



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 /2018/290

Date: 26/07/18

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 the Office of Dr D.C. Saxena (Management College) Friday, 27th July, 2018, Friday at 10.30 AM.

The Constitution of the board is as follows:

1. Dr. D.C. Saxena – Director, AVGSCMC
2. Dr. Priti Goel – HOD, Hospital Administration, SMC *Priti Goel*
3. Dr. Anuradha Davey – Associate Professor, Department of Community Medicine, SMC *Anuradha*
4. Dr. Padma Misra – Professor, AVGSCMC *Misra*
5. Dr. Kavish Sharma – Asst. Professor, AVGSCMC
6. Mr. Ajit – Asst. Prof, PDM College of Nursing *Ajit*

The minutes of the meeting will be submitted by 31st July, 2018.

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.

Best Regards,

Dr Priti Goel,
HOD, Hospital Administration

Copy to all the above.



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 Dhari 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/2018/291

Dated: 31/07/18

To,
The Principal,
Subharti Medical College,
Meerut

MINUTES OF MEETING

Respected Sir,

As per your directive vide letter no.SMC/2018/7393, Dated-26.07.2018, the meeting of Board of Studies was conducted in Director's Office, AVGSCMC on Friday, 27th July, 2018 at 10.30 AM, Following officials were present:

1. Dr. D. C. Saxena, Director, AVGCMC
2. Dr. Priti Goel, HOD, Hospital Administration *Priti Goel*
3. Dr Padma Misra, Professor, AVGSCMC *Padma*
4. Dr Anuradha Davey, Associate Prof, Community Medicine *Anuradha*
5. Mr. Kavish Sharma, Asst. Prof, AVGSCMC *Kavish*
6. Mr. Ajit, Asstt. Professor, AVGCMC *Ajit*

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.



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 Dhari 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)

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. D.C. Saxena,
Director (Hospital Adm. & AVGSCMC)

Dr. Priti Goel
HOD, Hospital Administration

Dr Anuradha Davey
Associate Prof. Community Medicine

Dr. Padma Misra
Prof. AVGSCMC

Mr. Kavish Sharma
Asst. Prof, AVGSCMC

Mr. Ajit
Asst Professor, PDMCN



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 Dhari 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/

Dated: 08/03/2019

ACTION TAKEN REPORT ON MOM & BOS DATED 27/07/2018

Agenda No. 1 Syllabus of MHA

Action Taken: The new syllabus have been review and will be implemented from the session 2018-19 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 reviewed

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 will be same.

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 will be same.

Status: Closed

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



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
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)

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