



Subharti Medical College

Recognized by Govt. of India, Ministry of Health & Family Welfare, Govt. Letter No. U.12012/69/96-ME(P)
Website: medical.subharti.org, e-mail: medical@subharti.org, Ph.: 0121-3055000 (Extn: 2118), Telefax: 0121-2439127, 2439067
A constituent college of



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Where Education is a Passion

**Constituent Colleges /
Faculties of the University:**

Subharti Dental College
(Estd. 1997)

Jyotirao Phule Subharti College of
Physiotherapy
(Estd. 1999)

Subharti Medical College
(Estd. 2000)

Panna Dhai Maa Subharti Nursing
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(Estd. 2000)

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(Estd. 2002)

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(Estd. 2005)

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Commerce
(Estd. 2007)

Utkalmani Gopabandhu
Faculty of Education
(Estd. 2008)

Ganesh Shankar Vidyarthi
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Mass Communication
(Estd. 2008)

Department of Physical Education
(Estd. 2008)

Department of Library Science
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Kharvel Subharti College of
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Nandal Bose Subharti Institute of
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Bhikaji Cama Subharti Institute of
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Department of Para Medical
Science (Estd. 2009)

Maharshi Aurobindo Subharti
Institute of Naturopathy & Yogic
Science
(Estd. 2011)

Keral Verma Faculty of Science
(Estd. 2013)

Office of the Hospital Administration

Ref. No.HA/CSSH/2017/90

Dated 02/05/2017

To,
The Principal
Subharti Medical College
Meerut

Through proper channel

**Subject: Meeting for Constitution of Board of Studies – MASTER'S
IN HOSPITAL ADMINISTRATION reg.**

Respected Sir,

As per the directive of Dean Academics, a meeting of board of studies is scheduled to be convened in Senior Medical Superintendent Office, 5th May, 2017 at 2:30 PM.

The Constitution of the board is follows:

1. Dr. D.C. Saxena – Senior Medical Superintendent, CSSH.
2. Dr. Anki Reddy – Deputy Medical Superintendent, CSSH.
3. Dr. Priti Goel – HOD, Hospital Administration.
4. Dr. Sameer Chattopadhaya – Professor, Department of Community Medicine
5. Dr. Prabhat Kumar- Principal, Management College.

The minutes of the meeting will be submitted by 8th May, 2017.

The agenda for the meeting is as follows:

- a. To consider the course/curriculum of Master's in Hospital Administration
- b. To suggest the panel of Internal and External examinees with their address, telephone no. and experience.

Thanking you

Best Regards

Dr. Priti Goel
HOD, Hospital Administration



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Office of the Hospital Administration

Ref. No. HA/CSSH/2017/99






Dated: 08/05/2017

To,
The Principal
Subharti Medical College
Meerut

MINUTES OF MEETING

Respected Sir,

As per your directive vide letter no. SMC/2017/2652, Dated -29.04.2017, the meeting of Board of Studies was conducted in MS Office on Friday, 5th May, 2017 at 2.30 PM, Following officials were present:

1. Dr. D.C. Saxena, SMS, CSSH 
2. Dr. Prabhat Kumar, Principal, Management College 
3. Dr. Anki Reddy, DMS, CSSH 
4. Dr. Priti Goel, HOD, Hospital Administration 
5. Dr. Sameer Chattopadhyaya, Professor, Community Medicine 

Following points were discussed and a list of examiners along with syllabus of MHA was finalized:

1. The syllabus of MHA is attached as annexure 1
2. List of external and internal examiners is attached herewith as annexure 2
3. For University exam – 1 external and 1 internal examiner to be nominated
4. Viva-Voce: Viva in exam will include spotting, case studies, long/short case
5. Public Health – The topics of Public health will be decided with the involvement of the department
6. The modules taken by allied streams/departments will be examined by the respective streams/departments.



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7. In case the student fails in exam – he will have to appear again after 3 months for supplementary exam.
8. Co-ordination room and Hospital Postings – Students will have rotational day and night duties in the CSS Hospital and co-ordination room according to in house roster made by final approval of Head of Department. The students will be given partial authority to take certain decisions in the hospital during working and off hours with the permission of CMS, SMS and HOD.

Thanking you.

Best Regards

Dr. Priti Goel
HOD, Hospital Administration



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Office of the Hospital Administration

Ref. No. HA/CSSH/2017/

Dated: 06/09/2017

ACTION TAKEN REPORT ON MOM & BOS DATED 05/05/2017

Agenda No. 1 Syllabus of MHA

Action Taken: The programme of MBA (Hospital Administration) was being conducting in Subharti Hospital under the Department of Hospital Administration and Medical Superintendent of Subharti Hospital till session 2016-2017. In view of necessities for recognition by AICTE, the programme was shifted and separated from Hospital to a new Department of Hospital Administration. And as per the recommendation of Board of Studies dated 08/05/2017 new syllabus for Master's in Hospital Administration programme was implemented with effect from session 2017-2018 after due approval of Academic and Executive Councils.

Status: Closed

Agenda No. 2-3 list of external and internal examiners

Action Taken: The list of examiner and internal examiners with their contact details have been prepared

Status: Closed

Agenda No. 4 including spotting, case studies ,long short cases in practical's

Action Taken: The features of spotting, case studies and long & short cases were included in the practical examination of MHA 1st Year after due recommendation of Academic Council meeting 21.08.2017 and its approval by Executive Councils meeting on 04.09.2017 w.e.f session 2017-2018.

Status: Closed

Agenda No. 5 Public Health

Action Taken: The syllabus for MHA programme was jointly revised by the College of Management, College of Nursing, Department of Community then Medicine implemented in session 2017-2018 and recommendation of Academic Council meeting 21.08.2017 and its approval by Executive Councils meeting on 04.09.2017 w.e.f session 2017-2018.

Status: Closed



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Agenda No. 6-7 Module taken by allied departments will be examined Them In case student fails he have to prepare again after 3 months

The modules which will be taken by other departments will be examined by the respective departments The provision of appearing in supplementary examination after 3 months of the main semester examination was implemented W.e.f session

2017-2018 on recommendation of Board of Studies and recommendation of Academic Council meeting 21.08.2017 and its approval by Executive Councils meeting on 04.09.2017 w.e.f session 2017-2018.

Status: Closed

Agenda No. 8 Hospital Posting

It was decided that regular posting of the student will be held in different departments

Status: Closed

Dr. Priti Goel
Head of Department