



Office of The Director (General)  
DEPARTMENT OF HOSPITAL ADMINISTRATION

Subharti Medical College

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), Teletax: 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)

488  
26/5/23

Letter No. **DHA/ SMC/ 2023/1121**

Dated: **23/05/2023**

The Principal  
Subharti Medical College  
Meerut

**Subject: Regarding revision of MHA ordinance**

Sir

This is with regard to above cited Subject that BOS meeting was held in the Department of Hospital Administration on 23<sup>rd</sup> May 2023. It was discussed that MHA ordinance need to be revised and changes were suggested by the Members of Board of Study. Summary of which is attached for reference.

The Minutes of Meeting of Board of Studies and the amendments in the ordinance (as summary table) is being forwarded for the approval of the Faculty Board of Subharti Medical College. After the approval revision in the ordinance may be submitted before Academic Council for implementation in the coming Academic Session.

Regards

*to h.c.e*  
*22.5.23*  
**D. C. Saxena**  
Director General  
DC Saxena  
Dir. (Gen), SVSU

*✓*  
The Principal SMC

*Sir,*  
*Recommendation of faculty board*  
*is required to put up the ordinance*  
*in the Academic Council meeting.*  
*Chet Singh*  
*27/05/2023*

*Forwarded to Registrar*  
*for no please*  
*proceeding.*

*A. Ruchi* *11/05/2023*

*Am*

**Changes made in MHA Ordinance are as follows**

S. No	Amendment	Old Ordinance	New Ordinance	Reason
1	Program outcomes	-	Amended	For proper CO-PO Mapping
2	Eligibility criteria	Life sciences graduate – B. Sc. (Bio group) Bachelor's in Business administration – BBA (preferably with bio-science background), BCA Medical graduate – MBBS Dental graduate– BDS Pharmacy graduate – B.Pharm, M. Pharm., Pharm D Other graduates – B.VSc., BPT, MPT, Bachelor in Dietetics, B.Sc. (nursing), M.Sc. (nursing) AYUSH graduates – BAMS, BHMS, BUMS	Bachelor's in Business administration – BBA (preferably with bio-science background), BBA (Hospital Administration), BHA, B. Sc (MLT), BRIT, BOT, B. Sc Optometry, B.Sc. dialysis, B. Sc Biotechnology, BNYS, Allied Health Science graduate Added to list  All Masters courses removed as For MHA minimum requirement is A bachelors degree	For better clarity of eligibility criteria

**3. Subject code changed.**

**1<sup>st</sup> Year**

	Paper code	Old Subject Code	New Subject Code	Reason	
3a	Subject code changed	MHA - 101	Basic Sciences	Basics of Healthcare Delivery System	For industry relevance
		MHA - 102	Public Health	Public Health and Disease Control	
		MHA - 103	General Management	Principles and Practice of Management	
		MHA - 104	Research Methodology and OR	Research Methodology and Operational Research	
		MHA - 105	Planning and Designing of Hospitals	Hospital Planning and Designing	
		MHA - 106	Medical Laws and Ethics	Medical Ethics and Laws Applicable to	



				Hospitals	
		MHA - 107	Material management	Material and Inventory Management	
		MHA - 108	Personnel Management	Human Resource Management and Industrial relations	

**2<sup>nd</sup> Year**

<b>3b</b>	<b>Subject code changed</b>	MHA - 209	Quality Management in Hospitals	Hospital Operations and Quality Management	<b>For industry relevance</b>
		MHA - 210	Financial Management	Financial Management and Health Economics	
		MHA - 211	Marketing Management	Marketing Management and Public relations	
		MHA - 212	Nursing Administration	Nursing Administration and Hospital Statistics	

➤ *Human Resource Management and Industrial relations is shifted to first year and Hospital Operations and Quality Management is shifted to second year so that student can better understand the topics.*

<b>4</b>	<b>Internship</b>	No provision in old ordinance	<b>3 months Internship</b> included in 2 <sup>nd</sup> year in a Corporate Super/ Multi-specialty or teaching Hospital	<b>To provide corporate exposure and training to students</b>
<b>5</b>	<b>Course Outcome</b>	No Course Outcomes in old ordinance	<b>4 Course Outcomes</b> added per subject	<b>For proper CO-PO Mapping</b>
<b>6</b>	<b>Practical Training through Hospital Posting</b>	60% Theory 40% Practical	50% Theory 50% Practical	<b>To ensure proper practical exposure to various domains of Hospital Administration</b>
<b>7</b>	<b>Course Content</b>	-	Revised as per industry requirement	<b>To meet the demand of changing healthcare</b>



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**Letter No. DHA/ SMC/ 2023/1120**

**Dated: 23/05/2023**

The Principal/ Convener Faculty Board  
Subharti Medical College  
Meerut

**Subject: Minutes of Meeting of the Board of Studies for Revision of MHA Ordinance**

Sir

The Faculty Members for the Board of Studies met in the Department of Hospital Administration today on 23<sup>rd</sup> May, 2023 and reviewed the ordinance for MHA Program for making suitable changes and upgrading it to meet the upcoming needs of the healthcare industry.

The following officials attended the Meeting;

1. Dr. D.C Saxena - Director General, Hospital Administration
2. Dr H.S Minhas - Senior Medical Superintendent, CSSH
3. Dr. Nisha Singh – AVGSCMC
4. Dr. Geeta Parwanda - Principal, PDMSNC
5. Dr Anuradha Davey - Professor, Department of Community Medicine
6. Dr. Pankaj Kumar - Assistant Professor, Hospital Administration, SMC

Dr. Priti Goel, External Faculty and Mr. Abhishek Walia, DHA Alumni regretted and requested leave of absence.

Dr D.C. Saxena welcomed the Members and started the meeting. The agenda of last Meeting held on 18.07.2022 was presented and passed as correct record of the proceedings.

The Members made following observations and suggestions amendments for incorporation in modified Ordinance;

1. Eligibility Criterion for admission – besides the existing UG qualifications, the eligibility for admission to MHA program for BBA, BHA, B Sc Paramedical Sciences, BNYS, Allied Health Science Graduates (like Clinical Psychology, B Sc Forensic, Dietetics & Nutrition) and B Sc Biotechnology should also be included.
2. Change of Subject Codes – the Members suggested that the name of certain codes needed to be changed to make them at par with other institutions. The following suggestions were made and accepted





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**MHA 1<sup>st</sup> Year Subject Codes**

Paper code	Old Subject Code	New Subject Code
MHA - 101	Basic Sciences	Basics of Healthcare Delivery System
MHA - 102	Public Health	Public Health and Disease Control
MHA - 103	General Management	Principles and Practice of Management
MHA - 104	Research Methodology and OR	Research Methodology and Operational Research
MHA - 105	Planning and Designing of Hospitals	Hospital Planning and Designing
MHA - 106	Medical Laws and Ethics	Medical Ethics and Laws Applicable to Hospitals
MHA - 107	Material management	Material and Inventory Management
MHA - 108	Personnel Management	Human Resource Management and Industrial relations

**MHA 2nd Year Subject Codes**

MHA - 209	Quality Management in Hospitals	Hospital Operations and Quality Management
MHA - 210	Financial Management	Financial Management and Health Economics
MHA - 211	Marketing Management	Marketing Management and Public relations
MHA - 212	Nursing Administration	Nursing Administration and Hospital Statistics



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3. Practical Training in Subharti Hospital – the Members expressed need for more practical training hours in Hospital. Therefore the theory and practical duration was adjusted to 50% each in Class Room and Hospital. During the posting in Hospital about 30 % of the time be used for NABH related work.
4. Internship in 2<sup>nd</sup> Year of study - since most of the Corporate Hospitals require internship before employment of MHA pass outs, it was suggested that 3-month Internship program in a corporate or teaching hospital be introduced in later part of 2<sup>nd</sup> Year of study. During this period, the Students should get exposure to various units of hospital; maintain the prescribed log book under supervision of the Hospital Administrator. Later, on completion of Internship, the students shall be required to present summary in the form of Study Report in the Department.
5. Revision of syllabus and course contents – based on suggestions of the Members, the contents of syllabus were amended to meet industry requirement and modern scientific knowledge.
6. External Study Visit/ Study Tours – it was proposed that the Students should visit Government and Private Healthcare Organizations for enhancing their knowledge and learning on spot. In addition, the visits to Health Centers under Community Medicine Department, SMC should also be organized.

There being no other issue to discuss, the Meeting was closed by Dr D C Saxena with a vote of thanks to the Members present.

D. C. Saxena 22.10.23  
Director General DC Saxena  
Dr. (Gen), SVSU





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MINUTES OF MEETING BOARD OF STUDIES

ATTENDANCE SHEET

Dated: - 23/May/2023

Sr. No.	Name	Designation	Signature
1	Dr. D.C Saxena	Director General Hospital Administration, SMC	
2	Dr H.S Minhas	Senior Medical Superintendent, CSSH	
3	Dr. R.K. Ghai	Director, AVGSCMC or Representative	for, Dr. R.K. Ghai 
4	Dr. Geeta Parwanda	Principal, PDMSNC or Representative	
5	Dr Anuradha Davey	Professor, Department of Community Medicine, or Representative	
6	Dr. Priti Goel	Assistant Professor, NUTEMA Hospital, Meerut	Absent.
7	Dr. Pankaj Kumar	Assistant Professor, Hospital Administration, SMC	 23/5/23
8	Mr. Abhishake Walia	Hospital Manager PL Sharma District Hospital, Meerut	Absent



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408  
20/5/23



Ref. No.DHA/CSSH/2023/1115

Dated 19/05/2023

The Principal,  
Subharti Medical College,  
Meerut.

Through: proper channel

**Subject: Meeting of Board of Studies - MASTER'S IN HOSPITALADMINISTRATION**

Respected Sir,

As per The directive of Dean Academics, a meeting of Board of Studies will be conducted in Department of Hospital Administration, SMC on **Tuesday, 23<sup>rd</sup> May, 2023 at 10.00 AM.**

The following members of BOS are requested Attend the Meeting:-

1. Dr. D.C Saxena – Director General, Hospital Administration, SMC
2. Dr H.S Minhas – Senior Medical Superintendent, CSSH
3. Dr. R.K. Ghai – Director, AVGSCMC or Representation
4. Dr. Geeta Parwanda – Principal, PDMSNC or Representation
5. Dr Anuradha Davey – Professor, Department of Community Medicine, or Representation
6. Dr. Priti Goel, Assistant Professor, NUTEMA Hospital, Meerut
7. Dr. Pankaj Kumar – Assistant Professor, Hospital Administration, SMC
8. Mr. Abhishake Walia, Hospital Manager PL Sharma District Hospital, Meerut

The agenda for the meeting is as follows:

- a. Revision & Amendment of Ordinance No. V/92(A) 2017.
- b. Practical Training in CSSH.
- c. Revision and refraining of syllabus to suit healthcare industry.
- d. Any other agenda if any.

Best Regards,

Dr D.C Saxena  
Director General

Copy to:

1. All Respective Members for Information and request to attend the meeting

*Rochi*  
*Dr. Saxena*



## ATTENDANCE SHEET

Attendance of HODs in Committee Hall held on 18.08.2022 at 12:00 Noon at Subharti Medical College, Meerut. The following were present in the Meeting.

S.N.	Name of Faculty	Designation	Department/College	Signature
1.	DR			
2.	DR			
3.	DR			
4.	Dr Ruchi Tyagi	Pr off.	Coordinator, Principal's office	Rygn.
5.	Dr. Seema Negi	Research Officer	CRS, SMC	Seem
6.	Dr Anjali Khar	Prof.	Pathology	AB
7.	Dr Bhacana Pat	Prof	Com. Med.	BP
8.	Dr. Vivek Kumar	Asst prof	Psychiatry	g
9.	Dr. Pradeep Kumar	Asst prof	ENT	P
10.	Dr. Surabhi Gupta	Prof. & head	Pharmacy.	C Gupta
11.	Dr. Jaswan Kan	Prof & head	Biochemistry	J
12.	Dr. Anita Pandey	Prof & HOD	Microbiology	A
13.	Dr B. B. Thakral	Prof & HOD	Radiodiagnosis	B
14.	Dr. Gaurav Verma	Asst. Prof.	CRIC	G
15.	Dr. Shweta Sharma	Post/Asst	Com. med	S
16.	Dr. Robin Singh	Asst. Prof.	DERMATOLOGY	R
17.	Dr Muk Maheshwar	Prof & HOD	Surgery	Mukesh -
18.	Dr. V.K. Malik	Prof & head	ophthalmology	V
19.	Dr. Eema.	Prof & head	TBA Resp Dis	Eema
20.	Dr Shilpi Jain	Prof.	Anatomy	Shilpi
21.	Dr Kunal Singh	Prof & head	Physiology	K
22.	Dr. Kayrat Nasser	Asst. Prof.	Comm. Medicine	K
23.	Dr. Keitajali Singh	Research officer	CRIC	K
24.	Dr P.K. GUPTA	Professor	Pediatrics	P
25.	Anand Shukla	Prof.	Pharmacy	A
26.	Dr Archita K. Tiwari	Asst. Prof	Pathology	A
27.	Dr Manita	Prof & Head	OTC	M
28.	Dr Bhawana Rastogi	Prof & head	Anesthesiology	B
29.	Dr. Saurebha Singh	Prof & Head	Medicine	S



1862  
02/09/22

# Subharti Medical College

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Letter No. DHA/SMC/2022/ 945

Dated 02/09/2022

The Principal  
Subharti Medical College  
Meerut

Subject: Details of name of external members of Board of Studies.

Sir,

With reference to your mail we are sending the details of name of external members of Board of Studies as per the following Performa:-

Name of External Member

Name	Designation	Mobile Number	E-mail address	Name of Institution	Postal Address
Dr. Priti Goel	Assistant Professor	099999870862 09639010437	priti13@gmail.com	NUTEMA Hospital, Meerut	Flat no. B-1002 (10 <sup>th</sup> Floor) Venkateshwar residency Opposite LLRM Medical College, Jagriti Vihar, Garh Road Meerut

Dr. Pankaj Kumar  
Officiating Head

Head of Department

Department of Hospital Administration  
Subharti Medical College  
MEERUT

*Handwritten signature and date: 02/09/22*

*Mr. Shob Singh  
02/09/22*

0





1200  
16/3/23

**OFFICE ORDER**

With reference to Academic Council Agenda submitted for approval, the agendas were discussed during Academic Council Meeting held on 11/03/2023 and following decision were taken:

- Agenda 32(7): To revise of UG and PG Curriculum and Ordinances.
- Resolution: Academic Council has approved UG and PG Curriculum and Ordinances as per UP State Medical Faculty notification.
- Agenda 32(8): To Introduction of New program "Doctor of Philosophy" in all Medical Laboratory Technology discipline.
- Resolution: Academic council has approved the new programme Doctor of Philosophy in Medical Laboratory Technology discipline and Hon'ble Vice-Chancellor emphasize to maintain the quality parameters.
- Agenda 32(9): To implementation of Revised fee structure for UG Courses (B.Sc. MLT, B.Sc RIT and Bachelor of Optometry) from the academic session 2023-24.
- Resolution: Academic Council has approved the new fee structure for UG courses from the academic session 2023-24.
- Agenda 32(10): To implementation of two diploma courses, namely **Diploma in Optometry and Diploma in CT-Scan Technician**.
- Resolution: Academic Council has approved in principle commencement of two diploma courses, namely Diploma in Optometry and Diploma in CT-Scan Technician from Academic Year 2023-24.
- Agenda 32(11): Implementation of Mooc courses along with their credits from the academic year 2023-24.
- Resolution: Academic Council has approved Implementation of Mooc courses along with their credits from the academic year 2023-24 & Hon'ble Vice-Chancellor has shown satisfaction on enrollment of 104 students.

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*Dr. Ruchi*  
*17/3/23*

Agenda 32(12): Nomenclature of BMIT and MMIT programme is changed to BRIT and MRIT respectively as per UP State Medical Faculty, Lucknow.

Resolution: Academic Council has approved UG and PG Curriculum and Ordinances as per UP State Medical Faculty notification.

This issues with the approval of Hon'ble Vice-Chancellor.

  
Registrar

Copy to:

1. Hon'ble Vice-Chancellor
2. The Chief Executive Officer
3. The Executive Officer
4. Principal – SMC
5. HOD – Paramedical
6. Additional Registrar (Academics)

/  
Registrar

~~Principal – SMC~~