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

**Assignments
2025
3rd Year**



*School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068*

Dear Student,

As explained in the Programme Guide, there are six assignments in total 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 st July, 2025*	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 st August, 2025*	BNS-209	3, 4	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 copies 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 xerox 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-2 (Block 3, 4) Tutor Marked.

Programme Code: B.Sc. N. (PB)

Course Code: BNS-210

Assignment Code: BNS-210/TMA-2/2025

Maximum Marks: 100

Last date for Submission: August 31, 2025

Note: All questions are compulsory

1. a) Define staff Development.
b) Explain the steps you will follow to organize In- Service Education Programme for nurses in your hospital organization. (5+10=15)
2. a) Explain the concept and need of Public Relation in an organization.
b) Enlist the essentials of a good public relation.
c) Describe as a nurse manager what role you expect from your Nursing public Relation Officer. (5+5+5=15)
3. a) Define job Description.
b) Describe advantages of Job Description for nursing personnel.
c) Discuss the methods you as a nurse administrator will use for collecting information regarding job description. (2+3+5=10)
4. a) Describe probable conflict areas and situation in your nursing department.
b) Explain the stage of problem solving approach steps you will follow to conflict in your department support with example. (6+4=10)
5. a) Describe the guidelines you as a nurse manager will issue to nursing staff for controlling inventory in the ward. (5+5=10)
6. Discuss the principles of effective communication in Nursing Support your answer with examples. (10)
7. Describe the method of communication used in your nursing department. Support your answer with rationale why you as a nurse manager adopted the above method. (10)
8. a) Example the concept of Tele Nursing.
b) Discuss the benefit of computerized Hospital Information System for improving services of Nursing Department. (5+5=10)
- 9 a) Discuss the stages of development and formation of group and its classification.**
b) explain the forces affecting the group dynamics, and characteristics of a group .(3+2+3+3=10)