

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY

[LP 6165]

AUGUST 2019

Sub.Code : 6165

BOT DEGREE EXAMINATION
(Regulations for the candidates admitted from 2010-2011 onwards)
FOURTH YEAR
PAPER I – ORGANIZATION AND ADMINISTRATION IN OT

Q.P. Code: 786165

Time: Three hours

Maximum: 100 Marks

I. Elaborate on:

(2 x 20 = 40)

1. Plan a new library for Occupational Therapy College.
2. Explain in details about a good working condition and how it affects productivity?

II. Write notes on:

(8 x 5 = 40)

1. Importance of record keeping.
2. Qualities of a good Leader.
3. Safety precaution of a visually impaired person.
4. Inter staff relationship.
5. Types of decision making.
6. Steps involved in motion analysis.
7. Techniques of work measurement.
8. Essentials of departmental planning.

III. Short answers on:

(10 x 2 = 20)

1. Types of plan.
2. Annual statistics.
3. Job description.
4. Feedback.
5. Performance appraisal.
6. Career planning.
7. Define Stock.
8. Types of leadership styles.
9. Deputation.
10. Capital budget.
