



Maharashtra University of Health Sciences, Nashik

**Information Brochure & Application Form for
Masters of Business Administration
in Health Care Administration (HCA)
2012- 2013**

School of Health Care Administration
MUHS Regional Centre, 3rd Floor, Old ESIS Building,
Near Sanghvi Phata, Aundh, Pune 411027
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The University reserves right to amend, alter or repeal any of the provision at any time by publishing it on the University website. The students / candidates are required to visit the University website intermittently.

CALENDAR FOR MBA (Health Care Administration)
ADMISSION PROCEDURE-2012-13

1. **Date of availability of application forms from MUHS website:**www.muhsnashik.com
: 12/03/2012 to 13/04/2012
2. **Last date of submission of forms at the given address:** 17/04/2012
3. **Scrutiny of the application** : 18/04/2012 to 20/04/2012
4. **Issue of Admit Cards** : 25/04/2012 to 28/04/2012
(will be issued online to eligible candidates only)
5. **Date of Examination** : 06/05/2012 (Sunday)
6. **Schedule of Examination**
 - a) Entry in Examination Hall - 1.15 p.m
 - b) Distribution of answer sheets - 2.20 p.m
 - c) Distribution of question booklets - 2.30 p.m
 - d) Examination Commences - 2.30 p.m
 - e) Latest Entry permitted in Examination Hall - 2.20 p.m
 - f) Examination concludes: - 5.00 p.m
7. **Personal Interview & Group Discussion** : 14/05/2012 to 15/5/2012
8. **Publication of General Merit list** : 28/06/2012
9. **Counselling & Admission** : 04/07/2012 to 05/07/2012
10. **Wait list or subsequent rounds** : 11/07/2012 onwards
11. **Course Begins** : 16/07/2012
12. **Admission Cut-off Date** : 31/07/2012

13. Attested photocopies of Certificates / Documents to be attached with the application form & brought along on the day of Group Discussion & Personal Interview.

All the Originals & One set of attested photocopies should be brought along at the time of Counselling:

- a) Nationality certificate / valid passport/Birth Certificate having endorsed with nationality as Indian
- b) Domicile Certificate of Maharashtra state or Birth Certificate or School Leaving Certificate mentioning the location of candidates birth place in Maharashtra State
- c) Degree/passing certificate.
- d) Internship completion certificate from University or likely date of internship completion from the Head of the Institution ,wherever applicable.
- e) Registration certificate of respective Council or other State Councils in India
- f) If applicable, Caste Certificate, Caste Validity Certificate, Non Creamy Layer Certificate
- g) College Leaving Certificate (LC/TC)
- h) Attempt certificate of all examinations from the Head of the Institution.
- i) Domicile Certificate of Maharashtra State by virtue of residence, in case of Candidates who were Domicile of Maharashtra State at the time of Graduation admission and were admitted under 15% AIEE quota in a college / institution situated outside Maharashtra State and who have obtained their degree from a University situated outside the State of Maharashtra.
- j) Gazette for change in name(If applicable)
- k) Migration Certificate issued by respective university
- l) Self Educational Gap(after qualifying degree if gap more than 6 months) Affidavit by student, certified by Executive Magistrate/Notary(If applicable)
- m) Medical Fitness Certificate. (As per Annexure – c)
- n) For Physically Handicapped (PH) Candidates-Physically Handicapped (PH) Certificate.
As per annexure – D
- o) Admit Card at the time of GDPI & Counselling

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1.INTRODUCTION:

Healthcare is one of the fastest growing fields and is the third largest service sector in India. The industry is emerging as one of the promising sectors in the economy. Existing healthcare organizations are expanding by opening hospitals in new service areas and new organizations are entering with state-of-the-art equipment, latest technology and marketing strategies. Besides, India is also eyeing the global healthcare market to emerge as one of the possible destinations for international patients.

Healthcare, in India, is expected to reach over US\$ 75 billion by 2012 and US\$ 150 billion by 2017 according to Technopak Advisors in their report 'India Healthcare Trends 2008'.

- According to PriceWaterhouse Coopers in its report, 'Healthcare in India: Emerging market report', revenues from the healthcare sector account for 5.2 per cent of the GDP, making it the third largest growth segment in India.
- To meet this demand for healthcare services and infrastructure, the country needs US\$ 50 billion annually for the next 20 years, says a CII study. India needs to add 2 million beds to the existing 1.1 million by 2027, and requires immediate investments of US\$ 82 billion.

An explosion of technology has occurred that will require managers to have a new set of skills, coupled with knowledge of traditional healthcare organizations. The educational programme in Health Care Administration aims to impart the knowledge of basic as well as specific areas of management to professionals responsible for management of health care service. To meet the educational challenges of this rapidly evolving field, the Health Administrations programme provides students with a managerial and technical foundation for careers in consulting, medical products, pharmaceuticals, biotechnology, financial services, venture capital, health care systems, health plan management and insurance, associations and government.

Program Rationale

Until recently doctors without any professional management training were supervising and governing the hospitals and health care systems. They were not only finding it difficult but were also unable to devote sufficient time for their patients. It was increasingly felt that the management of hospitals and other healthcare institutions should be left to the care of professional managers specially trained for the job. The government too is veering round to the view that public hospitals also need to be run professionally. However, there is a wide gap between supply and demand for trained healthcare managers/administrators to work for hospitals, pharmaceutical companies, health insurance and third party administrators and other healthcare providing organizations. Hence the essential requirement for a MBA (Health Care Administration) has been felt all throughout.

2.PROGRAM OBJECTIVES:

- a) To prepare dynamic, young, creative and highly qualified managers and administrators for efficient management of Hospitals and Healthcare organizations by applying modern management techniques
- b) To impart necessary knowledge and skills with practical orientation and help formulate strategies for more efficient management of super-specialty hospitals, especially in highly competitive corporate and private sector
- c) To provide knowledge, vocabulary & advanced skills concerning all areas of the healthcare delivery system to make administrators proficient and creative, under any challenging situation.
- d) To impart to students theoretical background of those academic disciplines which are related to the field of management in general and those specific to hospitals and Healthcare organizations
- e) To develop leadership skills in students through understanding of organizational and community problems, human psychology, organizational behaviour and global trends
- f) To inculcate in students a strong desire for learning and an urge for research in the field of management, through involvement in the actual healthcare administration practices.
- g) To plan for and to co-ordinate appropriate hospital service development within the hospital to be responsible for all departments, including the quality of care given therein.
- h) Monitor the quality of care given therein and prepare strategic business and finance plans for the department and to ensure implementation of such plans within the allocated financial resources.

The Opportunities:

The career prospects for candidates opting for MBA (Healthcare Administration) are excellent as it is a well known fact that hospitals have to be managed like business organizations for creating surplus for survival and growth. Thus there is large enough scope to provide ample job opportunities in management of corporate and private Hospitals in India and abroad. MBA (Healthcare Administration) degree holders will have a wide range of attractive career options to choose from in the healthcare industry, which are enumerated below:-

- a) Healthcare Industry:** Corporate Hospitals ,Nursing Homes ,Pharmaceutical Firms, Diagnostic Services ,Insurance Companies and TPA Services (Operating in Health Insurance Schemes),NGOs (Operating in Healthcare Sector),Health Projects in WHO and UNICEF
- b) Clinical Research:** Management of Clinical Research
- c) Public Health:**For Medical Officers at various levels of hirarchy.
- d)Industry:**Medical Tourism Industry,Consultancy Firms (Hospital - Planning & Designing),Hospital Equipment and Material Manufacturing Firms,IT Industry (Application in Healthcare Field),Wellness Industry
- e) Academics:** Management Consultant ,Teaching in Healthcare Management Institutions

The selection procedure for the post graduate courses is being carried out in accordance with the rules and orders issued by MUHS ,Nashik from time to time.

3.COURSE DETAILS:

Name of the course – Masters of Business Administration-Health Care Administration

Duration - 2 years (Full time)

Intake capacity: 60 students

Fees: Rs. 80,000/- per year*+Caution Money Rs 10000/-

The fees should be paid in one instalment of Rs 90000 only through D.D. **in favour of "Registrar, MUHS, Nashik"**. drawn on any Branch of Nationalised bank payable at Nashik,at the time of counselling ,if selected.

***Eligibility (one time) & Examination Fees would be charged extra**

Course Venue:

School of Health Care Administration

MUHS Regional Centre,

3rd Floor,Old ESIS Hospital Building,

Sanghvi phata,

Aundh,Pune 411027

i. ELIGIBILITY CRITERIA FOR MBA in Health Care Administration

Candidate must be an **Indian National**.

i.1. All candidates, who have passed final year ,Graduate Health Sciences examination and completed /completing internship training by 31st July, 2012 from a recognized institute included in the respective Council Acts or a graduate in life sciences with a fulltime postgraduate masters degree in streams falling under the respective councils. The graduate/postgraduate masters degree Institute for should have been affiliated to the Maharashtra University of Health Sciences Act, 1998, Deemed university or other universities as per University Grant commission Act of 1956 under section 13/A, situated in Maharashtra or outside. The candidate should have obtained registration either from the respective Council in India or Maharashtra, will be eligible to appear for **MBA-Healthcare Administration, Eligibility & Aptitude Test (HEAT)-2012**.

Every candidate, selected for admission shall possess recognized Health sciences degree & should have obtained permanent Registration with respective Councils of any of the State Councils in India or should obtain the same within six months from the date of his admission, failing which the admission of the candidate shall be cancelled.

i.2 Eligibility for In-service candidates will be as per criteria laid down by the respective departments of the candidates.

i.3 Domicile Certificate of Maharashtra state or Birth Certificate or School Leaving Certificate mentioning the location of candidates birth place in Maharashtra State

i.4 The candidates who are domiciled in Maharashtra and who have obtained admission under 15% quota for All India Entrance Examination (AIEE) for courses in health sciences in the college/institution situated outside Maharashtra State and who have obtained the degree from a University situated outside the State

of Maharashtra will also be eligible for MBA-HEAT-2012. Such candidates should submit certificate from the Dean/Principal of respective college stating that the candidate was admitted under 15% AIEE quota for courses in health sciences, and Candidate's Domicile certificate of Maharashtra by virtue of residence.

i.5 The candidate belonging to Backward Class must have claimed so in his original application form, failing which such a claim will not be entertained subsequently. The candidate belonging to Backward Class Category should produce the original Caste Certificate, Caste Validity Certificate and Non-Creamy Layer Certificate (wherever applicable) at the time of counselling process.

i.6 A Candidate belonging to 'Creamy Layer' amongst the categories (VJ) DT -A, (NT-1) NT-B, (NT-2) NT-C, (NT-3) NT-D, OBC and SBC must note that the provision of reservation is NOT applicable to him/her. A candidate claiming benefit of reservation under these categories will be required to produce Non-Creamy Layer Certificate as specified in the Govt. Resolution No.CBC-10/2008/CR-697 MVK-5, dated 13th January, 2009. The certificate in prescribed Performa stating that it is valid up to 31/3/2013, should be submitted at the time of counselling process.

i.7 The candidate admitted for Health Sciences graduation course in reserve category on the basis of Court order for Caste claim is required to submit Caste Validity Certificate given by the Caste Scrutiny Committee. If the matter is still pending with Hon'ble Court, candidate should submit a fresh Court order for MBA-HEAT-2012, failing which the claim will not be granted and the candidate will be considered as Open category candidate.

i.8 Category reservations based on caste can be availed by candidates domiciled in Maharashtra only.

i.9 Candidate belonging to states other than Maharashtra State will be entitled for 15% quota of the total intake capacity

i.10 Non-eligibility of Candidate

The following candidates are **not eligible** for applying / appearing at MBA-HEAT-2012 as the case may be:

i.10.1 Candidates who are not completing internship on or before 31st July 2012.

i.10.2 Candidates who have not obtained the respective council registration.

i.10.3 Candidates who are registered for PG course and have not passed the final examination before 30th June 2012.

4. COMPETENT AUTHORITY:

The Maharashtra University of Health Sciences has appointed

The Pro-Vice Chancellor MUHS ,Nashik , as the Competent Authority for conduct of MBA-HEAT-2012,selection and admission to MBA(HCA).The Competent Authority will supervise and control the selection process by implementing these procedures through School of Health Care Administration ,MUHS ,Regional Centre ,Pune

The Competent Authority will issue necessary executive instructions for implementation of these procedures and provide relevant information to be published or communicated. The Competent Authority will declare time-table, details of the dates of various processes relating to selection procedure. e.g. sale /receipt of forms, date of entrance exam, date of counselling, etc.

5. DESIGNATED AUTHORITY:

The Registrar,MUHS Nashik or his nominee

The Designated Authority will be responsible to carry out the instructions given by the Competent Authority in respect of selection and admission process for postgraduate medical courses. The Designated Authorities may associate other officials to assist them in the selection and admission process.

6. APPELLATE AUTHORITY:

The Vice Chancellor MUHS,Nashik will be the Appellate Authority

The appeal in ordinary course shall lie against allegedly arbitrary decision or violation of prescribed rules by School of Health Care Administration, MUHS,Regional Centre ,Pune , Designated Authority or their representatives.

The appeal/representation should be submitted through Designated Authority with one advance copy to Competent Authority, within 48 hours of cause of action, by aggrieved party.

7. APPLICATION FORM AND FEES FOR EXAMINATION:

7.1The Competent Authority shall issue prescribed application form along with information Brochure containing procedures for admission to postgraduate courses. An applicant seeking admission to the MBA(HCA) should fill the online application form ,submit it online then print the **application form, from www.muhsnashik.com and send it** along with a set of photocopies of relevant certificates and **a D.D. of Rs. 1000/- in favour of "Registrar, MUHS, Nashik"**. The D.D. should be drawn on any Branch of Nationalised bank payable at Nashik.

The envelope should be superscripted with "M.BA (Health Care Administration) - Application form".

The application form must be submitted on or before last date of submission of the application forms on the following address:

The Competent Authority,
School of Health Care Administration,
MUHS Regional Centre,
3rd Floor, Old ESIS Hospital Building,
Sanghvi phata,
Aundh, Pune 411027.

7.2 Original documents / certificates should not be attached with the application form.

7.3 In-service candidates should submit the Application form through concerned Authorities.

8. Admit Card:

The Admit Cards will be issued online to eligible candidates on their email address provided by them in the application form between date i.e. 25th to 28th April, 2012.

9. CONDUCT OF MBA-HEAT-2012:

9.1 All eligible candidates are required to take the entrance examination at their own cost.

9.2 MBA-HEAT-2012 written test will be conducted on **Sunday, 6th May 2012**, Time **2.30 to 5:00 p.m.** No entry will be permitted to the candidate in the examination hall after 02.20 a.m. for any reason whatsoever.

9.3 MBA-HEAT-2012 -written test will be conducted in Tilak Ayurved Mahavidyalaya, Rasta Peth, Pune (detailed address mentioned on the admit card)

9.4 The examination will be conducted only in **English Medium**.

9.5.1 MBA-HEAT-2012 written test examination paper will be of 2 1/2 hours duration containing 200 multiple choice questions (MCQs). Based on analytical reasoning, quantitative & data interpretation & verbal ability. Each question will be of single best response objective type with four answer options. Each correct response shall be awarded one mark. There shall be NO NEGATIVE MARKING for wrong answers.

9.5.2 Candidate should completely darken one and the only one best response (oval).

e.g. A B C Candidate should not use any other method for answering i.e. Half circle, dot, tick mark, cross etc. This may not be read by the scanner. Answer sheet of each candidate will be evaluated by computerized scanning method only (Optical Mark Reader). There will not be any manual checking during evaluation and verification.

9.6 **Grievance Redressal** : Any Grievance regarding Admit Card & written shall be redressed by the Grievance Redressal Cell. A Grievance Redressal cell will comprise of following members:

i) Centre Incharge – Chairperson.

ii) An Invigilator - Member

The cell will function from 9.00 am to the end of the examination on the day of examination. If there is any grievance during this period (regarding loss of time due to administrative error or any other examination related important matter), the candidate will report it to the invigilator of his/her examination block. It will be communicated to the subcentre incharge through supervisor. The committee will examine the Grievance on the spot (by consulting with center in-charge if necessary) and take necessary decision regarding the Grievance/s.

9.7 If any candidate has any objection against any question in the question paper of this examination, the same may be raised through a written application addressed to the Competent Authority within 3 days after examination. Representation received after this period shall not be considered.

10. DECLARATION OF RESULT AND PREPARATION OF MERIT LIST:

10.1 The Competent Authority shall conduct MBA-HEAT-2012, evaluate the answer sheets ,a candidate's academic track record & experience and marks scored in Personal Interview and Group discussion round & prepare the provisional List of candidates selected for counselling.

10.2 The Competent Authority will prepare a Merit List indicating number, name, marks scored, category, category merit number, of the candidate after Personal Interview and Group Discussion round. The same will be made available at the Designated Authorities and on the Website of MUHS on www.muhsnashik.com on **28/05/2012**.

10.3 In case of any typographical error in Provisional Merit list, regarding name, age, gender, category etc., representation for correction should be submitted to the Competent Authority at the time of counselling.

11. MERIT LIST:

11.1 The Competent Authority will prepare a common and category wise Merit List of eligible candidates on the basis of the marks obtained by the candidate in the entrance examination ,his academic track record ,work experience & scores in personal interview and group discussion .

11.2 TIE-BREAKER :

In the case of candidates securing equal final MBA-HEAT-2012 Score, (Written+GD+PI+WE+PAR) their relative merit will be determined on the basis of the following order of preference:

a) When the final scores are the same, the candidate with higher marks in MBA-HEAT-2012-written test will get preference.

b) When the final entrance score and also the marks in MBA-HEAT-2012-written test are the same, the candidate with higher marks in PI will get preference.

c) When the final entrance score, the marks in MBA-HEAT-2012 -written test and also the marks in PI are

the same, the candidate with higher marks in GD will get preference.

d) When the final entrance score, the marks in MBA-HEAT-2012-written test, the marks in PI and also the marks in GD are the same, the candidate with higher percentage of marks scored in the aggregate at the HSC (Std. XII) or its equivalent examination will get preference.

e) When the final entrance , the marks in MBA-HEAT-2012-written test, the marks in PI, the marks in GD and also the percentage of marks in the HSC Exam or its equivalent examination are the same, the candidate with higher percentage of the marks scored in the aggregate at the SSC (Std. X) or its equivalent examination will get preference.

12. Course Fees Concession & Refund

12.1 Fees concession/reimbursement:

The concession (if any) in the tuition and development fees may be offered to following candidates.

Maharashtra State candidates belonging to Reserved Categories

Reserved category candidates are required to submit Caste certificate, Caste/Tribe Validity Certificate, Non Creamy Layer Certificate (if applicable) for claiming fee concession. Similarly candidates belonging to Economically Weaker section/Minority will be required to submit the Income & other relevant certificates from competent authority for claiming fee reimbursement. However, the directives issued by the State Government from time to time with regard to requirement of additional certificates and mode of fees reimbursement shall be binding on such candidate.

Note:

a) The extent of fees concession, nature of fees concession (loan/scholarship), requirements of certificates etc. will be decided by the State Government and same shall be binding on the candidate.

12.2 Refund of Tuition, Development and Other fees after cancellation of admission :

(Reference: AICTE Guidelines No- AICTE/Legal/04(01)/2007, April 2007 & Circular No.698 Dated: 24th August 2007 issued by Pravesh Nyantran Samiti, Mumbai.)

The candidate who has been provisionally admitted may cancel admission by submitting an application for cancellation in duplicate, for refund of fees. The refund of fees as applicable shall be made in due course.

It is made clear that such application for cancellation will be considered if and only if the admission is confirmed by submitting the original documents at the time of counselling & refund shall be made only if the prescribed tuition fee and other fees are paid in full and after payment of the cancellation charges as shown below:

Sr.No	Scenario	Refund Amount
1	Request Received before date of start of academic session(16/07/12) & seat could be filled before the cut off date (31/07/12)	Entire fee less Rs. 1000/-
2	Request received on/after start of academic session(16/07/12) & Seat could be filled before the cut off date(31/07/12)	Entire fee less the Cancellation Charges # on pro rata basis
3	Request received after start of academic session & seat could not be filled	No Refund (except security deposit)

Note:

- Entire amount of Security/Caution Money Deposit is to be refunded to candidate.
- # For calculation of Cancellation Charges on pro rata basis, one month shall be treated as one unit e.g. if the candidate cancels admission on third day i.e. within one month after start of academic session and the seat is filled before the cut off date, then Cancellation Charges on pro rata basis will be the higher amount out of (Entire fee)/12 or Rs. 1000/-.

13. SELECTION PROCESS:

13.1 At the time of counselling, the candidate should bring all original documents and a set of attested copies of the same in support of claim made in application form i.e. Caste Certificate, Caste Validity Certificate, and non-creamy layer certificate. If the matter is still pending with Hon'ble Court, candidate should submit a fresh Court order for MBA-HEAT-2012, failing which claim will not be granted and the candidate will be considered as General Category candidate.

13.2 For Constitutional reservation category candidates:

Reserved category candidate entitled to admission on the basis of merit in an open category seat will have the option of taking admission either against his / her respective category seat or on an open category seat.

13.3 Cut-off date for the eligibility: If an ineligible candidate acquires the requisite eligibility after the aforesaid cut off date, such subsequent acquisition of eligibility will not make an ineligible candidate eligible for any purpose whatsoever, much less for the purpose of admission.

14. CONDUCT AND DISCIPLINE:

14.1 Failure of the candidate in making full and correct statements in the application form and/or suppression of any information would lead to disqualification of the candidate, even at later date. Such a candidate will be debarred from the entire selection process.

14.2 It is responsibility of every candidate to submit proper documents. Any attempt to submit documents which are not genuine will lead to cancellation of the admission of the candidate, forfeiture of the fees, deposits and expulsion of the candidate from the college by the Competent Authority or by his authorised official. The name of such candidate/s shall be deleted from the Merit List and he/she will not be eligible for further rounds of the selection process and will be debarred from the selection process. If deemed fit even criminal proceeding may be initiated by the Competent Authority against such candidates / their parents.

14.3 If any candidate / authorised representative or person accompanying is found obstructing the counseling and / or admission process, or trying to influence in unlawful manner/ creating nuisance, the candidate shall be liable for disqualification from the process of selection and appropriate legal action will be taken. The decision taken by the Competent Authority in this respect shall be final and binding.

14.4 The registration once granted is valid only if the teacher and the Dean are satisfied about regularity, diligent pursuance of studies by the student as well as good conduct.

14.5 All candidates selected for admission shall be subject to the disciplinary rules of the Institution , MUHS, Nashik, respective councils and Government.

14.6 Maharashtra University of Health Sciences, Nashik shall take the decision regarding eligibility, enrolment and registration and granting of the term of selected candidates. The selection of a candidate by the Competent Authority at a later date does not place any onus to accord approval for grant of term.

14.7 Canvassing directly or indirectly for the allotment of seat would disqualify the candidate for admission. Influencing the staff by unfair means, will lead to cancellation of allotted seat and such candidate will also face disqualification for appearance in the subsequent MBA-HEAT examination.

14.8 In case of dispute in the matter of allotment of seat / course / institution or any other matter pertaining to the provisional selection or cancellation of admission, the decision of the Competent Authority shall be final and binding.

14.9 **Legal Jurisdiction:** All disputes pertaining to the conduct of examination and selection process shall fall within the jurisdiction the Hon'ble High Court, Mumbai only.

14.10 Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority. Any amendments made by MUHS/Government of Maharashtra from time to time will be implemented.

15. Instructions to the candidates:

- a. Admit Card and bring to the examination hall and produce the same on demand by invigilator / supervisor.
- b. Candidate should occupy the seat in the examination hall at least Forty Five (45) minutes before the commencement of MBA-HEAT-2012-written exam.
- c. Details, such as seat number, question paper booklet number and version code number must be entered carefully on the answer sheet. The answer sheet no. & the seat No. must be entered carefully on the Question Booklet.
- d. Under any circumstances, no candidate will be allowed to enter the examination hall after 2.20 p.m.
- e. No candidate will be allowed to leave the examination hall till the end of examination.
- f. In case of the loss of Admit Card, it shall be obligatory on the part of the candidate to procure duplicate Admit Card from the concerned centre in charge not later than one hour before the commencement of examination, on production of sufficient evidence to prove that he / she is

the genuine / bonafide examinee

g. All entries on answer sheet must be made only with **Black ballpoint Pen**.

h. Photograph on application form and Identity card should be taken from the same negative.

i. Please note that issue of admit card is just an enabling provision for appearing MBA-HEAT-2012 and does not imply that the candidate satisfies all the requirements of eligibility conditions of admission.

16. Written Test, Group Discussion, Personal Interview, Work Experience and Past Academic Record and distribution of total marks

a. The Agency to administer MBA-HEAT-2012

MBA-HEAT-2012 would be administered by the Competent Authority, on its own or in collaboration with or through a professional agency with proven record of its competence and experience in such process of personnel selection through competitive examinations.

b. MBA-HEAT-2012 written test

- The question paper for the MBA-HEAT-2012 written exam will be set in English only. Translations in any languages will not be available.
- The written test would be of 2 1/2 (Two and half) hours duration and would have a maximum of 200 marks.
- The MBA-HEAT-2012 would be held on **Sunday, 6/05/2012**
- The MBA-HEAT-2012 would have multiple choice objective type questions.
- The MBA-HEAT-2012 would not have negative marking.
- There will be no verification of marks or revaluation of answer sheets of MBA-HEAT-2012
- The marks at the MBA-HEAT-2012 would be considered for admission during the current academic year only and would not be allowed to be carried forward to the next year.

c. MBA-HEAT-2012 GD AND PI: Dates- 14/05/12 & 15/05/12

The batch number, date, time and venue for the GD and PI will be indicated on the online announcement for GD and PI.

d. Distribution of Total Marks:

□ The following will be the Head wise distribution of the total marks of 240, on the basis of which the final Category wise and general merit lists will be prepared.

Written test	200
Group Discussion (GD)	17
Personal Interview (PI)	17
Past Academic Record (PAR)	04
Work Experience (WE)	02
Total	240

□ The Past Academic Record (PAR) of a candidate will be evaluated as shown below

75% and above marks at SSCE or equivalent examination	02
60% and above but less than 75% marks at SSCE or equivalent Exam.	01
Less than 60% marks at SSCE or equivalent examination	00
75% and above marks at HSCE or equivalent examination	02
60% and above but less than 75% marks at HSCE or equivalent Exam.	01
Less than 60% marks at HSCE or equivalent examination.	00

□ The work Experience (WE) of a candidate will be evaluated as shown below :

3 years and more	02
of 1 year and more but less than 3 years	01
of less than 1 year	00

□ Paid and Full-Time Work Experience acquired by a candidate after graduation, as on **15th July 2012**, in an institute recognised by the respective councils, Pharmaceutical company registered in India and listed on any of The Stock Exchanges or in Central/State/Semi-Government organizations, Public Sector Undertakings & public health will only be considered valid for grant of Work Experience marks. The work experience should not include the duration under the Apprenticeship, Article ship, Internship etc. HSSCE and SSCE respectively denote the Higher Secondary School Certificate Examination and the Secondary School Certificate Examination of any of the Divisional Board of Secondary and Higher Secondary Education.

For the purpose of calculation of PAR marks, the marks obtained by the candidate in the subjects including optional and elective will be considered. In case the results are based on grades or CGPA then conversion will be done for allotting equivalent marks.

ANNEXURE "A"

DEFINITIONS

Unless the context otherwise requires,

- a) **"Appropriate Authority"** means the Maharashtra University of Health Sciences.
- b) **'Competent Authority'** means the authority appointed by the University for the purpose of conduct of common entrance test for selection and admission to MBA in Health Care Administration.
- c) **'Course'** means 2-years degree course leading to MBA in Health Care Administration.
- d) **'Designated Authority'** means authority responsible to carry out the instructions given by the Competent Authority in respect of selection and admission process for MBA in Health Care Administration.
- e) **Examination Centre:** The city / town where the examination is conducted
- f) **'Government'** means the Government of Maharashtra.
- g) **'Internship'** means the compulsory rotating internship to be completed as per rules of respective Councils and concerned University.
- h) **'Recognised Qualification'** means the qualification recognised by the respective councils and the University in the State of Maharashtra and in case of in-service candidates, a Statutory University in India.
- i) **'Registration'** means the registration of the qualification with respective Council of India
- j) **'Reservation'** means the reservation prescribed by the Government for admission to the course which includes both Constitutional Reservation for the Backward Classes & other reservations if any.
- k) **'University'** means the non agricultural Universities constituted under the Maharashtra University Act, 1994 and/or MUHS constituted under MUHS Act, 1998.

ANNEXURE "B"

CONSTITUTIONAL RESERVATION

1) The candidates recognized by the State of Maharashtra as belonging to the following Backward Classes, shall alone be eligible to claim admissions as against the seats reserved for such backward class categories. These Backward Class categories are as follows:-

A Scheduled Castes and Scheduled Caste converts to Buddhism (SC)	13.0 percent
B Scheduled Tribes (ST)	7.0 Percent
C Vimukta Jati (VJ) DT-A	3.0 percent
D Nomadic Tribes (NT-1) NT-B	2.5 percent
E Nomadic Tribes (NT-2) NT-C	3.5 percent
F Nomadic Tribes (NT-3) NT-D	2.0 percent
G Other Backward Classes (OBC) including SBC	19.0 percent
Total	50.0 percent

2) Candidates belonging to aforesaid Backward Class categories will be required to submit the Caste Certificate and the Caste/Tribe Validity Certificate.

3) Caste certificate issuing authority: - Caste certificate stating that the caste is recognized under a particular backward class category in Maharashtra state is issued by Sub-Divisional Magistrate / Executive Magistrate /Metropolitan Magistrate in Maharashtra state.

4) The Caste/Tribe validity Certificate issuing Authorities are as follows:-

a) For Candidates belonging to Scheduled Caste, Scheduled Caste converts to Buddhism, Vimukta Jati, Nomadic Tribes 1,2&3 and Other Backward Class, Caste Validity Certificate is issued by **Divisional Caste Certificate Scrutiny Committee of respective Divisional Social Welfare Office** (Konkan, Pune, Nashik, Aurangabad, Amravati and Nagpur).

b) For Candidates belonging to Scheduled Tribe the Tribe Validity Certificate is issued by Director/Deputy Director, **Tribe Certificate Scrutiny Committee of respective Region** (Konkan, Pune, Nashik, Aurangabad, Amravati and Nagpur).

5) The candidate should have claimed the constitutional reservation in the original application form. The candidate claiming constitutional reservation must submit original **caste validity certificate at the time of counseling for filling preference form, failing which the category claim will not be granted.**

6) NON-CREAMY LAYER

A candidate belonging to 'Creamy Layer' amongst the categories (C) to (G) must note that the provision of reservation is NOT applicable to him/her. A candidate claiming benefit of reservation under the categories (C) to (G) above will be required to produce Non-Creamy Layer Certificate as specified in the Government resolution No.CBC-10/2008/CR-697 MVK-5, dated 13th January, 2009. The certificate should have **valid upto 31/03/2013**. The Non-Creamy Layer Certificate is issued by Sub-Divisional Officer/Deputy Collector/Collector of the district.

However, such a Non-Creamy Layer Certificate shall be produced in any case at the time of filling up of Preference Form, failing which the category claimed will not be granted.

Applicants belonging to Special Backward Class

N.B.: Hon'ble High Court Mumbai had stayed admission to SBC category as a separate quota and therefore, vide Government Circular from Social Welfare, Cultural Affairs and Sports Department No. CBC-1095/WS/264/BCD-5 dated 24th October 1995, the persons belonging to Special Backward Class (SBC) are to be considered as OBC candidates.

7) Inter-se amongst the reserved categories will be operated at the end of each admission process against the unfilled reserved categories seats as per merit and choice of the reserved categories candidates. The seats remaining vacant from various categories will be filled in during inter-se admission process as follows:

a) From among the candidates of their respective group from the Merit List of that particular group where the vacancies exist. The groups are as follows -

GROUP - I

- (i) Scheduled Castes and Schedule Caste converted to Buddhism (S.C.) 13%
- (ii) Scheduled Tribes including those living out-side specified area (S.T.) 7%

GROUP - II

- (i) Vimukta Jati (DT) (A) 3%
- (ii) Nomadic Tribes (NT1(B)) 2.5%

GROUP - III

- (i) Nomadic Tribes (NT2 (C)) 3.5%
- (ii) Nomadic Tribes(NT3 (D)) 2%
- (iii) Other Backward Classes (OBC) including SBC 19%

(b) If the seats still remain vacant, then the seats will be filled, from among the candidates of all the categories mentioned above from the all categories combined merit list.

(c) If the seats still remain vacant then the seats will be filled from among the candidates of the common merit list.

8 Admission under constitutional reservation seat will be governed by the Maharashtra Schedule Castes, Scheduled Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Other Backward Classes and Special Backward Category (Regulation of Issuance and Verification of) Caste Certificate Act, 2000 (Mah. Act No. XXIII of 2001).

7.BREAK-UP OF SEATS

I	Quota for Maharashtra Domicile Candidates (85%)	Percentage	Seats
A	Open Merit	50.0 %	25
B	Scheduled Castes and Scheduled Caste converts to Buddhism (SC)	13.0 %	7
C	Scheduled Tribes (ST)	7.0 %	4
D	Vimukta Jati (VJ) DT-A	3.0 %	1
E	Nomadic Tribes (NT-1) NT-B	2.5 %	1
F	Nomadic Tribes (NT-2) NT-C	3.5 %	2
G	Nomadic Tribes (NT-3) NT-D	2.0 %	1
H	Other Backward Classes (OBC) including SBC	19.0 %	10
Total		100%	51

II	Quota for Out of Maharashtra Candidates (15%)	15.0%	9
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From among the **Quota for Out of Maharashtra Candidates** if vacancies exist the seats would be distributed amongst all the categories for Maharashtra Domicile candidates according to the above mentioned reservation criteria.

ANNEXURE "C"

Physically Handicapped (PH) Reservation

1) As per Postgraduate Medical Education Regulation 2000 and Amendment Notification No. MCI.18(1)/2008-Med./ 54470 Dated 25th March 2009 following is the criteria for reservation under Physically Handicapped Category "1(a). 3% seats of the annual sanctioned intake capacity shall be filled up by candidates with locomotory disability of lower limbs between 50% to 70%.

Provided that in case any seat in this 3% quota remains unfilled on account of unavailability of candidates with locomotory disability of lower limbs between 50% to 70% then any such unfilled seat in this 3% quota shall be filled up by persons with locomotory disability of lower limbs between 40% to 50% - before they are included in the annual sanctioned seats of State Quota.

2) The Candidate with a disability more than 70% will not be eligible for admission to Health Sciences (Post Graduate) Courses. No other disability shall be allowed as per the MCI regulations. However, such a candidate will be required to undergo medical examination by a Special Medical Board constituted for this purpose by the Competent Authority. The Medical Board after ascertaining his/her disability must be satisfied that the candidate is physically fit to undergo the course despite his/her disability.

3) Candidate is required to submit the proof of his/her disability by way of a certificate (issued in year 2012) in prescribed proforma from Civil Surgeon of a District Hospital/Medical Board/Medical Superintendent of a Government Medical College/Hospital in Maharashtra; or from the Director of All India Institute of Physical Medicine and Rehabilitation, Haji Ali, Mumbai; (as per Prescribed Proforma) at the time of verification of disability. However, Verification of the disability will be carried out by Special Medical Board constituted for this purpose by Competent Authority. And decision of the Special Medical Board will be final. The date and place of Special Medical Board shall be communicated by the way of notification.

PROFORMA OF CERTIFICATE FOR PHYSICALLY HANDICAPPED (PH) CANDIDATE

This is to certify that after clinical examination, it has been found that Dr.....
who desires to pursue Post-Graduate course in School of Health Care Administration ,MUHS Regional Centre ,Pune for the year 2012-2013 for claiming the benefit of seat reserved for Physically Handicapped persons is an individual withpercent **permanent**
/ partial disability pertaining to locomotory disorder of the lower limbs.

It is also certified that he/she fulfils the following criteria.

- (1) Absence of any incapacitating and /or progressive systemic disease/disorder/condition.
- (2) Absence of any disability of upper limb/s.
- (3) Absence of any major visual/ auditory disability.
- (4) Absence of psychosis/neurosis/mental retardation.
- (5) Abilities to maintain erect posture.
- (6) Reasonable manual dexterity.

It is further certified that he/she is medically fit to undergo the professional training course, in-spite of his/her physical disability being diagnosed as.....

Date: Name :

Place : Signature:

Designation: Official Seal :

ANNEXURE – “D”

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of Dr..... who is desirous of admission to MBA-Health Care Administration Postgraduate Course.

He/she has not given any personal history of any disease incapacitating him/her to undergo the professional course. Also, on clinical examination it has been found that he/she is medically fit to undergo MBA in Health care Administration.

(1) Absence of any incapacitating and /or progressive systematic disease/disorder / condition,

(2) Absence of any disability of upper limb/s,

(3) Absence of any major visual/auditory disability,

(4) Absence of psychosis/neurosis/mental retardation,

(5) Ability to maintain erect posture,

(6) Reasonable manual dexterity.

Signature

Name

Registration No.

Address of the Registered Medical Practitioner

Date

Seal of Registered Medical Practitioner

Note:

A candidate must be medically fit to undergo the MBA-Health Care Administration applied for. The medical fitness must be certified by a Registered Medical Practitioner in the prescribed Proforma, as given above on a **Letterhead**.