



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 (3rd 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

14th

MINUTES OF THE FOURTEENTH 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.	14
Date and Time	22/11/2022 @ 10 a.m.
Venue	Board Room
Members Attended	The details are given in the ANNEXURE -I

AGENDA

1	Discussion on syllabi for Core Courses of Second Semester PG : 2022-23 Batch and onwards
2	Discussion on syllabus for Extra Departmental Course (EDC) for the Second Semester PG 2022-23 Batch and onwards
3	Discussion on syllabus for Discipline Specific Elective (DSE) for the Second Semester PG 2022-23 Batch and onwards
4	Any other matters





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Faculty: Management

Board: Hospital Administration

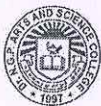
The Chairman of BoS welcomed all the Panel members for the meeting. The items listed in the agenda were taken for discussion.

The following are the minutes of the meeting:

Item - 01	Discussion on syllabi for Core Courses of Second Semester PG : 2022-23 Batch and onwards
Discussion	226HA2A2CA: Hospital Architecture, Planning, Design And Maintenance <ul style="list-style-type: none">• Dr. Chitramani suggested to include various Departments in Hospitals in Unit -I, Compliance, Expandability and Budgeting in Unit-II, Contract Administration in Unit- III to orient the students about the importance of planning in the hospitals.• Mr. Tamilselvan suggested to include Design parameters: Patient Centered Care, Optimization in Unit IV and Smart Hospitals in Unit V to create awareness on new technologies in Hospitals.
	226HA2A2CC: Human Resource Management and Industrial Relations <ul style="list-style-type: none">• Mr. Balachander suggested to include Process of HR, Quality of Human Resource Manager, HR Challenges in Unit- I, Job Enlargement, Re-Skilling and Up-Skilling in Unit II and Performance Appraisal Indicators in Unit IV to enhance the knowledge of students regarding HR qualities and performance appraisal system• Dr. Chitramani suggested to replace Wage and Salary Administration with Compensation Management in Unit IV in order to familiarize the students with broader perspective in Compensation Management
	226HA2A2CD: Materials Management <ul style="list-style-type: none">• Mr. Tamilselvan suggested to include Warehousing, Functions and types in Unit I and EXIM policy in Unit II to create awareness on export concepts among students• Dr. Chitramani suggested to replace Store Management with Space Management in Unit III• Mr. Balachander suggested to include Quality Control, Value Analysis, Condemnation and Disposal in Unit IV to get insights on quality control in Hospitals.
	Resolution
Item - 02	Discussion on syllabus for Extra Departmental Course (EDC) for the Second Semester PG 2022-23 Batch and onwards
Discussion	225CO2A2EA - Financial and Management Accounting <ul style="list-style-type: none">• The Syllabus approved in the Board of Studies of the Commerce Department was placed for endorsement

Cont...

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	The Board unanimously approved the EDC syllabus
Item - 03	Discussion on syllabus for Discipline Specific Elective (DSE) for the Second Semester PG 2022-23 Batch and onwards
Discussion	<p>226HA2A2DA: Application of Quality in Healthcare • Prof. Senthilkumar suggested to include Quality Management Systems in Healthcare in Unit V to familiarize with the challenges in implementation of quality management system in Healthcare Sector</p> <p>226HA2A2DB : Innovation in Entrepreneurship (New Course) The Board unanimously approved the syllabus</p> <p>226HA2A2DC - Healthcare Data Management (New Course) • The Syllabus approved in the Board of Studies of the Computer with Data Analytics Department was placed for endorsement</p>
Resolution	The Board unanimously approved the DSE syllabus
Item - 04	Any other matters
Discussion	The board members suggested for accreditation related online certification.
Resolution	The suggestion was considered and approved.

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

Date: 22/11/2022

Dr. V. Uma
(Dr.V.Uma)

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





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BoS

14th

Department of Hospital Administration

Syllabus Revision

Faculty: Management

Board: M.Sc. Hospital Administration

Semester : II

Course Code/Name:206HA2A2CA/ Hospital

Architecture, Planning, Design And Maintenance

Unit	Existing	Changes
I	Definition of hospital – history of hospitals – changing role of hospitals – hospital as a system – hospital & community	Various Departments in Hospital, Case study on Change Management
II	Process of Hospital planning – Operational and functional planning - Planning team – Site selection – Master plan – Zonal distribution – Space requirement – construction & commissioning - Equipping a hospital	Compliance , Expandability, Budgeting, Case study on Hospital Layout
III	Role of architect - Designing - Clinical services - Supportive services - Utility services - legal formalities - Environments regulations - Equipment planning - Installation and Commissioning - Bed distribution - Space requirements and their relationships	Contract Administration, Case study on Hospital Design plan strategy
IV	General standards for designing hospital facilities – Licensing and documentation – Mechanical standards - Electrical standards – standard for centralized medical gas system – standards for Biomedical waste - Engineering standards - Safety and Security - Disaster management	Design parameters – Patient Centered Care, Optimization, Case study on Indian Public Health Standards
V	Green Hospital Design - Healing Architecture - Value added services in hospital - Virtual healthcare	Smart Hospitals, Case study on Technology in Healthcare

Percentage of syllabus revised: 32%

Course focuses on



Skill Development



Entrepreneurial Development



Employability



Innovations



Intellectual Property Rights



Gender Sensitization



Social Awareness/ Environment



Constitutional Rights/ Human Values/ Ethics





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Syllabus Revision

Faculty: Management

Board: M.Sc. Hospital Administration

Semester : II

Course Code/Name:226HA2A2CC/
HumanResource Management and Industrial
Relations

Unit	Existing	Changes
I	Evolution of HRM- Importance- Nature- Characteristics- Functions and Role of HRM – HR systems	Process of HR, Quality of a Human Resource Manager, HR challenges, Case study on HR in Healthcare services
II	Job design – Job analysis - Job description - Job specification – Manpower requirement Analysis - Job roles – Job Enrichment - Promotion – Transfer-Demotion – Employee engagement - Absenteeism- Labour turn over - Steps in Career Planning and Development	Job enlargement, Re-skilling, Up- skilling, Case study on Integrated functions of HRM
III	Objectives of Recruitment - Recruitment policy – Sources of recruitment – Traditional techniques- Modern techniques – Selection- Selection procedure – Placement – Induction - Training - Process - Need analysis - Training techniques- Training effectiveness.	Case study on Training and Development
IV	Definition – Purpose- Process - Methods of appraisal- Traditional Method - Modern Methods- Wage and salary Administration- Planning- Managing Employee Benefits.	Performance appraisal indicators, Compensation Management, Fringe benefits, Grievance Procedures, Redressal of Grievances, Case study on Performance Evaluation
V	Factories Act, 1948 - Maternity Benefit Act,1961 - Employee State Insurance Act, [ESI] 1948 - Employees' Provident Fund Scheme, 1952 - Payment of Bonus Act, 1965 – Workmen's Compensation Act, 1923 – Contract Labour Act (R&A), 1970 - Introduction to payment of wages act 1936 – KRA / KPA (with recent amendments)	Case study on Unfair labour practices

Percentage of syllabus revised: 30 %

Course focuses on



Skill Development



Entrepreneurial Development



Employability



Innovations



Intellectual Property Rights



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Syllabus Revision

Faculty: Management

Board: M.Sc. Hospital Administration

Semester : II

Course Code/Name:226HA2A2CD/ Materials
Management

Unit	Existing	Changes
I	Need for Integrated Concept – Definition and scope –Advantages in Integrated Material Management Concept- Organization Based on Commodities – Functions –Location – Interdepartmental Relationship – Material Planning and Budgeting	Warehousing, Functions , Types, Case study on Inventory management in Healthcare
II	Purchase System - Function – Price Forecasting – Purchase of Capital Equipments - International Purchasing – Buyer and Seller Relation and Ethics-Tendering Procedures- Purchase Vs Leasing Decision	EXIM Policy, Case study on Materials Requirement Planning
III	Definition – Concept of Stores- Types of Stores-System and Procedures – Role and Functions of Store Manager- Hygiene Standards in Stores - Stores Accounting- LIFO -FIFO - Hospital-store management	Space Management, Case study on Inventory management using matrix analysis
IV	Inventory Management – Different Types Of Hospital Inventories - Techniques in Inventory Management – EOQ, ABC, VED, FSN Analysis–PERT- Card System and Use Of Bin Cards	Quality Control, Value Analysis, Condemnation , Disposal, Case study on Lead time in drug procurement
V	Material Resource Planning System –MIS Reports in Material Management - Product Coding and Tracking - Various Purchase and Store Modules - Software in Materials Management	Case study on User-driven need analysis of material management techniques

Percentage of syllabus revised: 34%

Course focuses on



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14th

Syllabus Revision

Faculty: Management

Board: M.Sc. Hospital Administration

Semester : II

Course Code/Name:226HA2A2DA /
Application of Quality in Healthcare

Unit	Existing	Changes
I	Benchmarking – Introduction – Process of Benchmarking – Benefits – Pitfalls – Success Indicators – Gap Analysis process – Benchmarking template – Initiating the process of Benchmarking - Application	Case study on Benchmarking in Hospital Environment
II	Quality Function deployment –QFD Concept – QFD process – QFD Team – Benefit of QFD – Voice of the customer – House of Quality	Case study on Quality Evaluation in Health sector
III	Organisational Reengineering – Conceptual framework process – Process Re-engineering- BPR Philosophy – Possibilities and pitfalls – Opportunity assessment – Impact Assessment – Planning Implementation of the transition	Case study on Business Process Reengineering at Surgical work
IV	History, Development, Statistical fundamentals, Pareto diagram, Process flow diagram, Cause and effect diagram, Check sheets, Histogram –Various Control charts – Different Control charts for Variable state of Control – Scatter Diagrams – Problems & Application	Case study on Statistical quality control methods in infection control
V	Benchmarking process – what to benchmark – Benchmark Analysis – Determining current competitive gap – Projecting future performance levels – Integration – Developing action level – Implementing and Monitoring – Rehabilitation Maturity beyond Benchmarking	Essentials of Quality improvement in Healthcare, Implementation of Quality Management System in Hospitals, Evaluation of success of QMS, Statistical approach, Medical Audit, Nursing Audit, Equipment Audit, Patient Satisfaction, Case study on Six Sigma in Hospitals

Percentage of syllabus revised: 30%

Course focuses on



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Department of Hospital Administration

Syllabus – New Course

Faculty: Management

Board: M.Sc. Hospital Administration

Semester : II

Course Code/Name:226HA2A2DB/ Innovation in Entrepreneurship

Unit	Content
I	Innovation - Invention Vs Innovation - Innovation and Creativity - Innovation in Current Environment - Types of Innovation - Product innovation and process - Characteristics of innovation in different sectors Case study on Start-Ups
II	Experimentation in Innovation Management, Steps of Innovation Management, Innovation as a systematic practice, Idea Management System, Divergent V/s Convergent Thinking, Challenges of Innovation, Design Thinking, Idea Championship, Participation for Innovation, Co-creation for Innovation Case study on Innovative Business Ideas
III	Business Model, Creativity Business model: vs classical approach. Current focus, The evolution of the business model, The generation of ideas: brainstorming, Exploration of business models for material efficiency services, Proto typing to Incubation, Business Plan Case study on Franchise model
IV	Marketing of Innovation, Technology Innovation Process, Technological Innovation Management Planning and strategies, Management of Innovation, creation of IPR, Types of IPR, Patents and Copyrights, Patents in India. Case study on IPR infringements
V	Sustainability Innovation and Entrepreneurship, Innovation Sustainable Conditions, Innovation: Context and Pattern, SME'S strategic involvement in sustainable development, Business Model Failure: Reasons and Remedies, Incubators : Business Vs Technology, Managing Investor for Innovation , Future markets and Innovation needs for India. Case study on Community Innovation

Percentage of syllabus revised: 100%

Course focuses on



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Syllabus – New Course

Faculty: Management

Board: M.Sc. Hospital Administration

Semester : II

Course Code/Name:226HA2A2DC/
Healthcare Data Management

Unit	Content
I	History of Health Information Management - Health Record : Purpose - Functions - Documentation Standards - Health Record Documentation: Acute Care Health Record Documentation - Principles and Practices - Format - Healthcare Data Sets : Data Sets- Types- Emerging Health Information Standards Case Study: Data Analytics for Pervasive health
II	HIM Functions and Services- Master Patient Index- HIM Functions in an Electronic Environment - Legal Health Record - Clinical Coding - Secondary Data Sources : Differences between Primary and Secondary Data Sources and Databases- Purposes and Users - Types - Processing and Maintenance of Secondary Databases Case Study: Healthcare Fraud Detection
III	Electronic Health Record : Introduction - The EHR System- EHR System Applications- Challenges in Implementation - Initiatives and Framework - Technologies -Databases and Data Storage - Hardware Infrastructure- Acquisition- Information Management- Future Directions Case Study: Data Analytics for Pharmaceutical Discoveries
IV	Introduction to measurement – Discrete Vs continuous Data – Statistical measures in healthcare – Statistical data used in healthcare – Patient care and clinical statistical data- Case- Mix statistical data- Presentation of Statistical Data - Descriptive Statistics Case study : Clinical Prediction Models
V	Handling Data - Formatting Data: Data formats- Formatting tools - Formatting with code-Ratios-Rates:- Visualizing Rates- Proportions and Percentages- Scatterplots - Regression and Trend Lines-The Timeline - Dashboards - Types of Dashboards - Building Exploratory Dashboards– Case study: Role of Social Media in Healthcare via Analytics Case study: Models to predict survival outcomes

Percentage of syllabus (New course): 100%

Course focuses on

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input checked="" type="checkbox"/>	Innovations
<input type="checkbox"/>	Intellectual Property Rights	<input checked="" type="checkbox"/>	Gender Sensitization
<input checked="" type="checkbox"/>	Social Awareness/ Environment	<input type="checkbox"/>	Constitutional Rights/ Human Values/ Ethics





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ATTENDANCE OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty: Management

Board: Hospital Administration

VENUE: Board Room

DATE: 22/11/2022

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	<i>[Signature]</i> 22/11/22
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)	ABSENT
4.	Prof. G. Senthilkumar HOD- Management Studies, The Sankara Nethralaya Academy, Chennai	Member (Subject Expert) (Nominated by Academic Council)	ABSENT
5.	Mr. Tamilselvan C Vice President- Materials, Kovai Medical Center and Hospital, Coimbatore	Member (Industrial Expert)	<i>[Signature]</i>
6.	Mr. G. Balachander, Manager HR, Cancer Treatment Services Hyderabad Pvt Ltd, Coimbatore	Alumni	<i>[Signature]</i>





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14th

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

Date: 22/11/2022



(Dr.V.Uma)

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