Terms and Conditions

Applicable for admissions to

Master of Hospital Administration Course
(MHA) 2013
“Children should be taught the art of relaxation, how to be at ease. If they don’t feel relaxed, how can they learn? Without relaxation, no real learning is possible. This is the first lesson that clearly needs to be understood. It is very important that parents & teachers understand this before they ask the children to do something”.

-AMMA
AMRITA SCHOOL OF MEDICINE
Terms and conditions
applicable for admission to MHA - 2013

AMRITA VISHWA VIDYAPEETHAM a Deemed University established under Section 3 of the UGC Act 1956 conducts several health related and health services management courses in its educational establishments located in the Health Sciences Campus at Kochi, Kerala, India. All such courses are professional courses – both at undergraduate and Postgraduate levels. In Hospital Administration the course is of two years duration at Postgraduate level leading to the award of "MASTER OF HOSPITAL ADMINISTRATION" (MHA).

Admission to the above course is based on marks secured at the undergraduate level and performance in a personal interview. Admissions will be governed by rules and regulations laid down by the University (Amrita Vishwa Vidyapeetham). Those who take admissions for MHA are deemed to have read, understood and accepted the Terms and conditions contained in these terms.

Very important

Management of Amrita Vishwa Vidyapeetham reserves the right to change any of the conditions enumerated herein for the purpose of complying with any of the regulations of the University Grants Commission or any other competent authority.

1. CURRICULUM: As approved by Amrita Vishwa Vidyapeetham (University).

2. COURSE DETAILS:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Course</th>
<th>No. of Seats</th>
<th>Duration of the Course</th>
<th>Eligibility</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master of Hospital Administration</td>
<td>35</td>
<td>2 Years</td>
<td>Bachelor's degree (10+2+3 Years of education) in any discipline from a recognized University with a minimum of 50% marks. Candidates with qualification in hospital oriented subjects will have an added advantage for admissions.</td>
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</tbody>
</table>

Qualifying Examination:

Candidates whose results of the qualifying examination are awaited could also attend the interview. They should however produce the mark list of the qualifying examination at the time of interview. No separate communication will be issued for the mark list. Those who are unable to produce mark lists and degree certificate (atleast provisional) at the time of admission may not be admitted.
3. PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION FORM:

Refer the head “Admission Procedure” in the website (www.amrita.edu).

4. SCHEDULE FOR SUBMISSION OF APPLICATION FORM:

- Last date for receipt of confirmation page of the ONLINE application form is 3rd August 2013.
- Following documents shall accompany the Confirmation copy of ONLINE application:
  1. Demand Draft or Cash Voucher (if payment by Cash)
  2. Degree Marklist

5. Candidates should retain a photocopy of the confirmation page of online application form for future reference.

6. GENERAL INSTRUCTIONS FOR FILLING THE APPLICATION FORM THROUGH ONLINE:

Incomplete and wrongly filled in applications are likely to be rejected. Hence candidates are advised to take extraordinary care in filling up the Form. Given below are hints to help the candidates to correctly fill up the Form ONLINE (please refer the head “Admission Procedure” in the website www.amrita.edu for more details):

(i) Application Form should be completed. Do not leave any column unfilled. If any column is not relevant in your case please write “NA” in answer to such column.

(iii) Photograph: Face close up passport size colour photograph with name and date taken after 01.01.2013 only should be submitted.

iv) Mention the address with PIN CODE correctly so that you do not miss the postal mails.

v) All enclosures should be attached to the application by using a paper pin. Do not staple nor leave the papers loose. **DO NOT SEND ANY ORIGINALS.** University will not be responsible for safety of the originals.

7. APPLICATION FEES:

Application fees will be Rs. 500/- by Demand Draft, favouring “Amrita Vishwashivapapeetham” payable at Kochi or Cash Voucher only from Dhanalakshmi Bank and Federal Bank and it should be sent to the Admission Office along with confirmation copy of ONLINE application form (refer the clause No. 3 and 4 of the above).

8. SELECTION PROCESS:

(i) Eligible candidates will be invited for a personal interview. Selection will be made on the basis of academic scores and performance in the interview. For this purpose degree mark list is most essential. Candidates must ensure that the Mark lists are submitted at least seven days prior to the date of interview.

9. VENUE FOR INTERVIEW:

Amrita School of Medicine,
Kochi, Kerala. 682 041

Date of Interview: 10.8.2013 (Saturday)
Time of Interview: 9.30 am

Date and time of interview may change if circumstances warrant. It is the responsibility of the candidates to ascertain the date and time of interview well in advance from the admission office. (Phone Nos.: 0484 2858373/ 4008373/ 6688373)

10. TELEPHONE NUMBERS (VERY IMPORTANT)

It is advisable to mention more than one telephone number for contacting the candidate.
or his / her parents. Many times important messages are given through telephones. While the Institution will make all reasonable efforts to contact the candidate or his / her parents, if the numbers are not reachable Institution will not be responsible. Therefore candidates should ensure that two or more easily accessible numbers and email ID if available are mentioned in the application.

12. ADMISSION :
Candidates desirous of admission should report to the Chairman -Admissions on the date & time as mentioned at the last page of this booklet. While reporting for admissions, the candidate should be accompanied by one of the parents or spouse, (in case of married females) and should produce the following documents in original along with two additional sets of photocopies.

i. Degree mark list (All years)
ii. Degree certificate
iii. A document to prove the date of birth
iv. Transfer certificate from the Institution last attended.

v. Migration certificate from the University from where the candidate passed his/her Degree.

13. VERIFICATION OF DOCUMENTS
All admissions are subject to verification of the original certificates and documents of the candidate.

The decision of the Chairman-Admissions, Amrita Vishwa Vidyapeetham regarding the eligibility of any applicant shall be final. Therefore it is the responsibility of the candidates to ensure that he / she meets all the eligibility requirements.

14. FEE DETAILS :
Tuition Fees per year will be Rs.80,000/-. Other fees will be extra. Hostel Accommodation will be provided to those who are in need of it and on payment basis. Fees mentioned are at current level. They are subject to revise as and when necessary. Full fees for the FIRST YEAR will have to be paid at the time of admission. Fees for the second year will have to be paid in July 2014.

15. CANCELLATION OF ADMISSION AND REFUNDS
a. For candidates who have joined the course but opt to discontinue the course any time before completion of the course, an amount of Rs.25,000 will be deducted towards administrative expenses from the fee which they have paid at the time of joining.

b. In addition to the above such students will have to pay tuition fees, hostel, mess and other fees proportionately for the period they remained on Rolls of the School.

c. For the purpose of calculation of proportionate recovery part of a month will be considered as a full month.

d. Subject to the above conditions, for those who leave the course after commencement of classes but before the closure of admissions, tuition fees will be refunded provided the Institution could fill the vacancy.

e. As per the regulations of the University, admissions will have to be closed by 30th September, of the year. After closure of admissions the seat if vacated can not be filled up. Such seats will go vacant for the entire duration of the course. Therefore those who leave the course after closure of admissions will be liable to pay liquidated damages equivalent to the tuition fees for the remaining period of the course.
Unutilized portion of the other fees and caution money will be refunded after recoveries of dues if any.

f. For candidates shifting to another school/college of Amrita Vishwa Vidyapeetham deductions will be restricted to Rs.10,000/- (Ten thousand only) as administrative charges.

g. Candidates will be deemed to have withdrawn if he/she remains absent for more than 30 (thirty) days from the date of commencement of the classes.

16. DISCIPLINE

The colleges, hospitals and hostels are parts of Sri Mata Amritanandamayi Math, the parent Trust and therefore, rules and regulations as prescribed should be strictly followed.

a. Only Vegetarian food will be served in the Hostel.

b. Use of video-iPods, cameras and all such electronic Gadgets inside the campus are prohibited.

c. Smoking and drinking (alcohol) are strictly prohibited.

d. Students are staying in hostel in the hospital campus should strictly follow the dress code prescribed by the hostel authorities.

e. There will be regular value-oriented classes/discussions in the campus. Students are advised to participate in these programmes. This is an Institution meant for higher learning and the objective is not only to impart education but also to build the character of the students and transform them into better human beings.

f. A student hand book will be issued at the time of admission which will contain all the rules and regulations in detail. The students shall strictly abide by them.

g. Students are expected to observe absolute discipline in their conduct during the entire period they spend in the Institution. Failure to observe absolute discipline will invite appropriate action.

17. PREVENTIVE MEASURES AGAINST RAGGING:

The Central Government has enacted Law and the University Grants Commission, Amrita Vishwa Vidyapeetham and other Regulatory bodies have introduced appropriate Rules and Regulations to prohibit, prevent and eliminate the scourge of ragging in educational Institutions.

These rules are separately made available to candidates for compliance. Students and their parents should note that if any student indulges in or abet ragging or at any time found to have involved in ragging in the past he/she may be denied admission or expelled (if already admitted) without any notice and all losses the Institution may have to suffer on that account will have to be made good by the student.

Important helpline telephone numbers are being made available separately.

In case, the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may-be refused or he/she shall be expelled from the educational institution.

18. DRESS CODE

There will be a mandatory dress code for all students throughout the course. This has to be very strictly followed. Institution will supply following number of uniforms.
Uniform for males
3 Pairs of Pants & Shirts.

For females
3 Pairs of Churidar (with shawls) + 1 Saree with Blouse piece

19. MEDICAL INSURANCE
All students will be covered under group medical insurance scheme, within stipulated limits.

20. ATTENDANCE
A minimum of 80% Physical presence in every subject including attendance in non-lecture teaching is compulsory for appearing the University examinations.

21. SETTLEMENT OF DISPUTES
In case of any dispute in the interpretation of any of the conditions included in this booklet or in any other matter related to admission to MHA in Amrita Institute of Medical Sciences at Kochi, decision of the Medical Director Amrita Institute of Medical Sciences will be final and binding.

22. JURISDICTION
Courts situated in Kochi, Kerala only will have jurisdiction over disputes, if any arising in the matter of application and or admission to the course caused in these Terms & Conditions.
### IMPORTANT DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Online Registration Commences</td>
<td>3rd June 2013</td>
</tr>
<tr>
<td>Last date for ONLINE registration</td>
<td>31 July 2013</td>
</tr>
<tr>
<td>Last date for receipt of confirmation ONLINE Application page</td>
<td>3rd Aug. 2013</td>
</tr>
<tr>
<td>Date &amp; Time of Interview</td>
<td>10th August 2013 at 9.30 am</td>
</tr>
<tr>
<td>Admission &amp; Payment of Fees</td>
<td>Dates will be announced after interview</td>
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<tr>
<td>Classes Expected to Commence</td>
<td>Sept 2013</td>
</tr>
</tbody>
</table>

### Warning

Candidates who wish to apply for admission to all the courses at Amrita Vishwa Vidyapeetham, Health Sciences Campus are hereby warned against possible cheating by unscrupulous agents who may promise and assure seats by extracting large sum of money from the parents / candidates. Candidates should note that there is no provision for capitation fees towards admission.