



**I
G
N
O
U**

Diploma in Nursing Administration (DNA)

**Assignments
TMA 1 and TMA 2
BNS 011, 012, 013, 014
2025**

***School of Health Sciences*
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068**

Dear Student,

Assignments are compulsory for completing the theory course. Please note that you are required to score 50% marks in the each assignments separately. The assignments carry a weightage of 30% marks towards the final evaluation in theory component and **submission of related assignment is a prerequisite** for appearing in theory term-end examination for respective course. The subject area of assignment and its last date of submission are mentioned below:

Last Date of Submission	Course Code	Blocks Involved	Assignment Code
31 August, 2025	BNS-011	1, 2	BNS-011/TMA-1
	BNS-012	1, 2	BNS-012/TMA-1
	BNS-013	1, 2	BNS-013/TMA-1
	BNS-014	1, 2	BNS-014/TMA-1
30 September, 2025	BNS-011	3, 4	BNS-011/TMA-2
	BNS-012	3, 4	BNS-012/TMA-2
	BNS-013	3, 4	BNS-013/TMA-2
	BNS-014	3, 4	BNS-014/TMA-2

Please take note of the following points before writing your assignment:

- Use only foolscap size paper for writing your responses. **Only hand written assignment** will be accepted. Typed or printed copies of assignment will not be accepted.
- Tie all the pages after numbering them carefully.
- Write the question number with each answer.
- **All the questions are compulsory.**
- Assignment will be evaluated out of 100 marks. Weightage is indicated in against each question.

Suggestions for writing an assignment:

Read the assignment carefully. Scan through the whole material of the course, answers may be linked within the blocks/units and some questions are applied type based on your theory blocks. Draw a rough outline of your answer in your words. Support your answer with examples from your clinical / community experience. Make a logical order. Then write your answer neatly and submit. Give illustrations and tables wherever necessary. Submit assignments as per instructions. **You may keep a Xerox copy of the answer sheets if submitted offline for future reference.** Do not from print material.

Answer TMA 1 and 2 of 4 courses in the separate sheets. On the first page of the assignment response sheet, write the course code, course title, assignment code, name of your Programme Study Centre (PSC) and date of submission. Your Enrollment no, Name and Full Address should be mentioned in the top right corner of the first page. The first page of your response sheet looks like the format given below:

Course Code:..... Course Assignment Code:..... PSC: Date of Submission:	Title: Enrollment Name: Address:	No.
--	--	-----

Please submit the assignment to your Programme In-charge of the Programme Study Centre allotted to you.

PRINCIPLES AND PRACTICES OF NURSING ADMINISTRATION (BNS 011)
ASSIGNMENT – TMA 1 Block- 1, 2

Programme Code: DNA

Course Code: BNS 011

Assignment Code: BNS 011/TMA/1/2025

Maximum Marks – 100

Last date of Submission: August 31, 2025

Note: Support all questions with example from hospital and attach copy of documents if mentioned from the hospital.

1. a) Explain meaning of organization chart.
b) List the advantages of organisation chart.
c) Draw organization structure of your hospital and highlight nursing department. In case College or School of Nursing is there draw its organization chart also.
(2+3+10=15)

2. a) Explain the meaning of recruitment.
b) Describe types of recruitment with example.
c) Collect copy of advertisement from hospital for the recruitment of nursing officers, paste in file and critically analyse strong and weak points; give your suggestions to improve the advertisement.
(2+8+10=20)

3. a) Explain meaning of leadership.
b) Describe types of leadership/
c) Narrate the situation where a nurse superintendent or DNS of your hospital have shown leadership qualities and courage to take decisions.
(2+8+10=20)

4. Describe the following related to your hospital:
a) Various departments and services provided
b) Challenges faced by nurses in the hospital and strategies followed to solve the challenges with example.
(5+15=20)

5. a) Draw organization structure of State Health Directorate proposed by Ministry of Health and Family Welfare, GOI.
b) Critically analyse the role for nursing directorate at state level as recommended by Government of India.
(5+5=10)

6. a) Explain various methods of patient assignment with examples.
b) Describe the actual job carried out by the nursing officer in the ward and compare with job responsibilities given by hospital.
(8+7=15)

PRINCIPLES AND PRACTICES OF NURSING ADMINISTRATION (BNS 011)
ASSIGNMENT – TMA 2 Block- 3, 4

Programme Code: DNA
Course Code: BNS 011
Assignment Code: BNS 011/TMA/2/2025
Maximum Marks – 100
Last date of Submission: September 30, 2025

Note: Support all questions with example and copy of documents if mentioned from the hospital/institution.

1. a) Describe the factors which should be taken into consideration by the nurse manager while managing the ward in the hospital.
b) Describe the job responsibilities of Senior Nursing Officer (Ward Sister) compare with actual work done by her in the ward and give comments. **(10+10=20)**
2. a) Explain importance of ward rounds in all the shifts.
b) List the various records and reports maintained by nursing staff in the ward, support with some samples from your hospital. **(5+10=15)**
3. a) Explain the need for rotation plan for nursing staff in the hospital.
b) List the principles which are kept in mind while making a duty roster for nurses in ward.
c) Make a duty roster for 7 nurses working in 3 shifts in medical ward or in ICU for one month. **(3+7+10=20)**
4. a) Describe the concept of nurse specialist.
b) Analyse the need of nurse specialist in Indian hospitals. **(5+5=10)**
5. a) Explain the need for performance appraisal of the nursing staff.
b) Collect the performance appraisal form filled by nursing officer in your hospital, fill it for one of your junior nurse and attach in your file and give your comments. **(5+15=20)**
6. a) List the various nursing programmes in India approved by INC.
b) Critically analyze the career opportunities available for nurses in government and private sector.
c) Download Nurse Practitioner programme from INC website and give your comments on need and scope in India **(5+5+5=15)**