

**Rajiv Gandhi University of Health Sciences, Karnataka**  
**VI Semester Bachelors in Hospital Administration Degree Examination - 29-**  
**May-2024**

**Time: Three Hours**

**Max. Marks: 80 Marks**

**HOSPITAL ADMINISTRATION**  
**MATERIAL PLANNING AND MANAGEMENT - (RS)**  
**Q.P. CODE: 3249**

Your answers should be specific to the questions asked  
Draw neat, labeled diagrams wherever necessary

**LONG ESSAYS (Answer any Two)**

**2 x 10 = 20 Marks**

1. What is stores documentation and explain the documents used for stores recording?
2. What is contract administration? Plan contract administration for dietary services for a 500-bed multi speciality hospital
3. Define purchasing. Explain the principles and factors of material purchasing

**SHORT ESSAYS (Answer any Eight)**

**8 x 5 = 40 Marks**

4. What is the role and responsibilities of Purchase Officer?
5. Write a note on imports of equipments and medicines for hospitals
6. Relevance of material management to hospital
7. Explain the concept of letter of credit
8. Explain briefly purchasing procedure
9. Write a note on Sale of Goods Act
10. Stock verification
11. Management needs in blood bank
12. Write about Total Quality Management
13. Explain the essential conditions of a valid contract

**SHORT ANSWERS (Answer any ten)**

**10 x 2 = 20 Marks**

14. What is lead time?
15. Relevance of material management to hospital
16. Define procurement
17. What is material planning?
18. What is quality assurance in equipment maintenance?
19. What is buffer stock?
20. What is purchase cycle?
21. Discuss inventory control techniques
22. What is economic order quantity?
23. List out the advantages of codification of stock
24. Write the principles of storage
25. What is the importance of Drug Control Act?

# Rajiv Gandhi University of Health Sciences, Karnataka

\*\*\*\*\*