

QP CODE: 405022

Reg. No:

**Fourth Year Bachelor of Occupational Therapy Regular/Supplementary
Examinations November 2025**

**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. Analyze the financial management strategies that can be implemented in an OT department to optimize resources and enhance service delivery.
2. Analyze how ergonomic principles can be applied to improve functional performance in industries.

Write notes on

(8x5=40)

3. What are SMART and RUMBA in the context of OT progress notes.
4. List the components of work study in OT.
5. Explain the purpose and need for work from an occupational perspective.
6. What is job analysis and why is it important in OT.
7. Explain the role of supervision in staff management within OT.
8. Describe the relationship between temperature, lighting and productivity in a work setting.
9. Explain the significance of planning teaching methods for OT assistants and students in clinical situations.
10. Describe the legal aspects related to rehabilitation, including the Mental Health Act.

Short Answers

(10x2=20)

11. Categories of work.
12. Steps of task analysis.
13. What is energy conservation techniques.
14. Define Anthropometry.
15. What is NIOSH and mention two of its functions.
16. Significance of Electronic Documentation.
17. Fire Safety Precautions.
18. Organisational environment.
19. Case load management.
20. Line of responsibility.

CORRECTION / NO-CORRECTION FILE
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QPCODE: 405022

Dated: 05-12-2025

Question No.4

Replaced with "Plan an assessment form for ADL."

Question No.5

Replaced with "Activity related soft tissue disorders."

Question No.9

Replaced with "Organize a picnic for patients with Spinal Cord Injury."

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