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**Nurse Manager
QP Code
IGNOU/NQM101/V1.0**

**Assignments
IGNOU/N 0101/V1.0,
0102/V1.0, 0103/V1.0
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 75% 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 | Modules Involved | Assignment Code |
|-------------------------|------------------|------------------|------------------|
| 31 August, 2025 | IGNOU/N0101/V1.0 | 1, 2 | IGNOU/N0101/V1.0 |
| | IGNOU/N0102/V1.0 | 1, 2 | IGNOU/N0102/V1.0 |
| | IGNOU/N0103/V1.0 | 1, 2 | IGNOU/N0103/V1.0 |
| | | 1, 2 | |
| 30 September, 2025 | IGNOU/N0101/V1.0 | 3, 4 | IGNOU/N0101/V1.0 |
| | IGNOU/N0102/V1.0 | 3, 4 | IGNOU/N0102/V1.0 |
| | IGNOU/N0103/V1.0 | 3, 4 | IGNOU/N0103/V1.0 |
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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 (50+50 EACH Assignment). 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 3 Courses (NOSs) 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:

| | | |
|------------------|------------|-------------|
| QP Code:..... | Enrollment | No. |
| NOS Title: | | |
| Assignment | Name: | |
| Code:..... | | |
| Study | Center: | |
| | Address: | |
| Date | of | Submission: |
| | | |

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

**MANAGEMENT OF RESOURCES AND QUALITY ASSURANCE
(IGNOU/N0103/V1.0)
ASSIGNMENT – TMA 1 Module- 1, 2**

**QP Code: IGNOU/QNM103/V1.0
NOS Code: IGNOU/N0103/V1.0
Assignment Code: IGNOU/N0103/TMA/1/2025
Maximum Marks – 50
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 importance of rotation plan (duty roaster) for the nursing officers.
b) List the points to be kept in mind by nurse manager while making a ration plan (duty roaster) **(5+5=10)**
2. a) Explain the meaning of staff development.
b) Describe the various staff development activities that can be planned by the nurse manager in the ward. **(3+7=10)**
3. a) Explain various methods to do assessment for staff development activities.
b) Describe the challenges faced by a nurse manager in assessment of staff development activities. **(5+5=10)**
4. a) Explain meaning of inventory control.
b) Describe the various methods of inventory control. **(5+5=10)**
5. a) Describe the importance of maintaining various record and reports by a nurse manager.
b) Discuss the role of a nurse manager in maintenance records and reports. **(5+5=10)**