



Maharashtra University of Health Sciences, Nashik

Information Brochure & Application Form for

Masters of Business Administration

in Health Care Administration

MBA (HCA)

Academic Year: 2016- 17

School of Health Care Administration

at

Pune, Nashik, Mumbai

Phone: 020 25510146/29704024, Mobile: 9623018178, 8554923111, 9850854590

www.muhs.ac.in



**Admissions Open for MBA (Health Care Administration), MUHS,
CALENDAR FOR ADMISSION PROCEDURE-2016-18
Healthcare Eligibility and Aptitude Test (HEAT)-2016**

1. Date of availability of application forms on MUHS website : www.muhs.ac.in
: 29/2/2016 to 29/04/2016
 2. Last date of submission of forms at the given address : 07/05/2016
 3. Scrutiny of the application : 09/05/2016 to 13/05/2016
 4. Issue of admit card for HEAT : 16/05/2016
 5. Date of HEAT : 22/05/2016
 6. Exam schedule : 2.00 pm – 5.00 pm
 7. Publication of general merit list : 27/05/2016
 8. Counselling & admission : 06/06/2016
 9. Wait 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 Certificate / Documents to be attached with the application form. All the original and two set of attested photocopies should be brought and submitted (if selected) at the time of counselling.
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TABLE OF CONTENTS

| Sr.No | Contents | Page No. |
|------------------|--|----------|
| 1. | Introduction | 3 |
| 2. | Program Objectives | 4 |
| 3. | Course Details | 5 |
| 4. | Competent Authority | 7 |
| 5. | Designated Authority | 7 |
| 6. | Appellate Authority | 7 |
| 7. | Application Form & Fees for Examination | 7 |
| 8. | Admit Card | 8 |
| 9. | HEAT Conduction | 8 |
| 10. | Declaration of Result and Preparation HEAT -2016 of Merit List | 9 |
| 11. | Merit List | 9 |
| 12. | Course Fees Concession & Refund | 9 |
| 13. | Selection Process | 11 |
| 14. | Conduct and Discipline | |
| ANNEXURES | | |
| | A Definitions | 13 |
| | B Constitutional Reservation | 14 |
| | C Medical Fitness Certificate | 17 |
| | D Physically Handicapped (PH) Reservation & Performance of Certificate | 18 |
| | HEAT Application Form | 19 to 21 |

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.

According to Price Water House Coopers in its report, 'Healthcare in India: Emerging market report', revenues from the healthcare sector account for 5.2 percent 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 healthcare service. To meet the educational challenges of this rapidly evolving field, the Healthcare Administration programme provides students with a managerial and technical foundation for careers in Consulting, Medical Products, Pharmaceuticals, Biotechnology, Financial Services, Venture Capital, Healthcare Systems, Health Plan Management and Insurance, IT Sector, Associations and Government.

Program Rationale:

Until recently doctors without any professional management training were supervising and governing the hospitals and healthcare 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, Pharmaceutical companies, Health Insurance and Third Party Administrators and other healthcare providing organizations. Hence the essential requirement for a MBA (Health Care Administration) has been felt all throughout.

2. PROGRAM OBJECTIVES:

- a) To prepare dynamic, young, creative and highly qualified managers and administrators for efficient management of hospitals and healthcare 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 highly competitive corporate and private sector.
- c) To provide knowledge, vocabulary & advanced skills concerning all areas of the healthcare delivery system to make administrators proficient and creative, under any challenging situations.
- 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 healthcare administration 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 MBA (Healthcare Administration) are excellent as it is a well-known fact that hospitals have to be managed like business organizations for creating surplus for survival and growth. Thus there is large enough scope to provide ample job opportunities in management of corporate and private Hospitals in India and abroad. MBA (Healthcare Administration) degree holders will have a wide range of attractive career options to choose from the healthcare industries which are enumerated below

- a) **Healthcare Industry:** Corporate Hospitals, Nursing homes, Pharmaceutical firms, Diagnostic services, Insurance companies and TPA Services (Operating in Health Insurance Schemes), NGOs (Operating in Healthcare Sector), Health Projects in WHO and UNICEF
- b) **Clinical Research:** Management of Clinical Research
- c) **Public Health:** Managers and co-ordinators.
- d) **Industry:** Medical Tourism Industry, Consultancy Firms (Hospital - Planning & Designing), Hospital Equipment and Material Manufacturing Firms, IT Industry (Application in Healthcare Field), Wellness Industry
- e) **Academics:** Management Consultant, Teaching in Healthcare Management Institutions.

3. COURSE DETAILS:

| Sr. no | Name of the course | Duration | Intake Capacity | Credits | Total Fess in Rs |
|-----------------------|---|------------------------|------------------|---------|--|
| Master Program | | | | | |
| 1 | Masters of Business Administration in Health Care Administration | 2 years (Full time) | 60 per centre | 100 | (Tuition fees-Rs 95000(per year) + Development Fees-Rs 5000/- = 100000/-) + Eligibility (one time) & Examination Fees would be charged extra |

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

Course Venue: Pune, Nashik and Mumbai

I. ELIGIBILITY CRITERIA FOR MBA in HEALTHCARE ADMINISTRATION:

I. 1

| Course | Educational Qualification |
|---|--|
| MBA in HEALTHCARE ADMINISTRATION | Graduate in Health Sciences (MBBS /BDS/ BAMS / BHMS /BUMS /BPTH/ P.B.B.Sc. (Nursing) /B. Pharm/) / B.Sc Nursing/B.Sc. Biotechnology /B.Sc. Microbiology of any Statutory University The candidates who have passed final year Health Sciences/Nursing/Pharmacy and completed/completing internship training by 31st July, 2016 from a recognized institute included in the respective Council Acts |

The candidates who have passed their graduate/postgraduate masters degree from Institutes affiliated to the Maharashtra University of Health Sciences, Deemed university or other universities as per University Grant commission Act of 1956 under section 13/A, situated in Maharashtra or outside will be eligible to apply for admission to the course & should appear for **HEAT-2016** to be conducted on 22nd May 2016 by MUHS.

I.2 Candidate must be an **Indian National**.

For Nationality: Valid Passport or Domicile Certificate of Maharashtra state or Birth Certificate or School Leaving Certificate mentioning the location of candidate's birth place in Maharashtra State or other states to claim admission under 15% OMS quota.

I.3 Eligibility for In-service candidates will be as per criteria laid down by the respective departments

of the candidates.

- I.4** The candidates who are domiciled in Maharashtra and who have obtained degree for courses in health sciences in college/institution situated outside Maharashtra State will also be eligible for admission to MBA (HCA). Such candidates should submit certificate from the Dean/Principal of respective college stating that the candidate was admitted under 15% AIEE (All India Entrance) Examination) 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 Health Sciences graduation 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 Hon'ble Court, candidate should submit a fresh Court order to apply for admission to MBA (HCA) failing which the claim will not be granted and the candidate will be considered as Open category candidate.
- I.8** Category reservations based on caste can be availed by candidates domiciled in Maharashtra only.
- I.9** Candidate belonging to states other than Maharashtra State will be entitled for 15% quota of the total intake capacity.

I.10 Non-Eligibility of Candidate

The following candidates are **Not Eligible** for applying for MBA (HCA) as the case may be:

I.10.1 Candidates who are not completing internship on or before 31st July 2016. (If applicable)

I.10.3 Candidates who are registered for PG course and have not passed the final examination before 31th July 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 HEAT-2016, selection and admission to

MBA(HCA).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 HEAT, 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 course. The Designated Authorities may associate other officials to assist them in the selection and admission process.

6. APPELLATE AUTHORITY:

Hon'ble 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 FOR EXAMINATION:

The Competent Authority shall issue prescribed application form along with information Brochure containing procedures for admission to postgraduate courses.

An applicant seeking admission to MBA(HCA) should download the application form from website www.muhs.ac.in fill the same and send it along with a set of self-attested photo copies of relevant certificates .

The envelope containing an application form should be superscripted with "M.BA (Health Care Administration) - Application Form".

Application Fees:

The Registration fees of **Rs.1000/-** in the form of DD in favour of **"The Registrar, MUHS Nashik"** (payable at Nashik) should be sent along with the Application Form.

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

The Competent Authority:

**School of Health Care Administration
MUHS Regional Centre, Pune
At Sancheti Health Care Academy
Thube Park, Shivaji Nagar, Pune :411 005**

Original documents / certificates should not be attached with the application form.

8. ADMIT CARD

The admit card will be issued online to eligible candidates on their email address provided by them.

9. CONDUCTION of HEAT 2016

- a) All eligible candidates are required to take the entrance examination at their own cost.
- b) HEAT 2016 written test will be conducted on **22/05/ 2016 time 2.30pm -5.00 pm**. No entry will be permitted to the candidate in the examination hall after 2.20 pm for any reason whatsoever
- c) HEAT 2016 venue : **PUNE** (Detailed address mentioned on the Admit card)
- d) The examination will be conducted only in English Medium
- e) HEAT 2016 written test examination paper will be of 2 ½ hours duration containing 200 multiple choice question (MCQs). Based on Analytical reasoning, Quantitative and Data interpretation and verbal ability. 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 answer
- f) Candidate should completely darken one and the only one best response (oval). E.g A B C D
Candidate should not use any other method for answering i.e. Half Circle, dot, tick mark, cross etc.
- g) If any candidate has any objection against any question in the question paper of this examination the same may be raised through a written application addressed to the Competent Authority within 3 days after examination. Representation received after this period shall not be considered.

h) General Pattern of HEAT -2016

| S.N | Subjects | Number of Questions | Marks |
|-----|--|---------------------|------------|
| 1 | Verbal ability and reading comprehension | 67 | 67 |
| 2 | Quantitative aptitude | 66 | 66 |
| 3 | Logical / abstract reasoning | 67 | 67 |
| | Total | 200 | 200 |

10. DECLARATION OF RESULT AND PREPARATION OF MERIT LIST:

10.1. The Competent Authority shall conduct HEAT 2016 evaluate the answer sheet and prepare the provisional list of candidates selected for counselling.

10.2. The Competent Authority will prepare a merit list indicating number, name, marks scored, category, and merit number of the candidate after HEAT 2016 .The same will be made available at the designated authority and on the website of MUHS on www.muhs.ac.in on 06/06/2016.

10.3. In case of 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 counselling.

11. MERIT LIST:

11.1. The Competent Authority will prepare a common and category wise Merit List of eligible candidates on the basis the marks obtained by the candidate in the HEAT test.

11.2. TIE-BREAKER:

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

- When the final entrance score i.e. the marks of HEAT 2016 are the same, candidate with higher marks in HSC Exam will get preference.
- When the final entrance score i.e the marks of HEAT 2016 and also percentage of marks in HSC Exam are the same , the candidate with higher marks in SSC Exam will get preference.

12. COURSE FEES CONCESSION & REFUND

12.1. Fees concession/reimbursement:

Maharashtra University of Health Sciences, Nashik are not offering the any kind of Fees concession.

The tuition and development fees may be offered by the Maharashtra Government to following Maharashtra State candidates belonging to Reserved Categories. But reserved category candidates are required to submit Caste certificate, Caste/Tribe Validity Certificate, Non Creamy Layer Certificate (if applicable) valid up to 31/03/17 for claiming fee concession. Similarly candidates belonging to Economically Weaker section/Minority will be required to submit the Income & other relevant

certificates from competent authority for claiming fee reimbursement. However, the directives issued by the State Government from time to time with regard to requirement of additional certificates and mode of fees reimbursement shall be binding on such candidate.

Note:

The extent of fees concession, nature of fees concession (loan/scholarship), requirements of certificates etc. will be decided by the State Government and same shall be binding on the candidate.

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

Reference 1: AICTE Guidelines No- AICTE/Legal/04(01)/2007, April 2007 & Circular No.698 Dated: 24th August 2007 issued by Pravesh Niyanttran Samiti, Mumbai.)

Reference 2: Minutes of the Meeting, Item No. 5 (e), Shikshan Shulka Samiti & H& T, Date: 9th January 2013

The candidate who has been provisionally admitted may cancel admission by submitting an application for cancellation of admission by paying cancellation amount in form of DD, in favour of “The Registrar MUHS Nashik.”

| Sr.No | Situation | Refund Amount |
|-------|--|---|
| 1 | Request for cancellation of admission is received before the date of start of academic session and seat would be filled by the Institute before the cut-off date | Entire fess less Rs. 1000 |
| 2 | Request for cancellation of admission is received after the start of academic session seat would filled by the institute before the cut-off date | Entire fees less the total fees (i.e. Tuition, Development on pro date basis |
| 3 | Request for cancellation of admission is received before/after start of the academic session and the seat would not be filled by the institute | No Refund (except the security deposit) |

For the calculation of amount on the pro-rata basis, one month shall be treated as one unit e.g. if the candidate cancels the admission on third day after start of the academic session and the seat is filled on/before the cut-off-date, then cancellation amount will be, total fees/12 or Rs. 1000/-, whichever is higher.

The candidate who has secured admission under reserve category and has not paid any fee, shall pay Rs. 1000/- as cancellation charges.

13. SELECTION PROCESS:

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 Hon'ble Court, candidate should submit a fresh Court order for Personal Interview failing which claim will not be granted and the candidate will be considered as General Category candidate.

13.1. 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.

13.2. 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 authorised 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 / authorised 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, 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. 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.
- 14.8. **Legal Jurisdiction:** All disputes pertaining to the conduct of examination and selection process shall fall within the jurisdiction the Hon'ble High Court, Mumbai only.
- 14.9. 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.

Address: School of Health Care Administration

MUHS Regional Centre, Pune

At Sancheti Health Care Academy

Thube Park, Shivaji Nagar, Pune: 411 005

MUHS

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 MBA in Health Care Administration.
- c) **“Course”** means two years degree course leading to MBA in Health Care Administration.
- d) **“Designated Authority”** means authority responsible to carry out the instructions given by the Competent Authority in respect of selection and admission process for MBA in Health Care Administration.
- 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) **“Recognised Qualification”** means the qualification recognised by the respective councils and the University in the State of Maharashtra and in case of in-service candidates, a Statutory University in India.
- h) **“Registration”** means the registration of the qualification with respective Council of 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.

ANNEXURE "B"

CONSTITUTIONAL RESERVATION

1.1. Reservation for Backward class Candidates:

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State are as per the details shown in table below.

| Sr.No. | Type of Reservation | Percentages of Reservation |
|--------------|--|----------------------------|
| 1. | Scheduled Castes and Scheduled Caste convert to Buddhism (SC) | 13% |
| 2. | Scheduled Tribes (ST) | 7.0% |
| 3. | Vimukta Jati & Denotified Tribes (VJ/DT) i.e. NT(A) | 3.0% |
| 4. | Nomadic Tribes– 1 (NT-B) | 2.5% |
| 5. | Nomadic Tribes– 2 (NT-C) | 3.5% |
| 6. | Nomadic Tribes– 3 (NT-D) | 2.0% |
| 7. | Other Backward Classes (OBC) | 19.0% |
| Total | | 50.0% |

1.1.1.Candidates belonging to aforesaid Backward Class categories will be required to submit the Caste Certificate and the Caste/Tribe Validity Certificate.

1.1.2.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.

1.1.3.The Caste/Tribe validity Certificate issuing Authorities are as follows:-

1.1.4.For Candidates belonging to Scheduled Caste, Scheduled Caste converts to Buddhism, Vimukta Jati, Nomadic Tribes1,2&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).

1.1.5.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).

1.1.6.*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.**

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.

1.2. 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.

1.2.1. 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:

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 Scheduled Caste convert to Buddhism (SC) | 13% |
| ii) | Scheduled Tribes (ST) | 7.0% |
| GROUP-II | | |
| i) | Vimukta Jati & Denotified Tribes (VJ/DT) i.e. NT(A) | 3.0% |
| ii) | Nomadic Tribes- 1 (NT-B) | 2.5% |
| GROUP-III | | |
| i) | Nomadic Tribes- 2 (NT-C) | 3.5% |
| ii) | Nomadic Tribes- 3 (NT-D) | 2.0% |
| iii) | Other Backward Classes (OBC) | 19.0% |

If the seats still remain vacant, then it will be filled, from among the candidates of all the categories mentioned above from the all categories combined merit list.

If the seats still remain vacant then the seats will be filled from among the candidates of the common merit list.

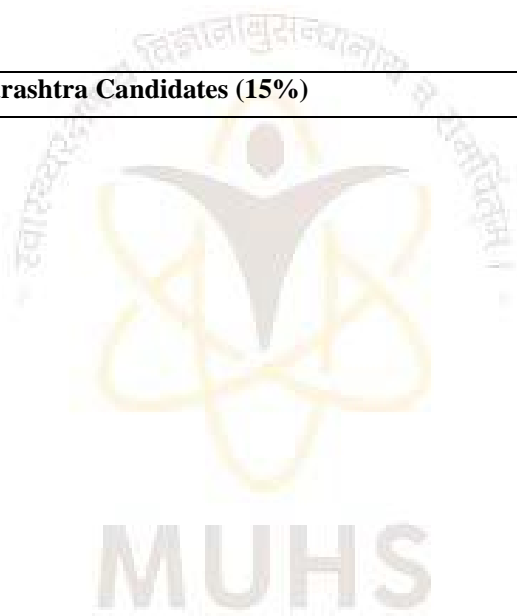
Admission under constitutional reservation seat will be governed by the Maharashtra Schedule Castes, Scheduled Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Other Backward Classes and Special Backward Category (Regulation of Issuance and Verification of) Caste Certificate Act, 2000 (Mah. Act No. XXIII of 2001)

BREAK-UP OF SEATS

| I | Quota for Maharashtra Domicile Candidates (85%) | Percentage | Seats |
|--------------|--|-------------------|--------------|
| A | Open Merit | 50.0 % | 25 |
| B | Scheduled Castes and Scheduled Caste converts to Buddhism (SC) | 13.0 % | 7 |
| C | Scheduled Tribes (ST) | 7.0 % | 4 |
| D | Vimukta Jati (VJ) DT-A | 3.0 % | 1 |
| E | Nomadic Tribes (NT-1) NT-B | 2.5 % | 1 |
| F | Nomadic Tribes (NT-2) NT-C | 3.5 % | 2 |
| G | Nomadic Tribes (NT-3) NT-D | 2.0 % | 1 |
| H | Other Backward Classes (OBC) including SBC | 19.0 % | 10 |
| Total | | 100% | 51 |

From among the **Quota for Out of Maharashtra Candidates** if vacancies exist the seats would be distributed amongst all the categories for Maharashtra Domicile candidates according to the above mentioned reservation criteria.

| II | Quota for Out of Maharashtra Candidates (15%) | 15.0% | 9 |
|-----------|--|--------------|----------|
|-----------|--|--------------|----------|



ANNEXURE "C"

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of Dr..... who is desirous of admission to MBA-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 MBA in Health care Administration.

- a) Absence of any incapacitating and /or progressive systematic disease/disorder / condition,
- b) Absence of any disability of upper limb/s,
- c) Absence of any major visual/auditory disability,
- d) Absence of psychosis/neurosis/mental retardation,
- e) Ability to maintain erect posture,
- f) Reasonable manual dexterity.

Signature:

Name:

Registration No.

Address of the Registered Medical Practitioner

Date

Seal of Registered Medical Practitioner

Note:

A candidate must be medically fit to undergo the MBA-Health Care Administration applied for. The medical fitness must be certified by a Registered Medical Practitioner in the prescribed Performa, as given above on a **Letterhead**.

ANNEXURE "D"

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%.
- 2) 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.
- 3) 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.
- 4) 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.

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 2015-2016 for claiming the benefit of seat reserved for Physically Handicapped persons is an individual withpercent **permanent** / **partial** disability pertaining to locomotors disorder of the lower limbs.

- 1) It is also certified that he/she fulfils the following criteria.
- 2) Absence of any incapacitating and /or progressive systemic disease/disorder/condition.
- 3) Absence of any disability of upper limb/s.
- 4) Absence of any major visual/ auditory disability.
- 5) Absence of psychosis/neurosis/mental retardation.
- 6) Abilities to maintain erect posture.
- 7) 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.....

Date: / /

Place:

Official Seal

Signature:

Name:

Designation:



Maharashtra University of Health Sciences Nashik

School of Health Care Administration

MUHS Regional Centre, Pune -27

APPLICATION FORM

(Two Years Full Time Degree Course)

MBA (Health Care Administration)

Healthcare Eligibility and Aptitude Test (HEAT) - 2016-17

Passport
Size
Photo

Personal Information (Fill in CAPITAL LETTERS)

SurnameFirst 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:

Preference Centre for Admission: (Candidates are required to mention their preference of centres i.e. Pune, Nashik, and Mumbai for admission)

1).....

2).....

3).....

Educational Information:

Details of Internship Status (If Applicable): Date Fromdate 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:**

| | | |
|-----------|---|--|
| 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. 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 Attempt Certificate. | |
| 9 | Attested true copy of Registration Certificate or Registration Receipt | |
| 10 | Attested Educational Gap Certificate if applicable | |
| 11 | Attested true copy of University Migration Certificate (if Applicable) | |

Details of Demand Draft : (DD is to be submitted along with 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 of the Student:.....

- 1) 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 candidates birth place in Maharashtra State or other states to claim admission under 15% OMS (Out of Maharashtra State) quota..
- 2) Degree/passing certificate.
- 3) Internship completion certificate from University or likely date of internship completion from the Head of the Institution, wherever applicable.
- 4) Registration certificate of respective Council or other State Councils in India or receipt of application to obtain the same.
- 5) If applicable, Caste Certificate, Caste Validity Certificate, Non Creamy Layer Certificate valid up to 31/03/17 College Leaving Certificate (LC/TC)
- 6) Attempt certificate of all examinations from the Head of the Institution.
 - a) Domicile Certificate of Maharashtra State by virtue of residence, in case of Candidates who were Domicile of Maharashtra State at the time of Graduation and who have obtained their degree from a University situated outside the State of Maharashtra.
 - b) Gazette for change in name (If applicable)
 - c) Migration Certificate issued by respective university
 - d) Self-Educational Gap (after qualifying degree if gap more than 6 months) Affidavit by student, certified by Executive Magistrate/Notary(If applicable)
 - e) Medical Fitness Certificate.(Annexure – C) For Physically Handicapped (PH) Candidates-
 - f) Physically Handicapped (PH) Certificate.(Annexure – D)

The selection procedure for the post graduate courses is being carried out in accordance with the rules and orders issued by MUHS, Nashik from time to time.