

DEPARTMENT OF HOSPITAL ADMINISTRATION

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)



Ref. No.MHA/CSSH/2019/471

Dated 17/09/2019

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 your directive vide letter no.U-713(25)/SVSU/2019/3314, Dated-10.09.2019, the meeting of Board of Studies was conducted in Department of Hospital Administration, SMC on Tuesday, 17th September, 2019 at 12.30 PM.

The Constitution of the board is as follows:

1. Dr Priti Goel – HOD, Hospital Administration, SMC *Priti Goel*
2. Dr Padma Misra – Professor, AVGSCMC *misra*
3. Dr Anuradha Davey – Associate Prof, Department of Community Medicine, SMC *Anuradha*
4. Dr Kavish Sharma – Asst. Professor, AVGSCMC *Kg*
5. Dr. Princi Gupta, Asst. Professor, AVGSCMC
6. Mr. K.K. Parashar, Asst Prof, PDMSNC
7. Mr. Deepak, Asst. Prof., PDMSNC *Deepak*

The minutes of the meeting will be submitted by 17/09/2019

The agenda for the meeting is as follows:

- a. To consider the increase of seats from 20/year to 25/year of Master's in Hospital Administration
- b. To suggest the panel of Internal and External examinees with their address, telephone no. and experience.

Best Regards,

Priti Goel

Dr Priti Goel

HOD, Hospital Administration



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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
College
(Estd. 2000)

Sardar Patel Subharti Institute of
Law
(Estd. 2002)

Chhatrapati Shahuji Subharti
Institute of Technology & Engg.
(Estd. 2005)

Acharya Vishnu Gupta Subharti
Institute of Management &
Commerce
(Estd. 2007)

Utkalmani Gopabandhu
Faculty of Education
(Estd. 2008)

Ganesh Shankar Vidyarthi
Subharti Institute of Journalism &
Mass Communication
(Estd. 2008)

Department of Physical Education
(Estd. 2008)

Department of Library Science
(Estd. 2008)

Kharvel Subharti College of
Pharmacy
(Estd. 2009)

Nandlal Bose Subharti Institute of
Fine Arts & Fashion Design
(Estd. 2009)

Bhikaji Cama Subharti Institute of
Hotel Management
(Estd. 2009)

Faculty of Arts & Social Science
(Estd. 2009)

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/2019/472

Dated: 17/09/19

To,

**The Principal,
Subharti Medical College,
Meerut**

MINUTES OF MEETING

Respected Sir,

As per your directive vide letter no.U-713(25)/SVSU/2019/3314, Dated-10.09.2019, the meeting of Board of Studies was conducted in Department of Hospital Administration, SMC on Tuesday, 17th September,2019 at 12.30 PM. Following officials were present:

1. Dr. Priti Goel, HOD, Hospital Administration *Priti Goel*
2. Dr Padma Misra, Professor, AVGSCMC *Padma Misra*
3. Dr Anuradha Davey, Associate Prof, Community Medicine *Anuradha*
4. Mr. Kavish Sharma, Asst. Prof, AVGSCMC *Ka*
5. Dr. Princi Gupta, Asst. Professor, AVGSCMC *Princi Gupta*
6. Mr. K.K. Parashar, Asst Prof, PDMSNC *K.K. Parashar*
7. Mr. Deepak, Asst. Prof., PDMSNC *Deepak*

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

1. It is proposed to increase the number of seats of MHA from 20/year to 25/year.
2. Hospital Postings - Students will have rotational duties in the CSS hospital according to in house roster made by final approval of M.S and 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, DMS and HOD.
3. The syllabus of MHA is attached as annexure 1
4. List of external and internal examiners is attached herewith as annexure 2



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(Estd. 2011)

Keral Verma Faculty of Science
(Estd. 2013)

5. For university exam – one external and one internal examiner to be nominated
6. Viva – voce : Viva in exam will include spotting, case studies, long/short case
7. Public Health – The topics of Public health will be decided with the involvement of the department
8. The modules taken by allied streams/departments will be examined by the respective streams/departments.
9. In case the student fails in exam – he will have to appear again after 3 months for a supplementary exam.

Thanking you.

Best Regards

Dr. Priti Goel
HOD, Hospital Administration

Dr. Padma Misra
Professor, AVGSCMC

Dr. Anuradha Davey
Associate Prof, Community Medicine

Mr. Kavish Sharma
Asst. Prof, AVGSCMC

Dr. Princi Gupta
Asst. Professor, AVGSCMC

Mr. K.K. Parashar
Asst Prof, PDMCN

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Office of the Hospital Administration

Ref: No. HA/CSSH/2020/

Dated: 06/03/2020

ACTION TAKEN REPORT ON MOM OF BOS DATED 17/09/19

Agenda No. 1 It is proposed to increase the number of seats of MHA from 20/year to 25/year.

Action Taken: It was decided to increase the number of seats and was sent for approval from the competent authorities through proper channel. The seats are increased to 25/Year

Status: Closed

Agenda No. Hospital Postings

Action Taken: It was decided that rotatory internships are mandatory for each Student and they have to give presentation after the posting is over. It is being Implemented.

Status: Closed

Agenda No. List of external and internal examiners.

Action Taken: Updation in the list has been done. Address and contact details

Verified and updated wherever required.

Status: Closed

Dr. Priti Goel
Head of Department