MASTER OF HOSPITAL ADMINISTRATION COURSE
(MHA)

School of Medicine, Amrita Institute of Medical Sciences, AIMS-Ponekkara, Kochi – 682 041
Kerala, India, Ph: 0484 – 285 8036 / 8037 / 5651 / 8383, Fax No: 0484 – 280 2020 / 2051
Email: ugadmissions@aims.amrita.edu
OUR CHANCELLOR
HER HOLINESS SRI MATA AMRITANANDAMAYI DEVI

OUR
GUIDING LIGHT AND INSPIRATION

“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
Terms and conditions
applicable for admission to
MHA - 2012

Admission to Master of Hospital Administration (MHA) in Amrita Institute of Medical Sciences is based on marks Secured in graduation and a personal Interview conducted by Amrita Vishwa Vidyapeetham. Admissions will be governed by rules and regulations laid down by Amrita Vishwa Vidyapeetham the university.

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. ELIGIBILITY

The minimum qualification to apply for admission to MHA Programme is a Bachelor’s degree (10+2+3 Years of education) in any discipline which is recognized by the association of Indian Universities or any degree equivalent to Bachelors Degree with a minimum of 50% marks. Candidates with qualification in hospital oriented subjects will have an added advantage for admissions.

2. METHOD OF SUBMISSION OF APPLICATIONS

a. Candidates are advised to read and understand the application and the terms and conditions thoroughly before filling the application form.

b. Downloaded Application Forms will not have a serial number. Once the duly filled applications along with the demand draft for the amount involved are received in the Office of Admissions, a serial number will be allotted and the same will be communicated to the candidate.

c. Form must be filled clearly and legibly in CAPITAL LETTERS.

d. Keep with you a photocopy of the filled application for future reference.

e. Any discrepancy in the statements or
Submission of incomplete or incorrectly filled forms or un-clear photographs will lead to rejection of application.

f. Photographs: Paste your recent passport size, face close-up, colour photographs. Photo should contain person's name and date on which the photograph is taken.

g. Name of applicant: Name in CAPITAL LETTERS, as it appears in your marks card of the qualifying examination or as in the 10th standard/ SSLC mark list. Leave one blank box between names.

h. Date of birth: Enter the date, month and year of birth as recorded in the Degree Mark list/certificate.

i. Qualifying Examination: Candidates whose results of the qualifying examination are not available could also attend the interview, subject to their producing the mark list/certificate of the qualifying examination at the time of admission in case of their selection. No separate communication will be issued for the mark list. THOSE WHO ARE UNABLE TO PRODUCE MARKS LISTS AND DEGREE CERTIFICATE (ATLEAST PROVISIONAL) AT THE TIME OF ADMISSION WILL NOT BE ADMITTED.

3. SELECTION

Eligible candidates will be invited for a personal interview. Selection will be made on the basis of academic scores and performance in the interview.

Candidates should furnish more than one telephone numbers, so that all necessary information can be communicated promptly.

4. Venue for interview: Amrita School of Medicine, Kochi, Kerala.682 041

Date of Interview : 25th June 2012
Time of Interview : 10AM

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.

5. 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.

6. PUBLICATION OF SELECTION LIST

Selection list is expected to be published on the same day of interview. List will be displayed in the Office of Admissions.

Chairman's decision regarding selection will be final and binding.
a) Selected candidates will have to make a non-refundable spot payment of Rs 20,000/- (twenty thousand only) immediately, which will be adjusted towards first year tuition fees. Balance fees will have to be paid on the date of admission which will be intimated to the candidates. Failure to make payment and take admission as above is likely to result in the forfeiture of seat.

b) 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
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.
vi. Face close-up color photographs- 4nos.
vii Demand draft for the amount which will be intimated to the candidate, favoring AMRITA VISHWA VIDYAPEETHAM, payable at Kochi.

7. 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.

8. PAYMENT OF FEES

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 2013.

<table>
<thead>
<tr>
<th>Duration of the course</th>
<th>Years</th>
<th>Tuition Fees per Year (Rs)</th>
<th>Hostel Fees (Rs)</th>
<th>Mess Fees (Rs)</th>
<th>One time Fees (Rs)</th>
<th>Other Fees (Recurring) (Rs)</th>
<th>Caution deposit (Rs)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Years</td>
<td>First Year</td>
<td>80,000</td>
<td>14,000</td>
<td>30,000</td>
<td>10,780</td>
<td>19,500</td>
<td>5,000</td>
<td>1,59,280</td>
</tr>
<tr>
<td></td>
<td>Second Year</td>
<td>80,000</td>
<td>14,000</td>
<td>30,000</td>
<td>-</td>
<td>19,500</td>
<td></td>
<td>1,43,500</td>
</tr>
</tbody>
</table>

**Total = Rs 3, 02,780**

Fees mentioned above are at current levels. Principal, Amrita School of Medicine reserves the right to revise these fees at any time without notice.
9. **ACCOMMODATION:**

If a student opt hostel, He/She has to pay Hostel and Mess fees.

10. **CANCELLATION OF ADMISSION**

a) If any candidate leaves the course, before commencement of classes, an amount of Rs 20,000 (twenty thousand only) will have to be paid towards administrative charges.

b) For Candidates opting to discontinue the study within a period of one week from the date of commencement of the course, 70% of the Tuition fees will be refunded and 30% will be retained as administrative charges. After this period but before expiry of one month from the date of commencement of classes if one discontinues the studies, 50% of the tuition fees will be refunded. After a period of one month if one opts to discontinue, no refund of tuition fees will be made. Besides, a suitable compensation as decided by the Principal, Amrita School of Medicine, will also have to be paid.

Unutilized portion of the other fees and caution money will be refunded after recoveries of dues if any.

Candidates shall be deemed to have withdrawn from the course if she or he remains absent for more than 30 days from the date of commencement.

11. **DISCIPLINE**

The colleges, hospitals and hostels are parts of Sri Mata Amritanadamayi 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 mobile phones, video-iPods, cameras, laptops and all such electronic Gadgets inside the campus are prohibited.

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

d. 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.

e. 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.

f. 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.

12. **ANTI RAGGING RULES & REGULATIONS**

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.

13. **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

14. **MEDICAL INSURANCE**

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

15. **ATTENDANCE**

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

16. **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 School of Medicine at Kochi, decision of the Medical Director Amrita Institute of Medical Sciences will be final and binding.

17. **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.
<table>
<thead>
<tr>
<th>IMPORTANT DATES TO REMEMBER</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue of Application form Commences on</td>
<td>MAY 07, 2012</td>
</tr>
<tr>
<td>Last date for issue of Applications</td>
<td>JUNE 16, 2012</td>
</tr>
<tr>
<td><strong>Interview to Commence</strong></td>
<td><strong>JUNE 25, 2012</strong></td>
</tr>
<tr>
<td>Admission and payment of Fees</td>
<td>Dates will be announced after interview</td>
</tr>
<tr>
<td>Classes expected to Commence</td>
<td>First Week of AUGUST 2012</td>
</tr>
</tbody>
</table>

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.