

THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD – 36, Sector – I, Salt Lake, Kolkata – 700064

Website: www.wbuhsexams.in/www.wbuhs.ac.in

Tel no. 2321-3461 / 2321-6602



Information Booklet

Rules for admission to Post Graduate Master in Hospital

**Administration (MHA)
Course**

2018

1. Jurisdiction of the University

Admission to the seats in the affiliated institution of The West Bengal University of Health Sciences in Post Graduate Hospital Management Course in the name of 'Master in Hospital Management' (M.H.M) shall be made on the basis of the inter se merit lists of candidates appearing in the West Bengal Management Aptitude Test (WBMAT) to be conducted by the West Bengal University of Health Sciences (WBUHS).

2. Eligibility criteria

2.1 Graduate in Medicine (M.B.B.S/B.H.M.S/B.A.M.S/B.U.M.S)/ Graduate candidates from any stream or graduates from any recognized university / those Appeared but result not yet published (in such cases, conditions of passing criteria be fulfilled) would be entitled for admission after qualifying in the above noted aptitude test to College of Paramedical and Allied Sciences, WBUHS, Kalyani and following privately managed colleges:

- 2.1.1 Antara Institute Of Health Sciences- 30 seats
- 2.1.2 Charnock Hospital (RGM-2103 Teghoria, Kolkata-700157, Rajarhat and V.I.P junction): 30 Seats
- 2.1.3 DSMS College, Durgapur of Health Care Management, BD-25, Sector-1, Kolkata-700064:30 Seats
- 2.1.4 Genesis Institute of Management and Technology (GIMT) (at Genesis Hospital Campus– 1470, Rajdanga Main Road, Kolkata- 700107): 40 Seats
- 2.1.5 Institute Of Business Management and Research: 30 Seats
- 2.1.6 School Of Management and Social Sciences: 50 Seats
- 2.1.7 Haldia Institue of Health Sciences: 16 Seats
- 2.1.8 Peerless School Of Hospital Management: 25 Seats
- 2.1.9 Oriental Institute of Health Sciences: 24 Seats
- 2.1.10 HLG Memorial Hospital: 10 Seats

2.2 The candidates who have completed or will complete their rotating internship for one year after passing any medical examination on or before the date of counseling are eligible to apply.

2.3 Candidates who are already pursuing any other course are not eligible for admission till they complete the course but will be eligible to apply if the course is due to be completed within the date of counseling. However, candidates, pursuing any other course, is permitted to apply. But their candidature will be considered during counseling only on production of the resignation letter from the course undertaken, duly countersigned and accepted by the appropriate authority.

3. Admission test

- 3.1. If required a written Test would be conducted to enlist the selected candidates on the discretion of The West Bengal University of Health Sciences if sufficient candidates are available on a date

specified by the university later on. The candidates will have an absolute authority in choosing from the aforesaid colleges.

- 3.2. Applicant for admission will be provisionally allowed to appear in the written test provided he/she have submitted application in the prescribed form within the last date and have fulfilled the eligibility criteria outlined above.
- 3.3 The question paper for the written test shall be set in English and shall contain 100 single best response type Multiple Choice Questions.
- 3.4 The duration of the written test will be of 80 minutes.
- 3.5 A candidate will be awarded one (1) mark for each correct answer. There will be no marks for multiple answers or a question even one (1) answer among them is correct.
- 3.6 No marks will be deducted for wrong answer.
- 3.7 The written test will be from the following subjects and break-up of marks is given in a) Arithmetic (10), b) Logic and reasoning (20), c) General Knowledge (20), d) General Science (30) and e) English (20).

4. Interview:

- 4.1 If the list of eligible candidates is such that only an interview will suffice, such an interview will be held on the date of examination, where 85% of the total score will be calculated based on academic achievement of the candidate i.e. the marks obtained in the qualifying examination and 15% from the interview per se on the same subjects as outlined in point no.3.7.
- 4.2 The details of the marks distribution between the academic achievement and viva will be finalised by the concerned Board of Studies, if such a situation arises, based on the above principle.
- 4.3 In the interview the candidates will bring all items listed in 6.6 in original.

5. Merit list of candidates

- 5.1 The rank of the candidates qualifying in the written test will be determined on the basis of the marks obtained by them in the WBAAT or the interview, as the case may be. The roll numbers of the candidates qualifying in the test will be arranged in the merit list according to rank and in order of decreasing marks.
- 5.2 In the event of more than one candidate securing the same marks in the written test, the rank shall be determined according to the following principles:
 - 5.2.1. The relative position of such candidates in the merit list will be determined on the basis of the number of wrong answers (incorrect answers and multiple answers), i.e., the candidate with more wrong answers will be placed in lower position in the merit list.
 - 5.2.2 If the ranks of the candidates cannot be determined by application of the above principles, the candidate older by age will be in the higher rank than the candidate younger by age.

6. Counseling for selection of candidates for admission:

- 6.1 Admission to MHM Course will be made through personal appearance (counseling) strictly according to the time schedule to be published in due course by appropriate authority. For personal appearance the candidates will be called in order of merit.
- 6.2 In all the institutions (except that at College of Paramedical and Allied Sciences, WBUHS, Kalyani) one-third of the seats will be made available to the candidates at Govt. approved fees and in the rest two-third the individual colleges will display their monitory bindings on the students during the counselling.

Reservation in terms of SC, ST, OBC-A and OBC-B will be applicable to all seats at College of Paramedical and Allied Sciences, WBUHS, Kalyani and in those seats in Private institutions where Govt. approved fees were applicable. For reservation The West Bengal University of Health sciences would abide by the West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013.

- 6.3 The provisional merit list will be available at the notice-board of WBUHS and in the website, www.wbuhsexams.in/www.wbuhs.ac.in to appear in the counseling. No information will be sent to individual candidates in this regard. Final list for admission will be published after counseling.
- 6.4 Candidates selected for admission through counseling shall have to get themselves admitted within the specified date to be mentioned in the offer letter to be issued after counseling. Candidate opted for the college of his/her choice.
- 6.5.1 **A candidate will have to appear** in person before the selection committee on the date of counseling; otherwise he / she will be marked absent and his/ her candidature will stand cancelled. Similarly a candidate who fails to join the designated college by the last date of joining, mentioned in the offer letter, shall have no further claim of the seat. No extension of joining time will be allowed by WBUHS under any circumstances.
- 6.5.2. However, in case a candidate is unable to appear in person on the day of counseling, he/she may send his/her authorized representative with an undertaking and Authority Letter for allotment (proforma for undertaking and Authority Letter are available in the university website in the , **'FORMS'** section in the homepage of www.wbuhsexams.in/www.wbuhs.ac.in, along with requisite documents in original and fees. The allotment made to the authorized representative shall be binding on the candidate.
- 6.6. **The candidate appearing for counseling will have to bring the following documents in original along with attested copies of all relevant documents:**
- (i) WBMAT Admit Card,
 - (ii) Degree/ Provisional passing certificate and mark sheet(s) or equivalent of the qualifying examination
 - (iii) Internship completion certificate (wherever applicable),
 - (iv) Secondary/ Madhyamik passed out certificate/ Class X Mark sheet/ Class X Admit Card as proof of age,
 - (v) Any other relevant document.

A counselling fee of Rs.3000/- is payable at the time of counselling. The modality of the payment would be notified in the counselling notice which would be

available at due time in the West Bengal University of Health Sciences website. The West Bengal University of Health Sciences would go for subsequent rounds of counselling if the seats remain vacant in accordance with provisions in law.

Candidates without original documents shall not be allowed to participate in the counseling.

- 6.7 The number of seats available for allotment shall be displayed at the venue of counseling. Information in this regard may be available in WBUHS website www.wbuhsexams.in/www.wbuhs.ac.in prior to counseling.

7. Other information

- 7.1 Candidates need not submit any supporting document along with their application form except self addressed envelope and bank draft.
- 7.2 The allotment of Examination centre and roll no. done by WBUHS and will be final and binding.
- 7.3 There is no provision for rechecking/ re-evaluation of the answer sheets and no query in this regard will be entertained.
- 7.4 The in-service candidates may submit applications directly but “No Objection Certificate/Sponsoring

Certificate” by competent authority must be submitted at the time of counseling.

8. GENERAL RULES AND PROCEDURAL DIRECTIVES

8.1. Applicants should go through and strictly follow the instructions given in the Information Booklet as published in www.wbuhsexams.in/www.wbuhs.ac.in, while applying for MHM course. Application must be complete in all respect.

8.2. Applicants are required to visit the official Website of the University www.thewbuhs.net/www.wbuhs.ac.in for applying on- line. The print-copy of the application along with a crossed Demand Draft of Rs. 1000/- (Rupees One Thousand) purchased from any nationalized bank of India, drawn in favour of “*The West Bengal University of Health Sciences*” payable at Kolkata.

PRINT-COPIES WILL BE RECEIVED IN THE OFFICE OF THE WBUHS, IN PERSON BY 01.08.2018 AND BY SPEED/REGISTERED POST LATEST BY 03.08.2018. THE DEMAND DRAFT MUST BE PURCHASED ON OR BEFORE 31.07.2018. Candidates are requested to write their **name and telephone number** on the back of the **Demand Draft**.

8.3. Submission of incorrect or false statements / documents or suppression of material information in the application form will be considered as sufficient ground for cancellation of the candidature or the admission of the candidates to a Master in Hospital Management course whenever detected, i.e. during the process of admission or even at any stage thereafter. Incomplete application forms will be summarily rejected.

8.4. The selection / admission of a candidate shall stand cancelled if he / she is found guilty of copying from any material whatsoever or of taking the help of any electronic media / devices during the examination, or of assisting others or of being assisted by others in any manner whatsoever in writing out the answers during the examination. Candidates are not allowed to carry mobile or any other electronic gadgets in the examination hall. It will be confiscated if any one enters the examination hall with mobile or any other electronic gadgets. Candidate is allowed to bring only his/her admit card. In this context, decision of the Centre-in-charge and /or the University Observer will be final and binding.

8.5. Questions will have Multiple Choices that would be answered through OMR.

I) The test will be objective in nature and for each question four suggested responses will be given of which **ONLY ONE** answer will be chosen as the best response.

II) The Answer Sheet will be machine-scored and therefore requires specific procedure to be followed as given below:

The answers will be marked only by blue/ black ball-pen supplied by the University. No other pen/ pencil are allowed.

III) The method of marking answers is indicated below:

- Each question will be followed by answers marked as (a), (b), (c) or (d). Select the most appropriate answer. Then, using blue/ black ball-pen blackens the circle bearing the correct answer index against the serial number of the question on the answer sheet completely.
- Please note that the mark should be dark enough and the circle should be filled in as completely as possible. You need not make special efforts to darken any circle artistically.

8.6. The qualified candidates whose names will be published in the Provisional Merit List will have to submit all the attested copies of supporting documents along with **originals** for verification of their eligibility to the course.

8.7. The Merit list will be notified in the notice-board of the WBUHS and will also be available in the website < www.wbuhsexams.in/www.wbuhs.ac.in>. No communication in this regard will be made to the candidates personally.

8.8. Candidates selected for admission through counseling must obtain the offer letter on the day of counseling on payment of the requisite fees.

8.9. The candidate should report to the head of the Institution within the date mentioned in the offer letter.

8.10. IF A CANDIDATE DOES NOT REPORT TO THE ALLOTTED INSTITUTION WITHIN THE STIPULATED DATE HIS / HER ADMISSION TO THE COURSE WILL STAND CANCELLED.

8.11. No travel allowance is admissible for appearing in the written examination or for attending counseling.

8.12. No personal communication will be made to the candidates, unless it is considered absolutely necessary by the University authority.

8.13. Admission of candidates belonging to WB Govt. service will be in accordance to the relevant government orders prevailing at the material time.

8.14. Admission schedule is given in appendix-I and guidelines for submission is given in appendix-II.

Sd/-

Date:

Controller of Examinations

WBUHS

APPENDIX-I

Schedule for 2018

Forms to be available at the end of the Information Booklet.	
Forms to be submitted Online in www.wbuhsexams.in	Between 13.08.2018 to 24.08.2018 (6 p.m.)
Last date of Submission of print-copy of forms at W.B. University of Health Sciences (except Saturdays, Sundays and Holidays)	27/08/18 (11.30 A.M to 4 P.M) (Except Saturdays, Sundays and holidays)
Print-copies will not be received in the office of the WBUHS in person after 27/08/2018. However, print-copies sent by Speed Post will be received upto 28/08/2018 provided the enclosed “Bankers Cheque/Demand Draft” is purchased on or before 24/08/2018 .	
Interview call letter / Admit Cards to be downloaded on and from	08.09.2018
Proposed date of Interview / Written Examinations	11.09.2018
Declaration of results	To be notified later on
Counseling & Admission	To be notified later on
Session to start from	September, 2018

Controller of Examinations
The West Bengal University of Health Sciences

Appendix-II
Guidelines for Submission of Application

- *1. A candidate seeking admission through WBAAT is required to submit his/ her application online by logging in www.thewbuhs.net/www.wbuhs.ac.in. Application submitted by all other means will be summarily rejected.
- *2. The candidate will, first of all, visit the university website www.thewbuhs.net/www.wbuhs.ac.in through internet. He is required to go through the relevant ‘**Information Booklet**’ carefully and acquaint himself / herself with all requirements regarding filling in the application form.
- *3. In the home page look for the Information booklet at the right hand bottom corner. For on-line submission of forms, click on the specific link under the heading APPLICATION.
- *4 The ‘**Online Application Form**’ is to be carefully filled by selecting appropriate options or by typing in Block Letters in appropriate places. Please do not skip any point.
- *5. After completing the form the candidate is advised to go back to the top of the page and revise all the details he/she has filled. Only after being fully satisfied, click ‘**Submit**’ at the bottom to go to the next page. If any change is required click “Reset”. Once submitted, the entries cannot be changed.
- *6. After clicking ‘**Submit**’, two more pages will appear with **Acknowledgement No.** Candidates have to print both the pages as those will have to be submitted to the WBUHS. Please keep photocopies of those pages for your record. **Application forms without Acknowledgement No. and missing data will not be entertained.**
- *7 After “Submit” the next page will show the details of the entry. A print copy of this page is to be then taken. The candidate’s signature and Left Thumb Impression are to be placed on to the space provided in this page. Each candidate can submit only one application form.
- *8. **Once submitted no request for change of any entry will be entertained by the university.** Print-out of these two pages will have to be submitted to the office of the ‘Controller of Examinations, West Bengal University of Health Sciences (WBUHS), DD- 36, Sector-I, Salt Lake, Kolkata-700064’ after: i) pasting two photographs of the candidate (one must be attested by a gazetted officer or Principal of the college last attended) at appropriate places in the last page, ii) putting the candidate’s signature at appropriate places in the last page. The declaration must be signed (which should be full name) in the same page of the declaration. iii) putting left thumb impression in the appropriate place
iv) attaching the bank-draft /bankers’ cheque for Rs. 3000/- in favour of ‘**The West Bengal University of Health Sciences**’ payable at Kolkata
v) attestation should be by a gazetted officer with legible seal with designation in the certificate
- *9. All forms submitted after the stipulated last date/ all incomplete or invalid forms will be rejected without any further reference to the candidate and the fees submitted, if any, will be forfeited as processing charges.

Date:

Sd/-

Controller of Examinations

WBUHS