

# **MOSC Institute of Allied Health Sciences- MOSCIAHS**

## **Prospectus for Master of Hospital Administration (MHA) 2019-20**

### **I. Preface**

Four and half decades ago, Malankara Orthodox Syrian Church established its initiative 'MOSC Medical Mission' as an act of surrender to God with keenness to become His instrument for caring sick as well as poor. To endorse this initiative, MOSC Medical Mission' was registered under the Travancore-Cochin Literary Scientific and Charitable Societies Registration Act. MOSC Medical Mission has worked with dedication to accomplish what God aspires and has never reverted from its noble mission 'ameliorating the suffering of society'.

On 14<sup>th</sup> September 1970, Medical Mission Hospital was formally consecrated with 100 beds and it has been growing steadily over the years into a multi specialty; 1100 bedded Super specialty tertiary care Medical College Hospital. The MOSC Medical College Hospital is located at Kolenchery, very near to Kochi-Madurai road NH 85, with wide campus sprawled across the scenic landscape. On the educational front, the hospital has access to all the clinical, pre-clinical, para-clinical and super specialty departments. Healers of tomorrow are educated and empowered from our Medical College in a manner to give best of their abilities on physical and spiritual wellbeing of humanity.

As part of extending specialty educations in the field of para-medical sciences, the management has started the college -MOSC Institute of Allied Health Sciences in 2017. MOSC Institute of Allied Health Sciences is affiliated to Kerala University of Health Sciences (KUHS), Thrissur. This Institution offers Post Graduate course in Master of Hospital Administration (MHA) to equip students to administer all activities in healthcare administration.

### **II. Administration Team**

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

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

### **III. About the course**

Master of Hospital Administration is a **2 years full time regular course**, affiliated to KUHS (Kerala University of Health Sciences) Thrissur. The curriculum of first year includes 7 theory papers and a project work of 15 days' duration. Second year includes 6 theory papers and a project work of 45 days' duration. The projects can be done in any of the multispecialty hospitals within the country. Skill developments relevant for administration perspectives are also included in the curriculum.

#### IV. Scope and Career Opportunity

Healthcare field is widening its reach of services everywhere. Hence more opportunities are available in this sector as administrators, managers, administrative officers, quality coordinators, PROs, HR officers, purchase & materials officers, floor supervisors, ward secretaries, accreditation consultants, medical tourism consultants, drug trial consultants etc

#### V. Highlights of the course

- One of the few institutes in India which is offering MHA program under a Super Specialty Medical College hospital
- Faculty members with decades of experience in teaching and hospital administration
- 3 libraries with medical books & journals for students
- Hi-tech class rooms with Wi-Fi facility
- Real time field exposure during course period
- Opportunities to organize various seminars, workshop etc in the hospital & college
- Rotation posting in 39 Administrative and Allied Sub – departments etc

#### VI. Our faculty

1. Prof Thomas PV	MA (PM&IR), M.Phil (HHSM), LLB
2. Fr.(Dr) Paul Varghese Madan	MA, M.Phil (HHSM), PhD
3. Mrs. Bigi P George	MHA, M.Com
4. Mr. Bijoy K Thomas	MHRM, PG Diploma in Personnel Management
5. Mr. Aby George	Chartered Accountant (ACA)
6. Mrs Nisha Laugh	MHA, M.Phil (Management)
7. Mr.Arun S	M.Sc. (Chemistry), MHA
8. Mr. Dhwany DB	M.Sc. (Maths), MHA, M.Phil (Entrepreneurship)
9. Mrs.Leena Raju	MHA
10. Mr. Jobbi K Varghese	M.Sc. (Biomedical Instrumentation)
11. Mrs.Jismol Jose	M.Sc. (Medical Documentation)
12. Mr.Nidheesh VN	MHA
13. Ms. Meenu Maria Dominic	MHA
14. Ms. Ashli P Shaji	MHA

#### VII. Course Objectives

1. To create effective and efficient Administrative Professionals by developing career specific skills
2. To impart knowledge in multidisciplinary and multi dimensional aspects related with healthcare management, hospital planning, human resource management, marketing (promotions), finance,

materials management, quality control, hospital policies, procedures, rules, regulations, values of professional ethics etc

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

#### **VIII. Eligibility for admission**

1. Candidates shall have any degree from any 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

#### **IX. 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

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

#### **Notes:**

1. Qualified medical graduate means candidates who passed MBBS, BDS, BHMS, or similar course and obtained degree certificate from any university established under law in India.
2. Qualified nursing / allied health science graduate means candidates who passed BSc Nursing, BPT, B.Pharm or similar course with minimum course duration of four years and obtained degree certificate from any university established under law in India.
3. Open merit seats are open to all categories of eligible applicants subject to IX (6), below.
4. Two seats out of the open merit seats will be allotted to candidates who belong to 'The Malankara Orthodox Syrian Church'. Letter from the vicar of the respective church countersigned by the Diocesan bishop shall be produced to prove the claim (subject to orders of the appropriate authorities).
5. Reservation to SC/ST and other backward communities are available as per Government norms
6. Unfilled seats in any of the above reservation categories including reservation to 'The Malankara Orthodox Syrian Church', shall be reverted to open merit.

7. For inclusion under a particular category, decision of the management shall be final.

#### **X. Application procedure**

All applications shall be submitted ONLINE through the website [www.mosciahs.edu.in](http://www.mosciahs.edu.in). Before applying online, candidates should have valid email ID and scanned copy of recent passport size colour photograph with JPEG format and size 50 KB. Applicants should read the prospectus thoroughly before entering the details. Name of applicant should be as per SSLC/PLUS TWO certificates. Those who are awaiting the results shall enter as "RA" in the space provided. 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 relevant documents specified in the online application have to be uploaded. Incomplete applications in any respect will not be considered. All communications in respect of the admission procedure will be through the website [www.mosciahs.edu.in](http://www.mosciahs.edu.in) Candidates are advised to visit the website regularly.

All original documents should be submitted at the time of certificate verification.

#### **XI. Instructions to the candidate**

1. Candidates are directed to keep the Acknowledgement Number (Application ID) received at the time of submitting application by online and a printout of online application after final submission.
2. Rank list of eligible candidates will be published on the website [www.mosciahs.edu.in](http://www.mosciahs.edu.in)

***Candidates will be called for allotment and admission by publishing the details on the website [www.mosciahs.edu.in](http://www.mosciahs.edu.in)*** In case of further clarifications, you may contact: 8547700780, 0484-2885812.

3. 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.
4. Hostel and mess facility shall be available for students.
5. 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.

#### **XII. Procedure of selection**

An aptitude assessment test will be conducted with due notification in the official website to assess the flair of students for health management studies and candidate shall pass in this test 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 from the list of candidates applied.

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, 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 a candidate in each stream shall be equated to the highest aggregate mark obtained by a 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 submitting the application' after the publication of rank list, the normalization Rules once established shall not be changed.

### **XIII. Admission**

All original certificates/documents to be submitted at the time of admission

Selected candidates shall take admission at the appointed time and date after paying the tuition fee and other fees to be paid, failing which the offer of admission shall stand cancelled.

### **XIV. Fees structure**

- ❖ **Tuition fee- half yearly** **Rs 30,000/-**
- ❖ **Special fee per year**

1	Library	Rs 5000/-
2	Lab Practice	Rs 5000/-
3	Computer Lab	Rs 2500/-
4	Establishment charges	Rs 6500/-
5	Health Insurance Premium	Rs 1500/-
	University Special Fee (KUHS)	
	a. Sports affiliation	- Rs.200/-
	b. University union fee	- Rs.200/-
	c. Annual Admission fee	- Rs.4000/-
6	<b>Total</b>	<b>Rs 24900/-</b>

#### **❖ 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 1500/-
5	Health Check-up	Rs 800/-
6	University Special Fee (KUHS) ❖ Registration, certificate verification & fee for ID	Rs 800/-
7	<b>Total</b>	<b>Rs 10100/-</b>

**XV. Refund of fees**

1. No refund of fees will be allowed after the closure of admission.
2. If any student discontinues the course at any stage after the closure of admission, he/she will be liable to pay liquidated damages equivalent to the tuition fee for the entire duration of the course. In such cases, all original certificates received by the college will be issued only after payment of all dues, including tuition fees for the entire course.

**XVI. Caution- Prohibition of Ragging**

- 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.
- Students will not be permitted to use mobile phones 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.

**XVII. 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

**XVIII. Important dates**

Date of issue of online application	-22/05/2019
Last date of online submission of application	- 29/06/2019
Date of Aptitude Assessment	- 04/07/2019
Date of publishing rank list & first allotment list	- 24/07/2019
Commencement of admission	- 31/07/2019

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