

QP CODE: 405022

Reg. No:

**Fourth Year Bachelor of Occupational Therapy Degree Supplementary
Examinations March 2026**

**Organisation and Administration in Occupational Therapy
(2020 Scheme)**

Time: 3 Hours

Total Marks: 100

- *Answer all questions to the point neatly and legibly • Do not leave any blank pages between answers • Indicate the question number correctly for the answer in the margin space*
- *Answer all parts of a single question together • Leave sufficient space between answers*
- *Draw table/diagrams/flow charts wherever necessary*

Elaborate on

(2x20=40)

1. Describe planning and organization of Occupational Therapy services in community-based rehabilitation (CBR)
2. Prepare a project proposal for starting a pediatric Occupational Therapy clinic including staffing and budget

Write notes on

(8x5=40)

3. Functions of hospital administrator
4. What are the infection control techniques to be used in OT department
5. Types of records and reports
6. Communication in healthcare organization
7. Analyse challenges in managing OT services in rural areas
8. What is Macro ergonomics
9. Performance appraisal
10. Design a basic organizational chart for OT department

Short Answers

(10x2=20)

11. Define management
12. What is planning
13. Meaning of policy
14. Define organization
15. Two types of communication
16. Define audit
17. What is motivation
18. Write two objectives of record keeping
19. What is budgeting cycle
20. What is cognitive overload

CORRECTION / NO-CORRECTION FILE
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QPCODE: 405022

Dated: 06-04-2026

Question No.15

Replaced with "Petty Cash Accounting."

Corrections/Modifications/Replacement of Questions if any shall be made available to all students. Take the print out of the Correction File in such cases and distribute to all students.

(Sd/-)

CONTROLLER OF EXAMINATIONS