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**BNS-014**

**DIPLOMA IN NURSING  
ADMINISTRATION (DNA)**

**Term-End Examination**

**June, 2020**

**BNS-014 : RESOURCE MANAGEMENT**

*Time : 3 Hours*

*Maximum Marks : 70*

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*Note : (i) Attempt all questions.*

*(ii) Attempt all parts of a question at one  
place.*

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1. (a) Explain the meaning of personnel management.
- (b) Describe the functions of personnel management with examples.

**P. T. O.**

- (c) Discuss the responsibilities of a personnel manager.  $2 + 8 + 5 = 15$
2. (a) List the purposes of controlling and maintaining equipment.
- (b) Describe the elements of material management adopted by a nurse administrator.  $3 + 12 = 15$
3. (a) List the purposes of budgeting.
- (b) Describe the features of a budget.  $5 + 5 = 10$
4. Explain the following :  $5 + 5 = 10$
- (a) Importance of office records
- (b) Filing and classification of files.
5. Write short notes on any *four* of the following :  $4 \times 5 = 20$
- (a) Methods of performance appraisal

- (b) Stock accounting and stock verification
- (c) Approaches to improve profitability of hospital and role of nurse administrator.
- (d) Types of audits in hospitals.
- (e) Office layout and working environment.
- (f) Steps of shut down and restart of the computer and creating a new folder.