



## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)  
Approved by Government of Tamil Nadu & Accredited by NAAC with 'A++' Grade (3<sup>rd</sup> Cycle-3.64 CGPA)  
Dr. N.G.P.-Kalapatti Road, Coimbatore-641 048, Tamil Nadu, India.  
Website: www.drngpasc.ac.in | Email: info@drngpasc.ac.in. | Phone: +91-422-2369100

BoS

13<sup>th</sup>

### MINUTES OF THE THIRTEENTH BOARD OF STUDIES MEETING

Faculty: Management

Board: Hospital Administration

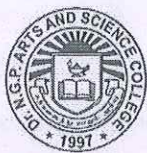
The Meeting of Board of Studies (BoS) was held as given below:

Name of the Body	BoS
Department	M.Sc., Hospital Administration
Meeting No.	13
Date and Time	2/08/2022 @ 10 a.m.
Venue	Board Room
Members Attended	The details are given in the ANNEXURE -I

#### AGENDA

1	Discussion on PG Curriculum for AY 2022-23 and onwards adopting R4 guidelines
2	Discussion on syllabi for Course Courses for first semester PG : 2022-23 Batch
3	Discussion on syllabus for Discipline Specific Elective (DSE) for the First Semester PG 2022-23 Batch
4	Any other matter





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### MINUTES OF THE THIRTEENTH BOARD OF STUDIES MEETING

Faculty: Management

Board: Hospital Administration

The Chairman of BoS welcomed all the Panel members for the meeting. The items listed in the agenda were taken for discussion.

The following are the minutes of the meeting:

<b>Item - 01</b>	<b>Discussion on PG Curriculum for AY 2022-23 and onwards adopting R4 guidelines</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• Under regulation R4, syllabi have been designed for the mandatory core theory courses.</li><li>• Discipline Specific Elective (DSE) grouped under three specializations (Quality, Information Technology and Entrepreneurship) as a part of Choice Based Credit System</li><li>• The PG Curriculum for AY2022-23 was presented for discussion.</li></ul>
<b>Resolution</b>	The Board unanimously approved the PG curriculum
<b>Item - 02</b>	<b>Discussion on syllabi for Core Courses for first semester PG : 2022-23 Batch</b>
<b>Discussion</b>	<p><b>226HA2A1CA: Management and Organizational Behaviour (New Course)</b></p> <ul style="list-style-type: none"><li>• The course contents were discussed and included to enhance the Managerial Skills</li></ul> <p><b>226HA2A1CC: Hospital Non-Clinical Operations Management (New Course)</b></p> <ul style="list-style-type: none"><li>• The Board discussed and approved the syllabus to develop the knowledge of non- clinical services of hospital.</li></ul> <p><b>226HA2A1CD: Hospital Clinical Operations Management (New Course)</b></p> <ul style="list-style-type: none"><li>• The Board approved the syllabus to enhance the knowledge of clinical services of hospital.</li></ul> <p><b>226HA2A1DB: Entrepreneurship (New Course)</b></p> <ul style="list-style-type: none"><li>• The course contents were discussed and included to initiate the entrepreneurial skills.</li></ul>







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	<p><b>226HA2A1CP- Spreadsheet Management (New Course)</b></p> <p>Computer Practical in Spreadsheets to develop computer skills for better employability were discussed and included.</p> <p><b>226HA2A1DA - Total Quality Management-Tools And Techniques</b></p> <ul style="list-style-type: none"><li>• Prof. Senthilkumar suggested to include “Importance of TQM” in unit I, to create awareness on importance of Quality in hospitals</li><li>• Mr. Tamilselvan suggested to include “Policy amendment and documentation” in Unit IV to familiarize the students about amendments of policy documents</li><li>• Dr. Chitramani suggested to include “Audit team and responsibilities, audit protocol, patient satisfaction survey” in Unit V to orient the students about the audits in hospital.</li></ul>
<b>Resolution</b>	The Board members approved the syllabi for the above courses.
<b>Item - 03</b>	<b>Discussion on syllabus for Discipline Specific Elective (DSE) for the First Semester PG 2022-23 Batch</b>
<b>Discussion</b>	<p><b>226HA2A1DC- Technology in Healthcare (New Course)</b></p> <ul style="list-style-type: none"><li>• The Syllabus approved by the Board of Studies in Computer Applications was placed for endorsement</li></ul>
<b>Resolution</b>	The Board unanimously approved the syllabus
<b>Item - 04</b>	<b>Any other matter</b>
<b>Discussion</b>	The board members discussed and suggested the Panel of Examiners
<b>Resolution</b>	The Board approved the external experts.

The chairman of Board of Studies (BoS) thanked all the members for their active participation.

Date: 02/08/2022

  
(Dr.V.Uma)



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BoS Chairman/HoD  
Department of Hospital Administration  
Dr. N. G. P. Arts and Science College  
Coimbatore – 641 048



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## Department of Hospital Administration Syllabus Revision - New Course

Faculty: Management

Board: Hospital Administration

Semester: I

Course Code/ Name: 26HA2A1CA/ MANAGEMENT AND ORGANISATIONAL BEHAVIOUR

PERCENTAGE OF SYLLABUS REVISED: 100%

COURSE FOCUS ON:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Skill Development      | <input checked="" type="checkbox"/> Entrepreneurial Development |
| <input checked="" type="checkbox"/> Employability          | <input type="checkbox"/> Innovation                             |
| <input type="checkbox"/> Intellectual Property Right (IPR) |   |







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### Department of Hospital Administration

### Syllabus Revision - New Course

Faculty: Management

Board: Hospital Administration

Semester: I

Course Code/ Name: 226HA2A1CC / HOSPITAL NON CLINICAL OPERATIONS MANAGEMENT

PERCENTAGE OF SYLLABUS REVISED: 100%

#### COURSE FOCUS ON:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Skill Development      | <input checked="" type="checkbox"/> Entrepreneurial Development |
| <input checked="" type="checkbox"/> Employability          | <input type="checkbox"/> Innovation                             |
| <input type="checkbox"/> Intellectual Property Right (IPR) |   |





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## Department of Hospital Administration

### Syllabus Revision - New Course

Faculty: Management

Board: Hospital Administration

Semester: I

Course Code/ Name: 226HA2A1CD / HOSPITAL CLINICAL OPERATIONS MANAGEMENT

PERCENTAGE OF SYLLABUS REVISED: 100%

#### COURSE FOCUS ON:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Skill Development      | <input checked="" type="checkbox"/> Entrepreneurial Development |
| <input checked="" type="checkbox"/> Employability          | <input type="checkbox"/> Innovation                             |
| <input type="checkbox"/> Intellectual Property Right (IPR) |   |







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## Department of Hospital Administration

### Syllabus Revision

Faculty: Management

Board: M.Sc. Hospital Administration

Semester : I

Course Code/Name: 226HA2A1DA / TOTAL QUALITY MANAGEMENT-TOOLS AND TECHNIQUES

Unit	Existing	Revised
I	Concept of Quality in emerging scenario of TQM – Origin and Philosophy of TQM –Factors motivating introduction of TQM –Role of HRD in TQM – Role of Participatory culture in TQM	Importance of TQM added
II	TEI (Total Employee Involvement) Strategy in TQM – Role of TEI – small group activities in TQM – Role of Quality Circles and Work Improvement teams (WITs). Good Laboratory Practices (GLP) and Good Manufacturing Practices (GMP)	--
III	Role of Continuous Improvement in TQM – Benchmarking and Business process reengineering – Quality costs and Planket Burman methods – Kaizen – JIT, TAGUCHI, SMED, CEDAC.	--
IV	Apex (Quality System) Manual / Procedure and Departmental manuals and work Instructions preparations. Role plays exercise on Documentation	Policy amendment and documentation added
V	Auditing – Types of Auditing – Internal Auditing – Second and Third party auditing – Role of Internet Auditing in ISO	Audit team and responsibilities - Audit protocol - patient satisfaction survey included

Percentage of syllabus revised: 17%

Course focuses on Quality Management in Hospitals



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## ATTENDANCE OF THE THIRTEENTH BOARD OF STUDIES MEETING

Faculty: Management

Board: Hospital Administration

VENUE: Board Room

DATE: 02/08/2022

TIME: 10 A.M

The following members were present for the Board of Studies meeting

S.NO	NAME	POSITION	SIGNATURE
1.	Dr.V.Uma Head	Chairman	
2.	Dr.G.Sridharan Associate Professor BSMED Bharathiar University Coimbatore	Member (Subject Expert) (Nominated by Vice Chancellor)	ABSENT
3.	Dr. P. Chitramani Professor & Dean School of Commerce and Management Avinashilingam Institute for Home Science and Higher Education for Women	Member (Subject Expert) (Nominated by Academic Council)	
4.	Prof. G. Senthilkumar HOD- Management Studies, The Sankara Nethralaya Academy, Chennai	Member (Subject Expert) (Nominated by Academic Council)	
5.	Mr. Tamilselvan C Vice President- Materials, Kovai Medical Center and Hospital, Coimbatore	Member (Industrial Expert)	
6.	Mr. G. Balachander, Manager HR, Cancer Treatment Services Hyderabad Pvt Ltd, Coimbatore	Alumni	







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7.	Dr. P.R. Muthuswamy Director -Academics, Dr. NGPEI	Special Invitee	
8.	Ms.U. Suji Assistant Professor	Member	

Date: 02/08/2022

(Dr.V.Uma)

