



**I
G
N
O
U**

**Nurse Manager
QP Code - QPNM**

**Assignments
NMN 102 TMA 1
July 2026**

***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 each assignment 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	NOS Code	Modules Involved
30 September, 2026	NMN - 101	1, 2
	NMN - 102	1, 2
	NMN - 103	1, 2
		1, 2
31 October, 2026	NMN – 101	3, 4
	NMN - 102	3, 4
	NMN - 103	3, 4

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

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

**MANAGEMENT OF HOSPITAL, PUBLIC HEALTH SERVICES AND EDUCATIONAL
INSTITUTES
(NMN - 102)
ASSIGNMENT – TMA 1 Module- 1, 2**

**QP Code: QPNM
NOS Code: NMN/102
Assignment Code: NMN/102/TMA/1/2026
Maximum Marks – 50
Last date of Submission: September 30, 2026**

Note: Support all questions with example and copy of documents if mentioned from the hospital/institution.

1. a) Describe steps of SWOT analysis.
b) Explain the steps in making duty roaster for nurses.
c) Make one duty roaster for 2 weeks for nurses working in your ward.
(3+3+4=10)

2. a) Differentiate between internal recruitment and external recruitment.
b) Explain various methods of recruitment of nurses in the hospital.
(5+5=10)

3. a) Explain meaning of supervision.
b) List importance of supervision.
c) Describe role of nurse manager as a supervisor.
(2+5+3=10)

4. a) Explain the management of OPD services by a nurse manager.
b) Describe the challenges faced in OPD by a nurse manager and strategies to handle challenges.
(5+5=10)

5. a) Explain the purposes of maintaining records in IPD.
b) List various records maintained in IPD by a nurse manager.
c) Describe nurses' responsibilities for maintain records and reports in IPD.
(2+3+5=10)