

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

## **KOLENCHERY, KERALA-682311**

### **Prospectus for Master of Hospital Administration (MHA) 2025-26**

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

**Established:** 2017 by the MOSC Medical Mission

**Affiliation:** Kerala University of Health Sciences (KUHS), Thrissur.

**Unique Offering:** One of the few institutions in India to deliver an MHA programme within a multi-specialty hospital attached to a medical college.

**Academic Achievement:** Students have consistently secured university ranks since inception.

**Experienced Faculty:** Decades of combined expertise in teaching and hospital administration.

**Resources:** Three libraries stocked with medical and management books and journals. Wi-Fi-enabled classrooms.

**Practical Exposure:** Real-time field experience throughout the course. Opportunities to organize seminars, workshops, and events in both hospital and college settings. Rotational postings across 39 administrative and allied sub-departments.

#### **II. Administration**

**Management** : M.O.S.C. Medical Mission

**Secretary and CEO** : Mr. Joy P. Jacob

**Principal** : Prof. Thomas P.V.

#### **III. Programme Offered – M.H.A.**

The Master of Hospital Administration (MHA) is a two-year, full-time course affiliated to KUHS, Thrissur. The curriculum for First Year includes 7 theory papers and 15-day project work. Second Year includes 6 theory papers and 45-day project work. (Syllabus currently under revision.)

#### **IV. Course Objectives**

- 1. Professional Competence:** Develop effective, career-specific skills for hospital administration.
- 2. Multidisciplinary Expertise:** Impart knowledge and cultivate skills across all facets of healthcare management.

**3. Analytical Ability:** Equip students to identify administrative challenges and apply quantitative techniques to resolve them.

**4. Performance Evaluation:** Empower students to assess hospital services and optimize resource utilization.

**5. Research & Innovation:** Foster a spirit of inquiry and innovation in the field of healthcare administration.

#### V. Eligibility for admission

1. Candidates must possess a regular degree from a recognized university established by law in India, with a minimum of 50% marks.
2. Relaxation in marks for SC/ST/SEBC candidates will be provided as per government guidelines. Registration with the relevant statutory councils, where required by KUHS, is mandatory.
3. Candidates must pass an Aptitude Assessment Test, which will be conducted separately.

#### VI. Seat distribution

- **Total number of seats: 20**

Admission by management: 10 &

Admission by Govt.of Kerala: 10

- **Category-wise distribution of management seats:**

S. No.	CATEGORY	No. of seats
1	Qualified Medical graduates	1
2	Qualified nursing / Allied health science graduates	1
3	Open merit	8 (See note 4 below)

#### Notes:

1. *Qualified Medical Graduate* refers to candidates who have passed MBBS, BDS, BHMS, BAMS or similar courses and have obtained their degree from a university recognized by law in India.
2. *Qualified Nursing/Allied Health Science Graduate* refers to candidates who have passed B.Sc. Nursing, BPT, B.Pharm or equivalent courses with a minimum duration of four years and obtained their degree from a recognized university in India.
3. Open merit seats are open to all eligible candidates as per Clause VI (4).
4. Out of the open merit seats, **2 seats** are reserved for candidates belonging to the *Christian Community*. Valid certificates from the concerned revenue authority must be provided to claim this reservation.
5. Any unfilled seats in the reserved categories (including Christian Community)/ Govt.quota will be converted to open merit seats.

6. For admission to seats under Govt.Quota candidates are advised to visit LBS/appropriate sites.
7. The decision of the management regarding category inclusion shall be final.

## VII. Application procedure

- The prospectus can be downloaded from the website [www.mosciahs.edu.in](http://www.mosciahs.edu.in).
- Applications must be submitted online. The applicant's name should match the details in the SSLC/+2 certificates.
- Candidates who are awaiting results of their final year/semester examinations may also apply but must submit proof of qualification at least three days before the date announced for the rank list. Such candidates must enter "RA" in the space provided for marks.
- All communication regarding the admission process will be through the website [www.mosciahs.edu.in](http://www.mosciahs.edu.in). Applicants are advised to check the website regularly.
- A printed copy of the filled-in application form must be sent to the address specified in Clause VIII (2), along with a passport-size photograph and self-attested copies of following documents.
  - a. Mark lists and certificate of the qualifying examination
  - b. First page of SSLC book or 10th standard certificate
  - 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)

Incomplete applications will not be considered. Applicants are advised **not** to submit any original documents with the application form.

## VIII. Instructions to the candidate

1. Candidates must upload a recent passport-size photograph (30 KB) and signature (20 KB) in JPG format during online application submission.
2. A printout of the filled-in application form should be sent by registered post to:  
**The Principal,  
M.O.S.C Institute of Allied Health Sciences,  
M.O.S.C Medical College Hospital,  
Kolenchery, Kerala - 682311**  
Alternatively, the form can be submitted in person to the office of the Principal.
3. The institution will not be responsible for any postal delays or loss in transit.
4. **Last date** for online application submission, publication of rank list, allotment list, and eligible

candidates will be announced on the official website: [www.mosciahs.edu.in](http://www.mosciahs.edu.in)

- For queries, contact: 0484-2885812, 8075514856, 8848113769
  - Requests for letters or certificates, including those related to financial assistance, must be submitted at least three days in advance of the required date.
5. Hostel and mess facilities are available on a payment basis.
  6. The management reserves the right to deny admission if a candidate's character or background is found questionable on valid grounds. In such cases, the reasons will be recorded and communicated.
  7. The management also reserves the right to amend any part of the notification, with changes being published on the official website.

#### IX. Procedure of selection

- An **Aptitude Assessment Test** will be conducted, and candidates will be notified in advance. Passing this test is mandatory for selection.
  - Admissions will be based on **inter-se merit** in the qualifying degree examination, subject to the following **normalization process**.
1. The normalization process will be based on the **highest aggregate marks** obtained in each stream by candidates applying under this prospectus.
  2. For the purpose of the normalization process, all candidates will be categorized into the following six academic streams:
    - a) Medical
    - b) Nursing and Allied Health Sciences
    - c) Engineering
    - d) Arts
    - e) Science
    - f) Commerce
  3. The aggregate marks obtained by candidates in the qualifying examination within a specific stream will be equated with the aggregate marks of candidates from other streams using a normalization method.

**Explanation:** Under the normalization process, the highest aggregate mark obtained by a candidate in each stream will be equated to the highest aggregate mark across all streams. The relative marks of all other candidates will then be adjusted accordingly.

4. Any changes in marks due to revaluation or late submission of additional documents after the publication of the rank list will not affect the normalization. Once normalization is completed, it is final and will not be revised.

## X. Admission

Originals of all documents listed under Clause VII must be submitted at the time of admission.

Selected candidates must report at the designated date and time, and complete fee payment to confirm admission. Failure to do so will result in cancellation of the offer.

## XI. Fees structure

**Yearly Tuition Fee :(Subsidized)**

Rs. 85, 000/-

**Special Fee:**

- **First Year:** Rs. 40,630/-  
*(Includes a refundable caution deposit of Rs.3,000 and an admission fee of Rs.3,000)*
- **Second Year:** Rs. 33,810/-

## XII. Refund of fees

1. **No refund** will be granted after the closure of admissions.
2. If a student discontinues the course at any point after the closure of admission, he/she will be liable to pay **liquidated damages** equivalent to the tuition fee for the entire course duration.

## XIII. Our faculty

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

**XIV. Prohibition of Ragging / General Caution**

- **Ragging in any form is strictly prohibited** on campus.
- At the time of admission, both students and parents must submit an **online affidavit** confirming that the student will not engage in ragging. (Visit: [www.antiragging.in](http://www.antiragging.in))
- **Mobile phone usage is restricted** during lecture.
- Any form of **disobedience, dishonesty, indifference, or negligence** will be dealt with strictly.

**XV. Code of conduct**

Every student is expected to adhere strictly to the **institution's code of conduct**.

- Students are required to **complete and submit assignments** allotted to them in various departments within the prescribed time.
- All students are required to **maintain cleanliness** and must appear in proper **uniform and with identity cards** at all times.

**XVI. Important dates**

SL NO.	EVENT/PARTICULARS	DATES
1	Issue of Application	30.05.2025
2	Last date of submission of application	15.07.2025
3	Publication of Rank list	Date will be published in the website whenever applicable (as per the approval of ASC).
4	Publication of First allotment List	
5	Date of joining and fee remittance	
8	Publishing the joining and non joining candidate list	
9	Publication of Second allotment	
10	Date of joining and fee remittance	
11	Publishing the joining and non joining candidate list	
12	Publication of Third Allotment List	
13	Date of joining and fee remittance	
14	Publishing the joining and non joining candidate list	
15	Spot Admission, if any	
16	Closing of Admission	

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