

M.O.S.C. Institute of Allied Health Sciences- MOSCIAHS

Prospectus for Master of Hospital Administration (MHA) 2022-23

I. M.O.S.C.I.A.H.S. – An Institution of Excellence

- Started in 2017 by MOSC Medical Mission
- Affiliated to Kerala University of Health Sciences
- One of the few institutes in India which is offering MHA programme under a Multi Specialty hospital with Medical College
- Faculty members with decades of experience in teaching and hospital administration
- Three libraries with medical and management books & journals for students
- Hi-tech class rooms with Wi-Fi facility
- Real time field exposure during course period
- Opportunities to organize various seminars, workshops etc in the hospital & college
- Rotation posting in 39 Administrative and Allied Sub – departments

II. Administration

Management : MOSC Medical Mission

Secretary and CEO : Mr. Joy P Jacob

Principal : Prof. Thomas P.V

III. Programme Offered – M.H.A.

Master of Hospital Administration is a **2 years full time regular course**, affiliated to KUHS (Kerala University of Health Sciences) Thrissur. The curriculum for first year includes 7 theory papers and a project work of 15 days' duration and Second year includes 6 theory papers and a project work of 45 days' duration.

IV. Course Objectives

1. To create effective and efficient Administrative Professionals by developing career specific skills.
2. To impart knowledge and develop skill in multidisciplinary aspects related to healthcare management.
3. To create the ability to identify the administrative issues and analyze various factors to overcome healthcare challenges with the support of quantitative techniques.
4. To empower students in evaluating performance of hospital services by ensuring optimum use of available resources.
5. To encourage students to develop flair for research and innovations in the field of healthcare administration.

V. Eligibility for admission

1. Candidates shall have any regular degree from a recognized university in the country established by law with a minimum of 50% marks.

2. Usual relaxation of marks for SC/ST/SEBC candidates as per government guidelines shall be permitted. Registration with the respective statutory councils, wherever it is insisted by the KUHS will be mandatory.
3. Candidate shall pass Aptitude Assessment test being conducted.

VI. Seat distribution (See G.O.(Ms). No. 44/2018/H&FWD dated 12.03.2018)

- a. Total number of **seats-20**.
- b. Total number of seats available for admission in accordance with this prospectus is 20, distributed among the following categories

S. No.	CATEGORY	No. of seats
1	Qualified Medical graduates	2
2	Qualified nursing / Allied health science graduates	2
3	Open merit	16

Notes:

1. Qualified Medical graduate means candidate who has passed MBBS / BDS / BHMS / BAMS or similar course and obtained degree certificate from a university established under law in India.
2. Qualified Nursing/Allied Health Science graduate means candidate who has passed B.Sc. Nursing, BPT, B.Pharm or similar course with minimum course duration of four years and obtained degree certificate from a university established under law in India.
3. Open merit seats are open to all categories of eligible applicants subject to VI (5).
4. Two seats out of the open merit seats will be allotted to candidates who belong to 'Christian Community'. Certificates from the respective revenue authority shall be produced to prove the claim.
5. Unfilled seats in any of the above reservation categories including reservation to 'Christian Community', shall be reverted to open merit.
6. For inclusion under a particular category, decision of the management shall be final.

VII. Application procedure

Prospectus can be downloaded from the website www.mosciahs.edu.in. Filled in applications should be submitted through online. All particulars in the online application form should be entered by the candidate. Name should be entered as per the SSLC / +2 certificates. Those who are awaiting the results shall enter "RA" in the space provided for entering marks. Candidates who have appeared for the final year/semester examination of the qualifying degree may also apply, but must be able to produce the credentials at least 3 days before the date specified for publication of rank list & first allotment list. Information furnished thereafter will not be entertained. All communications in respect of the admission procedure will be through the website www.mosciahs.edu.in. Candidates are advised to visit the website regularly. Incomplete online applications in any respect will not be considered.

Print out of filled in application form should be sent to the address mentioned in clause VIII (2) and it should be accompanied by a passport size photograph and self attested copies of

- a. Mark Lists and Certificate of the qualifying examination

- b. First page of SSLC book / certificate of 10th standard
- c. Plus Two Certificate
- d. Conduct Certificate
- e. Migration Certificate (If applicable)
- f. Eligibility Certificate from KUHS (If applicable)
- g. Proof for reservation (If applicable)
- h. Transfer Certificate
- i. Aadhaar card
- j. Council Registration Certificate (If applicable)

Candidates are advised not to enclose any original certificate along with the application form.

VIII. Instructions to the candidate

1. Candidate should upload his/ her recent passport size photograph of 50 KB and signature of 20 KB (jpg format) in online application form.
2. Print out of filled in application form shall be sent to The Principal, M.O.S.C Institute of Allied Health Sciences, M.O.S.C Medical College Hospital, Kolenchery, Kerala-682311 by registered post or can be submitted in person to the office of Principal, M.O.S.C Institute of Allied Health Sciences.
3. The Institution will not be responsible for any postal delay or loss in transit.
4. Last date for online submission of application, rank list of eligible candidates, allotment list etc. will be published on the website www.mosciahs.edu.in

Candidates will be called for allotment and admission by publishing the details on the website www.mosciahs.edu.in In case of any query, you may contact: 8075514856, 8547700780, 0484-2885812.

5. Letters or certificates enabling to obtain any bank loan or financial assistance will be issued only after 3 working days of submission of application for the same.
6. Hostel and mess facility will be available for students.
7. The Management will have the right to deny admission to any applicant if it is found that their character and antecedents are found to be questionable on genuine grounds. In such cases, the reason for the same will be recorded and communicated.

IX. Procedure of selection

Aptitude assessment test will be conducted with due notification in the official website to assess the flair of students for health care management studies. A pass in this test is mandatory to be considered for selection. The admission will be on the basis of inter-se merit obtained in the qualifying examination (degree) subjected to normalization process.

The marks obtained in the qualifying examination will be subjected to normalization process as explained below.

1. This process will be done based on the highest aggregate mark in each stream obtained by candidates who apply pursuant to this prospectus.

2. For the purpose of normalization process, all candidates will be divided into the following six streams: a) Medical, b) Nursing and Allied Health Sciences, c) Engineering, d) Arts, e) Science and f) Commerce.
3. The aggregate marks obtained by the candidates in the qualifying examination of a particular stream shall be equated with the aggregate marks obtained by other candidates in the qualifying examination of other streams.

Explanation: Under the process of normalization, the highest aggregate mark obtained by candidates in each stream shall be equated to the highest aggregate mark obtained by the candidate among all streams and the relative marks of other candidates in each particular stream shall be determined accordingly.

4. Notwithstanding any lawful change in marks obtained by a candidate or receipt of additional applications due to extension of 'last date for submission of application' after the publication of rank list, the normalization once established shall not be changed.

X. Admission

Originals of all certificates/documents mentioned in clause VII are to be submitted at the time of admission

Selected candidates shall take admission at the appointed time and date after paying the fees, failing which the offer of admission shall stand cancelled.

XI. Fees structure

❖ Tuition Fee yearly

Rs 70,000/-

❖ Special fee per year:

1	Library	Rs.7000/-
2	Lab Practice	Rs.7000/-
3	Computer Lab	Rs.4000/-
4	Establishment charges	Rs.10000/-
5	University Special Fee (KUHS) a. Annual fee - Rs.4650/- (Changes will be applicable as per KUHS norms.)	Rs.4650/-
6	Total	Rs.32650/-

❖ Onetime Payment – During Admission

1	Caution deposit (Refundable)	Rs.4000/-
2	Admission fee	Rs.1000/-
3	PTA fund	Rs.2000/
4	College Union Fund	Rs.2000/
5	Health Check-up	Rs.2000/
6	University Special Fee (KUHS) ❖ Registration, certificate verification & fee for ID -Rs. 890/- ❖ Sports affiliation - Rs.220/- ❖ University union fee - Rs.220/- (Changes will be applicable as per KUHS norms.)	Rs 1330/-
7	Total	Rs.12330/-

XII. Refund of fees

1. **No refund of fees will be allowed after the closure of admission.**
2. If any student discontinues the course from the college at any stage after the closure of admission, he/she shall be liable to pay liquidated damages equivalent to the tuition fee for the entire duration of the course.

XIII. Our faculty

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| 1. Prof. Thomas PV | MA (PM&IR), M.Phil (HHSM), LLB |
| 2. Mrs. Bigi P George | MHA, M.Com |
| 3. Adv. Bejoy K Thomas | MHRM, LLB, PG Diploma in Personnel Management |
| 4. Mr. Aby George | Chartered Accountant (ACA) |
| 5. Mrs. Nisha Laugh | MHA, M.Phil (Management) |
| 6. Mr. Arun S | M.Sc. (Chemistry), MHA |
| 7. Mr. Dhwany DB | M.Sc. (Maths), MHA, M.Phil (Entrepreneurship) |
| 8. Mrs. Leena Raju | MHA |
| 9. Mr. Jobbi K Varghese | M.Sc. (Biomedical Instrumentation) |
| 10. Mr. Nidheesh V.N | MHA |
| 11. Dr. Jerina Mariyam Thomas | MHA |
| 12. Mr. Vineesh T. A | MHA |
| 13. Ms. Niranjana S. | MHA |
| 14. Mr. Renjith Mohanan | MHA |

XIV. Prohibition of Ragging / Caution

- See UGC regulation No.F1-16/2007(CPP-II) April, 2009 regarding antiragging.
- Ragging in any form is strictly prohibited in the campus.
- Students and parents shall, at the time of admission, furnish an affidavit to the effect that the students shall not indulge in ragging.
- Only restricted use of mobile phones is permitted inside the campus.
- Disobedience, dishonesty, indifference, negligence etc shall be dealt with severely.
- All students should be clean in appearance with uniform and identity cards.

XV. Code of conduct

- Every student is required to adhere strictly to the code of conduct of the Institution.
- All students must be willing to execute assignments allotted to them in various departments.

XVI. Important dates

SL NO	EVENT/PARTICULARS	Dates
1	Issue of Application form begins	09.06.2022
2	Last date of submission of applications	31.08.2022
3	Publication of provisional list of applicant with remarks on website	01.09.2022
4	Last date of correction of entry errors, if any, by the candidates	02.09.2022
5	Submission of provisional rank list of open & community quota seats including rejected list with reason before the ASC	05.09.2022
6	Publication of Open & community rank list on the website	12.09.2022
7	First online allotment	15.09.2022
8	Publishing the joining and non joining candidate list	Date will be published in the website whenever applicable
9	Second online allotment	
10	Publishing the joining and non joining candidate list	
11	Third online allotment	
12	Publishing the joining and non joining candidate list	
13	Fourth allotment	
14	Publishing the joining and non joining candidate list	
15	Spot Admission, if any	
