

**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. 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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