

[LH 0815]

AUGUST 2015

Sub. Code: 2432

**BACHELOR IN PROSTHETICS & ORTHOTICS (BPO)  
THIRD YEAR  
PAPER II – P AND O WORKSHOP MANAGEMENT**

*Q.P. Code: 802432*

**Time: Three Hours**

**Maximum : 100 Marks**

**Answer all Questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. What is integrated materials management approach? What is the role of MIS in successful integration of systems in an organisation in performing materials management function?
2. What are the features of a good organization?
3. Explain with examples ways of creating, filing and maintaining patient information system in a Prosthetics and Orthotics workshop.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Explain the receiving techniques in inventory management.
2. What is the need and role of an audit system in inventory management?
3. Explain VED analysis.
4. Write short notes on the fundamentals of effective supervision.
5. Explain organisation chart.
6. Write short notes on human resource management.
7. What are the objectives of costing?
8. Discuss the types of industrial hazards.

**III. Short answers on:**

**(10 x 3 = 30)**

1. Goods received note.
2. Dead stock.
3. EOQ.
4. Opportunity cost.
5. State the meaning of organisation manuals.
6. Principle of order.
7. Euthanasia.
8. Accreditation.
9. Industrial hazard.
10. Cost control.

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[LJ 0816]

AUGUST 2016

Sub. Code :2452

**B.Sc. PROSTHETICS AND ORTHOTICS**  
(New Syllabus 2013-2014)

**THIRD YEAR**

**PAPER II – P AND O WORKSHOP MANAGEMENT**

*Q.P. Code: 802452*

**Time: Three Hours**

**Maximum : 100 Marks**

**Answer All questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Draw a diagram of modern P and O workshop and show administrative, patient, workshop and staff areas.
2. What are the features of organization?
3. Explain different aspects of construction.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Fundamentals of supervision.
2. Human resource development.
3. Safety measures.
4. Causes of industrial accidents.
5. Mass production.
6. Manpower planning.
7. Auditing of P and O workshop.
8. Quality control.

**III. Short answers on:**

**(10 x 3 = 30)**

1. Wages and incentives.
2. Chemical hazards.
3. Store keeping.
4. Personnel management.
5. Work sheet.
6. Inventory control.
7. First aid.
8. Opportunity cost.
9. Staff welfare.
10. Computer usage in stores.

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**B.Sc. PROSTHETICS AND ORTHOTICS  
THIRD YEAR  
PAPER II – P and O WORKSHOP MANAGEMENT**

*Q.P. Code: 802432*

**Time: Three Hours**

**Maximum : 100 Marks**

**Answer All questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Discuss the uses of computer for effective P and O store management.
2. Explain Quality control. Discuss the uses of quality assurance system for P and O Industry.
3. Discuss code of ethics for P and O professionals.

**Write notes on:**

**(8 x 5 = 40)**

1. What is Material Safety Data sheet (MSDS)?
2. Outline various documentations and records necessary for a P and O service delivery.
3. Explain Job production with their advantages and disadvantages.
4. Explain briefly Bin Card and material issue requisition.
5. List the functions of inventory control.
6. Define accident and mention the causes of accident in a P and O workshop.
7. Write a note on Pareto Chart.
8. What are the methods of purchasing?

**III. Short answers on:**

**(10 x 3 = 30)**

1. Time sheet.
2. Work sheet.
3. Customer service.
4. Wages.
5. Write any three demerits of line organization.
6. What is balance sheet approach of compensation?
7. What is codification?
8. Why is feedback necessary in a control system?
9. What is the purpose of materials management?
10. Define costing and discuss its objectives.

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[LL 0817]

**AUGUST 2017**

Sub. Code :2432

**BACHELOR IN PROSTHETICS AND ORTHOTICS**  
**THIRD YEAR**  
**PAPER II – P & O WORKSHOP MANAGEMENT**

*Q.P. Code: 802432*

**Time: Three Hours**

**Maximum : 100 Marks**

**Answer All questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. What is organization? Explain.
2. Lay out procedure in establishing P and O workshop.
3. Human resource management.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Industrial accidents.
2. Material management.
3. Store keeping.
4. Work sheet and time sheet.
5. Inventory control.
6. Fundamentals of supervision.
7. Use of computer in store keeping.
8. Maintaining of patients records.

**III. Short answers on:**

**(10 x 3 = 30)**

1. Revenue expenditure.
2. Cost control.
3. Purchase of materials.
4. Mass production.
5. Accreditation.
6. Quality control.
7. First aid.
8. Work distribution.
9. Architectural barriers.
10. Opportunity cost.

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**BACHELOR IN PROSTHETICS AND ORTHOTICS**  
**THIRD YEAR**  
**PAPER II – P & O WORKSHOP MANAGEMENT**

*Q.P. Code: 802432*

**Time: Three Hours**

**Maximum : 100 Marks**

**Answer All questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. What is Industrial accident? Write down different causes and its prevention.
2. Describe various principles and function of Management.
3. What is organization? Describe various type of organization structure.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Procedure for costing a product.
2. Various types of staff welfare Measures.
3. Differentiate Job rotation and Job enrichment.
4. Qualities of supervisor.
5. Procedures for selection of a candidate for the job.
6. What are the duties and responsibilities of storekeeper?
7. Budget and budgetary control.
8. Different type of Production system.

**III. Short answers on:**

**(10 x 3 = 30)**

1. What is BIN Card?
2. Define Span of Control.
3. What is ISO and its use?
4. Write down three important duties of Purchase officer.
5. What is Economic Order Quantity?
6. Write down about GST.
7. What is First Aid Box?
8. Define Inventory Carrying Cost.
9. What is ABC analysis used for material management?
10. Define Organization Chart.

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**THIRD YEAR**  
**PAPER II – P & O WORKSHOP MANAGEMENT**

*Q.P. Code: 802432*

**Time: Three Hours**

**Maximum : 100 Marks**

**Answer All questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Describe layout and various types of layout.
2. Describe code of ethics for prosthetic and orthotic professional.
3. Define organization and types of organization.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Layout of P and O Workshop.
2. Economic order quantity.
3. Quality and quality control.
4. Time sheet.
5. Discipline.
6. Principle of good organization.
7. Difference between management and administration.
8. Describe the function of management.

**III. Short answers on:**

**(10 x 3 = 30)**

1. Planning.
2. VED Analysis.
3. First Aid.
4. Statistical Quality Control (SOQ) with example.
5. Inventory control.
6. Prime cost.
7. Leadership style.
8. Traits of leadership.
9. What are the methods of purchasing?
10. Describe the various steps of hospital waste management.

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**Time: Three Hours**

**Maximum : 100 Marks**

**Answer All questions**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Implementation of a safe and secure storage system.
2. Detail explanation of cost sheet and its various stages. Give suitable examples.
3. What is meant by medical negligence? Explain the various types of negligence with few examples.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Euthanasia.
2. Rate of Contract.
3. Qualities of a good Supervisor.
4. Types of costing.
5. Methodologies to conduct Audit.
6. What are the basic requirements for consent form?
7. Inventory carrying cost.
8. How to make organization manuals effective?

**III. Short answers on:**

**(10 x 3 = 30)**

1. Types of customers.
2. Batch costing
3. Define "Organization".
4. Letter of credit.
5. FIFO.
6. What is meant by - "staffing"?
7. Define Quality.
8. Define - "Human Resource Management".
9. Dead stock.
10. Tender process.

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