

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[AHS 0122]

**JANUARY 2022 Sub. Code: 2483
(FEBRUARY 2021 & AUGUST 2021 EXAM SESSION)**

**BACHELOR IN PROSTHETICS AND ORTHOTICS
FOURTH YEAR (Regulation from 2017-2018)
PAPER III – MANAGEMENT AND ADMINISTRATION
Q.P. Code: 802483**

Time: Three Hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on: (3 x 10 = 30)

1. Write the importance of materials management in a Prosthetic & Orthotic workshop
2. 'Management is an art as well as science.' - Explain with reference to P&O Services
3. Make a layout of a Model Orthotic workshop.

II. Write notes on: (8 x 5 = 40)

1. Differentiate between management and administration in P&O services.
2. Draw a hypothetical organizational structure?
3. How will you distinguish leaders from managers?
4. Briefly explain the types of cost.
5. Write a note on Assets & Liabilities.
6. Explain the functional areas of materials management.
7. What do you mean by goal –setting?
8. Mention areas of management applicable to P&O Services.

III. Short answers on: (10 x 3 = 30)

1. Define Inventory.
2. What is lead time?
3. What is cost capital?
4. What is wage?
5. What do you mean by cost-calculation?
6. What is inventory control?
7. What is Work-in-progress.
8. What is safety stock?
9. What is stock taking?
10. Define purchasing.

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[AHS 0922]

SEPTEMBER 2022

Sub. Code: 2483

(FEBRUARY 2022 & AUGUST 2022 EXAM SESSIONS)

**BACHELOR IN PROSTHETICS AND ORTHOTICS
FOURTH YEAR (Regulation from 2017-2018)
PAPER III – MANAGEMENT & ADMINISTRATION
Q.P. Code : 802483**

Time: Three hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(3 x 10 = 30)

1. Explain the waste disposal segregation and management in Prosthetics and Orthotics workshop.
2. Compare and Contrast the ABC analysis and VED analysis of Inventory Control.
3. The annual demand for an item is 3200 parts. The unit cost is Rs.6 and the Inventory carrying charges are estimated as 25% per annum. If the cost of one procurement is Rs.150, Find:
 - i) Economic order of quantity.
 - ii) Time between two consecutive orders.
 - iii) Number of orders per year.
 - iv) The optimal cost.

II. Write notes on:

(8 x 5 = 40)

1. Enumerate the appropriate code of ethical behavior of P&O Professionals as per RCI norms and rules.
2. Industrial Management.
3. Quality Management in Prosthetics and Orthotics services.
4. Prosthetic and Orthotic Laboratory plan lay out for a given 3000 square feet.
5. Cost calculations.
6. Store and Store organization.
7. Industrial accidents.
8. Principles of Administrative and Management structure.

III. Short answers on:

(10 x 3 = 30)

1. Work sheet.
2. Staff welfare.
3. Indirect Material Cost.
4. Workplace Harassment.
5. Performance Incentive.
6. Wage.
7. Economic Efficiency.
8. Depreciation.
9. Grievance redressal.
10. Referral.

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[AHS 1123]

NOVEMBER 2023

Sub. Code: 2483

**BACHELOR IN PROSTHETICS AND ORTHOTICS
FOURTH YEAR (Regulation 2017-2018 onwards)
PAPER III – MANAGEMENT & ADMINISTRATION**

Q.P. Code: 802483

Time: Three hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(3 x 10 = 30)

1. Discuss Economic Efficiency in the Prosthetic and Orthotic services.
2. With reference to Prosthetics and Orthotics, discuss Technical Quality versus Quality of Services.
3. Describe Stock management and material procurement.

II. Write notes on:

(8 x 5 = 40)

1. Need versus demand in Prosthetics and Orthotics services.
2. Workforce planning.
3. Working environment and safety.
4. Financial management in Prosthetics and Orthotics.
5. Stakeholders and their roles in Prosthetic and Orthotic set-up.
6. Accreditation of Prosthetics and Orthotics professionals.
7. Advantages and disadvantages of Process Layout.
8. Benefits associated with the use of Quality Assurance systems.

III. Short answers on:

(10 x 3 = 30)

1. Book keeping.
2. Safety Stock.
3. Dead Stock.
4. Use of information Technology in Rehabilitation of Persons with Disabilities.
5. Health Insurance.
6. Define appropriate technology as per ISPO.
7. ISO standards in Prosthetics and Orthotics.
8. Importance of Induction Training.
9. Professional associations.
10. Decentralization of services.

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[AHS 0424]

APRIL 2024

Sub. Code: 2483

**BACHELOR IN PROSTHETICS AND ORTHOTICS
FOURTH YEAR (Regulation 2017-2018 onwards)
PAPER III – MANAGEMENT & ADMINISTRATION
Q.P. Code: 802483**

Time: Three hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(3 x 10 = 30)

1. Describe the causes and preventive measures required for Prosthetic and Orthotic Laboratory.
2. Describe various principles and functions of Management.
3. Write about the duties and responsibilities of the Store Officer.

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. Selection procedure of a Candidate for the Job.
6. Maintaining of patient records.
7. Budget and Budgetary Control.
8. Different methods of Purchasing.

III. Short answers on:

(10 x 3 = 30)

1. What is BIN Card?
2. Define the Span of Control.
3. What is ISO and its use?
4. Write down three important duties of the 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.

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[AHS 1125]

NOVEMBER 2025

Sub. Code: 2483

**BACHELOR IN PROSTHETICS AND ORTHOTICS
FOURTH YEAR (Regulation 2017-2018 onwards)
PAPER III – MANAGEMENT & ADMINISTRATION
Q.P. Code: 802483**

Time: Three hours

Answer ALL Questions

Maximum: 100 Marks

I. Elaborate on:

(3 x 10 = 30)

1. Describe Henri Fayol principles of management.
2. Draw a diagram of a modern P and O workshop and its function.
3. Describe the code of ethics for Prosthetic and Orthotic professionals.

II. Write notes on:

(8 x 5 = 40)

1. Administration and Management.
2. Outline various documentations and records necessary for a P and O service delivery.
3. Explain Job production with its advantages and disadvantages.
4. Explain briefly Bin Card and material issue requisition.
5. What is the difference between Scalar chain and Gang Plank?
6. Define Accident and mention the cause of accident in a P and O workshop.
7. Organization chart.
8. What are the methods of purchasing?

III. Short answers on:

(10 x 3 = 30)

1. What do you mean by budget?
2. How to calculate the cost of the product?
3. Hospital Waste disposal.
4. Inventory Control of a production workshop.
5. Write any three demerits of line organization.
6. What is the balance sheet approach to compensation?
7. Any International health agency and its function.
8. Why is feedback necessary in a control system?
9. What is the purpose of material management?
10. Principles of good organization.
