

**DIPLOMA IN NURSING
ADMINISTRATION (DNA)**

Term-End Examination

December, 2025

BNS-014 : RESOURCE MANAGEMENT

Time : 3 Hours

Maximum Marks : 70

Note : *Attempt all questions. Attempt all parts of a question at one place. Support your answer with examples of your field. Write answer of per word limit given : 1-2 marks : 20-40 words, 3-4 marks : 50-90, 5-7 marks : 100-200 words, 7-10 marks : 300-800 words.*

1. (a) Describe the importance and significance of personnel policies. 5
- (b) Explain the following : 5+5
 - (i) Sources of recruitment
 - (ii) Selection process of nurses

2. (a) Explain the following terms : 2+2
- (i) Obsolete items
 - (ii) Surplus items
- (b) List the purposes of stock verification. 2
- (c) Discuss the procedure of stock verification in your unit. 4
3. (a) Describe the steps of preparation of budget estimates. 5
- (b) Explain the factors a nurse administrator will consider while planning budget for nursing service department. 5
4. (a) Explain the meaning of office layout. 2
- (b) List the objectives of office layout. 2
- (c) Describe the principles a nurse administration will keep in mind for office layout and working environment.

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5. Write short notes on any *five* of the following : 5×5=25

- (a) Role of nurse administrator in enhancing effective interpersonal relationship
- (b) ABC method of inventory control
- (c) Importance of cost analysis
- (d) Reasons for rise in hospital expenditure
- (e) Financial auditing in hospital
- (f) Advantages of office systems and procedures
- (g) Qualities of a nurse manager

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