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Diploma in Nursing Administration (DNA)

**Assignments
TMA 1 and TMA 2
BNS 011, 012, 013, 014
2025**

***School of Health Sciences*
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068**

Dear Student,

Assignments are compulsory for completing the theory course. Please note that you are required to score 50% marks in the each assignments separately. The assignments carry a weightage of 30% marks towards the final evaluation in theory component and **submission of related assignment is a prerequisite** for appearing in theory term-end examination for respective course. The subject area of assignment and its last date of submission are mentioned below:

Last Date of Submission	Course Code	Blocks Involved	Assignment Code
31 August, 2025	BNS-011	1, 2	BNS-011/TMA-1
	BNS-012	1, 2	BNS-012/TMA-1
	BNS-013	1, 2	BNS-013/TMA-1
	BNS-014	1, 2	BNS-014/TMA-1
30 September, 2025	BNS-011	3, 4	BNS-011/TMA-2
	BNS-012	3, 4	BNS-012/TMA-2
	BNS-013	3, 4	BNS-013/TMA-2
	BNS-014	3, 4	BNS-014/TMA-2

Please take note of the following points before writing your assignment:

- Use only foolscap size paper for writing your responses. **Only hand written assignment** will be accepted. Typed or printed copies of assignment will not be accepted.
- Tie all the pages after numbering them carefully.
- Write the question number with each answer.
- **All the questions are compulsory.**
- Assignment will be evaluated out of 100 marks. Weightage is indicated in against each question.

Suggestions for writing an assignment:

Read the assignment carefully. Scan through the whole material of the course, answers may be linked within the blocks/units and some questions are applied type based on your theory blocks. Draw a rough outline of your answer in your words. Support your answer with examples from your clinical / community experience. Make a logical order. Then write your answer neatly and submit. Give illustrations and tables wherever necessary. Submit assignments as per instructions. **You may keep a Xerox copy of the answer sheets if submitted offline for future reference.** Do not from print material.

Answer TMA 1 and 2 of 4 courses in the separate sheets. On the first page of the assignment response sheet, write the course code, course title, assignment code, name of your Programme Study Centre (PSC) and date of submission. Your Enrollment no, Name and Full Address should be mentioned in the top right corner of the first page. The first page of your response sheet looks like the format given below:

Course	
Code:.....	
Course	Title:
.....	Enrollment
Assignment	No.
Code:.....
PSC:	Name:
.....
Date	Address:
of
Submission:
.....	

Please submit the assignment to your Programme In-charge of the Programme Study Centre allotted to you.

GROUP DYNAMICS(BNS 013)
Assignment – 1 (Block 1 & 2) Tutor Marked

Programme Code :
DNA Course Code
: BNS 013

Assignment Code: BNS 013/ TMA-1/2025

Maximum Marks – 100

Last date of Submission: August 31, 2025

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1.
 - a) Explain the need of committees in the hospital.
 - b) List the various committees in the hospital.
 - c) Describe the steps of organising committee meeting in nursing department.
(5+5+10=20)

2.
 - a) Explain the meaning of Conflict.
 - b) Discuss the areas of conflict in nursing with examples.
 - c) Describe the role of Nurse manager in management of conflict in the hospital.
(2+10+8=20)

3.
 - a) Explain various steps a Nurse manager will follow to build a team.
 - b) Describe the challenges faced by a nurses in hospital to work as a member of team.
(5+5=10)

4.
 - a) Explain need for leadership in nursing.
 - b) Difference between transactional and transformational leadership.
 - c) Describe the various qualities of Nurse Administrator of your hospital with examples.
(5+5+10=20)

5.
 - a) Describe the characteristics of a group.
 - b) Discuss the characteristics of a nursing group in the hospital
(5+10=15)

6. Explain the techniques a nurse administrator will use for effective leadership in nursing department support with examples.
(15)

GROUP DYNAMICS (BNS 013)
Assignment – 2 (Block 3 & 4) Tutor Marked

Programme Code : DNA Course
Code : BNS 013

Assignment Code: BNS 013/ TMA-2/2025

Maximum Marks – 100

Last date of Submission: September 30, 2025

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1.
 - a) Explain the meaning of Communication.
 - b) Describe the principles of communication.
 - c) List importance of communication.
 - d) Explain the strategies for effective communication. **(2+5+5+8=20)**

2.
 - a) Discuss the strategies to maintain therapeutic attitude towards the patient.
 - b) Describe the various defensive techniques used by the nurse to overcome the burnout in the hospital.
 - c) Discuss the ways to help the patient who is considered as difficult **(5+10+5=20)**

3.
 - a) Explain the term Negligence.
 - b) Discuss the common areas of negligence by nurse in the hospital.
 - c) Explain the ethical principles in nursing service administration. **(2+10+8=20)**

4. Explain the role of the nurse administrator in following situation:
 - i) Helping the patient to adjust with illness.
 - ii) Management of out patient department.
 - iii) Patient undergoing the process of admission to the hospital. **(5+5+5=15)**

5.
 - a) Describe the concept of public relation.
 - b) Discuss the role of a nurse in developing public relation in the hospital. **(5+10=15)**

6.
 - a) Describe the importance of maintaining records in the ward and hospital.
 - b) List the principles to be kept in mind while maintaining the reports and records. **(5+5=10)**