

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

Prospectus for Master of Hospital Administration (MHA) 2024-25

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.
- An Institution where students consistently achieve University Ranks since its inception.
- 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.(Syllabus is under revision)

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 established by law in India 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 KUHS shall be mandatory.
3. Candidate shall pass Aptitude Assessment test which will be conducted separately.

VI. Seat distribution

- 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(See note 4 below)

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 Clause VI (4).
4. Two seats out of the open merit seats are reserved 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. Applications shall be submitted through online. Name should be entered as per the SSLC / +2 certificates. 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. Those who are awaiting the results shall enter "RA" in the space provided for entering marks. 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.

Printout 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. Aadhar card
- j. Council Registration Certificate (If applicable)

Incomplete applications will not be considered. 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

Selected candidates will be called for admission by publishing the details on the website www.mosciahs.edu.in In case of any query, you may contact: 0484-2885812, 8075514856, 8848113769. 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.

5. Hostel and mess facility will be available for students on payment basis.
6. 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.
7. Management reserves the right to change any clause in the notification after due publication of such change in its official website.

IX. Procedure of selection

Aptitude assessment test will be conducted with due notification to the applicants. 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 1,15,000/-**
(Scholarship up to Rs.30, 000/- per year is available for right candidates)

❖ **Special fee:**

First yearRs.40, 600/-

(Including refundable caution deposit of Rs.5000/- and admission fee Rs.3000/-)

Second year.....Rs.32, 000/-

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 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) |

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| 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. Dr. Anju K. Sathar | BDS, MHA |
| 13. Ms. Shahida Samad | MHA |

XIV. Prohibition of Ragging / Caution

- 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	20.05.2024
2	Last date of submission of applications	15.08.2024
3	Publication of provisional list of applicant with remarks on website	Date will be published in the website whenever applicable
4	Last date of correction of entry errors, if any, by the candidates	
5	Submission of provisional rank list of open & community quota seats including rejected list with reason before the ASC	
6	Publication of Open & community rank list on the website	
7	First online allotment	
8	Publishing the joining and non joining candidate list	
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	
16	Closure of Admission	
