

Masters in Hospital Administration (MHA) Course Entrance Examination 2024

RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI

(An Autonomous Institute under Govt. of Jharkhand)

Information Brochure



- Application form Available (Online) : 06th February 2024
- Last Date of Application : 20th February 2024
- Admit card available online from : 27th February 2024
(By e-mail)
- Entrance Examination : 29th February 2024
- Place of Examination : Rajendra Institute of Medical Sciences, Ranchi (Jharkhand)
- Date of Result : To be announced on website

Website : <https://rimsranchi.ac.in/>

E-mail : rimsranchi@rediffmail.com

Phone No. : 0651-2541533, Fax no. : 0651-2540629

Note : RIMS, Ranchi reserves right to cancel the admission process at any stage.



Rajendra Institute of Medical Sciences, Ranchi
(An Autonomous Institute under Govt. of Jharkhand)
Proposal for the degree of Master in Hospital Administration (MHA)



The course in Master in Hospital Administration (MHA) will be run by Rajendra Institute of Medical Sciences (RIMS) Ranchi, The degree obtained by student will be **Master in Hospital Administration (MHA)**.

1. AIMS & OBJECTIVES :

- 1.1. To prepare the candidate to assume the responsibility of a hospital executive / hospital administration health sector and subsequently function at higher levels in the hierarchy with requisite experience.
- 1.2. To develop the skills and enlarge the knowledge base to function as hospital manager at various levels in the hospitals.
- 1.3. To provide training in key issues of hospitals like hospital planning / designing, quality and safety in patient care, Accreditation of hospitals and resource management.

2. HOSPITAL ADMINISTRATION / MANAGEMENT :

Hospital plays a very important role in delivery of health care services. With advancement in the field of medicine hospitals are able to offer a wide variety of health services. Therefore, the role of hospital administration is increasing day by day for effective and efficient delivery of medical services. Patient satisfaction, cost-containment, quality medical care, are the main output forum of hospital delivery system which can be achieved by using the management concept and techniques by the trained/qualified hospital administrators / healthcare providers.

Department of Hospital Management/Administration has been given approval in 50th GB of autonomous RIMS, Ranchi, vide letter no GB 50.6 dated 28.01.2021 The Hospital Management / Administration will be dedicated to training, teaching & research on all the issues that directly or remotely relate to the hospital management / administration. The operational objectives of the department are to facilitate the patient care services, at all levels, in order to achieve excellence through evidence based administration. The Hospital Management / Administration will also actively involved in organizing training program / seminars for Jharkhand Government etc. Health Services offers on various aspects of Hospital administration and healthcare/patient care management.

3. Eligibility for Admission :

Graduates from relevant background (MBBS, BDS, AYUSH from an Institute / College recognized by MCI, DCI, AYUSH Ministry) **OR** as per recognized Institute/University/College of Bachelor of Hospital Administration **OR** Candidates having PGDHM/PGDHA course from recognized Central / State University of Non-medical stream with minimum 50% of marks **OR** having minimum Five years experience in recognized Government/Private Multi-specialty hospital (100 beds and above). However preference will be given to candidates having research experience in hospital administration.

4. Age :

The upper age limit for admission is 35 years for the session. Upper age limit is relaxable as per Govt. of Jharkhand rules in force at the time of admission.

5. Selection and Reservation :

Students matching eligibility criteria can apply for Master in Hospital Administration (MHA) Course. After submitting the application. All students have to appear for entrance examination conducted by RIMS. Students qualifying entrance examination with minimum 50% marks for general candidate and minimum 45 % marks for reserve category will be eligible for GDPI, conducted by RIMS.

The interview board for GDPI will consist of

- Dean / Medical Superintendent / Dy. Medical Superintendent
- External Expert
- ST / SC Faculty Member
- University / VC Nominee

Admission to MHA Course would be offered based on merit. Reservation of seats will be in accordance with Jharkhand Government norms.

Note : In case of candidate is not available against the reserved vacancy then the vacant seat will be filled in accordance with Jharkhand Government norms.

6. Number of Seats :

Six (06) per academic year i.e. January to December of following year.(Reservation as per Government of Jharkhand norms)

7. Duration of Program : 2 Years, Fulltime

8. Certification and Approving Authority :

Course has been approved by Academic / Executive council of RIMS/ Ranchi University and Government of Jharkhand. The student upon successful completion of the course will be awarded "Master in Hospital Administration (MHA)" from RIMS / Ranchi University, Ranchi.

Note : The course has been approved by Govt. of Jharkhand and Ranchi University. However Final approval is awaited from Ranchi University. This course is recognized as self-finance course, hence no stipend provided at any stage during the course.

9. Examination Passing Criteria :

- 9.1. The course is spread out in Four (04) semester search of Six (06) months.
- 9.2. After each semester an internal examination will be conducted. Summer Training will be held after Second Semester.
- 9.3. **Attendance** : Minimum 80% attendance is mandatory in each semester. including Summer Training to appearing examination.
- 9.4. It is compulsory to secure 50% marks in each paper individually to pass.
- 9.5. If a student fails in any of the paper in a semester examination, he will be given chance to appear in the paper after every six (06) months. However, if he fails in three or more papers he will not be promoted to next Semester. He will be eligible to appear for External Examination only after passing all Semester Exams
- 9.6. External examination will be conducted after conclusion of fourth semester which comprise of:
 - 9.6.1. Case Studies / Projects completed by the student.
 - 9.6.2. Dissertation
 - 9.6.3. Viva voice
 - 9.6.4. Practical Examination
- 9.7. Distribution of marks. The total number of marks allotted to MHA course will be 100
- 9.8. The weightage of these marks will be as under: Semester I+ II +III +IV=30%
Final Examination=70%
- 9.9. Candidate can appear in External Examination only after clearing all semester examinations, completion of Summer Training and submission of Dissertation.
- 9.10. **Board of Examiners:** Expert of Hospital Administration. One Faculty Member from Departments nominated by Dean. One External Examiner, who shall be invited from other, recognized University.

10. Fee Structure:

10.1. Entrance Examination Application Fee :

Examination fees are INR 1500 for Unreserved (UR) & OBC candidates and INR 1000 for SC/ST candidates). Application for the aforesaid examinations can be done through **OFFLINE MODE ONLY** (Demand Draft in favour of Director RIMS, Ranchi). The Complete Filled Application form duly signed, along with Demand draft must be deposited before the last date to **Dean Office, Administrative Block, RIMS Ranchi-834009**. Application Fee once paid will not be refunded under any circumstances.

10.2. Course Fee :

S.No	Items	First Year 1 st Semester	First Year 2 nd Semester	Second Year 3 rd Semester	Second Year 4 th Semester
1.	Admission fee	5000			
2.	Course fee	25000	25000	25000	25000
3.	Examination fee		2500		2500
4.	Enrolment fee	500			
5.	Degree/Diploma Certificate fee		300		300
6.	Migration Certificate fee				300
7.	Caution Money(Refundable)	10000			
8.	Library fee	As per norm			
9.	Total	40500	27800	25000	28100

Note: Selected candidate full filling all the eligibility criteria will be informed by e-mail/on website also

Examination fee: As per RIMS norms.

Miscellaneous: For availing any Hostel / Campus facility as per RIMS norms.

11. Medium of Instruction: The Medium of instruction will be English.

12. Course Structure :

12.1. Time duration available

Duration	2 Years
Working Days (365 – Holidays as per RIMS policy) (approx 20 gazette holidays & 52 Sunday) X 2	586 days

Working hours (8 per day)	468 hrs
Total Semesters	4
Hrs available per semester (4 semester)	1172

12.2. Paper / Examination

I	Internal Examination	
Semester I (1172 hrs)		Marks
Paper 1	Concept and Principle of Management	100
Paper 2	Organizational Behavior	100
Paper 3	Human Resource Management	100
Paper 4	Quality of Medical Care and Patient Safety	100
Paper 5	Hospital Administration	100
Semester II (1172 hrs)		Marks
Paper 6	Organisation and Management of Clinical Services	100
Paper 7	Organisation and Management of Support & Utility Services	100
Paper 8	Research Methodology	100
Paper 9	Biostatistics Hospital Statistics and Operational Research	100
Semester III (1172 hrs)		Marks
Paper 10	Health Administration	100
Paper 11	Hospital Planning	100
Paper 12	Epidemiology	100
Paper 13	Material Management and Inventory Control	100
Semester IV (1172 hrs)		Marks
Paper 14	Healthcare Marketing and Public Relations	100
Paper 15	Recent Trends	100
Paper 16	Hospital Accounting and Financial Management	100
Paper 17	Legal Aspect	100
II	External Examination	Marks
Final Examination : Dissertation ; Case Studies / Projects one each Semester ; Viva Voice ; Practical		100

12.3. Dissertation:

The Student will be required to complete a satisfactory dissertation in his/her area of interest. The dissertation will include a critical review of literature pertaining to the specific area of interest, data collection and analysis on the selected problem besides other components of the dissertation.

12.4. Case Studies / Project :

Each student would work with organization. It is compulsory to complete one case study / Project in each semester. The objective is to allow students, to have hands on experience. It would also help students to develop managerial skills and competencies.

12.5. Paper wise details :

Semester I Paper 1	
1	Concept and Principles of Management
1.1	Introduction to Management: Terminology, Definitions; History and evolution of management thoughts; Management: science, theory and practice; Principles of management and their applicability in hospital field.
1.2	Social responsibility of managers; Ethics in managing
1.3	The Management Process.
1.3.1	Fundamentals of planning; Types of plans, Steps in planning, Planning process; Objective setting, Strategic planning, Strategic planning process; Premising and forecasting; Modern tools for analyzing situations e.g TOWS matrix, etc.; Rationality in decision-making, Search and evaluation of alternative; Creativity and innovation.
1.3.2	Organizing: Nature of organizing and entrepreneurship, Organizational structure; Departmentation, matrix organization, Authority, responsibility, delegation and decentralization; Hospital as an organization.
1.3.3	Controlling: Basic control process, Critical control points and standards, Stages of control, Relationship of planning and controlling.
1.3.4	Co-ordination: Needs for coordination, Types of coordination, Approaches to coordination, Features of coordination.
1.4	The Role of the Executive: Management functions and tools; Management levels and skills; Styles of management, Participative management; Management by exception; Management by objectives; Systems approach to management; Challenges to manager in hospital field; strategic business unit (SBUs)
1.5	Time management

Semester I Paper 2	
2	Organizational Behavior
2.1	Communication
2.1.1	Types of communication, Elements of communication, Communication process
2.1.2	Communication barriers
2.1.3	Improving communication in hospitals
2.2	Organizational Behavior and Administrative Styles
2.2.1	Introduction to organizational behavior : Need and demands, Motives and Behavior, Attitude, Acquired and learned drives, Personality, Perception
2.2.2	Motivation : Types of Motives, Need hierarchy, Theories of motivation
2.2.3	Group dynamics : Defining and classifying groups, Group structure and process, Group decision-making , Team building
2.2.4	Leadership
2.2.5	Conflict : Conflict process, Conflict resolution, Negotiation, Conflict in hospitals
2.2.6	Organizational change and stress management: Forces for change; Planned and unplanned change; Change agents; Resistance to change; Managing resistance to change; Work stress and management of stress
2.2.7	Organizational culture and organizational development: Matching people with culture; Learning organizations ; Transactional analysis; Organizational commitment, Johari's Window

Semester I Paper 3	
3	Human Resource Management
3.1	Principles of Human Resource Development (HRD)
3.1.1	The concept of Human Resource Development
3.1.2	Manpower planning : Number of categories of staff; Job analysis and job specifications
3.1.3	Recruitment and selection
3.1.4	Training
3.1.5	Performance appraisal : Staff Evaluation and merit rating; Reward system and incentives; Performance linked reward system

3.2	The function of HR manager
3.3	Relationship of management and employee organizations
3.4	Considering the right and responsibilities of employee
3.5	Collective bargaining and trade unions
3.6	Grievance redressal, Absenteeism
3.7	Problems of HR in Hospitals
3.8	Welfare and morale
3.9	Allowances and benefits
3.10	Downsizing and voluntary retirement schemes (VRS)
3.11	Office Procedures
3.12	Enquiries and disciplinary actions
3.13	Credentialing and Privileging

Semester I Paper 4	
4	Quality of Medical Care and Patient Safety
4.1	Quality of Medical Care
4.2	Quality concepts
4.3	ISO Standards
4.4	Quality circles/CQI
4.5	Quality control
4.6	Total quality management in hospitals
4.7	Value added Management (VAM)
4.8	Six – sigma concept
4.9	Accreditation of hospital
4.10	Progressive patient care
4.11	Evaluation of hospital care and methods of evaluation
4.12	Committees
4.13	Code and Drills
4.14	Hospital acquired infections
4.15	Patient rights and responsibilities

Semester I Paper 5	
5	Hospital Administration
5.1	Definitions hospital and medical care institutions
5.2	History and development of Hospitals
5.3	Hospital of India today number; Type; Size; Distribution; Ownership; Utilization; Ratios; Trends; Problems: Govt Hospital; Private hospital ; Specialized Hospitals; Cancer hospital; AYUSH hospital (Ayurveda & Yoga, Unani, Siddha and Homeopathy hospitals); Psychiatric hospital; Children’s hospital ; Maternity hospital; Administration of a teaching hospital ; General Hospital , District Hospital, Taluka Hospital and Municipal Hospital; India Red Cross society and hospitals
5.4	Functions Medical Care, Prevention , professional Education and Research
5.5	Role of hospital in Health Spectrum
5.6	Hospital Administration: Principles of administration , Responsibilities , Functions
5.7	Hospital Organization
5.8	The Governing organization
5.9	The Hospital Administration: Qualifications, Responsibilities, Authority, Relationship , Motivation, Role, Functions
5.10	Challenges of Hospital Administration
5.11	Hospital as a matrix organization
5.12	Channels of authority and Communication
5.13	Staffing norms in various departments and hospitals
5.14	Nursing administration
5.15	Nursing organization structure
5.16	Nurse Doctor relation
5.17	Doctor patient relation
5.18	Nursing problems in hospital
5.19	Recent trends in nursing profession and nursing practices
5.20	Case Method Study of Hospital Management
5.21	Health Care Facility Management
5.22	Transfer Welfare Services
5.23	Hospital Welfare Services

5.24	Reports and returns
5.25	Medical Boards
5.26	Entitlement of treatment
5.27	Inspection , Medical Superintendent's rounds
5.28	Hospital Standing Orders
5.29	Exit interview & Discharge procedure
5.30	Enterprise Resource Planning (ERP)

Semester II Paper 6	
6	Organization and Management of Clinical Services
6.1	Outpatient services
6.2	Inpatient services
6.3	Accident and Emergency Services
6.4	Trauma management and Triage
6.5	Surgical Services
6.6	Intensive care unit
6.7	Coronary care unit
6.8	Organ Transplant Cell; Bone marrow transplant unit (BMT); Kidney Transplant unit
6.9	Dialysis Unit
6.10	Day care units
6.11	Nursing services
6.12	Ward management including welfare and recreational facilities

Semester II Paper 7	
7	Organization and Management of support & Utility Services
7.1	Radio Imaging and Radiotherapy services
7.2	Hospital Laboratory Services
7.3	Physiotherapy center
7.4	Medical stores and Pharmacy services: Hospital formulary: Essential drugs list (EDL)

7.5	Blood bank and Transfusion services
7.6	Central Sterile Supply Department (CSSD)
7.7	Dietary services
7.8	Mortuary
7.9	Housekeeping including Pest control
7.10	Medical Records
7.11	Transportation : Ambulance services ; Intramural; Extramural (Patient; Staff; Visitors)
7.12	Hospital Hazards and Fire safety
7.13	Hospital security
7.14	Linen and laundry services
7.15	Hospital Information system (HIS)

Semester II Paper 8	
8	Research Methodology
8.1	Introduction
8.2	Social Survey its role and development in India
8.3	Planning a research project and selecting a research problem
8.4	Research protocol writing
8.5	Bibliographical data
8.6	Questionnaires, Interview and observations
8.7	Case study
8.8	The experimental technique
8.9	Measurement and analysis of data
8.10	Reporting and write up
8.11	Research in social sciences
8.12	Errors of measurement

Semester II Paper 9	
9	Biostatistics, Hospital Statistic and Operational Research
9.1	Biostatistics & Demography
9.1.1	Basic concepts – Introduction, Definitions; Basics of Medical Research
9.1.2	Presentation of data
9.1.3	Frequency distribution
9.1.4	Measurements of central tendency Mean, Median, Mode
9.1.5	Measures of disease frequency
9.1.6	Measurements of dispersion mean and standard deviation
9.1.7	Sampling methods and errors in sampling
9.1.8	Normal curve and Poisson distribution
9.1.9	Testing of hypothesis
9.1.10	Test of significance – Normal test, “t” test and chi-square test
9.2	Health Statistic
9.2.1	Health Statistic and health information system in India
9.2.2	Methods of registration – fallacies / difficulties and Sample registration
9.2.3	Common rates and ratios in India
9.2.4	Incidence and Prevalence rate
9.2.5	Morbidity Statistic – problems of measurements, sources of morbidity
9.2.6	I.C.D
9.2.7	Notifiable diseases
9.2.8	Health Information system in India
9.2.9	Health Indicators
9.3	Operational Research
9.3.1	Modern management techniques
9.3.2	PERT
9.3.3	CPM
9.3.4	Work Study and method study
9.3.5	OR methodology
9.3.6	Linear programming
9.3.7	Transportation model
9.3.8	Assignment model

9.3.9	Dynamic programming
9.3.10	Queuing theory
9.3.11	Network models
9.3.12	Decision tree etc
9.3.13	Medical Informatics and Computer Applications
9.3.14	Hospital utilization and its evaluation
9.3.15	Administrative & Bio-social Researches in hospitals
9.3.16	Hospital statistics

Semester III Paper 10	
10	Health Administration
10.1	Development and organization of Health services in India (Central, State, Defence, Railway and other public sector undertakings and Voluntary health agencies)
10.2	Health care delivery system in India – Primary/Secondary/ Tertiary care; Indigenous system of medical care; Regionalisation – organization and functioning
10.3	Need and demand for Medical Care
10.4	Availability and cost of medical care
10.5	Review of Reports on Health Care; Bhore Committee; Mudaliar Committee, Jain Committee , Chandha Committee , Kartar Singh Committee, Srivastava Committee, Bajaj Committee , Rao Committee , Committee on planned projects (COPP)
10.6	Niti Aayog/ Five year plans with special reference to Health Plans
10.7	National Health Programmers & National Health Mission
10.8	National policies relating to health
10.9	Health Sector Reforms
10.10	International organization related to Health Services and International health regulations. WHO , UNICEF and other UN and Multilateral agencies engage and forms of International cooperation
10.11	Rehabilitation, IEC and community participation, Health education

Semester III Paper 11	
11	Hospital Planning
11.1	Planning of the hospital : Macro planning of hospitals; Hospital space module
11.2	Role of the Architect: In the planning stages; preliminary sketches; final plans, Working drawing ; specification, cost estimates; Construction problems
11.3	Site Surveys: Physical environment , possibility for expansion; utilities – Water, electricity, sewer lines , telephone, transportation and others.
11.4	Hospital Building : External architect aspects; Internal arrangements; External Services ; Hospital Infection control and medical architecture; Hospital lighting; Ventilation; Planning of individual services and departments; Planning a ward/nursing unit ; Land scaping in hospitals; Project Management, waiting areas, ramps, differently abled friendly hospital
11.5	Taking over and commissioning a new hospital
11.6	Alteration and additions in an existing hospital
11.7	Planning the Hospital Engineering services
11.8	Equipment planning and management for a new hospital; Strategic planning and selection of hospital equipment ; Purchase procedure ; Installing and commissioning; Equipment utilization; Repair and maintenance; Calibration of medical equipment.

Semester III Paper 12	
12	Epidemiology
12.1	Epidemiology
12.2	Evolution and uses of epidemiology
12.3	Definition and terminology
12.4	Natural history of disease and role of hospital in various levels of Prevention
12.5	Types of epidemiology
12.6	Methods of epidemiological studies
12.7	Socio-economic status and occupation as determinant in disease distribution
12.8	Cause and effect relationship
12.9	Epidemiology of hospital infection

12.10	Epidemiology of Non-Communicable diseases
12.11	How to investigate an epidemic and role of the hospital in its control
12.12	Common diseases in India-their epidemiology and prevention
12.13	Screening and surveys
12.14	Concept of health Indicators
12.15	Disability adjusted life years (DALY'S), Quality adjusted life years (QALY'S), Disability adjusted life expectancy (DALE), Physical quality of life Index (PQLI) etc.

Semester III Paper 13	
13	Material Management And Inventory Control
13.1	Material Management in Hospital
13.2	Introduction to principles of material management
13.3	Inventory management
13.4	Classification of Inventory
13.5	Basic Inventory model, Inventory costs.
13.6	Inventory control
13.7	Selective inventory control techniques ABC analysis, VED, SED, FSN, HML, XYZ, MUSIC-3D
13.8	Economic order quantity (EOQ)
13.9	Ordering system
13.10	Lead-time, safety stock
13.11	Standardization and codification
13.12	Value analysis
13.13	Value engineering
13.14	Just in time inventory (JIT)
13.15	Purchase system
13.16	Materials planning
13.17	Tendering System of purchase-supply, storage, distribution and accounting in Hospitals pertaining to Medical Stores, Surgical stores , Linen stores, General stores
13.18	Conditioning and disposal of stores

13.19	Role of automation in stores management
13.20	Vendor rating

Semester IV Paper 14	
14	Healthcare Marketing and Public Relations
14.1	Introduction to Marketing: Marketing Concept; Process: Marketing Mix; Marketing Environment, market segmentation, targeting and positioning
14.2	Marketing strategies : Channel and Promotion
14.3	Marketing of hospitals
14.4	Social aspects of marketing
14.5	Customer relationship management (CRM)

Semester IV Paper 15	
15	Recent Trends
15.1	Re-engineering
15.2	Telemedicine
15.3	Artificial intelligence
15.4	Managerial issues in Nuclear, Biological and Chemical (NBC) warfare casualties
15.5	Medical tourism
15.6	Euthanasia
15.7	Outsourcing etc
15.8	Nano technology
15.9	Robotic Surgery
15.10	Disaster management
15.11	Risk management
15.12	Ergonomics and application in hospital
15.13	Occupational hazards

Semester IV Paper 16	
16	Hospital Accounting and Financial Management
16.1	Financial Management in hospitals
16.2	Elements of cost
16.3	Costing and cost accounting
16.4	Depreciation
16.5	Costing of health services
16.6	Hospital budget – planning , forecast , sub-allotment and utilization
16.7	Accounting Records
16.8	Internal Control and audit
16.9	Cost effective analysis
16.10	Cost benefit analysis
16.11	Break-even analysis
16.12	Discounted cash flow techniques
16.13	Cost containment in hospitals
16.14	Medical Insurance/TPA
16.15	Study of the Administration of Health Insurance Schemes like C.G.H.S. and E.S.I and Social Security Measures

Semester IV Paper 17	
17	Legal Aspect in Healthcare
17.1	Legal issues in Hospital administration: Medico-legal issues in Hospital
17.2	Drug and cosmetic act.
17.3	Consumer protection act
17.4	Law of torts
17.5	PCPNDT act
17.6	Transplantation of Human Organs and Tissues Act and Rules
17.7	Prevention of food adulteration act
17.8	Biomedical waste management and handling rules
17.9	Essential services maintenance act (ESMA)
17.10	Court procedure and attendance in courts

17.11	Grievance redressal and Complaint handling system
17.12	Settlement of disputes
17.13	BARC Guidelines
17.14	The Clinical Establishments (Registration and Regulation) Act, 2010
17.15	Emergency Services in the hospitals – Supreme Court guidelines
17.16	Trade unions
17.17	Industrial relation in health services
17.18	Permits and licenses in hospital
17.19	Medical ethics and ethical issues in the end of life decisions

13. Powers of Dean :

Notwithstanding any contained in these rules, the Dean of the Faculty of the Institute may at any time before completion of the course either on his own motion or on the application of any person after due and proper enquiry and after giving the person 2 weeks time from the date of receipt of the show cause notice to submit the written explanation and on personal hearing order the cancellation of admission to the course, if in his/her opinion, such candidate has furnished incorrect particulars/ or false information in the application or in the document attached thereto or in the statements made either before the authority in charge of admissions or the Dean or any other manner. Against any such order of the Dean, the appeal shall be made to the Director, RIMS, Ranchi.

14. Anti-Ragging Act :

Ragging is prohibited in the Educational Institutions as per UGC Guidelines. If any incident of ragging comes to the notice of the authority, subject to the explanation of the concerned student, it will be dealt with strictly in accordance with the pertinent rules.

Important :

- In case of any dispute, the decision of the Director, RIMS Ranchi shall be final.
- In case of any legal dispute the jurisdiction will be Jharkhand High Court, Ranchi Bench only.

Annexure –I

PROFORMA FOR ENDORSEMENT BY THE EMPLOYER

(Certificate to be produced by in-service candidates)

It is certified that Dr./Mr./Ms. _____
S/o. / D/o. _____ is employed as _____
(Designation) Since _____ at _____ (A Government of Jharkhand
/ Autonomous Body / Public Sector Organization / A Govt. of India). It is further certified that
the undersigned has no objection to the application of
Dr./Mr./Ms. _____ being considered by RIMS for admission into
Master's in Hospital Administration course for the year 2024 and if selected he/she will be
relieved within the prescribed time limit as per the Rules from our office for the entire period of
study.

**Signature of the Employer
(Name in Full & Designation)
With Official Seal**

Annexure - II

List of Certificates to be submitted/shown at the time of admission:

1. Provisional/Final Degree Certificate
2. Marks Memos of Degree
3. Transfer certificate / Migration certificate of Degree
4. Bonafide and conduct certificate for 3 years immediately preceding the qualifying exam from the Head of Institutions.
5. 10th class Certificate/marks memo
7. Caste Certificate (For SC/ST/OBC candidates) if applicable (please note that the certificate issued should be dated on or after December 2023)
8. Fees to be paid as mentioned in prospectus.
9. Relieving order from the appointing authority (in case of in-service candidates)
10. Professional council registration certificate as applicable
11. NOC from relieving authority (for in service candidates)
12. Any Experience in Multi-specialty hospital working (100 beds and above only) as per eligibility.



Advt.No.:

APPLICATION FORM FOR THE MASTERS IN HOSPITAL ADMINISTRATION (MHA) COURSE -2024

- 1. Name :
- 2. Father's name :
- 3. Mother's name :
- 4. Date of birth :
- 5. Age as on 20.02.2024 :day.....month.....year
- 6. Gender :
- 7. Marital status :
- 8. Category (SC/ST/OBC/UR/EWS.) :
- 9. Address for correspondence with PIN code) :



- 10. Address - Permanent: :
- 11. Contact details: Landline- Mobile- email-.....

12. Educational qualifications (High school onwards) Attach attested photo copies

S.No	Year	Board/University	Examination passed	Aggregate %	Major subjects

13. No Objection Certificate from employer (if applicable): Yes/No

14. Experience in Multi-specialty Hospital (100 beds and above), if any:

S.No	From	To	Organization	Designation	Nature of assignment

15. Research Experience (Book chapter written, Paper published in Journals etc.)

16.	Details of bank draft :	Amount	DD Number	Issuing Branch	Bank &	Date of issue
		Rs.-				

17. Annual Income of Parent/guardian :

18. Any other relevant information :

I hereby affirm that the above information is true and if any discrepancy is found in future suitable action may be taken as per the institutional rules and regulations.

Place :

(Signature of the candidate)

Date :

Check List of Enclosures:

1.	Provisional/Final Degree Certificate.	Yes/No
2.	Marks Memos of Degree.	Yes/No
3.	Transfer certificate / Migration certificate of Degree.	Yes/No
4.	Professional council registration certificate as applicable.	Yes/No
5.	Certificates from High School onwards.	Yes/No
6.	Bonafide and conduct certificate for 3 years immediately preceding the qualifying exam from the Head of Institutions	Yes/No
7.	10th class marks memo showing full name and date of birth.	Yes/No
8.	Caste Certificate, if applicable.	Yes/No
9.	Fees to be paid.	Yes/No
10.	NOC from the appointing authority (in case of in-service candidates).	Yes/No
11.	Experience certificate in Multi-specialty Hospital (100 beds and above)	Yes/No
12.	Any additional qualification	Yes/No

Annexure – III-A

Advt.No:

ADMIT CARD For Entrance Examination for MHA Program for the year -2024

1. Name :

2. Father's name :

3. Date of birth :

4. Gender :

5. Marital Status :

6. Category (SC/ST/OBC/UR/EWS.) :

7. Address for correspondence (with PIN code) :

8. Signature of the Candidate :

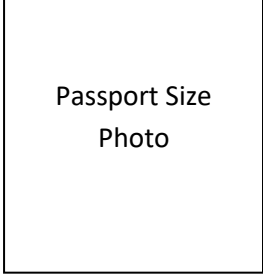
9. Signature of the Candidate (During Examination) :

10. Roll No :

11. Date & Time of Exam :

12. Venue :

Verified By (Exam Section):

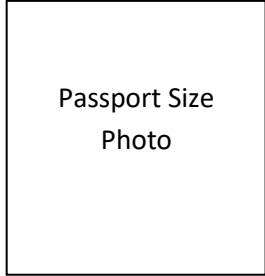


Dean, RIMS

Advt.No.:

Identification Card For Entrance Examination for MHA Program for the year-2024

1. Name :
2. Father's name :
3. Date of birth :
4. Gender :
5. Marital Status :
6. Category (SC/ST/OBC/UR/EWS.) :
7. Address for correspondence (with PIN code) :
8. Signature of the Candidate :
9. Signature of the Candidate (During Examination) :
10. Roll No :
11. Date & Time of Exam :



For Examination Centre only:

DATE & TIME	SIGNATURE OF CANDIDATE	SIGNATURE OF INVIGILATOR

Candidate Thumb Impression

LEFT THUMB IMPRESSION	RIGHT THUMB IMPRESSION

Invigilator's Signature:

Annexure – IV

This certificate needs to be issued / signed by two separate Officers

CERTIFICATE OF CHARACTER

Certified that I have known Dr/Mr/Ms.....Son/daughter
of Shri.....for the last.....years..... months &
that the best of my knowledge & belief he/she bears reputed character & has no antecedents
which render him unsuitable for employment in this Institute.

Dr/Mr/Ms.....is not related to me.

Place:..... Signature.....

Dated:..... Designation.....

District Magistrate or Sub-Divisional
Magistrate or Gazetted Officer

CERTIFICATE OF CHARACTER

Certified that I have known Dr/Mr/Ms.....Son/daughter
of Shri.....for the last.....years..... months &
that the best of my knowledge & belief he/she bears reputed character & has no antecedents
which render him unsuitable for employment in this Institute.

Dr/Mr/Ms.....is not related to me.

Place:..... Signature.....

Dated:..... Designation.....

District Magistrate or Sub-Divisional
Magistrate or Gazetted Officer