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**POST BASIC BACHELOR OF SCIENCE  
(NURSING) B.Sc. (N) PB**

**Term-End Examination**

**December, 2014**

**BNS-110 : NURSING ADMINISTRATION**

*Time : 3 hours*

*Maximum Marks : 70*

*Note : Attempt all the questions. Attempt all parts of a question at one place.*

1. (a) Explain the principles of administration.  
(b) Explain any four functions of administration.  
(c) List the advantages of organisation chart. **3+8+4=15**
  
2. (a) State the objectives of nursing service administration in relation to administration and organisation.  
(b) Describe any six essential characteristics of good nursing service department. **6+9=15**
  
3. (a) Explain the concept of staff development.  
(b) List the characteristics of in-service education.  
(c) Describe the steps you would follow as a nurse administrator for organising staff development programme. **2+3+10=15**

4. (a) Define communication. **1+5+4=10**  
(b) Describe formal and non-formal methods of communication.  
(c) List the barriers of communication.
5. Write short notes on **any three** of the following : **5x3=15**  
(a) Issues related to Nursing Practice  
(b) Essential pre-requisites for Budget Preparation  
(c) Advantages of Job description  
(d) Significance of group dynamics in Nursing  
(e) Nature of administration
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