

Memo No : OG/WBUHS/2019-20/0666

Date : 25.06.2019

THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD – 36, Sector – I, Salt Lake, Kolkata – 700064

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

Tel no. 2321-3461 / 2321-6602



Information Booklet

**Rules for admission to
Post Graduate Master in Hospital Administration (MHA) Course**

2019

1. Jurisdiction of the University

Admission to the seats in the affiliated institution of The West Bengal University of Health Sciences in Post Graduate Hospital Management Course in the name of 'Master in Hospital Management' (M.H.M) shall be made on the basis of the inter se merit lists of candidates appearing in the West Bengal Management Aptitude Test (WBMAT) to be conducted by the West Bengal University of Health Sciences (WBUHS).

2. Eligibility criteria

2.1 Graduate in Medicine (M.B.B.S/B.H.M.S/B.A.M.S/B.U.M.S)/ Graduate candidates from any stream or graduates from any recognized university / those Appeared but result not yet published (in such cases, conditions of passing criteria be fulfilled) would be entitled for admission after qualifying in the above noted aptitude test to College of Paramedical and Allied Sciences, WBUHS, Kalyani and other privately managed colleges:

- 2.1.1 Antara Institute Of Health Sciences- 30 seats
- 2.1.2 Charnock Hospital (RGM-2103 Teghoria, Kolkata-700157, Rajarhat and V.I.P junction): 30Seats
- 2.1.3 DSMS College, Durgapur of Health Care Management, BD-25, Sector-1, Kolkata-700064: 30Seats
- 2.1.4 Genesis Institute of Management and Technology (GIMT) (at Genesis Hospital Campus– 1470, Rajdanga Main Road, Kolkata- 700107): 40 Seats
- 2.1.5 Institute Of Business Management and Research: 30 Seats
- 2.1.6 College of Paramedical and Allied Health Sciences, WBUHS, Kalyani: 50 Seats
- 2.1.7 Haldia Institute of Health Sciences: 16 Seats
- 2.1.8 Peerless School Of Hospital Management: 25 Seats
- 2.1.9 Oriental Institute of Health Sciences: 24 Seats
- 2.1.10 HLG Memorial Hospital: 10 Seats
- 2.1.11. K P C Medical College & Hospital: 20 seats
- 2.1.12. Sushrut Eye Foundation and Research Centre: 6 seats

2.2 The candidates who have completed or will complete their rotating internship for one year after passing any medical examination on or before the date of counseling are eligible to apply.

2.3 Candidates who are already pursuing any other course are not eligible for admission till they complete the course but will be eligible to apply if the course is due to be completed within the date of

counseling. However, candidates, pursuing any other course, is permitted to apply; but their candidature will be considered during counseling only on production of the resignation letter from the course undertaken, duly countersigned and accepted by the appropriate authority.

3. Admission test

- 3.1. A written Test would be conducted to enlist the selected candidates on the discretion of The West Bengal University of Health Sciences if sufficient candidates are available on a date specified by the university. The candidates will have an absolute authority in choosing from the aforesaid colleges.
- 3.2. Applicant for admission will be provisionally allowed to appear in the written test provided he/she have submitted application in the prescribed form within the last date and have fulfilled the eligibility criteria outlined herein above.
- 3.3 The question paper for the written test shall be set in English and shall contain 100 single best response type Multiple Choice Questions.
- 3.4 The duration of the written test will be of 80 minutes.
- 3.5 A candidate will be awarded one (1) mark for each correct answer. There will be no marks for multiple answers or a question even one (1) answer among them is correct.
- 3.6 No marks will be deducted for wrong answer.
- 3.7 The written test will be from the following subjects and break-up of marks is given in a) Arithmetic (10), b) Logic and reasoning (20), c) General Knowledge (20), d) General Science (30) and e) English (20).
- 3.8 Interview:
 - 3.8.1 If the list of eligible candidates is such that only an interview will suffice, such an interview will be held on the date of examination, where 85% of the total score will be calculated based on academic achievement of the candidate i.e. the marks obtained in the qualifying examination and 15% from the interview per se on the same subjects as outlined in point no.3.7.
 - 3.8..2 The details of the marks distribution between the academic achievement and viva will be finalized by the concerned Board of Studies, if such a situation arises, based on the above principle.

4. Merit list of candidates

4. 1 The rank of the candidates qualifying in the written test will be determined on the basis of the marks obtained by them in the WBAAT or the interview, as the case may be. The roll numbers of the candidates qualifying in the test will be arranged in the merit list according to rank and in order of decreasing marks.
- 4.2 In the event of more than one candidate securing the same marks in the written test, the rank shall be determined according to the following principles:

- 4.2.1. The relative position of such candidates in the merit list will be determined on the basis of the number of wrong answers (incorrect answers and multiple answers), i.e., the candidate with more wrong answers will be placed in lower position in the merit list.
- 4.2.2 If the ranks of the candidates cannot be determined by application of the above principles, the candidate older by age will be in the higher rank than the candidate younger by age.

5. Counseling for selection of candidates for admission:

- 5.1 Admission to MHA Course will be made through personal appearance (counseling) strictly according to the time schedule to be published in due course by the University. For personal appearance the candidates will be called in order of merit.
- 5.2 In all the institutions (except that at College of Paramedical and Allied Sciences, WBUHS, Kalyani) one-fifth of the seats will be made available to the candidates at WBUHS. approved fees and in the rest four-fifth seats; the individual colleges will display their monitory bindings on the students during the counseling.

Reservation in terms of SC, ST, OBC-A and OBC-B will be applicable to all seats at College of Paramedical and Allied Sciences, WBUHS, Kalyani and in those seats in Private institutions where WBUHS approved fees were applicable. For reservation The West Bengal University of Health sciences would abide by the West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013.
- 5.3 The provisional merit list will be available at the notice-board of WBUHS and in the website, <https://wbuhs.ac.in> to appear in the counseling. No information will be sent to individual candidates in this regard. Final list for admission will be published after counseling.
- 5.4 Candidates selected for admission through counseling shall have to get themselves admitted within the specified date to be mentioned in the offer letter to be issued after counseling. Candidate opted for the college of his/her choice.
- 5.5.1 A candidate will have to appear in person before the selection committee on the date of counseling; otherwise he / she will be marked absent and his/ her candidature will stand cancelled. Similarly a candidate who fails to join the designated college by the last date of joining, mentioned in the offer letter, shall have no further claim of the seat. No extension of joining time will be allowed by WBUHS under any circumstances.
- 5.5.2. However, in case a candidate is unable to appear in person on the day of counseling, he/she may send his/her authorized representative with an undertaking and Authority Letter for allotment (proforma for undertaking and Authority Letter are available in the university website in the 'FORMS' section in the homepage of <https://wbuhs.ac.in> along with requisite documents in original and fees. The allotment made to the authorized representative shall be binding on the candidate.
- 5.6. The candidate appearing for counseling will have to bring the following documents in original along with attested copies of all relevant documents:

- (i) WBMAT Admit card,
- (ii) Degree / Provisional passing certificate and mark sheet(s) or equivalent of the qualifying examination
- (iii) Internship completion certificate (wherever applicable),
- (iv) Secondary/ Madhyamik passed out certificate/ Class X Mark sheet/ Class X Admit Card as proof of age.
- (v) Proof of SC / ST / OBC-A / OBC-B categories: These certificated will have either be issued or verified in the State of West Bengal. Candidates having any such certificate from outside the state will be regarded as Unreserved candidate in the Counseling. The OBC-A / OBC-B candidates will also have to certify that they do not belong to creamy layer as on 01.01.2018.
- (vi) Any other relevant document.

A counseling fee of Rs.3000/- is payable at the time of counseling. The modality of the payment would be notified in the counseling notice which would be available at due time in the West Bengal University of Health Sciences website. The West Bengal University of Health Sciences may go for subsequent rounds of counseling if the seats remain vacant in accordance with provisions in law.

Candidates without original documents shall not be allowed to participate in the counseling.

- 5.7 The number of seats available for allotment shall be displayed at the venue of counseling. Information in this regard may be available in WBUHS website <https://wbuhs.ac.in> prior to counseling.

6. Other information

- 6.1 Candidates need not submit any supporting document along with their application; but should be ready with the soft copies of the documents they might have to upload at the time of uploading the application.
- 6.2 The allotment of Examination centre and roll no. done by WBUHS and will be final and binding.
- 6.3 There is no provision for rechecking/ re-evaluation of the answer sheets and no query in this regard will be entertained.
- 6.4 The in-service candidates may submit applications directly but “No Objection Certificate/Sponsoring Certificate” by competent authority must be submitted at the time of counseling.

7. Other information

7.1 The allotment of roll numbers and examination centre will be done by WBUHS and will be final and binding.

7.2 There is no provision for rechecking/ re-evaluation of the answer sheet (which is one page Optical Mark Recognition OMR sheet) and no query in this regard will be entertained.

7.3 Appendix – 1 is for Admission Schedule, Appendix - 2 is for Guidelines for Submission of Application, Appendix-3 is for guidelines for answering through OMR be seen, understood thoroughly and then proceed for filling up application form.

7.4. During Counseling if any candidate is found to have been ineligible to sit for the admission test, her candidature will automatically nullified even if her name appeared in the merit list. This will be made known to her. Claim of filled up form and appearing at examination and subsequently getting place in the provisional result will not authorize any person for admission unless he/she fulfills the conditions of eligibility for pursuing the course.

GENERAL RULES AND PROCEDURAL DIRECTIVES

1. Applicants should go through and strictly follow the instructions given in the Information Booklet as published in <https://wbuhs.ac.in>, while applying for Master Hospital Administration course. Application must be complete in all respect.

2. Candidates will have to apply online for the course through the link available in the website <https://wbuhs.ac.in> and submit the fees of Rs. 3000/- (Rupees three thousand only) for the examination at the payment gateway provided in the on-line application process.

Submission of incorrect or false statements / documents or suppression of material information in the application form will be considered as sufficient ground for cancellation of the candidature or the admission of the candidates to M H A course whenever detected, i.e. during the process of admission or even at any stage thereafter. Incomplete application forms will be summarily rejected by the system.

3. The candidates are requested to first see the list of documents to be uploaded along with the application form and to have soft copies of each of those ready with them; so that they do not find any hassle for uploading those documents at the time of filling in the application forms.

4. The selection / admission of a candidate shall stand cancelled if he / she is found guilty of copying from any material whatsoever or of taking the help of any electronic media / devices during the examination, or of assisting others or of being assisted by others in any manner whatsoever in writing out the answers during the examination. In this context, decision of the Centre-in- charge and /or the University Observer will be final and binding.

5. Questions will have Multiple Choices that would be answered through OMR.
- I) The test will be objective in nature and for each question four suggested responses will be given of which ONLY ONE answer will be chosen as the best response.
- II) The Answer Sheet will be machine-scored and therefore requires specific procedure to be followed as given below:
The answers will be marked only by black ball-pen supplied by the University. No other pen / pencil are allowed.
- III) The method of marking answers is indicated below:
Each question will be followed by answers marked as (a), (b), (c) or (d). Select the most appropriate answer. Then, using blue / black ball-pen; blacken the circle bearing the correct answer index against the serial number of the question on the answer sheet completely.
Please note that the mark should be dark enough and the circle should be filled in as completely as possible. But you need not make special efforts to darken any circle artistically.
6. The qualified candidates whose names will be published in the Provisional result will have to submit all the attested copies of supporting documents along with originals for verification of their eligibility to the course at the time of counseling.
7. If qualified in the written test; individual Provisional result will be made available in the website <https://wbuhs.ac.in> and no communication in this regard will be made to the candidates personally.
8. Candidates selected for admission through counseling must obtain the offer letter indicating the name of the course, the institute to where the candidate is allotted and the type of seat to which the admission has been made; on the day of counseling on payment of the requisite fees.
9. The candidate should report to the head of the Institution within the date mentioned in the offer letter.
10. If a candidate does not report to the allotted institution within the stipulated date his / her admission to the course will stand cancelled.
11. No travel allowance is admissible for appearing in the written examination or for attending counseling.
12. No personal communication will be made to the candidates, unless it is considered absolutely necessary by the University authority.
13. Admission of candidates belonging to WB Govt. service will be in accordance to the relevant Government orders prevailing at the material time.

Registrar
The West Bengal University of Health Sciences

Appendix-I

Master of Hospital Administration Course

Sl. No.	Activity	Dates
1	Forms to be submitted Online in https://wbuhs.ac.in	Between 29.06.2019 – 13.07.2019
2	Admit card will be downloaded from the website by putting Acknowledgement number/phone number	From 23.07.2019 evening (6 p.m onwards)
3	Date of Admission Test	Sunday, 28.07.2019
4	Declaration of result	On or before 09.08.2019
5	Verification of Documents and Counseling	To be declared in Counseling Notice

APPENDIX – 2

Guidelines For Submission of Application

Before submitting the application; please visit the website <https://wbuhs.ac.in> thoroughly and make yourself conversant with the requirement of application. For a more detailed information, check the “HOW TO APPLY” pdf .

APPENDIX - 3

INSTRUCTIONS TO CANDIDATES ANSWERING THROUGH Optical Mark Recognition (OMR) FOR

West Bengal Management Aptitude Test (WBMAT), 2019

Before writing anything on OMR Sheet, please read very carefully the instruction from beginning to end.

The OMR answer sheet has two parts :

- (a) Identification information on the left hand side.
- (b) Answer sheet on the right hand side.

(A) Identification information (on the left hand side):

Follow the steps carefully :

Step 1 : Check the 6 digit Question Booklet Number.

Step 2 : Enter the 6 digit number in the boxes against the „Question Booklet No“ in the OMR sheet; one digit in each box by blackening the corresponding circles below.

Step 3 : Enter the 8 digit Roll Number in the boxes provided against „Roll Number“ in the OMR sheet; one digit in each box by blackening the corresponding circles below.

Step 4 : Put your full signature in the box provided.

(B) Answer sheet (on the right hand side): Please be careful while filling up OMR Sheet :

Step 1 : Use serial nos. 1 to 100 in the right hand side of the OMR Sheet. **Please do not Use Serial No. 101 to 200 in that event your OMR Sheet may not be scanned by the Computer.**

Step 2 : Check the „Question Booklet Series“ on your Question Booklet It may be any of the alphabets – A/B/C./D/E

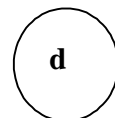
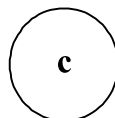
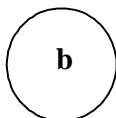
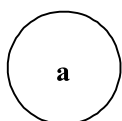
Step 3 : Enter the alphabet in the corresponding box against „Question Booklet Series“ in the OMR Sheet (on the right hand side)

Step 4 : Blacken the corresponding round containing the same alphabet adjacent to the box.

Step 5 : Against each question serial number there are four rounds containing alphabets a/b/c/d. Answer by blackening the rounds containing the alphabet corresponding to the answer of your choice. **Blacken the round completely only by the blue or black ball point pen supplied by the University.**

Details of marking on OMR Sheet

- (i) The OMR Sheet will be machine scanned.
- (ii) Do not put any pen/pencil/other mark anywhere except in places as detailed above.
- (iii) Do not tamper with the ‘Bar Code’ on the OMR Sheet.
- (iv) Do not fold the OMR Sheet.



The method of marking answers: Select the most appropriate answer Then using the blue or black ball point Pen supplied by the University, blacken the round the correct answer index against the serial number of the question on the answer sheet (OMR Sheet). For example, if the most appropriate answer to question 2 is (c), it should be marked as follows:

Question 2



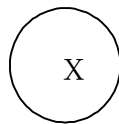
ii Please note : You SHOULD NOT USE any type of pencils or any other ball point pen other the one ball point pen supplied by the University.

iii Some Wrong Methods of Marking Answers :

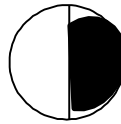
(Use of Tick Mark)



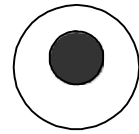
(Use of Cross Mark)



(Half Filled Round)



(Use of dot)



- You need not make special efforts to darken any round artistically.

(C) The following instructions should carefully be noted by each candidate :

- (1) On receipt of Question Booklet the candidate should verify the Question Booklet Series and Roll Number as pasted on the envelope containing the question booklet.**
- (2) Left thumb impression should be given in the Attendance Sheet in the box provided.**
- (3) Please ensure that your Name, Roll Number and Signature are put in the boxes provided in the cover page of the Question Booklet.**
- (4) Please ensure that the Invigilator/Hall-in-Charge puts his/her signature in your Question Booklet and your OMR Sheets in the boxes provided.**
- (5) After completion of examination the candidate should return the question booklet duly inserted in the envelop and the OMR Sheet separately to the Invigilator/Hall-in-Charge.**

(D) Other Important Issues:

- I. Please go through the instructions given with the Admit Card**
- II. For every correct answer (best response) four marks will be awarded. There will be no deduction for non-attempted questions.**

