



U

O

N

G

I

Post Basic Bachelor of Sciences in Nursing [B.Sc. N. (PB)]

Assignments

2026

3rd Year

(Revised Courses BNS 209, 210 & 211)



School of Health Sciences

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Dear Student,

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

| Last Date of Submission | Course Code | Blocks involved | Assignment Code |
|-------------------------|-------------|-----------------|-----------------|
| 31 July, 2026* | BNS-209 | 1, 2 | BNS-209/TMA-1 |
| | BNS-210 | 1, 2 | BNS-210/TMA-1 |
| | BNS-211 | 1, 2 | BNS-211/TMA-1 |
| 31 August, 2026* | BNS-209 | 3, 4,5 | BNS-209/TMA-2 |
| | BNS-210 | 3, 4 | BNS-210/TMA-2 |
| | BNS-211 | 3, 4 | BNS-211/TMA-2 |

*Subject to change by University

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

- Use only foolscap size paper for writing your responses. **Only handwritten assignments** will be accepted. Typed or printed copy of assignments will not be accepted.
- Tie all the pages after numbering them carefully.
- Write the question number with each answer.
- **All the questions are compulsory.**
- Every assignment will be evaluated out of a full mark of 100. Weightage is indicated in parenthesis against each question.

Suggestions for writing an assignment:

Read the assignments carefully. Scan through the whole material of the course, answers may be linked within the blocks/units. Draw a rough outline of your answer in your own words. Support your answer from your clinical/community experience. Make a logical order. Then write your answer neatly and submit. Give illustrations and tables wherever necessary. **You may keep a zerox copy of the answer sheets for future reference. Do not copy from print material.**

Answer each assignment in 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 should look like the format given below:

| | |
|--------------------------|----------------------|
| Course Code _____ | Enrollment No. _____ |
| Course Title _____ | Name _____ |
| Assignment Code _____ | Address _____ |
| PSC _____ | _____ |
| Date of Submission _____ | _____ |

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

NURSING ADMINISTRATION
Assignment-1 (Blocks 1, 2) (tutor Marked)

Programme Code: B.Sc. N. (PB)
Course Code: BNS-210
Assignment Code: BNS-210/TMA-1/2026
Maximum Marks: 100
Last date for Submission: July 31, 2026

Note: All questions are compulsory

1. a) Explain the levels of administration.
b) Describe the factors which you as a nurse will keep in mind for effective nursing administration.
c) Discuss the skills required by a nurse administrator at each level of administration.

(3+3+9=15)
2. a) List the principles of time planning.
b) Describe the types of time schedule and their advantages and disadvantages.
d) Make a weekly time schedule for six nursing officers for morning, evening and night shift.

(3+6+6=15)
3. a) One of the major functions of administration is planning, discuss the characteristics of planning.
b) Explain the types of Planning .
c) Explain the use of decision making, problem-solving and critically thinking in planning

(2+4+4=10)
4. a) Discuss the classification of Hospital.
b) Explain the factors influencing the utilization of hospital services in your state.

(3+7=10)
5. a) Explain the stages of supervision with activities you would follow as a nurse administrator in each stages of supervision.
b) Describe the skills , Knowledge and attitude required for Supervision. **(6+4=10)**
- 6) a) Explain essential characteristics of nursing service department.
b) Discuss your role and functions as a nurse administrator. **(6+4=10)**
- 7) a) List the pre-requisites of curriculum development.
b) Enumerate the factors needs to be considered while planning nursing education institution
c) Describe the steps of curriculum planning curriculum **(2+3+5=10)**
- 8) Explain nursing audit as methods of evaluation of patient care. **(10)**
- 9) Explains the factors to be considered while organizing patients care in the wards. **(10)**

NURSING ADMINISTRATION
Assignment-2 (Block 3, 4) Tutor Marked

Programme Code: BSCN (PB)
Course Code: BNS-210
Assignment Code: BNS-210/TMA-2/2026
Maximum Marks: 100
Last date for Submission: August 31, 2026

Note: All questions are compulsory

- 1) a) Describe the steps you will follow to develop an in-service education programme for nurses of your hospital.

b) Select a need based area and prepare an in-service education programme schedule topic wise for staff nurses of your hospital. **(7+8=15)**

- 2) a) Define job description.
b) Explain advantages of job description.
c) Critically analyse the job description of staff nurses of your hospital. Compare with job description of staff nurses in Government / Private hospital. **(2+8+5=15)**

- 3) a) Explain the features of a nursing budget.
b) Describe the essential requisites you will keep in mind while preparing budget for nursing services. Specify nursing budget heads in your hospital budget. **(3+4+3=10)**

- 4) Explain the types of audit. Describe the nursing audit process followed in your hospital. **(4+6=10)**

- 5) a) Explain the procedure of purchasing equipment and supplies.
b) Discuss the inventory control methods followed in your hospital.
c) Discuss your role as a nurse administrator in placing order, purchasing, inspection and storage of equipment and supplies in your hospital. **(3+3+4=10)**

- 6) a) Describe the areas of conflict in nursing department in your hospital.
b) Discuss the problem solving approach to solve the problem with the help of example from nursing service department in your hospital **(5+5=10)**

- 7) a) Explain essentials of good "Public Relation".
b) Discuss advantages and disadvantages of in-house PR department.
c) Critically analyze the role and responsibilities of personal relation officer of your hospital or any private hospital. **(3+3+4=10)**

- 8) a) Explain the factors responsible for ineffective communication in nursing department of your hospital.
b) List the principle of communication you will keep in mind as a nurse administrator.
c) Describe the steps you will follow to improve the communication in nursing department. **(4+3+3=10)**

- 9) Describe the guidelines you as a nurse manager will issue to nursing staff for controlling inventory in the ward. **(10)**