

DKM COLLEGE FOR WOMEN (AUTONOMOUS),VELLORE-1

DEPARTMENT OF MANAGEMENT STUDIES

QUESTION BANK - EVEN SEMESTER 2018

SUBJECT : NON MAJOR : HOSPITAL MANAGEMENT

CLASS: II BBA

SECTION-A

2 MARKS

1. Define Hospital management.
2. Define Organization.
3. What are the importance of organizing?
4. Draw the Hospital Organization chart.
5. Define Functional organization,
6. Define delegation of authority.
7. Write the pre requisites for effective delegation.
8. Define centralization in hospital.
9. Define decentralization in hospital.
10. Define Direction.
11. Define leadership.
12. Define motivation.
13. Write the importance of motivation.
14. Define communication.
15. Define co-ordination.

SECTION-B

10 MARKS

1. Explain the importance of Hospital Management .
2. What are the steps involved in Hospital Management.
3. Explain the uniqueness of Hospital organization.
4. Explain the types of organization.
5. Briefly on Functional organization.
6. Explain the merits, demerits and elements of delegation.
7. Explain the barriers of delegation.
8. Explain merits and demerits of centralization and decentralization.
9. Explain briefly on definition, importance and elements of direction.
10. Elaborate the process of direction .

11. Explain the principles of effective direction in hospital.
12. What are the importance of leadership.
13. Explain the approaches of leadership.
14. Write the qualities of good leader.
14. Explain the theories of motivation.
15. Write the features and importance of communication.
16. Explain communication process.
17. Explain the types of communication.
18. Explain the Barriers of communication.
19. What are the importance of co- ordination.
20. What are the problems and over coming problems in co-ordination.