

**Rules and Regulations  
for  
Master in Hospital  
Administration(M.H.A.)  
under  
West Bengal University of Health  
Sciences (WBUHS)**

## **1. Eligibility for admission in the course:**

### 1. Academic Qualification

#### 1.1 Admission in the 1<sup>st</sup> year class of the 2 year Course:

Bachelor degree in any stream of any recognized university.

1.2 Selection of candidate will be made for admission in the course by the process as prescribed by the WBUHS.

## **2. Registration of student for the course:**

A student shall be considered as enrolled for the course when he/she has paid all the fees payable by him/her including the registration fees payable to the University and his/her name has been enrolled for 1<sup>st</sup> year class.

## **3. Cancellation of studentship:**

3.1 If a student does not follow the rules and regulations of the Institution or indulge in any activity which is detrimental to the Institution/University, the University may cancel the studentship of such student on the basis of recommendation of the Principal of the Institution.

3.2 If a student after admission to first year fails to get promoted to second year within two academic years shall cease to be student of the course.

3.3 A student has to complete the course within three years from the year of admission.

3.4 In case a student fails for 2 consecutive years, he/she has to take readmission.

## **4. Course:**

### 4.1 Nomenclature of the course:

Master in Hospital Administration (M.H.A.)

#### 4.2 Duration of Course:

It is a two year full time course and divided in 4 semesters under WBUHS.

### **5. Examination:**

#### **5.1 Examination for awarding marks of Internal Assessment:**

##### 5.1.1 Awarding marks for Theory

The marks for internal assessment in Theory paper will be awarded by conduction at two sessional examination during each semester by the Institution.

5.1.2 The marks for internal assessment will be awarded on the basis of day to day attendance, viva and assignments. Internal marks for all theoretical papers is 20. Out of 20 marks internal examination is of 10 marks, attendance is of 5 marks and assignments and assignment, class participation & overall performance is of 5 marks.

5.1.3 All marks must be recorded in Internal Assessment Register.

5.1.4 The Head of the Institution must submit the marks awarded to the students of a particular semester to the Controller of Examination of the University before commencement of that particular Semester.

#### **5.2 Scheme of Instruction and Examination**

Instruction in various subjects shall be provided by the college as per the scheme of instruction and syllabi prescribed. The program of instruction, examination and vacations shall be notified by the university. At the end of each semester, university examinations shall be held as prescribed in the scheme of examination. If a candidate fails in more than 4 subjects in the 1<sup>st</sup> year he / she will not be eligible for promotion to 2<sup>nd</sup> year. There will be no special supplementary examinations for backlog papers. A student getting backlog in any paper in 1<sup>st</sup>/2<sup>nd</sup> Semester has to subsequently clear it in 3<sup>rd</sup>/ 4<sup>th</sup> Semester respectively. A student getting backlog in any paper in 3<sup>rd</sup>/4<sup>th</sup> Semester has to subsequently clear it in next year when his/her immediate junior batch will appear in 3<sup>rd</sup>/ 4<sup>th</sup> Semester examination respectively. A student shall be deemed to have

passed the semester examination if he/she secures not less than 50% marks in theory, viva-voce and practical examinations separately.

## **6.1 Semester Examination:**

The University will hold semester examinations twice in a year.

## **6.2 Eligibility to appear in the examinations:**

6.2.1 Duration of semester: At least 20 weeks are required to complete the course of a semester. Principal has to certify in this effect.

6.2.2 Attendance: A student has to attend at least 75% of classes held during the semester in theory classes separately. A certificate to this effect is to be furnished by the principal of the institute.

6.2.3 Examination fee: A student is required to pay the requisite university fee for the examination along with completed application form for appearing at any semester examination of the university within the prescribed date.

6.2.4 Submission of Application Forms for appearing at the examination: The Institution must submit the application forms along with requisite fee as collected from the students willing to appear at any semester examination at least 15 days before the schedule date of examination or as may be prescribed by the university. Each of the application must be countersigned and certified by the Head of the Institution.

## **6.3 Conduct of Examination:**

6.3.1 Setting of Question papers:

The Board of Studies of the University will prepare panel of Paper Setters, Examiners and Moderators for setting Question Papers or Question Bank.

Complete coverage of prescribed syllabus in University question papers is desired. The choice in question papers shall be restricted to 25% only. Each Theory Paper will have three Sections A, B, C as shown below :

<b>Section</b>	<b>Type of Questions</b>	<b>Total Marks</b>
A	10 objective type questions of 1 mark each	10
B	5 short questions of 5 marks each to be chosen out of 8 questions	25
C	3 long questions of 15 marks each to be chosen out of 5 questions	45
	<b>TOTAL</b>	<b>80</b>

## **6.4 Center of Examination:**

6.4.1 The University will select the Venue for holding the Examination.

6.4.2 The University will appoint Center-In-Charge for smooth holding the examination in the venue in accordance to the norms of Examination.

6.4.3 The Center-In-Charge will be empowered to appoint the necessary personnel including invigilators with the prior approval of the Controller of Examination of the University.

6.4.4 The Center-In-Charge after completion of the examination will submit the account of used and unused Answer Scripts along with attendance sheet of candidates appearing in all papers.

6.4.5 The Center-In-Charge has to submit the details of answer scripts handed over to the Examiners, to the Controller of Examination within one week of completion of the examination.

## **6.5 Marks for passing the Examination:**

A student will be declared to have passed in an examination if he/she secures at least 50% marks taken as a whole in both theory and internal marks or project.

## **6.6 Award of Class:**

Candidates who have passed all the examinations of the MHA course shall be awarded class in accordance with the total aggregate marks secured by them in all the semester examinations taken together.

First class with distinction:	75% and above
First class	60% and above but less than 75%
Second class	50% and above but less than 60%
Fail	below 50%

Candidates who have not passed the examinations in the first attempt along with the batch in which they were admitted are not eligible for getting rank certificates, medals.

### **6.7 Publication of result:**

6.8.1 The result of semester examinations is required to be published within two months from the date of completion of a Semester Examination.

### **6.8 Issue of Mark-Sheet:**

6.8.1 The University will issue only mark sheet showing marks scored in each subjects for each semester examination and aggregate with overall percentage. No grade in aggregate will be awarded.

6.8.2 A final mark sheet at the end of 4<sup>th</sup> Semester will be issued include the summary of marks obtained in each semester and the total marks obtained by the candidate in six trimesters.

6.8.3 The University will issue the Degree of M.H.A. to a candidate who will complete the course successfully.

## **7. Project Work**

The project should be undertaken in any field of Hospital Management preferably related to Specialization Subject of 4<sup>th</sup> Semester. The project shall be made under the supervision and guidance of faculty member(s). The student shall present a seminar on his/her project work. Every student shall be required to submit the project report in triplicate –first copy will be sent to University, second copy will be kept in the institute for record and third copy will be sent for external examination. The marks shall be awarded by project supervisor and one external.

## **8. Salient features of MHA Syllabus**

An initiative has been made to reduce the pressure of the course without compromising on number of papers and content of each paper. Six special papers have been introduced in the IV semester to have an edge over other

students of other university. The students have to choose any one subject from the group as their specialization. An internship of 2 months have been introduced to give at a stretch exposure to the students to the healthcare industry.

The course also ensures uniform number of theory papers and load in all semesters. Besides it has a good element of practical work in the form of hospital visits, 'Know Your Hospital, dissertation and summer internships. Grading system will be there for the computer and IT in hospitals, Know your Hospital which will be assessed internally.

The distribution of papers is as follows:

I semester	6 + (Computer & IT Practical)
II semester	6 + (Know Your Hospital)
III semester	6 + (Commencement of Dissertation)
IV semester	4 + (Internship & Dissertation Submission and viva-voce)

**Pedagogy:** will consist of standard classroom teaching, case studies, group discussions, desk assignments and field study of hospitals.

**Evaluation:** There will be two internal examinations and their average will be taken as the final internal assessment marks for 20 and the university examination will be for 80 marks. Case study and assignments could be a part of internal assessment.

Grades will be given in Computer & IT Practical (Code 107) and Know your Hospital (Code 207) according to the following guideline:

Range of marks scored out of 100	Grade
90 or above	A
80 to 89	B
70 to 79	C
60 to 69	D
50 to 59	E
Less than 50	F(Fail)

**MASTER'S DEGREE IN HOSPITAL ADMINISTRATION (MHA) DETAILED  
COURSE STRUCTURE AND EXAMINATION SCHEDULE**

**SEMESTER I (6 subjects + Computer & IT for Hospitals)**

Code	Subject	SCHEME OF INSTRUCTION		SCHEME OF EXAMINATION			Total
		Lectures / week	Practical	Duration in hours	Internal marks	External marks	
101	Hospital organization and management theory	4		3	20	80	100
102	Hospital Financial Management	4		3	20	80	100
103	Hospital Accounting System	4		3	20	80	100
104	Bio Statistics	4		3	20	80	100
105	Legal & Medical Issues in Hospital	4		3	20	80	100
106	Human Resource Management(HRM)	4		3	20	80	100
107	Computer & IT for Hospitals	1	1		Grades	-	Grades
	<b>TOTAL</b>	<b>25</b>	<b>1</b>		<b>120</b>	<b>480</b>	<b>600</b>



**SEMESTER II** (6 Subjects + K.Y.H. + Internship - 1)

Code	Subject	SCHEME OF INSTRUCTION		SCHEME OF EXAMINATION			Total
		Lectures/ week	Practical	Duration in hours	Internal marks	External marks	
201	Health economics	4		3	20	80	100
202	Principles of Marketing	4		3	20	80	100
203	Operations Research and Research Methodology in Hospitals	4		3	20	80	100
204	Strategic Management in Healthcare	4		3	20	80	100
205	Inventory Control and Purchase Management(ICPM) in Healthcare	4		3	20	80	100
206	Management of Hospital Services	4		3	20	80	100
207	Know your Hospital					Grading System	
	<b>TOTAL</b>	<b>24</b>			<b>120</b>	<b>480</b>	<b>600</b>

\*\*Everyday in the afternoon the student is expected to spend two hours a day and a total of 120 to 160 hours in hospital during semester.

**SEMESTER III (6 Subjects + Commencement of Dissertation)**

Code	Subject	SCHEME OF INSTRUCTION		SCHEME OF EXAMINATION			Total
		Lectures / week	practical	Duration in hours	Internal marks	External marks	
301	Patient Care Management	4		3	20	80	100
302	Total Quality Management	4		3	20	80	100
303	Management of Healthcare Services	4		3	20	80	100
304	Hospital Planning	4		3	20	80	100
305	Biomedical Instrumentation	4		3	20	80	100
306	Hospital Information Systems	4		3	20	80	100
	<b>TOTAL</b>	<b>24</b>			<b>120</b>	<b>480</b>	<b>600</b>

- **Commencement of Dissertation**

Total time frame for dissertation should not be more than eight (8) weeks.

**SEMESTER IV (6 subjects + Dissertation + Internship)**

Code	Subject	SCHEME OF INSTRUCTION		SCHEME OF EXAMINATION			
		Lectures / week	practical	Duration in hours	Internal marks	External marks	Total
401	Biomedical Waste Management and Hazards in Hospital	4		3	20	80	100
402	Entrepreneurship and Consultancy Management	4		3	20	80	100
403	Health Insurance and Medical Tourism	4		3	20	80	100
404	Special Paper	4		3	20	80	100
405	Dissertation						50
406	Internship			2 Months			100
407	GRAND VIVA						50
	<b>TOTAL</b>	<b>16</b>			<b>60</b>	<b>240</b>	<b>600</b>

\*Student will commence dissertation work from the beginning of the 3<sup>rd</sup> semester and will appear for viva voce at the end of the 4<sup>th</sup> semester may be after 4<sup>th</sup> semester Theory examination.

\*\*Student will be posted for a period of Three months in a hospital for the completion of internship. During this period, his *or* her performance will be evaluated by the guides nominated by WBUHS in a standard format under well defined parameters.

**SPECIAL PAPERS**

- 1. Marketing of Hospital Services**
- 2. Medical Records Management**
- 3. Hospitality Management**
- 4. Drug Management**
- 5. Healthcare Quality Management**
- 6. Nutrition and Dietetics**

\*\* For any special paper there should be minimum 25 % students of the total strength

The Semester Examinations should be of written nature. Each written examination should be of three hours duration and total marks should be 80 as indicated in the following table:

Semester 1	Code 2	Subject 3	Max.Marks Semester Exam 4	Max Marks Internal Assessment** 5
1 <sup>st</sup> Semester	101	Hospital organization and management theory	80	20
	102	Hospital Financial Management	80	20
	103	Hospital Accounting System	80	20
	104	Bio Statistics	80	20
	105	Legal & Medical Issues in Hospital	80	20
	106	Human Resource Management(HRM)	80	20
	107	Computer & IT for Hospitals	GRADE	-
2 <sup>nd</sup> Semester	201	Health economics	80	20
	202	Principles of Marketing	80	20
	203	Operations Research and Research Methodology in Hospitals	80	20
	204	Strategic Management in Healthcare	80	20
	205	Inventory Control and Purchase Management(ICPM) in Healthcare	80	20
	206	Management of Hospital Services	80	20
	207	Know your Hospital	GRADE	-
3 <sup>rd</sup> Semester	301	Patient Care Management	80	20
	302	Total Quality Management	80	20
	303	Management of Healthcare Services	80	20
	304	Hospital Planning	80	20
	305	Biomedical Instrumentation	80	20
	306	Hospital Information Systems	80	20
4 <sup>th</sup> Semester	401	Biomedical Waste Management and Hazards in Hospital	80	20
	402	Entrepreneurship and Consultancy Management	80	20

	403	Health Insurance and Medical Tourism	80	20
	404	Special Paper	80	20
	405	Dissertation	50	-
	406	Internship	100	-
	407	GRAND VIVA	50	-

**\*\*Breakup of Internal Marks :**

*Internal Examination	10 marks
*Assignment, Class Participation & Overall Performance	5 marks
*Attendance	5 marks
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	20 marks
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SEMESTER PLAN for M.H.A. Course under WBUHS		
Semester		
1st / 3 <sup>rd</sup>	Academic program commences	1st week of September
	Internal Assesment	November and January
	University Exam	1 <sup>st</sup> Week of March
2nd / 4 <sup>th</sup>	Academic program commences	3 <sup>rd</sup> week of March
	Internal Assesment	May and July
	University Exam	3 <sup>rd</sup> Week of August