



## **Maharashtra University of Health Sciences, Nashik**

**Information Brochure & Application Form  
for  
Advanced Diploma in Hospital Management  
Academic Year: 2016- 17**

**MUHS**

### **School of Health Care Administration**

Located at Sancheti Health Care Academy,  
11/12 Thube Park, Pune 411005  
Phone: 020-25510146,  
8554923111, 9885067819  
[www.muhs.ac.in](http://www.muhs.ac.in)

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.



**Advanced Diploma in Hospital Management**  
**ADMISSION PROCESS CALENDAR-16-17**

1. Date of availability of application forms on [www.muhs.ac.in](http://www.muhs.ac.in) : 29/02/2016 to 29/04/2016
2. Last date of submission of forms at the given address : 7/05/2016
3. Scrutiny of the application : 9/05/2016 to 13/05/2016
4. Issue of admit card : 16/05/2016
5. Date of examination : 22/05/2016
6. Schedule of examination : 2.00 p.m. -5.00 p.m.
7. Publication of general merit list : 27/05/2016
8. Counselling & admission : 06/06/2016
9. Waiting list or subsequent rounds : 13/06/2016 onwards
10. Course begins from : 20/06/2016
11. Admission cut-off date : 30/06/2016
12. Attested photocopies of Certificates / Documents to be attached with the application form. All the original documents & one set of attested photocopies should be brought & submitted (if selected) 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 candidate 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 from State Medical Councils in India
- f) If applicable, Caste Certificate, Caste Validity Certificate, Non Creamy Layer Certificate valid up to 31/03/17
- g) College Leaving Certificate (LC/TC)
- h) Gazette for change in name (If applicable)
- i) Migration Certificate issued by respective University, for candidates who have passed their graduation from University other than MUHS.
- j) Self Educational Gap (after qualifying degree if gap more than 6 months) Affidavit by student, certified by Executive Magistrate/Notary (If applicable)
- k) Nomination & no objection letter from government department where the candidate is working (If applicable)
- l) Medical Fitness Certificate. (Annexure – C)
- m) For Physically Handicapped (PH) Candidates-Physically Handicapped (PH) Certificate. Annexure – D

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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 Techno Park Advisors in their report 'India Healthcare Trends 2008'.

According to Price Waterhouse 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 and related fields. Though SHCA has other fulltime courses in the field, the essential requirement for Courses in Health Care Administration for in service candidates from Government of Maharashtra Medical Education and Drugs department and Public Health Department was increasingly felt.

## **2. PROGRAM OBJECTIVES:**

- a) To prepare dynamic, creative and highly qualified managers and administrators for efficient management of Hospitals and related 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 government and highly competitive corporate and private sector
- c) To provide knowledge, vocabulary & advanced skills concerning all areas of the healthcare delivery system to make Managers/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 Hospital Management 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 Courses in Hospital Management are excellent as it is a well known fact that hospitals have to be managed like business organizations for creating surplus for optimum use of resources, survival, growth and increasing awareness about quality assurance in health care through establishment and proposed implementation of Clinical Establishment Act-2010. Thus there is large enough scope to provide ample job opportunities in management of corporate and private Hospitals in the state, India and abroad.

### 3. DETAILS OF COURSE:

**Number of Seats: 40**

**Mode:** Credit based & credit transferred enabled (online and prescribed books) with 1 contact sessions of 8 days per semester at the start of the semester (75% attendance compulsory)

**Assessment:** Both Internal and semester end (Formative & Summative), would be conducted online

**Quota:** 50% for **MEDD** in service candidates (20 seats)  
20% for **PHD** in service candidates (08 seats)  
30% through **open Merit** (12 seats)

**Eligibility:** *MBBS/MD/MS in any specialty or 3 years working experience in a hospital or own setup (Including any Diplomas/Fellowships/Certificate courses done after MBBS)*

**Reservation:** MEDD & PHD would nominate candidates following reservation criteria within the quota MUHS will select candidates within open merit quota by following reservation criteria.

**Selection Process:** MEDD & PHD will nominate candidates through their own selection and reservation criteria. For open merit quota - Through HEAT entrance test for open merit working medical professionals.

#### **Possible Courses & Semester Combinations:**

Sr. No	Course Name	Semesters	No. of Credits	Duration	Fees* (INR)
1	Advanced Diploma in Hospital Management	Two semesters	34	1 year	42500+Eligibility fees +Exam fees

**\*Fees calculated @ INR 1250/credit to be paid in advance.**

#### **Course Process:**

- 1 Credit is equivalent to 12 hours of teaching-Approx 1/3<sup>rd</sup> of which would be given in contact sessions  
i.e. 2 contact sessions of 8 days per semester.
- Remaining 2/3<sup>rd</sup> will be imparted online while students are working on their projects in the field and through prescribed books.
- There would be 2 assignments per full module (4 credits) & 1 per half module per semester, given online.
- There would be one compulsory project per semester to be completed in student's own institute or as prescribed by SHCA guide.
- Semester end examination would be conducted aligned with MUHS exam calendar at a centre in Pune.

**1<sup>st</sup> Semester- Management Basics**

Sr. No.	NAME OF THE MODULE	CREDITS
<b>Compulsory</b>		
1	Organizational Behaviour	2
2	Management principles & Process	2
3	Human Resource Management	4
4	Management Information System	2
5	Service Marketing	2
6	Semester End Project Report (Viva-Voce)	2
<b>Optional (Any two to choose from)</b>		
7	Basics of Marketing	2
8	Financial Management	2
9	Management Accounting	2
10	Organizational Development	2
11	Computer Basics	2
<b>TOTAL CREDITS</b>		<b>18</b>

**2<sup>nd</sup> Semester- Hospital Management Basics**

Sr. No.	NAME OF THE MODULE	CREDITS
<b>Compulsory</b>		
12	Hospital Organization and Structural & Business Plan	4
13	Hospital Support Services	2
14	Clinical Services Organization & Management	2
15	Medico Legal Systems in Hospital	2
16	Semester End Project Report (Viva-Voce)	2
<b>Optional (Any two )</b>		
17	Medical Records & Database Management	2
18	Hospital Infection Control	2
19	Biomedical Waste Management	2
20	Ethics & legal aspects of Health care	2
<b>TOTAL CREDITS</b>		<b>16</b>

# Eligibility and Exam Fees would be applicable as per latest MUHS rules.

**Credit Transfer:**

Based on the no. of credits obtained by candidate during the completion of Diploma, Fellowship, MHM the candidates will be entitled to get exemption for completed credits. These credits if he/she takes admission to higher credit courses in maximum period of 5years from completion of previous Course/s and after surrendering the original university certificate for the same at the time of enrolment to the next course.

**Course Venue:**

**School of Health Care Administration**  
**Sancheti Health Care Academy,**  
**11/12 Thube Park,**  
**Shivaji Nagar,**  
**Pune 411005**



### **i. ELIGIBILITY CRITERIA FOR Courses in Health Care Administration**

Candidate must be an **Indian National**.

**i.1. All candidates, who have completed, MBBS or MD/MS in any specialty (Including any Diplomas/Fellowships/ Certificate courses done after MBBS )**

The graduate/postgraduate masters degree Institute 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 apply for admission to the course & should appear **for Healthcare Eligibility & Aptitude Test (HEAT) -2016 (I) test to be conducted on 22 May, 2016 .**

Every candidate, selected for admission shall possess recognized MBBS degree & should have obtained permanent Registration with respective Councils of any of the State Councils in India along with fulfilment of experience criteria to apply for the same failing which the admission of the candidate shall be cancelled.

**i.2** Nomination of In-service candidates will be as per selection criteria laid down by the respective departments of the candidates, which fulfils the above mentioned eligibility criteria.

**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 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 admission to course in Healthcare Administration. Such candidates should submit certificate from the Dean/Principal of respective college stating that the candidate was admitted under 15% Out-of-State 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 31/3/2017 should be submitted at the time of counselling process.

i.7 The candidate admitted for MBBS 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 Honourable Court, candidate should submit a fresh Court order to apply for admission to courses in Hospital Management failing which the claim will not be granted and the candidate will be considered as Open category candidate.

i.8 Category reservations for admission to courses in Hospital Management based on caste can be availed by candidates domiciled in Maharashtra only. Category reservations will also be applicable for PG diploma and Certificate Courses (Annexure B).

#### **i.10 Non-eligibility of Candidate**

The following candidates are **not eligible** to apply for Advanced Diploma in Hospital Management if the case is :

i.10.1 In service candidates who do not furnish nomination & no objection letter from the respective department.

i.10.2 Candidates who are appearing for PG course and have not passed the final examination before 31<sup>th</sup> Aug. 2016.

#### **4. COMPETENT AUTHORITY:**

The Maharashtra University of Health Sciences has appointed

**The Pro-Vice Chancellor MUHS, Nashik**, as the Competent Authority for conduct of selection and admission to courses in Advanced Diploma in Hospital Management (ADHM). 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 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 the 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 (Not for Govt. Of Maharashtra employees):**

7.1 The Competent Authority shall issue prescribed application form along with information Brochure containing procedures for admission to ADHM. An applicant seeking admission to the ADHM should print the **application form** available on [www.muhs.ac.in](http://www.muhs.ac.in) fill it manually and send it along with a set of photocopies of relevant certificates , and **a D.D. of Rs. 1000/- in favour of " The Registrar, MUHS, Nashik"(waived off for in-service candidates)**.The D.D. should be drawn from any branch of nationalised bank payable at Nashik.

*The envelope should be superscripted with "Advanced Diploma in Hospital Management - Application form".*

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

**The Head of Department,**  
School of Health Care Administration,  
Sancheti Health Care Academy,  
11/12 Thube Park  
Shivaji nagar,  
Pune 411005.

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 to eligible candidates on their email address provided by them in the application form on 16 May 2016.

### **9. CONDUCT OF HEAT-2016:**

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

9.2 HEAT-2016- written test for all the eligible candidates will be conducted on **Sunday, 22 May 2016**, from **2.00 p.m. to 5:00 p.m.** No entry will be permitted to the candidate in the examination hall after 02.20 p.m. for any reason whatsoever.

9.3 HEAT-2016 -written test will be conducted in:

**School of Health Care Administration,**  
Sancheti Health Care Academy,  
11/12 Thube Park,  
Shivaji nagar,  
Pune 411005.

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

**9.5.1** HEAT-2016 written test examination paper will be of 2 hours 30 minutes duration containing 200 multiple choice questions (MCQs). Based on Analytical reasoning, Quantitative & Data interpretation & verbal ability (for format of HEAT refer website [www.muhs.ac.in](http://www.muhs.ac.in)). 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).

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.

## **10. DECLARATION OF RESULT AND PREPARATION OF HEAT-2016 MERIT LIST:**

### **10.1 Distribution of Total Marks:**

The following will be the Head wise distribution of the total marks obtained by candidate on the basis of which the final Category wise and general merit lists will be prepared.

#### **General Pattern of HEAT:**

<b>Sr. No</b>	<b>Subject</b>	<b>No. of Questions</b>	<b>Marks</b>
2	Verbal ability and reading comprehension	67	67
3	Quantitative Aptitude	66	66
4	Logical/ abstract reasoning	67	67
<b>Total</b>		<b>200</b>	<b>200</b>

The Competent Authority shall conduct HEAT-2016, evaluate the answer sheets and prepare the provisional List of candidates selected for counseling.

**10.2** The Competent Authority will prepare a Merit List indicating number, name, marks scored, category, and category merit number of the candidate after HEAT-2016. The same will be made available at the Designated Authorities and on the Website of MUHS on **www.muhs.ac.in** on **27/05/2016**.

**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 counseling.

## **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.

### **11.2 TIE-BREAKER:**

In the case of candidates securing equal final HEAT-2016 Score their relative merit will be determined on the basis of the following order of preference:

- When the final entrance score, i.e. the marks in HEAT-2016 test 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.
- When the final entrance, the marks in HEAT-2016 test, and also the marks in the HSC Exam or its

equivalent examination are the same, the candidate with higher 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:**

No fees concession would be applicable to candidates taking admission to ADHM course do not feature in government resolution related to post metric scholarship.

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

(Reference: revised AICTE Guidelines)

<b>Sr. No</b>	<b>Scenario</b>	<b>Refund Amount</b>
1	Cancellation Request Received before cut-off date & if a seat is filled in that course before the cut-off date	<b>Rs.1000/- less from entire fees</b>
2	Cancellation Request received after cut-off date.	<b>No Refund</b>

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:

## **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 Honourable Court, candidate should submit a fresh Court order for HEAT-2016, 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 authorized 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 / authorized representative or person accompanying is found obstructing the counselling 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 H.O.D 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 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 Honourable 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.

## 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 ADHM.
- c) “**Designated Authority**” means authority responsible to carry out the instructions given by the Competent Authority in respect of selection and admission process for ADHM.
- d) **Examination Centre**: The city / town where the examination is conducted
- e) “**Government**” means the Government of Maharashtra.
- f) “**Internship**” means the compulsory rotating internship to be completed as per rules of respective Councils and concerned University.
- g) “**Recognized Qualification**” means the qualification recognized by state medical councils and the University in the State of Maharashtra
- h) “**Registration**” means the registration of the qualification with state medical Council in India
- i) “**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.
- j) “**University**” means the non agricultural Universities constituted under the Maharashtra University Act, 1994 and/or MUHS constituted under MUHS Act, 1998.

MUHS



## 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 convert 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
<b>Total</b>	<b>50.0 percent</b>

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 counselling 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 up to 31/03/2017**. 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, De-notified 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).

**9. BREAK-UP OF SEATS (For Academic Year 2016-2017 only)**

I	Quota	Percentage	Seats (For all steps of courses)
A	Medical Education & Drugs Department Candidates	50%	20
B	Public Health Department Candidates	20%	08
C	Private Medical Professionals	30 %	12
I	Open Merit	50% (within C)	06
II	Scheduled Castes and Scheduled Caste converts to Buddhism (SC)	13.0 %	02
III	Scheduled Tribes (ST)	7.0 %	
IV	Vimukta Jati (VJ) DT-A	3.0 %	01
V	Nomadic Tribes (NT-1) NT-B	2.5 %	
VI	Nomadic Tribes (NT-2) NT-C	3.5 %	02
VII	Nomadic Tribes (NT-3) NT-D	2.0 %	
VII I	Other Backward Classes (OBC) including SBC	19.0 %	
<b>Total</b>		<b>100%</b>	<b>40</b>

\*Seats remaining vacant from any quota will be converted to the quota for private medical professionals or vice-versa.

## \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.

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### **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 2013-2014 for claiming the benefit of seat reserved for Physically Handicapped persons is an individual with .....percent **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.....

**Place: Signature:**

**Date: Name:**

**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 Courses in 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 Courses 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

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#### **Note:**

A candidate must be medically fit to undergo the Courses 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**.



**Maharashtra University of Health Sciences Nashik**  
**Department of School Of Health Care Administration**

**MUHS Regional**

**Centre, Pune -27**

**APPLICATION FORM**

**Advanced Diploma in Hospital Management**  
**ADMISSION PROCESS-2016-17**

**Photo**

**Personal Data:**(Fill in CAPITAL LETTERS)

Surname .....First Name .....Middle Name .....

Date of Birth :(dd/mm/yy) ...../...../...

Gender - M/F/

Address for Correspondence :

Bldg No.....Bldg Name.....

Near / Opp/ .....lane .....

Area .....City.....District :.....

State: ..... Pin: .....

Contact No: ..... Email:.....

**Reservation Information**

Caste Category: OPEN/OBC/ST/SC/ NT/ SBC/Other.....

(Mention only if relevant Caste Certificate/creamy layer certificate is to be submitted)

Physically Handicapped : Y / N

Nationality : .....

**Educational Information**

Details of Internship Status: Date From .....Date to .....

**Details of Qualifying Examination:**

Year	Month and year of passing		Total marks Obtained	Out of marks	Percentage
S.S.C					
H.S.C.					
Graduation					
Post-graduation(if any)					
Diploma (if any)					

*\* Details of the documents to be submitted along with Application form by the candidate are as follows:*

1	Attested true copy Domicile Certificate.	
2	Attested true copy of Caste Certificate issued by state Government of Maharashtra.	
3	Attested true copy of latest Creamy layer free certificate. if applicable ( NT (C) NT, OBC)	
4	Medical Certificate & Physical Handicap Certificate in case Physical handicapped .	
5	Attested true copy of H.S.C. marklist or Passing certificate	
6	Attested true copy of Graduation marklist or Degree Certificate	
7	Attested true copy of college leaving or Internship Certificate	
8	Attested true copy of Registration Certificate or Registration Receipt	
9	Attested true copy of Work Experience Certificate	
10	Attested Educational Gap Certificate if applicable	

**Details of Demand Draft :( DD is to be submitted alongwith the Application form)**

DD. Amount ; DD. No..... DD. Date: .....  
Bank Name .....Branch .....

***Declaration:*** I hereby declare that the statement made in this application is true, complete and correct to the best my knowledge & belief. I understand that in the event of any information being found false or incorrect, my candidature is liable to be cancelled or rejected. I am aware that I need to obtain and produce my original certificate enlisted at the time of counselling without which I shall not get the 'Provisional Admission'.

Date:...../...../.....

Place:.....

Name: .....

Signature.....



# Maharashtra University of Health Sciences Nashik

School of Health Care Administration

MUHS Regional Centre, Pune -27

## APPLICATION FORM

### Advanced Diploma in Hospital Management

### ADMISSION PROCESS-2016-17

Passport  
Size  
Photo

#### **Personal Information** (Fill in CAPITAL LETTERS)

Surname .....First Name .....

Middle Name .....

Date of Birth :(dd/mm/yy) ...../...../..... Gender - M/F/O:

#### **Address for Correspondence:**

BldgNo..... Bldg.Name.....

Near / Opp/ ..... Lane .....

Area..... City.....

District:..... State: .....

Pin: ..... Contact No: .....

Email. ID:

#### **Reservation Information**

Caste Category: OPEN/OBC/ST/SC/ NT/ SBC/Other.....

(Mention only if relevant Caste Certificate/creamy layer certificate is to be submitted)

Physically Handicapped: Y / N

Nationality: .....

#### **Educational Information:**

Details of Internship Status: Date From .....date to .....

### Details of Qualifying Examination:

Year	Month and year of passing		Total marks Obtained	Out of marks	Percentage
S.S.C					
H.S.C.					
Graduation in					
Post-graduation ( if any)					
Diploma (if any)					

**\* Details of the documents to be submitted along with Application form by the candidate are as follows:**

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4	Medical Certificate & Physical Handicap Certificate in case Physical handicapped.	
5	Attested true copy of H.S.C. mark list or Passing certificate	
6	Attested true copy of Graduation mark list or Degree Certificate	
7	Attested true copy of college leaving or Internship Certificate	
8	Attested true copy of Registration Certificate or Registration Receipt	
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**Date:** ...../...../.....

**Place:**.....

**Name:** .....

**Signature of the Student:**.....