?
22. What is a creditor?
23. What is meant by overdraft?
24. What is meant by double entry system of book keeping?
25. How do you treat outstanding salaries of final accounts?

Rajiv Gandhi University of Health Sciences, Karnataka

I Semester Bachelors in Hospital Administration Degree Examination OCT-2019

Time: Three Hours Max. Marks: 80 Marks

Hospital & Health System (History & Evolution)

Q.P. CODE: 1304

Your answers should be specific to the questions asked

Draw neat, labeled diagrams wherever necessary

LONG ESSAYS (Answer any Two) 2 x 10 = 20 Marks

1. Write a note on the reforms of healthcare system in developed countries.
2. Briefly explain the role of hospitals in primary healthcare.
3. Discuss the various modes of intervention.

SHORT ESSAYS (Answer any Eight) 8 x 5 = 40 Marks

4. Write a note on the concept of health.
5. National health budget – purpose, types and practices
6. Short note on evaluating health system
7. National health policy
8. Peculiarities of Hospital system
9. Concept of control
10. Discuss the health care system in China.
11. Determinants of health
12. Write a note on Mudaliar committee.
13. Write a note on mortality Indicators.

SHORT ANSWERS (Answer any ten) 10 x 2 = 20 Marks

14. Define hospital.
15. Define system.
16. ICEBERG of disease
17. Rehabilitation
18. Draw a model of epidemiological triad.
19. Surveillance.
20. Standard of living
21. Spectrum of health
22. Define health.
23. Components of a hospital system
24. Aim of Jungalwalla committee
25. What do you understand by disability adjusted life years?

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Rajiv Gandhi University of Health Sciences, Karnataka

I Semester Bachelors in Hospital Administration Degree Examination APRIL-2019

Time: Three Hours Max. Marks: 80 Marks

Hospital & Health System (History & Evolution)

Q.P. CODE: 1304

Your answers should be specific to the questions asked
Draw neat, labeled diagrams wherever necessary

LONG ESSAYS (Answer any Two) 2 x 10 = 20 Marks

1. Write a note on the historical development of hospital in India.
2. "Nothing on earth is more international then disease". Enumerate and discuss the role of international organizations towards health.
3. Write a note on health manpower planning.

SHORT ESSAYS (Answer any Eight) 8 x 5 = 40 Marks

4. Write a note on various agent factors in the Natural history of disease.
5. What is international classification of diseases? Discuss its uses and types.
6. Enumerate the recommendations and limitations of Bhore committee.
7. "Hospital is viewed as a social system". Discuss.
8. Write a note on National Health budget.
9. Write a note on the role of hospital in Primary health care.
10. Discuss the health care system followed in China.
11. Write a note on types of mortality indicators.
12. Write a note on National Health Policy.
13. Briefly explain the modes of healthcare interventions.

SHORT ANSWERS (Answer any ten) 10 x 2 = 20 Marks

14. Define health.
15. Incidence v/s Prevalence
16. What are the health policy indicators?
17. Standard of living
18. Iceberg of disease
19. Responsibility for health
20. Eradication v/s Elimination
21. What is disability adjusted life years?
22. Sentinel surveillance
23. Spectrum of health
24. How is Medicaid different from Medicare?
25. Physical quality of life index

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