

THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD – 36, Sector – I, Salt Lake, Kolkata – 700 064

Website: www.thewbuhs.org



Information Booklet

**RULES FOR ADMISSION TO POST GRADUATE MASTER IN HOSPITAL
MANAGEMENT (MHM) COURSE**

2010

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 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 candidates from any stream from any recognized university would be entitled for admission to Genesis Institute of Management and Technology (GIMT) (at Genesis Hospital Campus– 1470, Rajdanga Main Road, Kolkata- 700107 as per provisional list prepared by the university.

2.2 The candidates who have completed or will complete their rotating internship for one year after passing any medical examination on or before. 31.07.2010 are eligible to apply.

2.3 Candidates with valid score of 70 percentile and above (scored within last one year ending on 31st July, 2010) in MAT (conducted by All India Management Association, AIMA) are also eligible for direct admission to reserved seats for such candidates in MHM course.

2.4 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 31.07.2010 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 during the month of August every year will be conducted by the WBUHS to prepare merit list of the candidates seeking admission to the MHM Course.

3.2 Applicants for admission will be provisionally allowed to appear in the written test provided they have submitted their applications in the prescribed form within the last date and have fulfilled the eligibility criteria outlined 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 four (4) marks for each correct answer. One (1) mark will be deducted for every incorrect answer. One (1) mark will also be deducted if more than one response is given to the same question. No deduction will be made for questions not attempted.

3.6 Candidates who will secure a minimum of 40% marks (160) in the written test will be empanelled for counseling.

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 WBMAT. The roll numbers of the candidates qualifying in the written 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, i.e., the candidate scoring more negative marks 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. Reservation of Seats

5.1. Reservation of seats for the SC, ST & OBC candidates among those who opt for entrance test will be in accordance with the existing Govt, rules. The government order and / or the court directives which will be in force on the respective day of counseling will be followed. Designated point roster will be followed by the University for this purpose.

5.2. Seats reserved for SC candidates when remaining vacant even after following the instructions laid down in the Govt. orders and notifications, shall be filled in by the ST candidates and vice-versa.

6. Counseling for selection of candidates for admission:

6.1 Four seats are reserved by the management board of GMIT as “management quota”.

6.1 Ten seats would be reserved for candidates having valid score in MAT examination scored between the period of 1.08.2009 and 31.07.10. In case sufficient candidates are not available from the source, those seats would be filled up from the eligible candidates list of WBMAT.

6.3 Candidates willing for admission to the aforesaid course in the reserved seats as described in 5.1 and 5.2 are requested to visit the website of GMIT (www.gimt-mhm.com) for further notice about the procedure and dates of such admission.

6.4 Admission to MHM Course will be made through **personal appearance** (counseling) strictly according to the time schedule to be published in due course by appropriate authority. For personal appearance the candidates will be called in order of merit.

6.5 The provisional merit list will be available at the notice-board of WBUHS and in the website, www.thewbuhs.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.

6.6 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.

6.6.1 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.

6.6.2. 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 www.thewbuhs.in), along with requisite documents in original and fees. The allotment made to the authorized representative shall be binding on the candidate.

6.7. 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/mark sheet or equivalent of the qualifying examination
- (iii) Internship completion certificate (wherever applicable),
- (iv) School leaving certificate/ Class X Mark sheet/ Class X Admit Card as proof of age,
- (v) Any other relevant document.

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

6.8 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 www.thewbuhs.in prior to counseling.

7. Other information

7.1 Candidates need not submit any supporting document along with their application form.

7.2 The allotment of Examination centre and roll no. done by WBUHS and will be final and binding.

7.3 There is no provision for rechecking/ re-evaluation of the answer sheets and no query in this regard will be entertained.

7.4 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.

7.5 The website of GIMT may be contacted for rules and fee-structure of the Institute.

7.6 The number of MHM seats to be offered for admission will be available during counseling and in www.thewbuhs.in before counseling.

8. GENERAL RULES AND PROCEDURAL DIRECTIVES

8.1. Applicants should go through and strictly follow the instructions given in the Information Booklet as published in www.thewbuhs.in , while applying for MHM course. Application must be complete in all respect.

8.2. Applicants are required to visit the official Website of the University www.thewbuhs.in for applying on-line. The print-copy of the application along with a crossed **Demand Draft** of Rs. 1000/- (Rupees One Thousand) purchased from any nationalized bank of India, drawn in favour of 'The West Bengal University of Health Sciences' payable at Kolkata. **PRINT-COPIES WILL BE RECEIVED IN THE OFFICE OF THE WBUHS, EITHER IN PERSON OR BY SPEED/REGISTERED POST LATEST BY 08.07.2010. AND 12.07.2010 RESPECTIVELY. THE DEMAND DRAFT IS TO BE PURCHASED ON OR BEFORE 08.07.2010.** Candidates are requested to write their **name and telephone number** on the back of the **Demand Draft**.

8.3. Sponsorship certificates for Government Sponsored candidates are to be submitted during counseling.

8.4. 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 a Master in Hospital Management course whenever detected, i.e. during the process of admission or even at any stage thereafter. Incomplete application forms will be summarily rejected.

8.5. 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.

8.6. 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 blue/ 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. You need not make special efforts to darken any circle artistically.

8.9. The qualified candidates whose names will be published in the Provisional Merit List will have to submit all the attested copies of supporting documents along with **originals** for verification of their eligibility to the course.

8.10. The Merit list will be notified in the notice-board of the WBUHS and will also be available in the website <www.thewbuhs.in>. No communication in this regard will be made to the candidates personally.

8.11. Candidates selected for admission through counseling must obtain the offer letter on the day of counseling on payment of the requisite fees.

8.12. The candidate should report to the head of the Institution within the date mentioned in the offer letter.

8.13. IF A CANDIDATE DOES NOT REPORT TO THE ALLOTTED INSTITUTION WITHIN THE STIPULATED DATE HIS / HER ADMISSION TO THE COURSE WILL STAND CANCELLED.

8.14. No travel allowance is admissible for appearing in the written examination or for attending counseling.

8.15. No personal communication will be made to the candidates, unless it is considered absolutely necessary by the University authority.

8.16. Admission of candidates belonging to WB Govt. service will be in accordance to the relevant Government orders prevailing at the material time.

8.17. PG DEGREE SEATS IN COLLEGE (GENESIS INSTITUTE OF MANAGEMENT AND TECHNOLOGY) WILL BE DISPLAYED AT THE TIME OF COUNSELING.

Sd/-

Date:

Registrar

WBUHS

Appendix-I

MASTER IN HOSPITAL MANAGEMENT(MHM) ADMISSION SCHEDULE FOR 2010

	MHM	
FORMS TO BE SUBMITTED ONLINE IN WWW.THEWBUHS.ORG BETWEEN	24.06.2010 – 08.07.2010	BOTH DAYS INCLUSIVE
SUBMISSION OF PRINT-COPY OF FORMS AT ADMIT CARD GENERATION CENTERS (INCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS)	24.06.2010 – 08.07.2010 (11.30 A.M.. TO 4.00 P.M.)	BOTH DAYS INCLUSIVE
PRINT COPIES WILL NOT BE RECEIVED IN THE OFFICE OF WBUHS IN PERSON AFTER 08.07.2010. PRINT COPIES SENT THROUGH SPEED / REGISTERED POST WILL BE RECEIVED UPTO 12.07.2010. PROVIDED THE BANKER'S CHEQUE / DEMAND DRAFT IS PURCHASED ON OR BEFORE 08.07.2010		
DUPLICATE ADMIT CARD WILL BE AVAILABLE IF NECESSARY ON 05.08.2010 AND 06.08.2010. (11-30 AM TO 4-00 PM).		
DATE OF ADMISSION TEST	ON SUNDAY 08.08.2010 (12 NOON TO 1.20 P.M.)	
DECLARATION OF RESULT	ON OR BEFORE 20.08.2010	
DATE OF SUBMISSION OF ATTESTED COPIES, VERIFICATION OF ORIGINAL DOCUMENTS AND COUNSELING	TO BE NOTIFIED IN WWW.THEWBUHS.IN DUE COURSE	
SESSION TO START FROM	01.09.2010	

Sd/-

Date:

Registrar

WBUHS

Appendix-II

Guidelines for Submission of Application

- *1. A candidate seeking admission through WBMAT is required to submit his/ her application **online** by logging in www.thewbuhs.in Application submitted by all other means will be summarily rejected.
- *2. The candidate will, first of all, visit the university website www.thewbuhs.in through internet. He is required to go through the relevant '**Information Booklet**' carefully and acquaint himself / herself with all requirements regarding filling in the application form.
- *3. In the home page look for the Information booklet at the right hand bottom corner. For on-line submission of forms, click on the specific link under the heading APPLICATION.
- *4 The '**Online Application Form**' is to be carefully filled by selecting appropriate options or by typing in Block Letters in appropriate places. Please do not skip any point.
- *5. After completing the form the candidate is advised to go back to the top of the page and revise all the details he/she has filled. Only after being fully satisfied, click '**Submit**' at the bottom to go to the next page. If any change is required click "Reset". Once submitted, the entries cannot be changed.
- *6. After clicking "**Submit**", two more pages will appear with **serial no.** Candidates have to print both the pages as those will have to be submitted to the WBUHS. Please keep photocopies of those pages for your record. **Application forms without serial no. and missing data will not be entertained.**
- *6. After "Submit" the next page will show the details of the entry. A print copy of this page is to be then taken. The candidate's signature and Left Thumb Impression are to be placed on to the space provided in this page. Each candidate can submit only one application form.
- *7. **Once submitted no request for change of any entry will be entertained by the university.**
The next page will have to be printed and then 'Continue to open the last page' at the bottom of the page is to be clicked. The last page also is to be printed. Print-out of these two pages will have to be submitted to the office of the 'Controller of Examinations, West Bengal University of Health Sciences (WBUHS), DD-36, Sector-I, Salt Lake, Kolkata-700064' after:
- i) pasting two photographs of the candidate (one must be attested by a gazetted officer or Principal of the college last attended) at appropriate places in the last page,
 - ii) putting the candidate's signature at appropriate places in the last page. The declaration must be signed (which should be fullname) in the same page of the declaration.
 - iii) putting left thumb impression in the appropriate place
 - iv) attaching the bank-draft /bankers' cheque for Rs. 1000/- in favour of 'The West Bengal University of Health Sciences' payable at Kolkata
 - v) attestation should be by a gazetted officer with legible seal with designation in the certificate
 - vi) attaching an unstamped self-addressed envelop and
 - vii) mentioning the name of the 'course applied for' over the envelop
- *8. All forms submitted after the stipulated last date/ all incomplete or invalid forms will be rejected without any further reference to the candidate and the fees submitted, if any, will be forfeited as processing charges.

Date: 24.06.10

Sd/-

Registrar

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