

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)



Letter No. DHA/CSSH/2025/BOA250523544210

Dated 05/11/2025

To,
The Principal,
Subharti Medical College,
Meerut.

Through Proper channel

Subject: Meeting of Board of Studies - Master's in Hospital Administration

Respected Sir,

As per the directive of Dean Academics, a meeting of Board of Studies will be conducted in Dean Office Chhatrapati Shivaji Subharti Hospital, SMC on Saturday, 8th November, 2025 at 11.00 AM.

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

1. Dr. Muzammil Bashir - Officiating Administrative Officer, MHA, SMC
2. Dr. Anuradha Davey - Professor, Department of Community Medicine, SMC
3. Dr. Kaynat Nasser - Assistant Professor, Department of Community Medicine, SMC
4. Dr. Disha B. Mehta - Assistant Quality Manager, CSSH
5. Er. Abhinav Swami - Technical Officer, IT Department, CSSH
6. Mr. Anant Chaudhary - Quality Manager, CSSH
7. Ms. Soni Senior Alumni, CSSH, Meerut
8. Dr. Sumbul Rijzvi, Quality Manager, LPH, Meerut.

The agenda for the meeting is as follows:

- a. Progression of Logbook.
- b. Improvement in classroom teaching.
- c. Uploading of lectures and daily attendance on EMS portal.

Best Regards,

Department of Hospital Administration
SUBHARTI MEDICAL COLLEGE

Dr. Muzammil Bashir

Officiating Administrative Officer

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Letter No. DHA/CSSH/2025/ 251204364284

Dated 08/11/2025

To,
The Principal,
Subharti Medical College,
Meerut

MINUTES OF MEETING

Respected Sir,

As per your directive vide Reference no. SMC/G/M-60/6367, Dated-06.11.2025, the meeting of Board of Studies was conducted in Department of Hospital Administration, SMC on Saturday, 8th November 2025 at 10:00 AM.

The Following members of BOS attend the meeting:

INTERNAL

1. Dr. Muzammil Bashir - Officiating Administrative Officer, MHA, SMC
2. Dr. Anuradha Davey - Professor, Department of Community Medicine, SMC
3. Dr. Kaynat Nasser - Assistant Professor, Department of Community Medicine, SMC
4. Dr. Disha B. Mehta - Assistant Quality Manager, CSSH
5. Er. Abhinav Swami - Technical Officer, IT Department, CSSH
6. Mr. Anant Chaudhary - Quality Manager, CSSH
7. Ms. Soni Senior Alumni, CSSH, Meerut

EXTERNAL

1. Dr. Sumbul Rizvi - Quality Manager, LPH, Meerut

The Members made following observations and suggestions:

1. Classroom teaching improved with small group discussion and Assignment.
Revision & Amendment of Ordinance Number V/92(C) as per the recommendation of Board of Studies dated 23/05/2025

New Ordinance Number V-141-A for Master's in Hospital Administration Programme was implemented with effect from session 2025-2026 after due approval of Academic and Executive Councils.

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The Internship programme approved and assigned in CSSH.

Increased number of hours for practical posting implemented in daily academic schedule.

2. Small Group Discussion, Assignments and increase in weekly Seminars.
3. Currently three ongoing researches.
4. Proposal for change of faculty members of the BOS as per requirements.

Best Regards,

Department of Hospital Administration
SUBHARTI MEDICAL COLLEGE

Dr. Muzammil Bashir
Officiating Administrative Officer

08/11/25

Department of Hospital Administration
Subharti Medical College, Meerut
Departmental Meeting
Attendance

S. NO.	Name of Faculty	Designation	Signature
1	Dr. Anuradha Davey	Professor	<u>Absent</u>
2	Dr. Muzammil Bashir	Associate Professor	Muzammil
3	Dr. Kaynat	Ass. Professor	—
4	Dr. Disha	Tutor	Disha
5	Mr. Anant	Quality Manager	Anant
6	Er. Abhinav		Abhinav
7	Mrs. Soni	Asstt. Quality Manager	Soni
8.	Dr. Sumbul Rijvi	External	Absent



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Letter No. DHA/ SMC/ MHA-2025/ B05251124927583

Date 24/11/2025

To
The Principal
Subharti Medical College
Meerut

Subject:- Details of BOS for PG

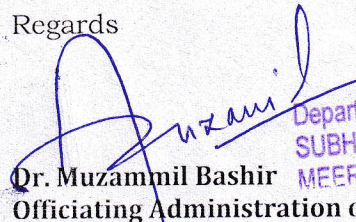
Respected Sir,

With reference to your letter No. SMC/G/M-60/6374 dated 7/11/2025 we are sending the details of BOS for PG are as follows

S. No.	Department	Composition of BOS for PG	Name, Designation and address of members
1	Department of Hospital Administration	Chairperson	Dr. Muzamil Bashir , Associate Professor SVSU, Meerut
2	Department of SPM	Members	Dr. Kaiynat Nassar Assistant Professor SVSU, Meerut
	Department of Quality Assurance	Members	Mr. Anant Chaudhary Quality Manager SVSU, Meerut
	Department of IT	Members	Er. Abhinav Swami Deputy Technical Officer Meerut
3	Department of SPM	One senior person to be opted from other department	Dr. Anuradha Davey Professor SVSU, Meerut
4	Department of Hospital Administration	One subject expert (academic) from reputed central /State /private University	Dr. Pooja Sharma Associate Professor Head Alumni Relations I I M T University Meerut
5	Department of Hospital Administration	One subject expert from R & D (expert should be from state & govt. organization)	Dr. Nidhi Assistant Profesor Santosh Medical College, Gzb.
6	Department of Quality Assurance	Senior alumni (Who has 5 years of experience in relevant field)	Miss Soni Assistant Quality Manager SVSU, Meerut

Thank You

Regards


Dr. Muzammil Bashir
Officiating Administration officer

Department of Hospital Administration
SUBHARTI MEDICAL COLLEGE
MEERUT (U.P.)

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Ref. No. DHA/CSSH/2025/251204888922

Dated 03/12/2025

ACTION TAKEN REPORT

Agenda No. 1

Revision & Amendment of Ordinance Number V/92(C) as per the recommendation of Board of Studies dated 23/05/2025

New Ordinance Number V-141-A for Master's in Hospital Administration Programme was implemented with effect from session 2025-2026 after due approval of Academic and Executive Councils.

The Internship approved and assigned in CSSH.

Increased number of hours for practical posting implemented in daily academic schedule.

Agenda No. 2 : Not Applicable

Agenda No. 3: Not Applicable

Agenda No. 4

Small Group Discussion, Assignments and increase in weekly Seminars

Agenda No. 5

Currently three ongoing research.

Agenda No. 6: Not Applicable

Agenda No. 7: Not Applicable

Agenda No. 8: Not Applicable

Agenda No. 9: Not Applicable

Agenda No. 10:

Proposal for change of faculty members of the BOS as per requirements.

Best Regards,

Dr. Muzammil Bashir
Officiating Administrative Officer
Department of Hospital Administration
SUBHARTI MEDICAL COLLEGE
MEERUT (U.P.)