

**DIPLOMA IN NURSING  
ADMINISTRATION (DNA)**

**Term-End Examination**

**December, 2023**

**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 'Policy'. 2
- (b) Describe the types of Personnel Policies. 8
2. (a) Explain the importance of material management. 2
- (b) Describe the process of material management. 8
3. (a) Explain the meaning of the term budgets. 2
- (b) Discuss the purposes of Budgeting. 5
- (c) Explain the steps for preparation of budget for nursing services. 8

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4. (a) Explain the meaning of systems and procedures. 5
- (b) Describe the advantages of systems and procedures. 5
5. Write short notes on any *five* of the following :  
5×5=25
- (a) Techniques of job analysis
  - (b) Methods of performance appraisal
  - (c) Stock verification
  - (d) Role of Nurse in material management
  - (e) Cost-Benefit analysis
  - (f) Steps for creating and sending new mail
  - (g) Reasons for rise in hospital expenditure