



# ACADEMY OF HOSPITAL ADMINISTRATION

(National Association of Hospital Administrators)  
Institute of Healthcare Management, Training & Research  
AHA House: C-56/43, Industrial Area, Sector 62, NOIDA, UP – 201301  
Tel: +91 0120-4233761/62/63, +917827229979; Website: www.ahaindia.org

ITExemptions:12-A: AAATA7824N32021301&80-G: AAATA7824NF2021211

“We look for the best, nothing but the best in Management of Hospital and Health Services.”

President <b>Dr. Yashpal Sharma</b>	Vice President <b>Dr. Anoop Kumar Daga</b>	Executive Director <b>Dr. Shyama Nagarajan</b>	Programme Director – Academic & Research <b>Dr. Rajiv Kumar Jain</b>	Director Finance <b>Maj Gen (Dr.) Jagtar Singh. VSM(Veteran)</b>		
Members: <b>Dr. Ashish Kumar Gupta</b>	<b>Brig (Dr.) Pradeep Srivastava (Veteran)</b>	<b>Dr. Mahesh Devnani</b>	<b>Gp Capt(Dr.) R K Pathni (Veteran)</b>	<b>Dr. Param Hans Mishra</b>	<b>Surg Cdr. (Dr.) Rajesh Bhalla (Veteran)</b>	<b>Col. (Dr.) Sajal Sen (Veteran)</b>

Ref: AHA/7th/BoE Minutes/2022-2024/A-1

Dated: 14<sup>th</sup> May 2023

**Minutes of the 7th Meeting of Board of Executives held at AHA House, NOIDA on 13<sup>th</sup> May 2023 [Saturday] at 03.00 P.M. via physical + virtual modes.**

The under-mentioned 3 out of 5 Office Bearers and 6 out of 7 BOE Members attended the Meeting:

### Office Bearers

President	-	Dr. Yashpal Sharma (Virtual mode)
Vice President	-	Dr. Anoop Kumar Daga (Virtual mode)
Finance Director	-	Maj Gen (Dr.) Jagtar Singh, VSM (Veteran) ( <b>Physical mode</b> )

### Members

1. Dr. Ashish Kumar Gupta (Virtual mode)
2. Brig (Dr.) Pradeep Srivastava (Veteran) (Virtual mode)
3. Dr. Mahesh Devnani (**Physical mode**)
4. Gp Capt (Dr.) Rajiv Kumar Pathni (Veteran) (Virtual mode)
5. Dr. Param Hans Mishra (Virtual mode)
6. Surg Cdr (Dr.) Rajesh Bhalla (Veteran) (Virtual mode)

### Regional Chapter Members

1. Col (Dr.) Surekha Kashyap-Pune (Virtual mode)

### Opening Remarks:

1. The President welcomed the BoE Members and thanked them for joining the Meeting. He requested Maj Gen Jagtar Singh, VSM (Veteran), Finance Director to conduct the Meeting as per the Agenda.

### AGENDA:

- a) **Confirmation of Minutes of Meeting & the Action Taken Report (ATR):**  
Confirmation of Minutes of the Meeting held on 08<sup>th</sup> Apr 2023 [MoM already circulated via email on 22<sup>nd</sup> Apr 2023].

Finance Director briefed regarding Action-taken on the Points of the previous BOE Minutes of Meeting and also requested for confirmation of MoM.

There being no contentious points, Brig Pradeep Srivastava (Veteran) proposed approval of the MoM and Dr. Mahesh Devnani seconded the same.



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b) **Reports from Regional Chapters:** The reports of the Regional Chapters are as under:

i) **Regional Chapter Pune-** Col (Dr.) Surekha Kashyap informed that she is working on the programme of Medico-Legal & Ethical issues, but inputs from Dr. Mahesh Devnani, BoE Member are awaited. Dr. Mahesh Devnani has assured that he will collaborate with her to develop the programme on Medico-Legal & Ethical issues for conduct as a course/MDP.

She further informed that a conference on Quality Assurance is being planned in the month of Dec 2023 at Pune.

ii) **Regional Chapters Jammu & Kashmir-** On behalf of Regional Chapters Jammu & Kashmir, Dr. Yashpal Sharma, President AHA has informed that 03 days State Level Management Development Programme (MDP) for Doctors & Nursing Professionals was organized by AHA with Islamic University of Science & Technology (IUST) Awantipora Kashmir from 10<sup>th</sup> to 12<sup>th</sup> May 2023. Many senior officials including Dean of University, DC etc. had attended the programme. Hon'ble Secretary of Health, J&K Government was the Chief Guest of the Programme.

Next MDP Programme will be organized from 07<sup>th</sup> to 09<sup>th</sup> Jun 2023 at Sher-e-Kashmir Institute of Medical Sciences (SKIMS) Soura, Srinagar.

He further informed in the MDPs conducted under the aegis of Regional Jammu Chapter, till date more than 1,500 Doctors, Nursing Officers and Healthcare staff had participated.

c) **Syllabus of Medical Record Technology (MRT)-** Finance Director informed the House that Dr. Meeta Tyagi has prepared the syllabus of MRT and is in the process of finalization.

d) **SASH 2022:** It was informed that the details regarding Bank Statement have not yet been received from Dr. Jawahar Pillai.

President desired that Dr. Jawahar Pillai be asked again to share the same with AHA immediately.

Finance Director has informed that he will personally discuss with Dr. Jawahar Pillai for submitting all relevant details of SASH 2022 with Bank statement.

e) **SASH 2023:** The dates of the conference has been fixed from 12<sup>th</sup> to 14<sup>th</sup> Oct 2023 at CCI. Two meetings have been held with ITEN (Event Management). Announcement of the programme will be done by 01<sup>st</sup> Jun 2023. The Theme of the Conference is “**Building Resilient Healthcare Organizations for Tomorrow –Ahead with Quality, Safety and Sustainability**”.

f) **Coordination with Regional Chapters:** Finance Director has informed that due to the paucity of time Dr. Anoop Kumar Daga, Vice President is unable to coordinate with the Regional Chapters.



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It was decided that Brig (Dr.) Pradeep Srivastava (Veteran), BoE Member will take the responsibility to coordinate with Regional Chapters and the same was agreed by him.

He has requested for the details of Regional Chapters with their contact numbers and Email IDs.

- g) **Status of Journal:** President asked to Dr. Anoop Kumar Daga, Vice President for updating the status of JAHA. Dr. Daga had informed that he was not keeping well since last one month. However, he will now collect the details and update the BoE accordingly.
- h) **NABH Consultancy:** Gap Assessment of MMSRC Latur has been done. President has informed that the Executive Director to finalize the plan to visit Latur with Dr. Meeta Tyagi for training of the Staff at that location.
- i) **Status of the Training Programme:**
- The 2<sup>nd</sup> Semester of MBA HM online classes commenced from 04<sup>th</sup> Feb 2023 and the same are being conducted on every Saturday.
  - 05 days NQAs Certificate Programme was organized at AHA House Noida from 10<sup>th</sup> to 14<sup>th</sup> Apr 2023. 14 candidates have participated in this Programme.
  - 06 days 1<sup>st</sup> Contact Programme (42<sup>nd</sup> Batch) of QM&AHO was organized at AHA House Noida on physical mode from 02<sup>nd</sup> May to 07<sup>th</sup> May 2023. 09 candidates have participated in this Programme.
  - 06 days 2<sup>nd</sup> Contact Programme including final exam (41<sup>st</sup> Batch) of QM & AHO is undergoing at AHA House Noida on virtual mode from 09<sup>th</sup> to 14<sup>th</sup> May 2023. A total 13 candidates are participating in the Programme.
  - 3<sup>rd</sup> Batch of Advance Nursing Administration & Quality Management Programme scheduled to be held from 15<sup>th</sup> to 20<sup>th</sup> May 2023 has been postponed due to the administrative reasons as intimated by NHM Uttarakhand. Fresh dates are awaited. The programme is jointly organized by AHA Noida and HNBUMEU Dehradun.
  - Admission for MBA HM Jun 2023 batch has been started. 05 candidates have been enrolled and 05 candidates are in the pipeline.
  - 07 candidates for admission of Ph.D. are in the pipeline.
  - 2<sup>nd</sup> Contact Programme of MBA HM (Jul 2022 Batch) scheduled to be held from 12<sup>th</sup> to 17<sup>th</sup> Jun 2023 in physical mode at AHA House Noida.
- j) **Programme Brochure and Training Calendar 2023-2024:** The training programme is divided into 04 quarters of 03 months each. 03 months training programme for 1<sup>st</sup> quarter from Apr to Jun 2023 has been shared with GSL team for marketing purpose. Finance Director has requested to Programme Director, Dr. Rajiv Kumar Jain to formalize the training programme for 2<sup>nd</sup> Quarter i.e., from Jul to Sep 2023.



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- k) **Zoom Meeting for Membership of IHF:** Finance Director has informed that a Zoom Meeting was held with Ms. Ana Rubio, Membership & Admin Officer and Ms. Anais Laigle of IHF on 25 Apr 2023. The meeting was attended by him along with the Executive Director.

IHF officials have requested to make the payment of IHF Membership Fees for the year 2022 and 2023. The Membership Fee of 2022 is 900 Swiss Francs (CHF) and 2023 is 1000 Swiss Francs (CHF).

It has been decided that at present AHA will make the payment of 1000 Swiss Francs (CHF) towards the IHF Membership fee for the year 2023.

IHF officials have informed to submit the projects for the IHF Awards to have the chance of being recognized internationally during the World Hospital Congress (25-27 Oct 2023). The entries are open till 16<sup>th</sup> Jun 2023.

- l) **Gratuity to AHA Employees:** Gratuity issue to AHA employees were discussed during the Meeting. In the Corporate sector, gratuity based on 15 days Basic Pay per year for total years of service is calculated for the employees. However, AHA is paying one-month extra salary to the employees every year in the form of Bonus, which is more than the amount vis-à-vis gratuity. The discussion included the following points:-

1. ***There are 3 main Rules that govern Employee Welfare in India, i.e. ESI, PF, and Gratuity Act.***

a. ***Employees Provident Fund Act, 1952 under section 16 applies only to establishments with a minimum of 7 employees or 6 employees with special Gazette notification from the central government, hence is not applicable to AHA.***

b. ***Gratuity Act, 1972 is applicable only to establishments that an employee strength of more than 10 people at least for a period of 1 year since its inception and starting from that year into the future. It is critical to note here that AHA has never had more than 6 staff at any given point in time, and hence the same is also not applicable to AHA staff.***

c. ***ESI Act, 1956 applies to factories or establishments with a minimum of 10 employees without electricity or 7 employees with electricity and hence is also not applicable to AHA.***

2. However, as AHA is an extended family of its members, it has always taken care of its people. Each year's Annual Increment apart, we have given a month's salary as a Bonus to the Staff, which is double the value of the consideration that gets paid in a normal course to any employee through the Gratuity Act (i.e., 15 days of salary).



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Dr. Anoop Kumar Daga, Vice President has suggested that one month extra salary which is being given to the employees every year in the form of Bonus to be kept in separate head rather than making payment every year, which can be utilized for the welfare of employees in case any eventuality occurs.

- m) **Status of Webinars:** Fortnightly Webinars on 1<sup>st</sup> & 3<sup>rd</sup> Saturday of every month are being conducted under the overall planning and supervision of Dr. Mahesh Devnani.

At present the Webinar is being scheduled from 03.00 PM to 04.00 PM. Dr. Mahesh Devnani had suggested change of the timing of Webinar to increase the attendance of participants. It was thence decided during the Meeting that the Webinar will be organized from 02.00 PM to 03.00 PM.

President complimented Dr. Mahesh Devnani for the professional topics and conduct of the Webinars.

President has informed that some new Institutions have been enrolled for AHA Memberships in recent past. We should coordinate and write a DO letter to the HODs of these Institutions for encouraging their Residents as well as the Faculty to attend the AHA Webinars being organized on 1<sup>st</sup> & 3<sup>rd</sup> Saturdays of each month.

- n) **Construction Work of Boundary Wall:** President has informed that the pending work of Boundary Wall to be completed on priority, to maintain our AHA's Identity.

### 3. APPROVAL OF NEW MEMBERSHIP

The following applications received for the AHA membership were placed for the approval of BoE and the same were approved.

SI NO	NAME	QUALIFICATION	APPLIED FOR MEMBERSHIP TATUS	MEMBERSHIP NUMBER
1.	<b>DR. RAVI SINGH BAGHEL</b>	<b>MBA HM (INTEGRAL UNIVERSITY LUCKNOW)-2016 BDS.</b>	<b>LIFE MEMBERSHIP</b>	<b>MAHA-1923</b>
2.	<b>DR. PRANJAL DHIR</b>	<b>HCMS MBBS-DAVV INDORE-2018</b>	<b>ASSOCIATE LIFE MEMBERSHIP</b>	<b>AMAHA-1924</b>
3.	<b>DR. NEELAM DILIP CHANDWANI</b>	<b>MDS [MUHS, NASHIK]</b>	<b>ASSOCIATE LIFE MEMBERSHIP</b>	<b>AMAHA-1925</b>





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4. There being no further points, the Meeting concluded at 4.30 P.M. with thanks to the Chair.

**Dr. Shyama Nagarajan**  
(Executive Director)

CC:

1. All Office Bearers and Members of BoE, AHA India.
2. Circulation through publication on the AHA Web Portal.