IGNOU

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
	BNS-011	3, 4	BNS-011/TMA-2
30 September, 2025	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 not 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:……………………………………………	Enrollment No. …………………………….
Course Title: …………………………………………	Name: ……………………………………..………
Assignment Code:………………………………….	Address: ………………………………………..………….
PSC: ………………………………………………	……………………………………………..…………….
Date of Submission: ………………………..………	

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

Assignment – 1 (Block 1 & 2) Tutor Marked

Programme Code :
DNA Course Code :
BNS 014
Assignment Code: BNS 014/ TMA-1/2025
Maximum Marks – 100
Last date of Submission: August 31, 2025

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a)   Explain meaning of personnel policies.
    b)   Describe characteristics of personnel management.
    c)   Discuss the process of developing nursing manpower. **(2+6+12=20)**

2. a)   Explain concept of inventory control system.
    b) Describe methods of inventory control system.   **(5+10=15)**

3. Explain role of nurse administrator in management of drugs in a hospital.   **(10)**

4. a) Describe the elements/steps of material management system.
    b) Discuss the important for store accounting and store verification.   **(10+5+5=20)**

5. a) Describe the importance of staff development for nursing personnel.
    b) Describe the steps for organizing staff development programme.   **(5+10=15)**

6. a) Explain purpose of performance appraisal.
    b) Describe methods of performance appraisal used in nursing services department of your hospital.
    c) Attach a format of Performance appraisal/ACR Form.   **(5+5+10=20)**

RESOURCE MANAGEMENT (BNS-014)

Assignment – 2 (Block 3 & 4) Tutor Marked

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a) Explain the meaning of office management.
   b) Describe the process of office management with examples from Nursing Service Department.
   c) Describe the skills required for a nurse manager.   **(3+6+6=15)**

2. a) Explain the areas in which hospital information system is used in your hospital.
   b) Describe the reason for rising hospital expenditure.
   c) Discuss how as nurse administrator can control the rising cost in the hospital.
                                                                   (5+6+9=20)

3. a) Describe importance of financial management in nursing.
   b) Explain the essential requisites for preparation of a budget for nursing services department.
   c) Describe features of budget.   **(5+10+5=20)**

4. a) Enlist the purpose of budgeting.
   b) Discuss the strategies for improving profitability of the hospital.

                                                                   (5+10=15)

5. a) Enumerate advantages of auditing in the hospital.
   b) Discuss the audit procedure followed in your organization. **(5+10=15)**

6. a) Discuss the importance of using computers in the hospital.
   b) Describe an advantages to nurses by computerization of nursing.
   (5+10=15)