

B.Sc. PROSTHETICS AND ORTHOTICS
(New Syllabus 2013-2014)

THIRD YEAR

PAPER II – P AND O WORKSHOP MANAGEMENT

Q.P. Code: 802452

Time: Three Hours

Maximum : 100 Marks

Answer All questions

I. Elaborate on:

(3 x 10 = 30)

1. Draw a diagram of modern P and O workshop and show administrative, patient, workshop and staff areas.
2. What are the features of organization?
3. Explain different aspects of construction.

II. Write notes on:

(8 x 5 = 40)

1. Fundamentals of supervision.
2. Human resource development.
3. Safety measures.
4. Causes of industrial accidents.
5. Mass production.
6. Manpower planning.
7. Auditing of P and O workshop.
8. Quality control.

III. Short answers on:

(10 x 3 = 30)

1. Wages and incentives.
2. Chemical hazards.
3. Store keeping.
4. Personnel management.
5. Work sheet.
6. Inventory control.
7. First aid.
8. Opportunity cost.
9. Staff welfare.
10. Computer usage in stores.
