



DENTAL FACULTY BOARD OF STUDIES  
K. M. SHAH DENTAL COLLEGE AND HOSPITAL  
SUMANDEEP VIDYAPEETH UNIVERSITY  
(Declared Under Section 3 of UGC Act, 1956)  
VIII- Piparia, Tal- Waghodia, Dist.- Vadodara, Gujarat.  
Pin code-391760.

Dr. Ajithkrishnan C G  
Chairman

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KMSDCH/BOS/02/AY2016-17

November 08, 2016

To,  
The Members,  
Dental Faculty Board of Studies  
K.M.Shah Dental College & Hospital,

**Sub: Minutes of 21<sup>st</sup> meeting of Dental Faculty Board of Studies**

The 21<sup>st</sup> meeting of the Dental faculty Board of Studies was held on 07/11/2016 at 1.30 pm in the Board Room of KMSDCH to discuss the following Agenda. The meeting was chaired by Chairman and Dean Dr Ajith Krishnan C. G.

1. To discuss suggestions proposed by the Dept. of Oral & Maxillofacial Surgery. (Annexure – I)
2. To discuss suggestions proposed by the Dept. of Public Health Dentistry. (Annexure – II)
3. To discuss suggestions proposed by Dept. of Orthodontics. (Annexure – III)
4. To discuss suggestions proposed by EBD Co-ordinator. (Annexure – IV)
5. To discuss suggestions proposed by Dept. of Prosthodontics. (Annexure – V)
6. To discuss suggestions proposed by Dept. of Oral Medicine & Maxillofacial Radiology. (Annexure – VI)
7. To discuss suggestions proposed by Dept. of Oral Pathology & Microbiology. (Annexure – VII)
8. Any other matter with the permission of Chair.

The Chairman Dr. Ajithkrishnan greeted all the members and the meeting was convened for order to discuss the agenda-

- ❖ **Agenda no.1: To discuss suggestions proposed by the Dept. of Oral & Maxillofacial Surgery. (Annexure – I)**



*Sharan*  
15/2/2021

Vice-Chancellor  
Sumandeep Vidyapeeth

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Dr. Navin Shah presented the suggestions with their needs:

1. During internship posting in the department, BOS has suggested to include one peer group teaching in class compulsory during internship posting by each interns.
2. After completion of preclinical exercise of suturing on pillow model interns will be trained for actual suturing on the patient

All the members actively participated in the discussion. After due deliberations, It was unanimously resolved that,

1. The suggestion no.1 shall be altered as- "the interns posted in the department of Oral and Maxillofacial Surgery shall participate in only one peer group teaching in the clinic itself during the working hours. The peer teaching will be among the Interns and by the Intern. The Third BDS & Final BDS students will not be the part of this peer teaching. This resolution will be introduced for One year, on trial basis and shall be implemented for Interns Batch 2017-18"; provided the same is accepted and approved by the University .
2. The suggestion no.2 was rejected.

❖ **Agenda no.2: To discuss suggestions proposed by the Dept. of Public Health Dentistry. (Annexure – II)**


Following were the suggestions:

1. For Undergraduate students (IV year BDS): change in marking scheme for University practical exam.
2. For Interns: It is proposed to include an epidemiological survey preceded by recording of two WHO Oral Health Assessment proforma- 1997 as a part of training for conducting the survey.

The Chairman, Dr. Ajithkrishnan presented the suggestions to the board. All the members actively participated in the discussion. After due deliberations, It was unanimously resolved that-

1. The suggestion no.1 of altering the University examination marking scheme shall be accepted without any alteration.
2. The suggestion no.2 was reverted to the department for detail description and clarity.



*Attested CTC*  
  
15/2/2021  
Vice-Chancellor  
Sumandeep Vidyapeeth  
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❖ **Agenda no. 3: To discuss the suggestions proposed by Dept. of Orthodontics.**  
**(Annexure – III)**

Following was the suggestion:

Modifications in Postgraduate Curriculum: In University clinical examination a Post graduate student should display minimum number of 7 case records along with cases out of which 5 cases should be of his own and 2 should be transferred cases.

The Member Secretary read the suggestion and was open for discussion. Dr. Rajesh, Dr. Monali Shah, Dr. Anshula and Dr. Neeraj actively participated in the discussion. Dr. Santosh Goje elaborated the important aspect of increasing the number of case records from 5 to 7, and records of Transfer cases. The other members also were actively involved in the deliberations. After verifying from Dental Council of India's, MDS Regulations 2007, **It was unanimously resolved that the suggestion of increasing the number of cases from 05 to 07 for display in University clinical exam shall be accepted.**

❖ **Agenda no.4: To discuss suggestions proposed by EBD Co-ordinator.**  
**(Annexure – IV)**

Following was the suggestion:

Modification in the pattern of Theory examination of Evidence Based Dentistry

The Member Secretary read the suggestion. All the members actively participated in discussing this agenda. Dr. Monali elaborated the suggestion. The Chairman, Dr. Vandana Shah, Dr. Rajesh and Dr. Bhavna Dave valuable inputs. After thorough discussion, All the members unanimously suggested minor modification in the suggested New pattern. **The minor modification is in serial no.2 in sub section 2 "TRUE & FALSE (5 marks)" and it should include "If False, correct the statement".**

**After the suggested correction, the proposed Theory examination pattern in Evidence Based Dentistry was unanimously accepted.** **Attested CTC**



*Charaney* 15/2/2021

**Vice-Chancellor**  
**Sumandeep Vidyapeeth**  
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❖ **Agenda no.5: To discuss suggestions proposed by Dept. of Prosthodontics. (Annexure – V)**

Following were the suggestions:

1. BDS (Pre-clinical): To propose the List of Examiners for Pre-clinical Prosthodontics, Dental Materials (Prosthodontics) and Dental Mechanics and BDS (Clinical): Prosthodontics and Crown & Bridge:
2. Practicals/Clinics of III BDS: To introduce Open Book Examinations as a part of the THIRD BDS I Term end posting examination that adds up to the internal assessment examination.
3. Master of Dental Surgery(MDS):
  - a. To extend the time schedule for submission of Library Dissertations esp. on Systematic Review by Six months in addition to existing One Year.
  - b. To propose the List of Examiners for MDS Examination

The Member Secretary advised Dr. Rajesh to present this agenda. All the members actively participated in discussing this agenda. There was elaborate discussion on suggestion no.4-a. Thus it was concluded that the MDS student should comply with Dental Council of India's - MDS Regulations 2007 and/or Sumandeep Vidyapeeth University MDS Regulations 2014.

**It was unanimously resolved that all the suggestions of Department of Prosthodontics on introducing Open book Examination as a part of II year BDS in the term ending post exam and adding it to internal assessment be accepted.**

**It was also unanimously accepted that the library dissertation as a systematic review shall be completed in Eighteen months from the time of joining the MDS course. This suggestion shall be applicable for all the MDS programs.**

❖ **Agenda no.6: To discuss suggestions proposed by Dept. of Oral Medicine & Maxillofacial Radiology( Annexure – VI).**

Following were the suggestions:

1. In BDS Curriculum:
  - A. In Theory - Additional Chapter on Environmental Science
  - B. In Practical /Clinical –
    - i. Pattern of Clinical Posting End Examination
    - ii. Pattern of Internal Examination

**Attested CTC**

*Charan*  
15/2/2021

**Vice-Chancellor  
Sumandeep Vidyapeeth**

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2. In MDS Curriculum:

A. In Theory - Additional Chapter on

- i. Environmental Science in Paper I
- ii. Cone Beam Computed Tomography in Paper II
- iii. Lasers in Oral Mucosal Lesion

B. In Practical /Clinical Training –

- i. Use of Laser in the treatment of Oral Mucosal Lesion
- ii. Hands on training on Cone Beam Computed Tomography (CBCT) machine, Bone Scintigraphy machine and Positron Emission Computed tomography (PET CT) machine.
- iii. Community Outreach Program focussing on Oral Precancer and Oral cancer screenings

2. List of BDS and MDS Examiners, both within state and outside state

The Member Secretary, Dr. More presented this agenda. He emphasized the need of introducing an Additional Chapter and changes in Practical / Clinical Examination pattern in BDS curriculum; and Additional Chapter and Practical / Clinical training in MDS Curriculum. All the members actively participated in discussing this agenda. There was elaborate discussion on the pattern of Internal Practical examination. Dr. Bhavna and Dr. Anshula suggested to split the 30 marks allotted for the Evidence based search and Presentation in 15 marks.

**The Suggestions of Department of Oral Medicine and Radiology on addition of an additional chapter on Environmental Science for IV year BDS and Practicals, and changes in Theory and Practicals for MDS were unanimously accepted by all the members.**

❖ **Agenda No 8: To discuss suggestions proposed by Dept. of Oral Pathology and Microbiology.( Annexure – VI)**

Following were the suggestions:

1. In MDS Curriculum: Introduction of a posting of One week for cryostat frozen sections in their routine postings.
2. In BDS Curriculum: Introduction of OSCE/ OSPE for-III BDS Oral Pathology Internal Examination.



**Attested CTC**

*Charan*  
15/2/2021

**Vice-Chancellor  
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Dr. Vandana Shah explained the need for the same as Post graduates shall be exposed to making frozen sections. Also introduction of OSCE/ OSPE shall structure assessment more objectively.

The suggestions were accepted and it was unanimously resolved to approve the suggestion to add one week for cryostat frozen sections in their routine MDS postings. The other suggestion to introduce OSCE/ OSPE for III BDS Oral Pathology Internal Examination was also accepted.

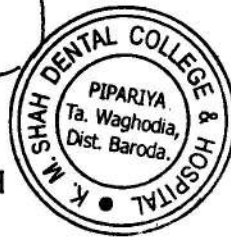
❖ **Agenda no.7: Any other matter with the permission of Chair.**

1. Dr. Bhavna Dave and Dr. Navin Shah informed the Chairman about the pending issue of submission of details of Examiners for University Examinations. The Chairman told all the members to submit the updated list of Examiners for BDS and MDS University Examinations to the Member Secretary BOS, Immediately; so that the list of Examiners can be sent along with the Minutes of Meeting for approval.

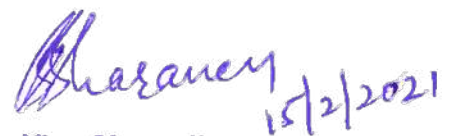
The Chairman thanked all the members for healthy and prolific discussion. The meeting was adjourned sine die.



**Dr. C.G. Ajith Krishnan**  
Chairman, BOS, KMSDCH



**Attested CTC**

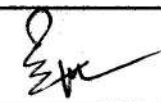
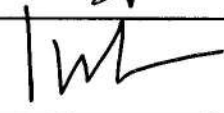
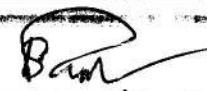
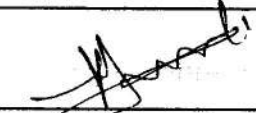




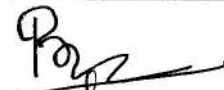

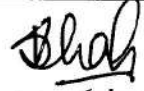
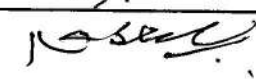
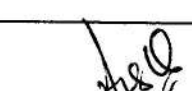

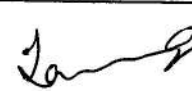
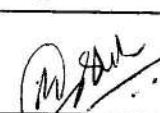


**Vice-Chancellor**  
**Sumandeep Vidyapeeth**  
**An Institution Deemed to be University**  
Vill. Piparia, Taluka: Waghodia.  
Dist. Vadodara-391 760. (Gujarat)





The minutes of the 21<sup>st</sup> Meeting of the Board of Studies are approved by the following members:

Member	Signature
1. Dr. Ajithkrishnan C G	
2. Dr. Chandramani More	
3. Dr. Rajesh Sethuraman	
4. Dr. Harsoda	
5. Dr. Mrs. Sattegi	
6. Dr. Jasmin Jasani	
7. Dr. Neeraj Deshpande	
8. Dr. Santosh Goje	
9. Dr. BhavinGagwala	
10. Dr. Nimisha Shah	
11. Dr. Vandana Shah	
12. Dr. Navin Shah	
13. Dr. Anshula Deshpande	
14. Dr. Bhavna Dave	
15. Dr. Tamanna Chhabra	
16. Dr. Monali Shah	

Attested CTC

Vice-Chancellor

Sumandeep Vidyapeeth

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VIII, Piparia, Taluka: Waghodia,

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15/2/2021



**DENTAL FACULTY BOARD OF STUDIES**  
**K. M. SHAH DENTAL COLLEGE AND HOSPITAL**  
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**Dr. Ajithkrishnan C. G.**  
**Chairman**

Office: +91 2668 245262/64/66 ext: 207  
Mobile: +91 9925554395

**KMSDCH/BOS/06/AY2016-17**

**January 24, 2017**

To,  
The Members,  
Dental Faculty Board of Studies  
K.M.Shah Dental College & Hospital,

**Sub: Minutes of 22<sup>nd</sup> meeting of Dental Faculty Board of Studies**

The 22<sup>nd</sup> meeting of the Dental faculty Board of Studies was held on 23/01/2017 at 2.30 pm in the Board Room of KMSDCH to discuss the following Agenda. The meeting was chaired by Chairman and Dean, Dr AjithKrishnan C. G.

1. To discuss suggestions proposed by the Dept. of Prosthodontics. (Annexure – I)
2. To discuss suggestions proposed by the Dept. of Public Health Dentistry. (Annexure - II)
3. To discuss suggestions proposed by Dept. of Oral Medicine & Maxillofacial Radiology. (Annexure – III)
4. To discuss suggestions proposed by Dept. of Oral Pathology & Microbiology.(Annexure- IV)
5. Any other matter with the permission of Chair.(Annexure- V & VI)

**Attested CTC**

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*Sharan*  
15/2/2021

**Vice-Chancellor**

**Sumandeep Vidyapeeth**  
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- The following members were Present for the meeting:

Sr. no.	Name	Designation
1.	Dr. C.G. Ajith Krishnan	Dean and Chairman, KMSDCH
2.	Dr. Chandramani B. More	Member Secretary, Prof. & HOD, Oral Medicine and Radiology , KMSDCH
3.	Dr. Navin Shah	Prof. & HOD, Oral & Maxillofacial Surgery , KMSDCH
4.	Dr. Vandana Shah	Prof. & HOD, Oral & Maxillofacial Pathology , KMSDCH
5.	Dr. Santosh Goje	Prof. & HOD, Orthodontics & Dento- facial Orthopedics , KMSDCH
6.	Dr. Rajesh Sethuraman	Prof. & HOD, Prosthodontics and Crown & Bridge Convenor, Dental Examinations, KMSDCH
7.	Dr. Neeraj Deshpande	Prof., Periodontology, KMSDCH
8.	Dr. Tamanna Chhabra	Reader, Prosthodontics (Dental Materials) , KMSDCH
9.	Dr. Anshula Deshpande	Professor, Pedodontics , KMSDCH
10.	Dr. Ashit Bharwani	Incharge, Student Section, KMSDCH
11.	Dr. J.M. Harsoda	Prof. & HOD, Dept. of Physiology, SBKSMIRC
12.	Dr. B. M Sattigeri	Prof. & HOD, Dept. of Pharmacology , SBKSMIRC
13.	Dr. Krunal Shah	Represented Dept. of Microbiology , SBKSMIRC
14.	Dr. Kuntal Patel	Represented Dept. of Gen. Pathology , SBKSMIRC
15.	Dr. Pramod Jha	Represented Dept. of Gen. Medicine , SBKSMIRC
16.	Dr. Pawan Toshniwal	Represented Dept. of Biochemistry , SBKSMIRC
17.	Ms. Suchi Dholu	UG Student Representative, KMSDCH

- The following members were Absent for the meeting:

Sr. no.	Name	Designation
1.	Dr. Rakesh Shah	Prof. HOD, Implantology, KMSDCH
2.	Dr. Nimisha Shah	Prof. & HOD, Conservative Dentistry, KMSDCH
3.	Dr. Hetal Pandya	Prof. & HOD, Gen. Medicine, SBKSMIRC
4.	Dr. Vipul Gurjar	Prof. & HOD, Gen. Surgery, SBKSMIRC
5.	Dr. Gandotra	Prof. & HOD, Gen. Anatomy, SBKSMIRC
6.	Dr. Mrs. Suguna	Prof. & HOD, Microbiology, SBKSMIRC
7.	Dr. Jasmin Jasani	Prof. & HOD, Gen. Pathology, SBKSMIRC
8.	Dr. Anoop Nilaver	Reader, Biochemistry, SBKSMIRC
9.	Dr. Neel Shah	PG Student Representative, KMSDH

Attested CTC

*Charan*  
15/2/2021

Vice Chancellor

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The Chairman Dr. AjithKrishnan greeted all the members and the meeting was convened for order to discuss the agenda-

❖ **Agenda no.1:** To discuss suggestions proposed by the Dept. of Prosthodontics. (Annexure – I)

Following were the suggestions:

1. In II BDS, under the subject of Dental Materials in Theory Section, the topic on “Bio-medical waste management of Dental Materials used in Prosthodontics” shall be included.
2. In IV BDS, under subject of Prosthodontics in Theory Section, the topic on “Prosthodontic Management of Temporomandibular disorders” shall be included.

The Member secretary presented the agenda to the board. Dr. Rajesh Sethuraman presented the need to include the department's suggestions. All the members actively participated in the discussion.

1. After due deliberations, It was unanimously resolved that, the topic on “Bio-medical waste management of Dental Materials used in Prosthodontics” in Dental Materials Theory Section for II year BDS and the topic on “Prosthodontic Management of Temporomandibular disorders” in IV BDS, under subject of Prosthodontics, Theory Section shall be accepted and proposed as recommendations for forth coming Academic Council.

❖ **Agenda no.2:** To discuss suggestions proposed by the Dept. of Public Health Dentistry. (Annexure – II)

Following was the suggestion:

1. To update the Examiners list for UG & PG University Practical / Clinical Examination.

The Member secretary presented the agenda to the board. The list of examiners for BDS and MDS University Practical /Clinical Examination was displayed and accepted by all the members of board. Thus, It was unanimously resolved that, the list of Examiners for BDS and MDS University Practical /Clinical Examination shall be proposed as recommendation for the forth coming Academic Council



*Attested CTC*  
*Sharan* 15/2/2021  
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**Agenda no. 3:** To discuss suggestions proposed by Dept. of Oral Medicine & Maxillofacial Radiology. (Annexure – III)

Following was the suggestion:

**1. To start Forensic Odontology Research Centre in the department**

The Member secretary presented the agenda to the board. All the members actively participated in the discussion. After due deliberations, **It was unanimously resolved that, the Forensic Odontology Research Centre (FORC) shall be started in the department of Oral Medicine and this decision shall be proposed as recommendation for the forth coming Academic Council.**

❖ **Agenda no.4:** To discuss suggestions proposed by Dept. of Oral Pathology & Microbiology. (Annexure – IV)

Following was the suggestion:

- 1. For III BDS: Clinical scenario with history description along with slide to be identified can be added for minimum of 5 slides for III BDS students initially during revision of slide during practical and then can be implemented in the internal practical examination.**
- 2. For interns: Visit to GFSU for one day shall be during routine department posting, wherein interns on rotation basis will visit all the departments/ laboratories of their interest of forensic in GFSU campus to make them aware of new ideas and emerging areas of research related to forensic odontology.**

The Member secretary presented the agenda to the board. Dr.Vandana Shah elaborated the agenda. All the members actively participated in the discussion. The Chairman suggested introducing this suggestion. The above mentioned suggestion no.1 was accepted.

Related to suggestion no.2, the Chairman queried about the benefit of GFSU posting to the Institute / University and further suggested to have GFSU posting for the Interns, who are posted in Dept. of Oral Pathology, for the period of One week; instead of one day. Dr.More asked the purpose of having such posting at GFSU, and suggested to have posting in the upcoming Forensic Odontology Research Centre (FORC) of Oral Medicine dept. on rotation basis. Dr. Navin and Rajesh suggested that the students shall obtain Completion certificate from the concerned authority of GSFU. The Chairman appreciated the concept and suggested to have mechanism to monitor these Interns and clarity on the



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*Sharan* 15/2/2021  
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expenses involved for the GFSU posting. Dr. Neeraj suggested to maintain records related to this linkage. The Chairman suggested Dr. Vandana Shah to consider all these suggestions of members and discuss the above mentioned suggestion no.2 once again in the departmental Board of studies and advised to resubmit the constructive proposal to the Institutional BOS with due corrections and with broader perspective.

Thus, It was unanimously resolved that, the suggestion pertaining to introducing clinical case scenario along with the histo-pathological slide identification in the Internal examination for III BDS is accepted and this decision shall be proposed as recommendation for the forth coming Academic Council.

❖ **Agenda no.5: Any other matter with the permission of Chair.**

The Member Secretary informed the board that the department of Periodontology and Dr. Anshula Deshpande, Coordinator of CCEF, has submitted the agenda one day prior to the BOS meeting. After obtaining the Permission from Chairman, the said agendas were presented by the Member Secretary-

1. To discuss suggestions proposed by Dept. of Periodontology (Annexure – V)

Following were the suggestions:

1. For IV BDS Practical / Clinical University Examination, the marking system needs to be changed and is within the ambit of Dental Council of India
2. Open Book Examination for IV BDS Second Internal Practical examination
3. Role modelling for undergraduate students in EBES.

The Member secretary asked Dr. Neeraj Deshpande to elaborate this agenda to the board. All the members actively participated in the discussion. After due deliberation, the suggestion no.1 was accepted.

In suggestion no. 2, many members raised queries. The Chairman raised an issue of availability of reference books to all the students at one time. Dr. More, Dr. Rajesh, Dr. Navin, Dr. Sattegeri, Dr. Vandana, Dr. Goje presented their views. After thorough discussion, it was unanimously resolved that the suggestion no.2, shall be reverted back to the departmental board of studies for more clarity and to resubmit constructive proposal to the forth coming Institutional Board of Studies meeting.

**Attested CTC**





Related to suggestion no.3, the Chairman appreciated the introduction of Role modeling for the undergraduate students. After due deliberation by all the members, this suggestion was unanimously accepted.

**Thus, It was unanimously resolved that-**

- 1. The suggestion pertaining to the change in the marking system in IV BDS Practical / Clinical University Examination is accepted.**
  - 2. The suggestion pertaining of introducing Role modeling for the undergraduate students is accepted.**
2. To discuss suggestions proposed by Coordinator of CCEF (Annexure – VI)
- Following was the suggestion:
- 1. To modify the Internal and University examination pattern in the undergraduate curriculum.**

Dr. Anshula Deshpande, Coordinator of CCEF, presented the agenda. She emphasized on having the modification in the existing examination pattern so as to develop and train the students for the competitive examinations like NEET. All the members actively participated in the discussion. Dr. Navin Shah suggested to have online computerized, time bound MCQ examination for the undergraduate students on regular basis. Dr. Sattegeri, Dr. More, Dr. Rajesh, Dr. Vandana suggested to have mix match questions and different methods of attempting questions like MCQ, One line questions, Match the columns, Fill in the blanks, True and False, select multiple correct answers etc. Dr. Navin suggested to have advance computer laboratory.

The Chairman suggested having regular training to the Interns on competitive examinations. He emphasized on having coaching classes' atleast thrice a week after the working hours of the college, for minimum two hours. Dr. Anshula suggested having MCQ instead of one line answers in all the Internal and University examination. The Chairman suggested the CCEF and the Dental college examination section to create MCQ bank and MCQ books, by taking help of Experts from Dental and Medical subjects.

Dr. More and Dr. Rajesh suggested introducing MCQ paper separately for all the Internal and University examination. The MCQ paper shall be given to the candidates at the beginning of the examination, comprising of 10 MCQ questions for 10 marks



and for 10 minutes. After completion of 10 minutes, the MCQ paper shall be collected and then the next question paper comprising of Long and Short answer question of the same subject, shall be distributed to the students. Dr. Deshpande suggested to have negative marking, so to have seriousness of examination. However these suggestions had extreme logistic requirements. Hence it was decided to have 10 MCQs in the internal and University Theory question paper itself.

After due deliberations, It was unanimously resolved that-

1. The CCEF shall undertake Coaching programs to the Interns and Interested students of Dental college on regular basis.
2. CCEF will create MCQ bank with MCQ books, by taking help of Experts from Dental and Medical subjects.
3. MCQs shall be introduced for all the Internal and University examination comprising of 10 MCQ questions for 10 marks.

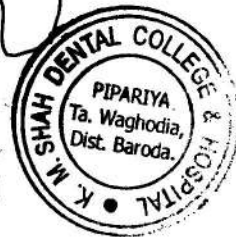
This decision shall be proposed as recommendation for the forth coming Academic Council.

The Chairman thanked all the members for healthy and prolific discussion. The meeting was adjourned sine die.



Dr. C.G. Ajith Krishnan

Chairman, BOS, KMSDCH




Copy to:

1. Member Secretary, BOS, KMSDCH
2. All Members of BOS, KMSDCH



**Attested CTC**




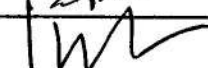
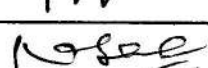
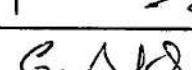

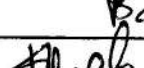
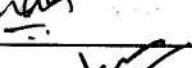

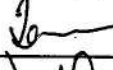
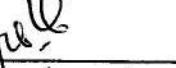
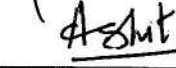


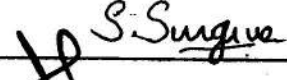

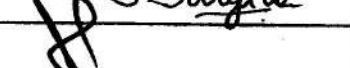

15/2/2021

Vice-Chancellor

Sumandeep Vidyapeeth  
An Institution Deemed to be University  
Vill. Pipariya, Taluka: Waghodia.  
Dist. Vadodara-391 760. (Gujarat)



The minutes of the 22<sup>nd</sup> Meeting of the Board of Studies are approved by the following members:

Sr. no.	Name	Signature
1.	Dr. C.G. Ajith Krishnan	
2.	Dr. Chandramani B. More	
3.	Dr. Navin Shah	
4.	Dr. Santosh Goje	
5.	Dr. Rajesh Sethuraman	
6.	Dr. Vandana Shah	
7.	Dr. Neeraj Deshpande	
8.	Dr. TammannaMarwah	
9.	Dr. Anshula Deshpande	
10.	Dr. AshitBharwani	
11.	Dr. Hetal Pandya	
12.	Dr. J.M.Harsoda	
13.	Dr. Mrs. B. M. Sattergeri	
14.	Dr. Mrs. Suguna	
15.	Dr. Jasmin Jasani	
16.	Dr. AnoopNilaver	
17.	Ms. SuchiDholu	

Attested CTC



Vice-Chancellor

Sumandeep Vidyapeeth

An Institution Deemed to be University

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**SUMANDEEP VIDYAPEETH**

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Ph. +91 2668 254262, ext.396

MBA/OW/09112016/412

11<sup>th</sup> November, 2016

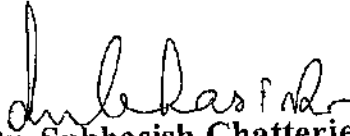
To,  
The Registrar  
SV

Sub:Submission of Board of Studies Minutes of Meeting

Dear Sir,


The Board of studies meeting of Department of Management was held on 9th November, 2.00 pm. kindly find minutes of meeting for the same for further consideration in coming Academic council meeting.

Thanking you

  
Dr. Subhasish Chatterjee  
Principal-HOD



**Attested CTC**

  
15/2/2021

Vice-Chancellor  
Sumandeep Vidyapeeth  
An Institution Deemed to be University  
Vill. Piparia, Taluka: Waghodia.  
Dist. Vadodara-391 760. (Gujarat)





# DEPARTMENT OF MANAGEMENT SUMANDEEP VIDYAPEETH

At. & Po. Piparia Ta. Waghodia. Dist Vadodara PIN-391 760 Ph. +91 2668 254262, ext.316

## MINUTES OF BOARD OF STUDIES MEETING

The board of studies meeting is held on 9<sup>th</sup> November, 2016 at Department of Management at 02.00 pm. The meeting was chaired by Dr. Subhasish Chatterjee – Principal, Department of Management, SV with following agenda.

### ITEM AGENDA

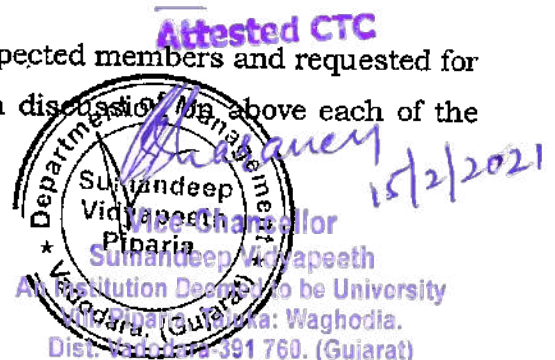
- 1 Review the resolution on curriculum and regulation of short term courses as per recommendation of Academic Council
- 2 Introducing Journal Club and Evidence Based Seminar on comprehensive management practice in assessment of competency building program
- 3 Introducing separate point of Publication/presentation of research paper in assessment of competency building program
- 4 Modification/ Addition of course contents in
  - i. Behavior Science & Management Practices (Semester - I)
  - ii. Hospital Safety & Waste Management (Semester - III)
- 5 Any other with permission of chair

### **Following members were presents at the meeting:**

1. Dr. A K Seth, Special Invitee
2. Dr. Abhijit Chatterjee, Special Invitee (External)
3. Dr. B R Solanki, Special Invitee
4. Dr. Ajay George, Member
5. Dr. Neeraj Pandit, Member
6. Dr. Pinkal Shah, Member
7. Mr. Rahul Sharma, Member
8. Dr. Medha Wadhwa, Member

Dr. Ranabir Pal, Special Expert External Invitee, was absent due to other professional commitments. However, he had presented his opinions on various agendas through email prior to commencement of meeting where were also discussed.

In the opening remarks Dr. Chatterjee welcomed all the respected members and requested for their inputs for mentioned agendas. There was a thorough discussion on above each of the agendas and resolution for the same is as follow:



Item	Content
1	<p><b>Review the resolution on curriculum and regulation of short term courses as per recommendation of Academic Council</b></p> <p>The proposal for short term courses is proposed after due consideration of suggestions given by Dr. Preeti Nair, Dr. Pinkal Shah, Dr. Mohsin Khan and Dr. Khushbu Pandya</p> <p><b>RESOLVED</b> that proposed curriculum consisting regulations and syllabus for following short term courses was approved.</p> <ul style="list-style-type: none"> <li>❖ Diploma &amp; PG Diploma Program On Soft Skills And Personality Development For Healthcare Professionals</li> <li>❖ Diploma &amp; PG Diploma Program On Research Methods &amp; Statistical Analysis For Healthcare Professionals</li> <li>❖ Diploma &amp; PG Diploma Program On Entrepreneurship For Healthcare Professionals</li> <li>❖ Diploma On Quality Management</li> <li>❖ PG Diploma Program On Quality Management &amp; Accreditation</li> </ul> <p>The approved curriculum is attached here with. (Enclosure - 1)</p>
2	<p><b>Introducing Journal Club and Evidence Based Seminar on comprehensive management practice in assessment of competency building program</b></p> <p>The suggestion to have Journal Club and Evidence Based Seminar on comprehensive management practice is proposed after considering the suggestion given by Ms. Sana Saiyed.</p> <p><b>RESOLVED</b> that the students have to present Evidence based Seminar (instead of continuing the same in each subjects) and Journal club on a comprehensive management practice assigned to them for the evaluation of the Competency Building Program in the respective year.</p> <p>The amended regulation is attached here with. (Enclosure - 2)</p>
3	<p><b>Introducing separate point of Publication/presentation of research paper in assessment of competency building program</b></p> <p>The suggestion to have separate point of Publication/presentation of research paper in assessment of competency building program is proposed after considering the suggestion given by internal faculty members.</p> <p><b>RESOLVED</b> that proposed agenda was approved subject to submission of research paper for publication or paper presentation till the date of evaluation and assessment.</p> <p>The amended regulation is attached here with. (Enclosure - 2)</p>
4 (I)	<p><b>Modification/Addition of course contents in Behavior &amp; Management Practice in Semester - I</b></p> <p>The suggestion to have sequence of topics changed is proposed after considering the suggestion given by Dr. Subhasish Chaudhary.</p>



Attested CTC

Vice-Chancellor  
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2021



	<p><b>RESOLVED</b> that proposed change in content was approved subject to following:</p> <ol style="list-style-type: none"> <li>The content related with management practice shall be presented before the content of behavior sciences.</li> <li>The nomenclature of the course shall be Management Practices &amp; Behavior Science instead of Behavior Science and Management Practices.</li> </ol> <p>The amended syllabus is attached here with. (Enclosure – 3.1)</p>
4 (II)	<p><b>Addition of course contents in Hospital Safety &amp; Waste Management in Semester – III</b></p> <p>The suggestion to have sequence of topics changed is proposed after considering the suggestion given by Mr. Vaibhav Shah, Alumni and Dr. Medha Wadhwa.</p> <p><b>RESOLVED</b> that proposed addition in content was approved subject to inclusion of radiation safety, outsourcing of bio medical waste management, food safety, prevention of Hospital Acquired Infection, Safe Injection Environment, Energy Conservation, Occupational Safety and Patient Safety</p> <p>The amended syllabus is attached here with. (Enclosure – 3.2)</p>
5	<p><b>Any Other Agenda with Permission of Chair</b></p> <p>No discussion taken place on any other agenda.</p>

The meeting ends at around 03.15 pm with vote of thanks by chair.

*Medha Wadhwa*  
Dr. Medha Wadhwa  
Member

*Rahul Sharma*  
Mr. Rahul Sharma  
Member

*Pinkal Shah*  
Dr. Pinkal Shah  
Member

*Ajay George*  
Dr. Ajay George  
Member

*Neeraj Pandit*  
Dr. Neeraj Pandit  
Member

*B. R. Solanki*  
Dr. B. R. Solanki  
Special Expert Invitee

*Abhijit Chatterjee*  
Dr. Abhijit Chatterjee  
Special Expert Invitee

*A K Seth*  
Dr. A K Seth  
Special Expert Invitee

*Subhasish Chatterjee*  
Dr. Subhasish Chatterjee  
Chair Person  
Prof(Dr.) Subhasish Chatterjee  
Principal - HOD.  
Dept. of Management  
Sumandeep Vidyapeeth  
(Deemed to be University)



Vice-Chancellor  
Sumandeep Vidyapeeth  
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**Encl:**

1. Copy of revised Curriculum of Short Term Courses
2. Copy of revised regulations of MBA (Healthcare) Program
3. Copy of revised syllabus of:
  - a. Management Practices & Behavior Sciences
  - b. Hospital Safety & Waste Management



**Attested CTC**

*Sharan* 15/2/2021

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**Sumandeep Vidyapeeth**  
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**Enclosure: 1**

**DEPARTMENT OF MANAGEMENT  
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**REGULATIONS**

**SHORT TERM PROGRAMS**

**1) PROGRAMME OFFERED**

- ❖ Diploma & PG Diploma Program On Soft Skills And Personality Development For Healthcare Professionals
- ❖ Diploma & PG Diploma Program On Research Methods & Statistical Analysis For Healthcare Professionals
- ❖ Diploma & PG Diploma Program On Entrepreneurship For Healthcare Professionals
- ❖ Diploma On Quality Management
- ❖ PG Diploma Program On Quality Management & Accreditation

**2) PROGRAMME CONDUCTION**

Above programmes are conducted by **Department of Management, constituent of Sumandeep Vidyapeeth (Deemed to be University)**, At & Post Piparia, Waghodia, Vadodara – 391760. Gujarat, India.

**3) DURATION OF THE PROGRAMME**

The duration of Diploma is 6 months & PG Diploma is 1 Year (2 Semester). The first semester of PG Diploma Program will have the same courses of Diploma program in respective subject area. 1 credit is equivalent to 15 contact hours and 30 contact hours of practical/project including assessment.

**4) ELIGIBILITY**

**PG Diploma**

1. Graduation from recognized University
2. Completed diploma in the same subject area shall eligible to enter in second semester of PG Diploma subject to surrendering diploma certificate on successful completion of PG Diploma

**Diploma**

1. Graduation in healthcare education



**Attested C/O**  
*Charan*  
**Vice-Chancellor**  
**Sumandeep Vidyapeeth**  
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Dist. Vadodara-391 760. (Gujarat)

15/2/2021

## 5) STRUCTURE OF THE PROGRAMME

Following table narrate the program structure of diploma and PG Diploma programs:

<b>DIPLOMA PROGRAM ON SOFT SKILLS AND PERSONALITY DEVELOPMENT FOR HEALTHCARE PROFESSIONALS</b>		
Sr. No.	Course Name	Credits
1	Communication Skills	3
2	Personality Development	2
3	Practical	3
<b>TOTAL CREDITS</b>		<b>8</b>
<b>DIPLOMA PROGRAM ON RESEARCH METHODS AND STATISTICAL ANALYSIS FOR HEALTHCARE PROFESSIONALS</b>		
Sr. No.	Course Name	Credits
1	Healthcare Research Methodology	3
2	Elements of Biostatistics for health research	3
3	Computer aided Statistical Package for statistical analysis : Basic Tools	2
<b>TOTAL CREDITS</b>		<b>8</b>
<b>DIPLOMA PROGRAM ON ENTREPRENEURSHIP FOR HEALTHCARE PROFESSIONALS</b>		
Sr. No.	Course Name	Credits
1	Element of Healthcare Entrepreneurship	2
2	Managerial Skills for Healthcare Professionals	3
3	Business Proposal Report	3
<b>TOTAL CREDITS</b>		<b>8</b>
<b>DIPLOMA PROGRAM ON QUALITY MANAGEMENT</b>		
Sr. No.	Course Name	Credits
1	Elements of Quality	2
2	Quality Management tools & techniques	3
3	Project	3
<b>TOTAL CREDITS</b>		<b>8</b>

<b>PG DIPLOMA PROGRAM ON SOFT SKILLS AND PERSONALITY DEVELOPMENT FOR HEALTHCARE PROFESSIONALS</b>		
<b>Semester-I</b>		
Sr. No.	Course Name	Credits
1	Communication Skills	3
2	Personality Development	2
3	Practical	3
<b>TOTAL CREDITS</b>		<b>8</b>
<b>Semester-II</b>		
Sr. No.	Course Name	Credits
1	Social & Office Etiquettes	3



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15/2/2021



2	Decision Making and Presentation	3
3	Project	2
<b>TOTAL CREDITS</b>		<b>8</b>

**PG DIPLOMA PROGRAM ON RESEARCH METHODS AND  
STATISTICAL ANALYSIS FOR HEALTHCARE  
PROFESSIONALS**

<b>Semester-I</b>		
<b>Sr. No.</b>	<b>Course Name</b>	<b>Credits</b>
1	Healthcare Research Methodology	3
2	Elements of Biostatistics for health research	3
3	Computer aided Statistical Package for statistical analysis : Basic Tools	2
<b>TOTAL CREDITS</b>		<b>8</b>

<b>Semester-II</b>		
1	Advance research methods & Data Analysis in Healthcare Research	3
2	Computer aided Statistical Package for statistical analysis : Advance Tools	2
3	Project	3
<b>TOTAL CREDITS</b>		<b>8</b>

**PG DIPLOMA PROGRAM ON ENTREPRENEURSHIP FOR  
HEALTHCARE PROFESSIONALS**

<b>Semester-I</b>		
<b>Sr. No.</b>	<b>Course Name</b>	<b>Credits</b>
1	Element of Healthcare Entrepreneurship	2
2	Managerial Skills for Healthcare Professionals	3
3	Project	3
<b>TOTAL CREDITS</b>		<b>8</b>

<b>Semester-II</b>		
1	Strategic Management	3
2	Project Management	2
3	Business Proposal Report	3
<b>TOTAL CREDITS</b>		<b>8</b>

**PG DIPLOMA PROGRAM ON QUALITY MANAGEMENT &  
ACCREDITATION**

<b>SEMESTER I</b>		
<b>Sr. No.</b>	<b>Course Name</b>	<b>Credits</b>
1	Elements of Quality	2
2	Quality Management tools & techniques	3
3	Project	3
<b>TOTAL CREDITS</b>		<b>8</b>

<b>SEMESTER II</b>		
<b>Sr. No.</b>	<b>Course Name</b>	<b>Credits</b>
1	Principles of Accreditation	2
2	Process of Accreditation	3
3	Major Project	3
<b>TOTAL CREDITS</b>		<b>8</b>



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*15/2/2021*

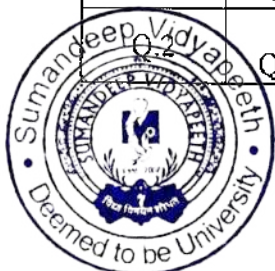
## 6) MEDIUM OF INSTRUCTIONS & PEDAGOGY

The medium of instructions is English. The courses are delivered through a slew of modern teaching techniques such as Case Study, Lecture, Seminars, Fields Visits, Group Projects, Role-Playing, Experiential Learning and Simulated Exercises to give the student an opportunity to learn by doing. The actual mix varies with the nature of course.

## 7) ASSESSMENT OF THE PROGRAMME

- The assessment pattern for above mentioned programmes comprises a module of End Semester examination carried out by the University and internal evaluation by The Department of Management.
- All the subjects have 100 marks of University End Semester exam and 100 marks of internal evaluation.
- The internal evaluation consists of one theoretical internal examination having 50 marks and Continuous Evaluation comprises tests, assignment, case studies, presentation etc. having 50 marks
- The passing norm is minimum 50 % of total marks, i.e., minimum 100 marks out of 200.
- The guideline for setting of question paper of University Exam are as follows:

Q. No.	Question Type	Description	Option Scheme	Break of Points	Total Points
<b>SECTION I</b>					
Q.1	Objective Type Question	True and False/MCQs/Fill in the Blanks/Match Making	Compulsory	1 Point X 5 Questions	5
Q.2	Short/ Definitional /Conceptual Questions	Short Questions/ Definitions/ Meanings/ Conceptual Questions	Attempt any 3 out of 4	5 Points X 3 Questions	15
Q.3	Medium type question/ Analytical Questions / Practical Questions	Brief Notes, Short cases, Sum/Practical (Whatever is applicable)	Attempt any 4 out of 5	7.5 Points X 4 Questions	30
<b>SECTION II</b>					
Q.1	Objective Type Question	True and False/MCQs/Fill in the Blanks/Match Making	Compulsory	1 Point X 5 Questions	5
Q.2	Long Questions	Elaborative note on theoretical/Analytical/Applied	Attempt any 1 out of 2	15 Points X 1 Question	15



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15/2/2021



		Questions/Brief Case/Sum or Practical (Whatever is applicable)		1 Question	
Q.3	Practical Questions / Case Study	Full/Elaborative Questions/Sum or Practical/Case Study	Compulsory	15 Points X 2 Questions or 30 point x 1 Question	30

\*However, the paper setter has the full authority to change the pattern up to 25% of the total marks subject to the respective course content.

vi) Duration of the End Semester Examination is 3 hours.

vii) The evaluation of both the sections of the university end semester examination shall be done by both internal and external examiners as per policy of the university.

viii) After adding the internal marks with the marks secured by the student in the University examination, the marks will be converted into a letter grade as per the following:

Sr. No.	% of Marks	Letter Grade	Grade Point	Performance
1	85 – 100	AA	10	Exceptional
2	75 – 84	AB	9	Excellent
3	65 – 74	BB	8	Very Good
4	55 – 64	BC	7	Good
5	50 – 54	CC	6	Satisfactory
6	Less than 50	FF	0	Fail

ix) Calculation of CGPA(Cumulative Grade Point Average) is as follow:

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where (C<sub>i</sub>) indicates the Total Credit of Subject, (G<sub>i</sub>) indicates Grade point for grade achieved.  
For Example a student in a semester has achieved

x) Formula for conversion of equivalent percentage of CGPA : An equation to find equivalent percentage of CGPA may be obtained as follows:

$$\text{Equivalent Percentage} = (\text{CGPA} - 0.5) \times 10.$$

xi) CGPA Equivalent Class: The equivalence of CGPA to the class of result is as follow:

Sr. No.	CGPA	Equivalent Class
1	Below 5.5	Pass class
2	5.5 & above	Second class
3	6.5 & above	First class
4	7.1 & above	First class with Distinction



**Attested CTC**  
*[Signature]*  
15/2/2021  
Vice-Chancellor  
Sumandeep Vidyapeeth  
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For Example CGPA of a student is 7.189, then Equivalent Percentage shall be calculated as follows:

$$\begin{aligned}\text{Equivalent Percentage} &= (7.189 - 0.50) * 10 = 6.689 * 10 \\ &= 66.89\% - (\text{First Class})\end{aligned}$$

xii) That student who won't be passes from respective paper of program has appear for remedial examination within 45 days of declaration of result.

### 8) Academic Flexibility

An applicant who has enrolled for PG Diploma program is eligible to get Diploma certificate after successful completion of first semester, in case a candidate does not want to continue for PG Diploma. A candidate who has cleared a diploma program is eligible to transfer his/her credits for the same to opt for PG Diploma program. However, he/she need to register separately for the same.

### 9) TRANSCRIPT

The transcript of the completed programme shall be available to the students after their successful completion of the programme by the department as per the policy of the University.

### 10) VALIDITY OF STUDENT'S ENROLLMENTS

Validity of student's enrolment in above programmes is two academic years. However, if a student is not in a position to complete the course within the duration specified, then he/she will be required to write an application as a special case to Hon. Vice Chancellor for granting the extension.

### 11) ATTENDANCE

As per the directive of the University vide letter no. SVDU/EXAM/REF.N/1957/03/2014 dated 18-03-2014, 80% attendance is mandatory to appear in the University Examination.



**Attested CTC**

*Charan*  
15/2/2021

**Vice-Chancellor**  
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# DEPARTMENT OF MANAGEMENT SUMANDEEP VIDYAPEETH

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## SYLLABUS

### DIPLOMA & PG DIPLOMA ON SOFT SKILLS AND PERSONALITY DEVELOPMENT FOR HEALTHCARE PROFESSIONALS

#### OBJECTIVES

To develop analytical, written and spoken communication skills, essential in various Health settings.

To develop ability to compose basic correspondence, reports, oral presentations for patients and employment communications.

#### COURSE CONTENTS

##### SEMESTER I

##### Paper-I: Communication Skills (3 credits)

##### General

- 1 Communication Skills: Features of an effective Communication.
- 2 Verbal and non-verbal Communication
- 3 Formal and Informal Communication
- 4 Barriers and filters

##### Healthcare professionals

- 1 Active listening and the patient interview:
- 2 Inter- personal relations: Effective rapport building skills appropriate to the clinical situation
- 3 Intrapersonal factors on the client/ patient professional relationship
- 4 Communication techniques that accommodate clients/ patients cognitive, psychological, sensory, motor, spiritual and cultural individuality.
- 5 Communication to interdisciplinary health interactions
- 6 Communication and interaction with Patients of across diverse communities and cultures.
- 7 Evidence-based communication of healthcare professionals

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##### Paper II: Personality Development (2 credits)



*Charan* 15/2/2021  
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- 1 Feelings; types and steps to deal with complex feelings of patients.
- 2 Assertiveness and Confidence building of patients and self.
- 3 Body language: Role of different parts of the body in communication,
- 4 Non-verbal behaviour.
- 5 Conflict: types and resolutions.
- 6 Emotions; emotional empathy of patients and application of emotional intelligence.

### Paper III: Practical (3 credits)

- 1 Pronunciation(Consonant Sound), Pronunciation(Vowel Sound)
- 2 Communication Practice(Formal and Informal)
- 3 Presentation Skills
- 4 Listening, Writing, Presentation and Interview Skills
- 5 Public Speech practice
- 6 E mail etiquettes

### REFERENCE BOOK

- 1 Goleman, Daniel; Emotional Intelligence; Bantam
- 2 Goleman, Daniel; Working with Emotional Intelligence; Bantam
- 3 Tannen, Deborah; That's Not What I Meant!; Ballantine
- 4 Adler, Ron; Looking Out Looking In; Wadsworth
- 5 Bower and Bower; Asserting Yourself: A Practical Guide for Positive Change; Addison-Wesley
- 6 Tannen, Deborah; Talking From 9 to 5: How Women's and Men's Conversational Styles Affect Who Gets Heard, Who Gets Credit, and What Get's Done at Work; William Morrow and Company
- 7 Ury, Fisher, and Patton; Getting To Yes - Negotiating An Agreement Without Giving In; Century

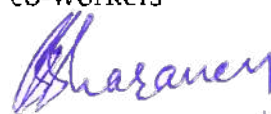
### Semester II

### Paper-I: Social & Office Etiquettes (3 credits)

#### SECTION-A

- 1 Developing and Understanding of Social Etiquettes
- 2 Dinning Etiquettes
- 3 Office's Etiquettes.
- 4 Dress etiquette for clinical place and general office
- 5 Communications: Do's and Don'ts for Men; Do's and Don'ts for Women patients/ their family
- 6 Telephone etiquette with patient and healthcare professional/co-workers
- 7 E-mail
- 8 Dress etiquette for Interview:



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- 9 Principles and Policies of the Hospital/Medical related to Ethics and Social Responsiveness; Professional code of ethics, Ethical Dilemmas.

**Paper II: Decision Making and Presentation**

- 1 Team Work of Healthcare professionals.
- 2 Group Decision, in a critical situation
- 3 Presentation.
- 4 Resume Writing.
- 5 Writing Formal Letters.
- 6 Technical & Business writing
- 7 Speech and Impromptu speech

**Paper-III: Practical (2 credits)**

It includes preparation of project report and presentations pertaining to:

- 7 Field Visit (Hospital) on application and problem based learning
- 8 Social & Office Etiquettes,
- 9 Decision Making,

**REFERENCE BOOK**

- 1 Goleman, Daniel; *Emotional Intelligence*; Bantam
- 2 Goleman, Daniel; *Working with Emotional Intelligence*; Bantam
- 3 Tannen, Deborah; *That's Not What I Meant!*; Ballantine
- 4 Adler, Ron; *Looking Out Looking In*; Wadsworth
- 5 Bower and Bower; *Asserting Yourself: A Practical Guide for Positive Change*; Addison-Wesley
- 6 Tannen, Deborah; *Talking From 9 to 5: How Women's and Men's Conversational Styles Affect Who Gets Heard, Who Gets Credit, and What Gets Done at Work*; William Morrow and Company
- 7 Ury, Fisher, and Patton; *Getting To Yes - Negotiating An Agreement Without Giving In*; Century



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# DIPLOMA & PG DIPLOMA ON RESEARCH METHODS & STATISTICAL ANALYSIS FOR HEALTHCARE PROFESSIONALS

## OBJECTIVES

To educate on research tools, techniques and design to pursue research in healthcare

To enhance the students' skills of data analysis techniques for quantitative research

## CONTENTS

### Semester: I

#### **Paper - I: Healthcare Research Methodology (3 Credits)**

- 1 Research Methods - Introductions
- 2 Types of Research
- 3 Ethical Issues in Health Research
- 4 Research Design and its classification
- 5 Review of literature
- 6 Sampling and Sample size determinations
- 7 Scientific Writing
- 8 Course Assignment

## REFERENCE BOOK

1. Kothari C.K. (2004), 2/e, Research Methodology-Methods and Techniques (New Age, International, New Delhi).
2. Panneerselvam, R., RESEARCH METHODOLOGY, Prentice Hall of India, New Delhi, 2004.
- 2 Public Health Research Methods, Greg Guest, Emily E. Namey, SAGE Publications, 2014.
- 3 RESEARCH METHODS. IN HEALTH. Investigating health and. health services. Second edition. Ann Bowling. Open University Press. Celtic Court. 22 Ballmoor. Buckingham.
- 4 Fundamentals of Research Methodology for Health Care Professionals, Hilla Brink, Christa Van der Walt, Gisela Van Rensburg, Juta and Company Ltd, 2006
- 5 Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, 4th Edition by John W. Creswell

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**Paper – II: ELEMENTS OF BIOSTATISTICS FOR HEALTH RESEARCH (3 Credits)**

- 1 Biostatistics – Introduction
- 2 Level of Data
- 3 Data Management tools and techniques
- 4 Descriptive statistics
- 5 charts and graphs
- 6 Primary Diagnostic Tests
- 7 Correlation Analysis
- 8 Normality of Data
- 9 Hypothesis Testing
- 10 Parametric & Non parametric Tests (2 Group Data)
- 11 Course Assignment

**REFERENCE BOOK**

1. Kothari C.K. (2004), 2/e, Research Methodology-Methods and Techniques (New Age, International, New Delhi).
2. Panneerselvam, R., RESEARCH METHODOLOGY, Prentice Hall of India, New Delhi, 2004.
3. Text Book Of Biostatistics I, A.K. Sharma, Discovery Publishing House, 2005
4. Text Book Of Biostatistics II, A.K. Sharma, Discovery Publishing House, 2005
5. Clinical Biostatistics and Epidemiology Made Ridiculously Simple by Ann Weaver, MedMaster Inc; 1 edition (April 1, 2011)

**Paper - III: Computer aided Statistical Package for statistical analysis: Basic Tools (2 Credits)**

It consists of primary use of statistical packages viz. MS Excel & Mynstat softwares for analyzing data as per contents covered in Paper – II.

**Semester: II**

**Paper – I**

**Advance research methods & Data Analysis in Healthcare Research (3 Credits)**  
**Research Methods**

1. Advances in Study Design
2. Different approach in sample size calculation
3. Questionnaire Designing
4. Scale Designing
5. Reliability & Validity
6. Qualitative Research
7. Systematic Review & Meta-Analysis

**Data Analysis**

1. Tools for Analyzing the reliability and validity
2. Inferential Statistics
3. Multi Group Analysis (Parametric & Non Parametric Tests)
4. Regression Analysis

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5. Factor Analysis
6. Survival Analysis
7. Statistical Appraisal of Researches

**Reference Books:**

1. Statistics for the Health Sciences: A Non-Mathematical Introduction by Christine Dancey, SAGE Publications Ltd (April 4, 2012)
2. Fundamentals of Biostatistics (Rosner, Fundamentals of Biostatistics) by Bernard Rosner, Cengage Learning; 7 edition (August 19, 2010)
3. Epidemiology 101 (Essential Public Health) by Robert H. Friis, Jones & Bartlett Learning; 1 edition (March 30, 2009)
4. Biostatistics for the Biological and Health Sciences by Marc M. Triola, Pearson; 1 edition (November 4, 2005)

**Paper – II**

**Computer aided Statistical Package for statistical analysis: Advance Tools (2 Credits)**

It consists of advance use of statistical packages viz. MS Excel, SYSTAT, SPSS etc. software for analyzing data as per contents covered in Paper – II.

**Paper – III: PROJECT (3 Credits)**

Preparation research paper/short research project with empirical data analysis using statistical software studied during course

**DIPLOMA & PG DIPLOMA COURSE ON  
ENTREPRENEURSHIP FOR HEALTHCARE PROFESSIONALS**

**OBJECTIVES**

- 1 To educate students about entrepreneurship with varied dimensions with special reference to healthcare industry
- 2 To enable students to take managerial decisions in core management area viz. Finance, Marketing, HRM and Health Operations

**SEMESTER 1**

**Paper – I: ELEMENT OF HEALTHCARE ENTREPRENEURSHIP (1 Credits)**

- 1 Introduction of Entrepreneurship
- 2 Types of Entrepreneurship
- 3 Entrepreneurial traits and skills
- 4 Healthcare Entrepreneurship
- 5 Identification of opportunities in Healthcare Sectors
- 6 Funding opportunities for Healthcare Entrepreneurs
- 7 Governments schemes and institutions to support healthcare entrepreneurship

**REFERENCE BOOK**



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1. Starting New Enterprise, by Vasant Desai, Himalaya Publication

**Paper – II : Managerial Skills for Healthcare Professionals (2 Credits)**

1. Managerial Skills for Healthcare Entrepreneur
  - a. Finance Skills
  - b. Marketing Skills
  - c. HR Skills
  - d. Operations Skills
    - i. General Service Operations
    - ii. Hospital Operations
2. Business Establishment Feasibility Study
  - a. Market Demand Analysis & Marketing Feasibility
  - b. Technical Feasibility
    - i. Technological Feasibility
    - ii. Location Feasibility
  - iii. HR Feasibility
  - c. Financial Feasibility

**REFERENCE BOOK**

- 1 Hospital Administration; By D C Joshi & Mamta Joshi; Jaypee publishers.
- 2 Modern Trends in Planning & Designing of Hospitals; By S Gupta & S Kant, Chandrasekhar & S Satpathy, Jaypee Medical Publishers, Delh.
- 3 Principles of Hospital Administration and Planning ; By BM Sakharkar
- 4 Essentials for Hospital Support Services and Physical Infrastructure: By Madhuri Sharma; Jaypee Brothers, , New Delhi

**Paper – III : PROJECT REPORT (3 Credits)**

Preparation of project report by developing business idea and checking its feasibility on real basis.

**SEMESTER II**

**Paper- I STRATEGIC MANAGEMENT (3 Credits)**

1. Strategic Management - An Introduction
2. Vision, mission and purpose - Business definition, objectives and goals - Environmental appraisal -
3. Types of strategies - Guidelines for crafting successful business strategies Tailoring strategy to fit specific industry
4. Strategic analysis and choice
5. Environmental Threat and Opportunity Profile (ETOP)
6. Organizational Capability Profile
7. Strategic Advantage Profile
8. Corporate Portfolio Analysis
9. SWOT Analysis



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- 10. Synergy and Dysnergy - GAP Analysis - Porter's Five Forces Model of competition - Mc Kinsey's 7s Framework - GE 9 Cell Model - Distinctive competitiveness - Selection of matrix

#### Books Recommended

1. Business Policy and Strategic Management (Text and Cases) by P. Subba Rao
2. Strategic Management- by Upendra Kachru
3. Business Policy, 2nd Ed. - Azhar Kazmi
4. Strategic Management, 12th Ed. - Concepts and Cases - Arthur A. Thompson Jr. and A.J.Strickland
5. Management Policy and Strategic Management (Concepts, Skills and Practices) - R.M.Shrivastava
6. Strategy & Business Landscape - Pankaj Ghemawat Strategic Planning Formulation of Corporate Strategy - Ramaswamy

#### Paper- II PROJECT MANAGEMENT (2 Credits)

1. Types of Hospital Organization & Statutory Requirements for Planning.
2. Steps in Hospital Planning:
  - Need Assessment
  - Feasibility Study
  - Appointment of Planning Teams/Consultants
  - Appointment of Architect • Size of the Hospital
  - Design of the Hospital • Selection of the Contractor
  - Project Management
  - Gantt charts
  - PERT
  - CPM
3. Selection of the Size, Preparation of the Master plan.
4. Layout, Grouping; Zoning & Phasing of Activities.
5. Circulation & Movements of Patients, Staff, Visitors.
6. Landscaping in hospitals/ Parking arrangements
7. Planning for
  - Out Patient
  - Accident/Emergency
  - Indoor accommodation
  - Ward design - Bed wise planning
  - Special requirements of certain departments such as ICU, OT, Pediatric, Maternity ward and Labor room
8. Planning for Water supply, Electricity, Drainage & Sewage disposal.
9. Planning for Equipments
10. Licences required for registration of hospital

#### Books Recommended:



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1. Hospital Planning & Administration - WHO Monograph Series 54 - By R. Llewelyn, Davis & H.M.C. Macaulay - Indian Edition - Jaypee Brothers, New Delhi.
2. Hospital & Nursing Homes : Planning, Organisation, & Management - By Syed Amin Tabish - Jaypee Brothers, New Delhi.
3. Principles of Hospital Administration & Planning - By B.M. Sakharkar - Jaypee Brothers.
4. Hospital Administration - By C.M. Francis & Marioc Desouza - Jaypee Brothers, New Delhi.
5. Hospital Administration & Planning - By A.G. Chandorkar - Paras Medical Publisher.
6. Hospitals Planning, Design & Management - By Kunders & Gopinath.
7. Healthcare System & Management - By S.L. Goel - Deep & Deep Publisher.
8. Management of Hospital - By S.L. Goel & R. Kumar - Deep & Deep Publisher

### Paper - III : BUSINESS PROPOSAL REPORT (3 Credits)

Preparation of business project report by developing business idea and checking its feasibility on real basis.

## DIPLOMA COURSE ON QUALITY MANAGEMENT

### OBJECTIVES

- To endow learners with skills and talents necessary for addressing the challenging issues relevant to hospital management. Introduce learners with the fundamentals and contemporary concepts of Total Quality Management and their applications in managing hospitals.
- To equip learners to plan, evaluate, analyze and manage the different concepts of hospital management and develop a comprehensive field practicum to enforce the learners' abilities and skills in implementing the hospital management methodologies.

### Paper I : Elements of Quality (2 credits)

- 1 Concept and dimensions of quality in healthcare
- 2 Evolution of quality
- 3 International Scenario and Indian Scenario
- 4 Cost of quality
- 5 Essentials of quality Improvement in healthcare services
- 6 Improvement of quality in health care
- 7 Approaches of quality Improvement
- 8 Implementation of quality Management



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## 9 Quality assessment and approaches

### Paper II: Quality Management: Tools & Techniques (3 credits)

- 1 1. Approaches for QM (QC, QA, CQI, TQM, six sigma, lean healthcare, HL7)
- 2 Quality improvement tools
- 3 Role of standards and norms
- 4 Quality management at department Level
- 5 Programs for Hospital Wide Improvement of services
- 6 Evaluation through Statistical Approach
- 7 Evaluation through Medical Audit
- 8 Evaluation through Nursing Audit
- 9 Evaluation through equipment Audit
- 10 Evaluation through Patient Satisfaction Survey

### REFERENCE BOOKS

- 1 Total quality service in healthcare: Usha Manjunath 2012 edition, , Rawat Publications
- 2 Quality Management in Hospitals- S. K. Joshi, Jaypee publishers
- 3 Total quality service in healthcare by C. Wagner, R. Coppen, M.C. Poortvliet, by ENQual
- 4 Encyclopedia Of Quality Management In Hospital And Health-Care Administration by K. Joanne McGlown, Pentagon Press, ISBN: 9788182742079
- 5 2016 Joint Commission and CMS Crosswalk: Comparing Standards and CoPs, JCI
- 6 Root Cause Analysis in Healthcare: Tools and Techniques, 5<sup>th</sup> Edition, JCI

### Paper III: Project (3 Credits)

Preparation of project report on quality management in hospital

## PG DIPLOMA COURSE ON QUALITY MANAGEMENT & ACCREDITATION

### OBJECTIVES

- To endow learners with skills and talents necessary for addressing the challenging issues relevant to hospital management. Introduce learners with the fundamentals and contemporary concepts of Total Quality Management and their applications in managing hospitals.
- To equip learners to plan, evaluate, analyze and manage the different concepts of hospital management and develop a comprehensive field practicum to enforce the learners' abilities and skills in implementing the hospital management methodologies.

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**Semester I**  
**Paper I: Elements of Quality (2 credits)**

- 10 Concept and dimensions of quality in healthcare
- 11 Evolution of quality
- 12 International Scenario and Indian Scenario
- 13 Cost of quality
- 14 Essentials of quality Improvement in healthcare services
- 15 Improvement of quality in health care
- 16 Approaches of quality Improvement
- 17 Implementation of quality Management
- 18 Quality assessment and approaches

**Paper II: Quality Management: Tools & Techniques (3 credits)**

- 1 Approaches for QM (QC, QA, CQI, TQM, six sigma, lean healthcare, HL7)
- 2 Quality improvement tools
- 3 Role of standards and norms
- 4 Quality management at department Level
- 5 Programs for Hospital Wide Improvement of services
- 6 Evaluation through Statistical Approach
- 7 Evaluation through Medical Audit
- 8 Evaluation through Nursing Audit
- 9 Evaluation through equipment Audit
- 10 Evaluation through Patient Satisfaction Survey

**REFERENCE BOOKS**


- 1 Total quality service in healthcare: Usha Manjunath 2012 edition, , Rawat Publications
- 2 Quality Management in Hospitals- S. K. Joshi, Jaypee publishers
- 3 Total quality service in healthcare by C. Wagner, R. Coppen, M.C. Poortvliet, by ENQual
- 4 Encyclopaedia Of Quality Management In Hospital And Health-Care Administration by K. Joanne McGlown, Pentagon Press, ISBN: 9788182742079
- 5 2016 Joint Commission and CMS Crosswalk: Comparing Standards and CoPs, JCI
- 6 Root Cause Analysis in Healthcare: Tools and Techniques, 5<sup>th</sup> Edition, JCI

**Paper III: Project (3 Credits)**

Preparation of project report on quality management in hospital

**Semester II**  
**Paper I: Principles of Accreditation (2 credits)** **Attested CTC**



  
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- 1 Introduction to accreditation
- 2 Scenario of Accreditation
- 3 Accrediting the Accreditors
- 4 Certification and Accreditation
- 5 Cost of Accreditation
- 6 Accreditation Bodies
- 7 Framework of QCI, NABH, NABL & JCI
- 8 JCAHO
- 9 ISO
- 10 Standards for Clinical, Supporting and Utility Services
- 11 Important Programs for Hospital Wide improvement of services
- 12 Evaluation of performance
- 13 Documentation
- 14 Quality Manual

#### Paper II: Process of Accreditation (3 credits)

- 1 Licensure and Certification
- 2 Components of Accreditation
- 3 Standards
- 4 Preparing for Surveying
- 5 Tools and Techniques for preparing
- 6 Mock Surveys
- 7 Surveying
- 8 Surveyor Skills & ethics of Surveying
- 9 Evaluation

#### REFERENCE BOOKS

- 7 Total quality service in healthcare: Usha Manjunath 2012 edition, , Rawat Publications
- 8 Quality Management in Hospitals- S. K. Joshi, Jaypee publishers
- 9 Total quality service in healthcare by C. Wagner, R. Coppen, M.C. Poortvliet, by ENQual
- 10 Encyclopaedia Of Quality Management In Hospital And Health-Care Administration by K. Joanne McGlown, Pentagon Press, ISBN: 9788182742079
- 11 2016 Joint Commission and CMS Crosswalk: Comparing Standards and CoPs, JCI
- 12 Root Cause Analysis in Healthcare: Tools and Techniques, 5<sup>th</sup> Edition, JCI

#### Paper III: Project (3 Credits)

Preparation of project report on quality management and accreditation in hospital



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**Enclosure: 2**

**DEPARTMENT OF MANAGEMENT  
SUMANDEEP VIDYAPEETH**

At. & Po. Piparia Ta. Waghodia. Dist Vadodara PIN-391 760 Ph. +91 2668 254262, ext.316

**REGULATIONS: MBA (Healthcare)**

**1) DEFINITIONS AND NOMENCLATURE**

In this Regulation, unless the context otherwise requires:

- a. "Programme" means MBA programme in Healthcare Management
- b. "Course" means a theory subject that is normally studied.
- c. "University" means Sumandeep Vidyapeeth, Piapria

**2) PROGRAMME OFFERED**

Master of Business Administration in Healthcare Management, hereafter referred as MBA (Healthcare)

**3) PROGRAMME CONDUCTION**

MBA (Healthcare) programme is conducted by Department of Management, constituent of Sumandeep Vidyapeeth (Deemed to be University), At & Post Piparia, Waghodia, Vadodara – 391760. Gujarat, India.

**4) OBJECTIVE OF THE PROGRAMME**

To develop management professionals who can serve various segments of healthcare industry at Managerial level.

**5) DURATION OF THE PROGRAMME**

- a. The duration MBA (Healthcare) programme under Full Time mode is Two Years under semester pattern. Therefore, it consists of Four Semesters. Every semester consists of at least 90 working days.

**6) ELIGIBILITY**

Candidate who have MBBS/ BDS/ BPT/ BAMS/ BHMS or other valid graduation degree having a valid CAT/ MAT/ XAT/ SNAP score or other recognized entrance exam score are eligible. Any candidate who didn't appear for any recognized entrance exam is required to clear the university entrance examination.

**7) STRUCTURE OF THE PROGRAMME**

MBA (Healthcare) programme's curriculum consists of theoretical courses, project works, Hospital Interactions, Internship and Management Thesis/Dissertation with well defined syllabi and/or guidelines.

**8) MEDIUM OF INSTRUCTIONS & PEDAGOGY**

The medium of instructions is English. The courses are delivered through teaching techniques such as Case Study, Lecture, Seminars, Fields Visits, Group Projects,



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Role-Playing, Experiential Learning and Simulated Exercises to give the student an opportunity to learn by doing. The actual mix varies with the nature of course.

## 9) COURSES OF THE PROGRAMME

- i) The course outline for MBA (Healthcare) program is based on evidence. The outline for courses is as follows:

SEMESTER – I					
Course Code	Course Name	Marks			Credits Hours
		Internal Evaluation	University Exam.	TOTAL	
GM102	Behavioral Sciences & Management Practices	100	100	200	3
FM101	Accounting for Manager	100	100	200	3
GM109	Economics for Manager	100	100	200	3
GM122	Quantitative Techniques for Manager	100	100	200	3
HM111	Healthcare & Hospital Information System	100	100	200	3
GM129	Business Law & Ethics	100	100	200	3
HM133	Healthcare Environment	100	100	200	3
GM106	Communication Skills – I	100	100	200	2
HM139	Hospital Interaction – I	150	50	200	3
IV101	Industrial Visit	200	0	200	2

SEMESTER – II					
Course Code	Course Name	Marks			Credits Hours
		Internal Evaluation	University Exam.	TOTAL	
GM124	Research Methodology in Business	100	100	200	3
MM110	Marketing Management	100	100	200	3
FM106	Financial Management	100	100	200	3
GM120	Production & Operation Management	100	100	200	3
HM136	Healthcare Ethics & Law	100	100	200	3
GM107	Communication Skills – II	100	100	200	3
HR101	Human Resource Management	100	100	200	3
HM119	Hospital Core Services Management	100	100	200	3
HM140	Hospital Interaction – II	150	50*	200	3
GM127	Summer Internship Project	500	100*	600	10
IV102	Industrial Visit	200	0	200	2
CB101	Competency Building Program	200	0	200	2

SEMESTER – III					
Course Code	Course Name	Marks			Credits Hours
		Internal Evaluation	University Exam.	TOTAL	
GM125	Strategic Management	100	100	200	3
HM129	Health Insurance	100	100	200	2
HM134	Hospital safety and Waste Management	100	100	200	2
HM103	Community Health, Epidemiology & Population Management	100	100	200	3
HM142	Global Health : Policies and	100	100	200	4



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	Program				
HM143	Quality Management in Hospitals	100	100	200	2
HM141	Healthcare Projects	200	0	200	3
IV103	Industrial Visit	200	0	200	2
<b>FUNCTIONAL COURSES - FINANCE (ELECTIVE GROUP A)</b>					
FM117	Security Analysis & Portfolio Management	100	100	200	3
FM107	Financial Services Management	100	100	200	3
FM109	International Financial Management	100	100	200	3
<b>FUNCTIONAL COURSES - MARKETING (ELECTIVE GROUP B)</b>					
MM106	Consumer Behaviour	100	100	200	3
MM118	Service Marketing	100	100	200	3
MM122	Integrated Marketing Communication	100	100	200	3
<b>FUNCTIONAL COURSES - HUMAN RESOURCE (ELECTIVE GROUP C)</b>					
HR102	Industrial Relations and Labour Laws	100	100	200	3
HR103	Compensation Management	100	100	200	3
HR104	Organizational Development and Change Management	100	100	200	3

<b>SEMESTER - IV</b>					
Course Code	Course Name	Marks			Credits Hours
		Internal Evaluation	University Exam.	TOTAL	
HM124	Medical Tourism	100	100	200	1
HM135	Hospital Architecture, Planning & Maintenance	100	100	200	3
HM138	Healthcare Communication & Delivery System	100	100	200	3
HM132	Patients Relations & Nursing Management	100	100	200	3
GM130	Business Proposal Report	150	50	200	3
GM114	Management Thesis	300	100	400	5
CB102	Competency Building Program	200	0	200	2
<b>FUNCTIONAL COURSES - FINANCE (ELECTIVE GROUP A)</b>					
FM105	Financial Derivate	100	100	200	2
FM119	Strategic Financial Management	100	100	200	2
FM121	Corporate Taxation	100	100	200	2
<b>FUNCTIONAL COURSES - MARKETING (ELECTIVE GROUP B)</b>					
MM117	Sales & Distribution Management	100	100	200	2
MM105	Brand Management	100	100	200	2
MM109	International Marketing Management	100	100	200	2
<b>FUNCTIONAL COURSES - HUMAN RESOURCE (ELECTIVE GROUP C)</b>					
HR105	Human Resources Development	100	100	200	2
HR106	Strategic Human Resource Management	100	100	200	2
HR107	Managing Organizational training and development	100	100	200	2

- ❖ Total Credits of Programme: 125 (1 Credit is equal to 15 contact hours of ~~practical~~ **Approved CTC** contact hours of practical training and field projects including examination and evaluation.)



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\* Viva Voce by external examiners

*Students have an option to make choice to earn 9 credits from group A, B, C & D and 8 credits from group A, B, C & D during semester III and Semester IV.*

Note: CBCS allow students in semester III. However the same shall continue in semester IV.

Those who wish to change in it shall have to undergo for the study of semester 3<sup>rd</sup> & 4<sup>th</sup> respectively.

## 10) ASSESSMENT OF THE PROGRAMME

- i) The MBA Programme is carried out based on semester pattern with four semesters in two academic years.
- ii) The assessment pattern for MBA programme comprises a module of End Semester examination carried out by the University and internal evaluation by The School of Management.
- iii) All the subjects have 100 marks of University End Semester exam and 100 marks of internal evaluation. Internal evaluation comprises of 30% mid semester exam and 70% for Continuous Evaluation. (30% for session wise evaluation through MCQs and 40% for class test and/or any form of analytical evaluation)
- iv) There will be two mid semester examination which shall carry the equal weightage and the average of the two examinations shall be calculated for the purpose of evaluation. The two mid semester examinations would be followed by the final end semester university examination.
- v) Continuous Evaluation comprises of the following:

S. No	Component of evaluation
1	THEORETICAL: Class Test and Quizzes at the end of session on conclusion of topic.
2	ANALYTICAL: At least two from the following 1. Assignment 2. Evidence based Seminar* 3. Presentations 4. Case Study 5. Field Project/Live Project 6. Any other to be decided by faculty depending upon nature of subject

\* Mandatory

- vi) The passing norm is minimum 50 % of total marks, i.e., minimum 100 marks out of 200.
- vii) ATKT shall be given to a student for a maximum of 4 courses in a year if he/she fails to fulfill the passing criteria.
- viii) He/ She can carry the back log of their respective ATKTs till fourth semester and shall be required to clear them before the fourth semester university examination.
- ix) The guideline for setting of question paper of University Exam are as follows:

Q. No.	Question Type	Description	Option Scheme	Break of Points	Total Points
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SECTION I					
Q.1	Objective Type Question	True and False/MCQs/Fill in the Blanks/Match Making	Compulsory	1 Point X 5 Questions	5
Q.2	Short/ Definitional /Conceptual Questions	Short Questions/ Definitions/ Meanings/ Conceptual Questions	Attempt any 3 out of 4	5 Points X 3 Questions	15
Q.3	Medium type question/ Analytical Questions / Practical Questions	Brief Notes, Short cases, Sum/Practical (Whatever is applicable)	Attempt any 4 out of 5	7.5 Points X 4 Questions	30
SECTION II					
Q.1	Objective Type Question	True and False/MCQs/Fill in the Blanks/Match Making	Compulsory	1 Point X 5 Questions	5
Q.2	Long Questions	Elaborative note on theoretical/Analytical/Applied Questions/Brief Case/Sum or Practical (Whatever is applicable)	Attempt any 1 out of 2	15 Points X 1 Question	15
Q.3	Practical Questions / Case Study	Full/Elaborative Questions/Sum or Practical/Case Study	Compulsory	15 Points X 2 Questions or 30 point x 1 Question	30

\*However, the paper setter has the full authority to change the pattern up to 25% of the total marks subject to the respective course content.

- x) Duration of the End Semester Examination is 3 hours.
- xi) The evaluation of both the sections of the university end semester examination shall be done by both internal and external examiners. However, the allocation of respective sections to each evaluator shall be decided by the Chairman of examination of subsequent semester. The examiner should have at least 5 years of academic and/or industrial experience. In case of Viva Voce, the external examiner with at least 10 years of academic and/or industrial experience. should be encouraged.
- xii) After adding the internal marks with the marks secured by the student in the University examination, the marks will be converted into a letter grade as per the following:

Sr. No.	% of Marks	Letter Grade	Grade Point	Performance
1	85 - 100	AA	10	Exceptional
2	75 - 84	AB	9	Excellent
3	65 - 74	BB	8	Very Good
4	55 - 64	BC	7	Good
5	50 - 54	CC	6	Satisfactory



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6	Less than 50	FF	0	Fail
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xiii) Calculation of SGPA (Semester Grade Point Average) is as follow:

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where (C<sub>i</sub>) indicates the Total Credit of Subject, (G<sub>i</sub>) indicates Grade point for grade achieved. For Example a student in a semester has achieved

Sr. No.	Subjects	Total Credit of Subject (C <sub>i</sub> )	Grade achieved by student	Grade Point for grade achieved (G <sub>i</sub> )	C <sub>i</sub> * G <sub>i</sub>
1	Statistics	3	AA	10	30
2	Economics	3	AB	9	27
3	Accounts	3	BC	7	21
4	Marketing	3	BC	7	21
5	Communication	2	CC	6	12
6	Project	6	CC	6	36
ΣC <sub>i</sub>		20		ΣC <sub>i</sub> G <sub>i</sub>	147

Now putting the value on above formula

$$SGPA = 147/20 = 7.35$$

xiv) Calculation of CGPA (Cumulative Grade Point Average): The CGPA (Cumulative Grade Point Average) will be calculated by same formulae, but for the sum of being over all the courses taken in current and preceding semester. However, in calculating CGPA, any fail grade which the student might have earned but has subsequently passed will be replaced by passing grade in the subject.

xv) Formula for conversion of equivalent percentage of CGPA : An equation to find equivalent percentage of CGPA may be obtained as follows:

$$\text{Equivalent Percentage} = (\text{CGPA} - 0.5) \times 10.$$

xvi) CGPA Equivalent Class: The equivalence of CGPA to the class of result is as follow:

Sr. No.	CGPA	Equivalent Class
1	Below 5.5	Pass class
2	5.5 & above	Second class
3	6.5 & above	First class
4	7.1 & above	First class with Distinction

For Example CGPA of a student is 7.189, then Equivalent Percentage shall be calculated as follows:

$$\begin{aligned} \text{Equivalent Percentage} &= (7.189 - 0.50) \times 10 = 6.689 \times 10 \\ &= 66.89\% - (\text{First Class}) \end{aligned}$$

xvii) Declaration of Final Year / Semester Result: Students, who meet the passing criteria at the Final semester examination, would have to appear in the remedial



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examination to clear the final semester. Their Final semester's result shall be kept withheld by the university till he/she clears remedial examination.

## 11) PRACTICAL TRAINING/EXERCISES

To create an industry ready manager who can meet different managerial challenges in his/her work assignment, practical knowledge and hand on experience about the operations plays a vital role. Keeping this point in mind, following practical training/exercises has been designed as a part of academic curriculum of programme in which students are directly involved in operations of industry.

- i) **Field Projects in courses:** Every student either individually or in a group is assigned a field project(s), which enable them to apply their theoretical knowledge that they had gained in working environment. The same field project(s) shall be part of internal evaluation of respective courses.
- ii) **Summer Internship Project:** The students will be required to undergo Ten Weeks Full Time practical training in any organization after completion of second semester. They are expected to understand the operations of different managerial areas of the organization and demonstrate the knowledge and skills in studying and analyzing a selected problem in the work situation, in a systematic manner while suggesting solution to the management of the organization. Each student is required to study the problem under the guidance of a faculty member of the School of Management and supervisor nominated by the company/organization. This is mandatory for all the students for their promotion in second year. The failure in Summer Internship Project causes repetition of entire first year of the program.
- iii) **Hospital Interaction:** The students are required to visit hospital/healthcare organizations for at least 180 hours during their first and second semesters. They are required to maintain log book for their hospital visit as per the guideline. They are also required to do a minor individual project in Hospital/Healthcare organization along with their observations of hospital operations and task assigned to them. The departments to be covered by the students during this visit are as follows:

### 1. HOSPITAL ENTRY

- I. Hospital Entry, compound and Parking
- II. Reception
- III. Registration

### 2. OPD SERVICES

### 3. IPD SERVICES

- I. Clinical & Diagnostic Services
  - a. Wards (General & Special)
  - b. Speciality Wards & Services
    - i. Cardiology,
    - ii. Cardio-thoracic,
    - iii. Neurology,
    - iv. Neurosurgery,
    - v. Pediatric surgery,
    - vi. Plastic Surgery



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- vii. Burn Unit
- viii. Dialysis Unit
- ix. Other if any
- c. Nursing Services
- d. OT
- e. Recovery Room
- f. Casualty Wards (Emergency)
- g. Critical Care Unit
- h. Physical Medicine & Rehab (PRM)
- II. Supporting Services
  - a. Admission
  - b. Billing & Discharge
  - c. Mortuary
  - d. Pharmacy
  - e. Diagnostic & Imaging
  - f. Laboratory
  - g. Bio-Medical Waste Department
  - h. CSSD
  - i. Blood Bank
  - j. Transfusion services
  - k. House Keeping
  - l. Kitchen & Dietary
  - m. Laundry & Linen Services
  - n. Medical Record Department
  - o. MLC Department

#### 4. UTILITY SERVICES

- a. IT Department
- b. Security Services
- c. Infection Control Services
- d. Bio-Medical Engineering Services
- e. Maintenance Services
- f. Transportation Services.
- g. Disaster Management

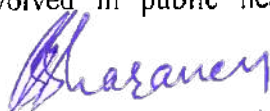
#### 5. MANAGERIAL SERVICES

- a. Human Resource Department
- b. Marketing Department (Including PRO)
- c. Accounting & Finance Department (Including Health Insurance Settlement)
- d. Purchase Department (Including Materials, Equipments and Pharmacy)
- e. Stores (Including Sub-stores and Pharmacy)
- f. Quality Management & Accreditation

#### 6. COMMUNITY HEALTH AND GOVERNMENT PROGRAMMES

- iv) **Healthcare Projects:** The students are also allocated different projects in healthcare sectors in general and of community and public health in particular. They are expected to visit different organizations involved in public health



  
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management and manage different community outreach activity. Their performance during their project should be continuously evaluated by assigned faculty supervisor.

- v) **Industrial Visit:** The students are required to visit at least one prominent hospital or allied healthcare set up as a part of their curriculum in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester respectively. They are required to prepare a status report based on their respective observation during their visit. Their performance during the project should be continuously evaluated by assigned faculty supervisor.
- vi) **Business Proposal Report:** To encourage the entrepreneurial spirit and to understand practical aspects of development and setting up of new business enterprise, every students has to prepare Business Proposal Report mainly emphasizing on generation of business ideas, Business feasibility analysis, strategic planning of business with special emphasizes on Financial, Marketing, Human Resources and Production and/or Operations aspects in different phases etc. It is considered as a separate course consists of three credits.
- vii) **Management Thesis:** To strengthen research aptitude it is mandatory to prepare Management Thesis/Dissertation as a part of 4<sup>th</sup> Semester by every student. It is purely research based project.
- viii) **Competency Building Program:** The students shall be required to attend the competency building program during their 2<sup>nd</sup> & 4<sup>th</sup> semester in the form of guest lectures, expert sessions, seminars and workshops which addresses the leading and core issues in public health, hospital administration and allied services. They shall also be required to attend the series of guest lectures, expert sessions and workshops in functional areas of management, that is, finance, marketing and human resource. The students shall be expected to develop healthy soft skills through the programs based on communication skills, personality development and career counseling for future prospects. Their performance during the program shall be continuously evaluated by assigned faculty supervisor. *The students have to present Evidence based Seminar and Journal club on a comprehensive management practice assigned to them for the evaluation of the Competency Building Program in the respective year. In addition to that it is mandatory for the student to publish/present a paper in each year which will be considered for evaluation in the competency building program.*

## 12) EVIDENCE BASED MANAGEMENT PRACTICE

An evidence based decisions are always appreciated in management practices as a more rational and calculative decisions as it minimize the odds in success of decisions making process. Thus, to promote the evidence based management practice, The School of Management, as a pioneering institute, focuses on evidence based teaching and learning process.

At School of Management, each and every student is oriented with Evidence Based Management Practices in the beginning of the program. An orientation program of 30 contact hours is organized during first semester. The schedule is as follow:

## EVIDENCE BASED MANAGEMENT PRACTICE IN HEALTHCARE MANAGEMENT ORIENTATION SCHEDULE

DAY I

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1	Introduction to evidence based management Practice. Concept and its application.	60	10.00 AM – 11.00 AM
2	Why EBMGTP: Significance and benefit to various healthcare and other allied Organizations.	30	11.00 AM – 11.30 AM
Break		15	11.30 AM – 11.45 AM
3	Developing Research question : PICO for Management Decisions	75	11.45 AM – 01.00 PM
Lunch Break		60	01.00 PM – 02.00 PM
4	Evidence search : Collecting Data and Research Design Issues, Evidence of Effect vs. No Evidence	75	02.00 pm – 03.15 PM
5	Forms of Evidence: Research paper, Thesis, Case studies, Interview, observational research & Qualitative Research: structure, layout and importance.	75	03.15 PM – 04.30 pm

### DAY II

1	Levels of evidence	60	10.00 AM – 11.00 AM
2	Appraisal of Evidences for Decisions: Evidence Quality: Threats to validity of findings, Confounding, Bias (Recall bias, Lead-time and length bias), Threats to legitimacy of findings, Publication and reporting bias, Misrepresentation, Searching for Quality Evidence.	75	11.00 AM – 12.15 PM
Break		15	12.15 AM – 12.30 Noon
3	Evidence based critically appraised topics (CAT), limitation of CAT, and implication of CAT	75	12.30 Noon – 01.45 PM
Lunch Break		45	01.45 PM – 02.30 PM
4	Systematic Reviews & Meta Analysis	120	02.30 PM – 04.30 PM

### DAY III

1	Applied Descriptive Statistical Methods for Evidence Base Management Practice : Descriptive Statistics	75	10.00 AM – 11.15 AM
2	Applied Inferential Statistical Methods for Evidence Base Management Practice : Descriptive Statistics	75	11.15 AM – 12.30 NOON
Lunch Break		60	12.30 Noon – 01.30 PM
3	Problem based solution by evidence based practice, Making Decisions Using Organizational Information & Knowledge by integrating Evidences,	90	01.30 PM – 03.00 PM
3	Challenges to EBMgtP : Practical Consideration for Managers	45	03.00 PM – 03.45 PM
4	Break	15	03.45 PM – 04.00 PM
5	EBMGTP : Practical Orientation, group formation and assigning managerial problem related with Hospital Administration and/or Public Health Management.	60	04.00 PM – 05.00 PM

### DAY IV:

#### HANDS ON PRACTICE OF EBMGTP AS PER PRACTICAL ORIENTATION

1.	Formulate the PICO question to the related problem.	210	09.30 AM – 01.00 PM
2.	Search substantial scientific evidences for effectiveness of a successful management practice to the problem given from various database available.		
3.	Classify the evidences searched on the basis of level of evidence		
Lunch Break			01.00 PM – 02.00 PM
4.	Critically review each of the evidence.	180	02.00 PM – 05.00 PM
	Appraisal of evidence for decisions.		

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*[Signature]*  
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6. Submit solution of the problem by finding out the best evidences in integration with present organizational information and knowledge		
<b>DAY V</b>		
Report Submission & Presentation	210	09.30 AM – 01.00 PM
<b>TOTAL CONTACT HOURS : 30 (Equivalent to 2 Credits)</b>		

### 13) AWARD OF DEGREE

The degree of MBA (Healthcare) Programme shall be awarded to the students:

- On the basis of CGPA (Cumulative Grade Point Average) of all four semester's performance in the examinations. Percentage equivalence certificate shall be provided at the back side of marksheet.
- Successful completion of additional course on Evidence Based Management Education during 2 years of programme.
- Successful completion of total credits of the program.

### 14) MEDALS

The top achievers of the programme shall receive the medals for their respective performances at the convocation ceremony held at Sumandeep Vidyapeeth. The details of the same shall be communicated by the university.

### 15) TRANSCRIPT

The transcript of the completed programme shall be available to the students after their successful completion of the programme by the department.

### 16) VALIDITY OF STUDENT'S ENROLLMENTS

Validity of student's enrolment in MBA (Healthcare) programme under Full Time mode shall be up to four academic years. However, if a student is not in a position to complete the course within the duration specified, then he/she will be required to write an application as a special case to Hon. Vice Chancellor for granting the extension.

### 17) ATTENDANCE

As per the directive of the University vide letter no. SVDU/EXAM/REF.N/1957/03/2014 dated 18-03-2014, 80% attendance is mandatory to appear in the University Examination.



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**Enclosure – 3.1**  
**Master of Business Administration (Healthcare)**  
**Revised Syllabus**  
**Management Practices & Behavioral Sciences**  
**Semester 1**

Contact hours	Topics
3	Nature of Management Concept, Management and Administration, Importance of management, Nature of management, Science or Art, Profession, Universality of Management, Applying Management Theory in Practice
3	Development of Management Thought Evolution, Early contributions, Taylor and Scientific Management, Fayol's Administrative Management, Hawthorne Experiments and Human Relations, Social Systems Approach
3	Fundamentals of Planning Concept, Nature, Importance, Steps, Types, Corporate and functional, Strategic and operational, Types of plans, Barriers to effective Planning
3	Fundamentals of organizing Concept of organization and organizing, Organization theory, Classical organization theory, Neoclassical organizational theory, Modern organization theory : Systems approach, Factors affecting organizational structure, Environment, Strategy, Technology, Size of organization, People
3	Forms of organization structure Line organization structure, Line and staff organization structure, Functional organizational structure, Divisional organizational structure, Project organizational structure, Matrix organizational structure, Free-Form organizational structure, Task force, Team Committee, Virtual organization
3	Organizational change Nature of organizational change, Factors of organizational change, Planned change, Process of planned change, Human response to change, Resistance to change, Overcoming resistance to change, Change agents, Role of change agents
3	Fundamentals of directing Concept of Direction, Principles of Direction, Direction and supervision; effective supervision, order giving, techniques of direction, directing and human factor, managerial models
2	Fundamentals of Controlling Concept of controlling, Steps in controlling, Types of control, Control Areas, Controlling and Management by Exception, Benefits of management by exception, Design of effective control system, Essential of effective control system
3	What is Organizational Behavior? The Importance of Interpersonal Skills, What Managers do?, Organizational Behavior, Disciplines that contribute to the OB field, Challenges and opportunities



**Attested CTC**  
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	for OB, Individual Behavior Biographical characteristics. Learning. Understanding the national culture and the Indian setting: Meaning and definition of national culture, impact of national culture on behaviour within Organizations.
3	Personality and Values Personality, Values, Values and Ethical Behavior in Asian Countries, Linking an Individual's Personality and Values to the Workplace, Global Implications. Understanding Power and Organizational Politics.
3	Perception and Individual Decision Making What is Perception? Person Perception : Making Judgments about others, The link between perception and Individual Decision Making
3	Foundations of Group Behavior Stages of Group Development, Group properties , Group decision making
2	Motivation Theories Concept of Motivation, Motivation and behavior, motivation and performance, theories of motivation, Maslow's need hierarchy, Herzberg's theory of motivation, McClelland needs theory, Alderfer's ERG Theory, Vroom's Expectancy model, Porter-Lawler model of motivation. Equity theory, Mc Gregor's Theory X and Theory Y, Theory Z
3	Leadership Concept of Leadership, Difference between leadership and management, Leadership theories, Charismatic leadership theory, Trait theory, Behavioural theory, Situational theory, Leadership styles, Power orientation, Leadership as a continuum, Likert's management system, Employee production orientation, Managerial grid, Tridimensional Grid
3	Conflict, Stress and Coordination Concept of conflict, Stress, Functional and dysfunctional aspects of conflict, Individual level conflict , Interpersonal conflict, Intergroup conflict, Conflict management, Meaning and definition of stress, link between conflict and stress, sources of stress, distress vs. eustress, consequences of stress, measures individuals and organizations can adopt for eliminating or managing stress. Coordination, Types of coordination, Techniques of coordination, Essentials of effective coordination.

#### Core Books

1. Organizational behavior: Stephen Robbins 12<sup>th</sup> edition, 2007, Pearson education
2. Principles and Practice of Management- L.M. Prasad Sultan Chand & Sons Publications ISBN 81-7014-883-9.



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**Enclosure – 3.2**  
**Master of Business Administration (Healthcare)**  
**Revised Syllabus**  
**HM134: HOSPITAL SAFETY AND WASTE MANAGEMENT**  
**SEMESTER III**

**COURSE CONTENTS**

Contact Hours	Topic
3	<i>Fire Safety Service:</i> Introduction, importance, Fire prone areas, Provisions of Fire Safety Regulations – Fire Prevention & Fire Safety Act, 1986 mandatory provisions, manpower requirements, Staff & training, Fire action plan.
3	Security sensitive areas, Functions of hospital security department, Security organization & physical security measures
3	Disaster Management : Introduction , Types of Disasters- Natural & Manmade, Effects of various types of Disasters, Essentials of Disaster Management – Preparedness & Response, Hospital Disaster Management Plan , National Disaster Management Authority
3	Hospital Waste Management : Introduction to Hospital Waste, Importance of Hospital Waste management, Types of Hospital Waste, Categories of Biomedical waste, Containers, Colour codes, Biomedical Waste Collection, Classification, Segregation, management and disposal, Waste incinerators, Shredders, Legal aspects of waste management, <i>Outsourcing of Waste Management</i>
3	<i>Prevention of Hospital Acquired Infections:</i> Introduction, Hand Hygiene, Use of PPE, Vaccination of healthcare workers, Transmission Based Precautions, Organizational Structure of Infection Control.
3	<i>Safe Injection Environment:</i> Introduction, Present Scenario, Best Practices and Policy for Safe Injection environment, Injection waste disposal, Newer technologies for safe injection practices.
3	<i>Energy Conservation:</i> Introduction, need, importance, Fundamental control application, Advanced Control Applications and Integrated control Applications.
3	<i>Occupational Safety:</i> Health and safety issues, Economic benefit and value of Occupational Health and Safety, Risk Assessment, Prevention of Biological hazards, Chemical Hazards, ergonomic hazards, Psychosocial and others. <i>Safety practices for Healthcare Personnel and waste workers.</i>
2	<i>Food Safety:</i> Introduction, need, Sources of contamination, Farm to Fork Model for food safety.



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2	<i>Radiation Safety: Introduction, need, Importance, hazards, Regulations, Building Structure, Personnel and patient protection, radiation Surveys, Training, Emergency Actions.</i>
3	<i>Patient Safety: Introduction, Need, importance, goals, Regulations, Training.</i>

#### Core Book:

- Hospital Administration; By D C Joshi & Mamta Joshi: Jaypee publishers.
- Modern Trends in Planning & Designing of Hospitals; By S Gupta & S Kant, Chandrasekhar & S Satpathy, Jaypee Medical Publishers, Delh.

#### Reference Books:

1. Principles of Hospital Administration and Planning ; By BM Sakharkar
2. Essentials for Hospital Support Services and Physical Infrastructure: By Madhuri Sharma; Jaypee Brothers, , New Delhi



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**COLLEGE OF PHYSIOTHERAPY**

**SUMANDEEPVIDYAPEETH**

(An Institution Declared as deemed to be University U/S 3 of UGC Act, 1956)

Piparia, Waghodia, Vadodara-391760(Gujarat)

Ph : 02668-245029 Email:principal.physiotherapy@sumandeepvidyapeethdu.edu.in

Ref No.: COP/391/11/2016

DATE: 09.11.2016

**Minutes of the Board of Study meeting**

Prof. Dr. Lata Parmar: Chairperson

Members:

Prof. Dr. G. P. Kumar

Dr. Kalpesh S

Dr. Neha M.

Dr. Megha M.

Dr. Niketa P

Dr Noel M

Board of Study meet was held on 09.11.2016.

Venue: Principal's office, Time: 02.00 pm

**Agenda**

1. Value addition in Third year Bachelor of Physiotherapy, in the subject of Physical and functional diagnosis - Theory
2. Value addition in Third year Bachelor of Physiotherapy, in the subject of Electro therapy – Practical
3. Revamp of EBP syllabus

The chairperson welcomed all the members.

Principal had informed all the subject in charges to review the syllabus of respective subjects and asked to suggest changes, if any.

**Agenda 1. - Value addition in Third year Bachelor of Physiotherapy, in the subject of Physical and functional diagnosis – Theory**

Dr Megha, subject in charge for Physical and functional diagnosis, informed that the following suggestions were obtained during the departmental meeting:

The following topics shall be included in the syllabus of Physical and Functional Diagnosis as Value addition in Third year BPT:

1. In point no. 6, the following shall be added:  
Tests for Peripheral Vascular Disease (PVD) - Homen's Test, Rubor of Dependency, Venous filling time, Ankle Brachial Index, Burger's Test.
2. Physiotherapy Assessment of Obstetrics and Gynecology which will include:

**Attested CTC**



**Prof. Lata Parmar**  
Principal, Sumandeep Vidyapeeth  
College of Physiotherapy,  
Sumandeep Vidyapeeth  
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## COLLEGE OF PHYSIOTHERAPY

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Chest assessment, Edema, Posture, Gait, Diastasis recti, Post Caesarian assessment of incision

#### Resolution:

The amendments shall be accepted in full and forwarded to Academic Council.

#### Agenda 2. Value addition in Third year Bachelor of Physiotherapy, in the subject of Electro therapy – Practical

Dr Kumar, subject in-charge for Physical and functional diagnosis, informed that the following suggestions were obtained during the departmental meeting:

The following amendments shall be made in Third year BPT, in the subject of Electrotherapy as value addition:

In the Practical spots (Point B)

B. In Testing of equipment - Ionization, Bio feedback shall be omitted and

C. the following shall be added as new addition in testing of equipment  
Electrical stimulator, TENS, IFT, IR lamp, US, SWD, MWD and LASER

#### Resolution:

The amendments shall be accepted in full and forwarded to Academic Council.

#### Agenda 3. Revamp of EBP syllabus in the form of topics realignment.

Principal informed the members that it is necessary to review the syllabus of Evidence Based Physiotherapy as this it is important to realign the topics yearwise. The proposed changes were presented as following:

#### Evidence Based Physiotherapy I (First Year BPT)

##### Theory:

1. Introduction to Evidence Based Practice: Definitions, Evidence Based Practice, Evidence Based Physiotherapy Practice, Evidence Based Practice in Medical and Physiotherapy.
2. Concepts of Evidence based Physiotherapy: Awareness, Consultation, Judgment and Creativity.
3. Development of Evidence based knowledge in the Individual Professional, Professionals within a discipline, and Professionals across disciplines.

##### Practical:

- Searching for the Evidence, Internet search engines, Keywords, Booleans.

#### Evidence Based Physiotherapy II (Second Year BPT)

##### Theory:





## COLLEGE OF PHYSIOTHERAPY

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1. Steps of Evidence Based Practice, Formulate the question with PICO.
2. Introduction of Research and Research Design, Types of Research.
3. Levels of evidence in research, introduction of Systematic review and Meta-analysis.
4. Statistics - Descriptive statistics.
5. The Cochrane collaboration.
6. Outcome Measures, Reliability, Validity and Sensitivity.

#### Practical:

- Formulate the question with PICO, Searching for the Evidence.
- Identify level of evidence

### Evidence Based Physiotherapy III (Third Year BPT)

#### Theory:

1. Critical Appraisal, Critical Appraisal tool, Critical Appraisal of descriptive studies, cohort studies and randomized controlled trials.
2. Communicating evidence to clients, managers and funders.
3. Inferential statistics.
4. Economic evaluation: Types of economic evaluation, Steps in conducting economic evaluation.

#### Practical:

- Critical appraisal different types of studies.
- Evidence based practice under supervision in clinic,
- Desirable attending minimum one state level/national level workshop / conference.

### Evidence Based Physiotherapy IV (Final Year BPT)

#### Theory:

In every area of specialty viz.

1. Musculo-skeletal
2. Neurology
3. Cardio- Respiratory
4. Community – webinar based

Clinical scenario will be given and EBP will be assessed

#### Practical:

- Evidence based practice under supervision in clinic.
- Attending minimum one state level / national level workshop / conference on recent issues.
- Presenting poster / paper in state / national level conference.

#### Resolution:

The amendments shall be accepted in full and forwarded to Academic Council.

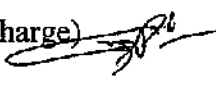






Meeting was adjourned at 04.00 pm.

26-10-2016

Minutes of Meeting

Department of Electrotherapy

The departmental meeting of the subject "Electrotherapy" was held on 26-10-2016 and the members present were:

1. Dr. G Palani Kumar- Chairperson (Subject Incharge) 
2. Dr. Kalpesh Satani- Member 
3. Dr. Niketa Patel- Member 
4. Dr. Neha Modi- Member 
5. Dr. Dhvani Chanpura- Member 
6. Dr. Rishee kumar Patel- Member 
7. Dr. Pooja Patel- Member 

**Agenda of the meeting:**

**Review of Electrotherapy Syllabus**

**Points discussed:**

All members went through the syllabus in detail and it was noted that the theory part of the syllabus was adequate and up to date. However it was noted that in Practical part some changes need to be incorporated.

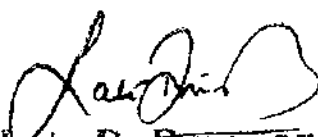
The following were the recommended changes in the subject of Electro therapy.

- It was discussed in the meeting that in the spots point 'b' testing of equipment in the electrotherapy practical, Ionization and Bio-feedback shall be omitted.
- It was further added that testing of Electrical stimulator, TENS, IFT, IR Lamp, US, MWD, SWD & LASER may be added in the spots point 'b' testing of equipment.

**Resolution:**

The above points shall be considered for updating the electro therapy syllabus.

The meeting ended with no further discussion and the minutes of the meeting were forwarded to the Board of Studies for approval and further necessary actions.

  
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**COLLEGE OF PHYSIOTHERAPY****SUMANDEEP VIDYAPEETH**(Declared as deemed to be University Under Section 3 of UGC Act, 1956) **NAAC A GRADE 3.53 CGPA**

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Ref No.: COP/ /10/2016

DATE: 10-10-2016

**Update in Physical & Functional Diagnosis**

There was a meeting held on 10/10/2016 at 2 PM at faculty room, COP. The meeting was chaired by Dr. Kalpesh Satani, Associate Professor. Following members were present in the meeting.

1. Dr. Kalpesh Satani, Assoc. Professor
2. Dr. Megha Mehta, Asst. Professor
3. Dr. Tejas Chokshi, Asst. Professor

**Agenda:**


1. To review portion of Cardio-vascular and Respiratory physiotherapy assessment in subject of Physical & Functional Diagnosis, taught in 3<sup>rd</sup> year BPT.
2. To propose an update in subject of Physical & Functional Diagnosis in next BOS.
3. Any other with permission of chair.

**Minutes of Meeting**

The above agenda were discussed and following resolutions were passed and sent for Board of studies approval and for further necessary actions.

Agenda	Discussion	Resolution/Action taken
1. To review portion of Cardio-vascular and Respiratory physiotherapy assessment in subject of Physical & Functional Diagnosis, taught in 3 <sup>rd</sup> year BPT.	All member reviewed portion of Cardio-vascular and Respiratory physiotherapy assessment in subject of Physical & Functional Diagnosis. It was found that, the subject can be enriched by addition of assessment of "Peripheral Vascular Diseases" and "Obstetrics & Gynaecology".	The resolution was passed.
2. To propose an update in subject of Physical & Functional Diagnosis in next BOS.	All members discussed about updating the subject by addition of assessment of "Peripheral Vascular Diseases" and "Obstetrics & Gynaecology". As these will be helpful for the students when they are posted in Gynaec wards and surgical wards.	All member agreed to recommend addition of assessment of "Peripheral Vascular Diseases" and "Obstetrics & Gynaecology" to enrich "Physical & Functional Diagnosis" in next BOS.

With no other agenda to discuss, the meeting was adjourned at 3 PM.

  
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