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Paper	Subject	Full Marks	Part	Marks	No. and Weightage of Questions	Time
I	Administration, Management and General Health Issues	75	I Administration and Management	25	5x5=25 (Short answer)	2.30 hrs
			II General Health Issues	50	2x15=30 (Critical Analysis) 1x20=20 (Critical Analysis And Problem Solving)	
II	Service Specific	125	I General Subject	25	1x15=15 (Critical Analysis ) 1X10=10 (Long Answer)	3.30 hrs
			II Technical Subject	100	4x15=60 ( Critical Analysis) 2x20=40 (Critical Analysis And Problem Solving)	

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## **Paper 1 Administration, Management and General Health Issues**

### **Part I: Administration and Management**

- 1. Management:** Concept, Principles, Functions, Scope and Role, Level and Skills of Managers.
- 2. Planning:** Concept, Principles, Nature, Types, Instruments, and Steps.
- 3. Motivation:** Concept, Theories of Motivation, Reasons for low productivity, Techniques of employee motivation.
- 4. Leadership:** Concept, Functions, Leadership styles, Leadership and Management effectiveness.
- 5. Coordination:** Concept, Need, Types, Techniques and Approaches of Effective Coordination.
- 6. Communication and Counseling:** Concept, Communication Processes and Barrier to Effective Communication, Techniques for Improving Communication.
- 7. Decision Making:** Importance, Types, Rational Process of Decision Making, Problem Solving Techniques, Improving Decision Making.
- 8. Participative Management:** Concept, Advantages and Disadvantages, Techniques of Participation.
- 9. Time Management:** Concept, Essential factors and strategies for effective time management.
- 10. Conflict Management:** Concept, Approaches to conflict, Levels of Conflict, Causes of Conflict and Strategies for Conflict Management.
- 11. Stress Management:** Concept, Causes and sources of stress, Techniques of stress management.
- 12. Change Management:** Concept, Sources of organizational changes, Resistance to change, Management of resistance to change.
- 13. Appreciative Inquiry:** Concept, Basic principles and management.
- 14. Financial Management:** Concept, Approaches, Budget Formulation and Implementation, Auditing and topics related to Fiscal administration.
- 15. Human Resource Management:** Concept, Functions and different aspects.
- 16. Project Management:** Concept, Process, Techniques and Approaches

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## **Paper I**

### **Part II: General Health Issues**

1. Interim Constitution of Nepal – 2007 (Health and welfare issues)
2. National Health Policy, 1991
3. Second long term health plan (1997-2017)
4. Health sector in current five-year plan.
5. Health Service Act 2053, Health Service Regulation 2054
6. Organizational structure of Ministry of Health
7. Current Financial Administration Regulation
8. Health and Human Right including Women's Right, Children's Right, Professional's Right, Client Right and Informed consent.
9. Gender issues and health.
10. Local governance and decentralization in health
11. International health agencies: Role and responsibilities of WHO, UNICEF, UNFPA and interagency relationships.
12. Professional council and related regulations
13. Medical ethics
14. Health institution development and management issues
15. Health manpower recruitment and development issues
16. Continuous medical education
17. National health training system
18. Indigenous & traditional faith healing & health practices
19. Supervision, types and its usage in Health Sector
20. Monitoring and Evaluation System in Health
21. Health Management Information System
22. Health planning at district level
23. Health insurance and financing in Health Care.