



**INFORMATION BROCHURE for
Master's in Hospital Administration (MHA),
SESSION: 2024-25**

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**Sanjay Gandhi Postgraduate Institute of Medical Sciences
Lucknow, Indi**

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IMPORTANT DATES AT A GLANCE	
Date for uploading of information brochure	
Date of commencement of online registration of applications	
LAST DATE FOR ONLINE PAYMENT FOR APPLYING	
Last date for submitting online application forms	
Display of eligibility status of application on web portal	
Last date for appeal for review by not-eligible applicants	
Admit cards available for download from	
Written examination (Part A & B)	29.07.2024
Provisional Result to appear on Institute's website on or after	
Last date for appeal for review of result	
Final Result to appear on Institute's website on or after *	
Counseling of the Successful eligible candidates after securing minimum marks in Result *	
Joining of selected candidates*	

AN OVERVIEW

Sanjay Gandhi Post Graduate Institute of Medical Sciences has been established under the State Legislature Act in 1983. It was created by the state of Uttar Pradesh as a Centre of excellence for providing medical care, education, and research of the highest order. The institute is situated in a 550 acres campus at Raebareli Road, 15 km from the main city. Lucknow is located about 500 km east of New Delhi and is the capital of Uttar Pradesh. It is rated among the top medical institutions in the country. A highly skilled and dedicated faculty provides quality education and state-of-the-art patient care and is involved in research that strives to meet the needs of society. The Institute awards DM, MCh, MD and MS degrees that are recognized by the National Medical Commission of India. It also offers a PhD program, **a 2-year Master in Hospital Administration program (approved by the University Grant Commission)** and one-year Post-Doctoral Certificate Courses (PDCC), One-year Post-Doctoral Fellowship (PDF) & two years Post-Doctoral Advance Fellowship (PDAF) courses in different medical specialties. In addition, the Institute offers several non-degree/non-certificate training positions, such as Senior Resident (hospital services) and Junior Resident (Non-academic) positions in several medical specialties, a Senior Demonstrator program in Molecular Medicine & Biotechnology, Statistical Fellows in Biostatistics and Health Informatics and a Medical Physics Resident program in Radiotherapy. For para-medical training, the Institute has started Diploma, B.Sc. and M.Sc. courses in Medical Technology in different super-specialty subjects.

ABOUT THE DEPARTMENT OF HOSPITAL ADMINISTRATION

Hospital plays a very important role in delivery of health care services. With advancement in the field of medicine, hospitals are able to offer a wide variety of health services. Therefore, the role of Hospital Administration is increasing day by day for effective and efficient delivery of medical services. Patient's satisfaction, cost containment, quality medical care, are the main output forum of hospital delivery system which can be achieved by using the management concept and techniques by the trained/qualified hospitals administrator/ health care providers.

Department of Hospital Administration has been performing the teaching, training and research programs for the last 16 years. The academic Department of Hospital Administration was established on 10th May 2008. The department has replaced One-year full time Diploma in Hospital Administration program with Two Year MHA Program. MD & PhD programs have also been approved for the department.

The Department of Hospital Administration is dedicated to teaching, training & research on all the issues that directly or remotely relate to the hospital management/administration. The operational objectives of the department are to facilitate the patient care services, at all levels, in order to achieve excellence through evidence – based administration. The Department of Hospital Administration is also actively involved in organizing training program/seminars for Central Govt. as well as State Govt. health services officers on various aspects of hospital administration and patient care management.

ENTRANCE EXAMINATION/ADVERTISEMENT FOR THE FOLLOWING PROGRAMS WITH MANDATORY ELIGIBILITY QUALIFICATION

Program	Duration	Other details
Master's in Hospital Administration (MHA)	02 years	No. of Seats: 06 per academic year.
		Mandatory Eligibility Qualification: MBBS/BDS from an Institute/college recognized by NMC/DCI, Govt. of India
Duly approved by University Grants Commission, New Delhi, Govt. of India vide Gazette Notification dated 5 th to 11 th July 2014 Part-III, Section-4)		

ENTRANCE EXAMINATION WITH OTHER DETAILS

1.	Age	The upper age limit for admission is 35 years as on 30th June 2024. Upper age limit is relaxable as per Govt. of U.P. rules in force at the time of admission.
2.	Reservation & Age relaxation	Reservation & age relaxation will apply as per U.P. Govt. rules for candidates having domicile of Uttar Pradesh only. Reserved category candidates having domicile other than Uttar Pradesh will be treated as unreserved category candidate for all purposes.
3.	Application Fee	Mode of payment: Through net banking or debit/credit card. Application fee for all categories Rs. 1,000/- (Rs. One thousand only). Demand Draft will not be accepted. Online application forms once submitted cannot be altered after last date of submission of application.
4.	Method of Selection:	Admissions to MHA course are to be made through entrance examination conducted by the Institute. The Entrance Examination will be with a total of 100 marks (100 questions).

		<p>An examination of 180 MINUTES duration, consisting of multiple-choice questions. Each question will have five options and each option should be marked as TRUE or FALSE. The candidate should select the correct answer from the given options in the questions. For each correctly marked response, 0.2 marks will be awarded. There will be no negative marking. No marks will be awarded if a response is not marked.</p> <p>In case of tie, In the event of two candidates securing identical total marks, the older candidate will be ranked higher.</p>
5	Question Paper	100 Questions, 100 Marks Question Type: MCQ (True / False)
6	Language	The medium of examination will be English
7	Mode of Examination	Through computer based ONLINE entrance examination conducted by the Institute.
8	Qualifying marks:	<p>Candidates are required to obtain following minimum marks to qualify the test / Examination:</p> <p>General / OBC / EWS: 50% SC/ST: 45%</p>
9	Salary/ Stipend	No salary/stipend will be paid to any MHA student during the entire duration of the course.
10	Hostel Accommodation	A hostel may be provided, subject to availability.
11	Leave	<ul style="list-style-type: none"> ➤ The candidates are eligible for leave accruing out of Sundays and Closed Holidays notified by the Institute during every calendar year. If a candidate is absent for more than the stipulated holidays, he/she shall be treated as deemed to have discontinued the Program, as per the rules. However, a candidate will be eligible for sick leave recommended by the Medical Board constituted by the institute, if needed. ➤ In the case of candidate availing maternity leave, they shall undergo extra training to the extent of period covered by the absence before they are permitted to take the examination. ➤ If a candidate is absent for more than 05 days without sanction of leave, he/she shall be treated as deemed to have discontinued the Program.
12	Discontinuation	Candidates are permitted to discontinue the course under

	of the Course	the following conditions without any penalty: <ul style="list-style-type: none"> ➤ Illness certified by the Medical Board of the Institute ➤ Failing in three attempts in the exit examination conducted by the Institute
13	Examinations	The candidates will have to appear for such examinations as prescribed by the Institute from time to time. Supplementary examination will be held 6 months after annual examination.
14	Closure of Admissions	The admissions shall stand closed within 01 month from the date of commencement of the course. The duration of the course shall be calculated from the date of commencement of the course without any reference to the date of joining of any individual.
15	Termination of training and dismissal	A candidate admitted to the course shall be liable for dismissal at any time before the completion of the course on account of negligence, failure to attempt to the prescribed studies and duties, insubordination, misconduct or any other offences amounting to moral turpitude on the part of the candidate which in the opinion of the Head of the Institute makes it undesirable to continue the candidate in the Institute.
16	Powers of Director / Dean	Notwithstanding anything contained in these rules, the Dean of the Faculty of the Institute may at any time before completion of the course either on his own motion or on the application of any person after due and proper enquiry and after giving the person 2 weeks' time from the date of receipt of the show cause notice to submit the written explanation and on personal hearing order the cancellation of admission to the course, if in his/her opinion, such candidate has furnished incorrect particulars/or false information in the application or in the document attached thereto or in the statements made either before the authority in charge of admissions or the Dean or any other manner. Against any such order of the Dean, the appeal shall be made to the Director, SGPGIMS, Lucknow.

Fee Structure (As scheduled below)

S. No.	Items	Ist year Installments (Rs.)		2nd year Installments (Rs.)	
		1st	2nd	1st	2nd
1.	Admission fee	5000
2.	Course Fee	20,000	20,000	20,000	20,000
3.	Examination Fee	...	2,500	...	2,500
4.	Enrolment Fee	500
5.	Degree/Diploma Certificate fee	...	300	300
6.	Migration Certificate Fee	300
7.	Caution Money (Refundable)	10,000
8.	Library Fee	250	250	250	250
9.	Total	35750	23050	20250	23350

I. Application Procedure

The information brochure & application form: Please refer to the Institute website (www.sgpgims.org.in) for details. The candidates should follow the instructions carefully while filling up the form.

Other Important Details

For Entrance Examination

1. Candidate appearing for the entrance test will not be paid any travelling allowance.
2. Candidates indulging in malpractice during the entrance examination will be disqualified and their hall-tickets shall be confiscated. The marks of such candidates will not be displayed.
3. Biometric information will be recorded in the examination center. Please refer to the admit card for further details.
4. The total marks obtained by the candidates in the entrance examination and the names of candidates selected for admission will be displayed on the notice board of the Institute/website.
5. Institute will not be responsible for any unforeseen events preventing the candidate from reaching for entrance examination/interview and the candidate will be considered absent under such circumstances.
6. Candidates found to be ineligible at any stage of examination will not be permitted to appear in the examination. In an unlikely event of any ineligible candidate appearing and/or being successful in the examination the results/candidature of such candidate shall be cancelled and/or deemed to be

cancelled.

7. Qualified candidates shall have to come for admission on the dates notified.
8. Candidates have to report for admission **in person** with hall-ticket and all other required documents (As mentioned in the information brochure available at institute website).
9. Non-attendance on the admission day shall render the candidate forfeiting his/her admission right.
10. No request for postponing the date of admission or request to appear at an earlier date shall be entertained.
11. In the event a candidate fails to report for the admission at the date and time specified, the seat shall be offered to the next merit candidate.
12. All those candidates who are selected, have to pay the fee and show the original certificates on the date of admission.

During Admission at institute:

1. Failure to submit the required certificates or pay the fee shall render the candidate as forfeiting the seat and such seat shall be allotted to the next merit candidate as per admission rules.

Other Details from admission to Course completion

1. There will be other fee e.g. Hostel etc. payable as per Institute rules. The fee once paid is not refundable under any circumstance.
2. The in-service candidates shall also be required to pay the above fee. Non-payment of tuition fee will entail discontinuation of the course.
3. For in-service candidates who are pursuing studies and who cannot produce the original certificates at the time of admission have to bring Xerox copies of the original certificates duly attested by the controlling authorities of the institution/organization, where they are working. They shall also produce a certificate from the institution/organization where they are working, that they have no objection to the candidate's admission to the Master's in Hospital Administration course at SGPGIMS and in the event of selection of the candidate to the courses he/ she shall be relieved immediately. Failure to submit the above certificates shall render the candidate ineligible.
4. The selected in-service candidates should submit relieving order along with attested copies of certificates, fee at the time of admission failing which he/she forfeits the right to admission and the seat shall be offered to the next candidate in the merit list.
5. In all matters relating to selections and admission, the decision of the Institute shall be final and binding on the candidates and selection cannot be questioned after admissions are closed.
6. The institute/hospital/department shall fix duties and responsibilities of students from time to time. They will be required to pursue such work as may be needed in the legitimate interest of patient care administration in the hospital.
7. All selected candidates must maintain a logbook recording their day-to-day

academic/administrative activities, which are to be submitted to the Dean through Proper Channel once in six months.

8. The selection of each student will be subject to medical fitness. The Medical Board appointed by the Institute will decide the medical fitness. The decision of the Medical Board shall be final. If a candidate is disqualified by the Medical Board of SGPGIMS, the fee paid by her/him at the time of admission will be refunded.
2. The students shall maintain strict discipline during the period of study/training program in terms of conduct rules of the SGPGIMS. Violation of the conduct rules will result in the cancellation of the admission of the candidate apart from invoking the terms and conditions of the bond. The candidate shall not resort to any strikes during the period of their study in dereliction of their duties or air their views criticizing the policies of the Institute either before the print or Electronic Media or anywhere.
3. All students shall adhere to Institutional rules and violation of rules will be viewed seriously.
4. The admission stands closed by the prescribed date and the courses shall commence from the notified date. Due to unforeseen reasons if a seat falls vacant within the period of closure of admissions, the candidate next in order of merit as per rules will be considered for admission.
5. The candidates must complete the final examination within a period of 1 additional year from the date of admission to the course, failing which the candidate will be required to re-register for course after getting himself/herself selected for the course.
6. Institute reserves the right to change the schedule after due notification.
7. Resultant vacancies shall be filled by the candidates belonging to the same category as those who vacated the corresponding seat.
8. Any dispute with regard to any matter referred to herein shall be subject to the jurisdiction of Hon'ble Court, Lucknow.
9. The selected candidate shall join the course by the date prescribed. In case the selected candidate does not report by the date, the next candidate in the order of merit will be selected in his/her place. No extension of time will be entertained.
10. The candidate shall not register for any other Degree/Diploma and continue the studies concurrently while doing the present course.
11. The course is a full-time course. The candidate shall be a full-time student. No student is allowed to do any private practice or consultation or gainful employment. "All the candidates joining the course shall work as 'full time students' during the period of training and shall attend not less than 85% (eighty five percent) of the imparted training during each academic year including assignments, full time responsibilities and participation in all the facets of educational process."

PLEASE NOTE:

- Display of above list, wherever applicable, shall be made available on the Notice Board of Administrative Block Building and SGPGIMS website www.spggims.org.in

- No individual correspondence shall be entertained pertaining to selection/admission. Candidates are requested to follow the instructions/information as contained in the Prospectus as uploaded on the institute website www.sgpgims.org.in
- If a candidate selected for admission based on Provisional Merit List, fails to fulfill the admission requirements in due time, his/her seat will automatically be allotted to the next candidate in the order of merit/from waiting list.
- SGPGIMS reserves right to cancel the admission process at any stage.