

## 6. ALLIED HEALTH SCIENCES

### PROCEDURE FOR APPLICATION, SELECTION AND ADMISSION FOR ALL COURSES

This section carries general information for admission to all the Allied Health Science (AHS) and Health Administration courses.

The course specific details are available under the specific sections listed below.

#### SECTION 7

- Bachelor degree B.Sc. and BPT

#### SECTION 8

- Postgraduate degree in Medical Laboratory Technology (M.Sc. MLT)

#### SECTION 9

- Postgraduate degree in Hospital Administration (MHA and CHCA)

### 6.1 AHS COURSE DETAILS

List of course	No. of seats		Duration of course	Internship
	Regular	Lateral entry		
<b><u>Graduate Programme</u></b>				
<b>I. B.Sc. Courses</b>				
1 B.Sc.,Medical Laboratory Technology (MLT)	20	2	3 years	6 Months
2. B.Sc.,Medical Imaging Technology (MIT)	20	2	3 years	6 Months
3. B.Sc.,Renal Dialysis Technology (RDT)	20	2	3 years	6 Months
4. B.Sc., Perfusion Technology (PT)	05	-	3 years	6 Months
5. B.Sc. Anaesthesia Technology (AT)	10	1	3 years	6 Months
6. B.Sc. Radiotherapy Technology (RT)	10	1	3 years	6 Months
7. B.Sc. Operation Theatre Technology (OTT)	10	1	3 years	6 Months
<b>II Bachelor of Physiotherapy</b>	40	4	4 years	6 Months
<b><u>Post Graduate Programme</u></b>				
<b>III M.Sc.,MLT</b>				
Clinical Biochemistry	10		2 years	
Microbiology & Immunology	10		2 years	
Haematology & Blood Transfusion	10		2 years	
<b>IV.MHA/CHCA</b>				
<b>Master of Hospital Administration (MHA)</b>	30		2 years	1 month (integrated)
<b>Certificate course in Health Care Administration (CHCA)</b>	30		11 months	1 month (mission hosp. posting)

All the courses except CHCA are affiliated to Rajiv Gandhi University of Health Sciences, Bengaluru. The CHCA certificate is issued by St. John's National Academy of Health Sciences.

- Please note that the Allied Health Science courses are subject to all the rules and regulations of the college and hospital .

## 6.2 ADMISSION CALENDER FOR ALLIED HEALTH SCIENCES : 2018 - 2019

Courses	Events	Date and day
<b>Graduate Programme</b> 1. BPT 2. B.Sc. MLT 3. B.Sc. RDT 4. B.Sc. PT 5. B.Sc. MIT 6. B.Sc. OTT 7. B.Sc. AT 8. B.Sc. RTT	Application & Prospectus available on website	30/04/2018 - Monday
	Last date for submitting applications	31/05/2018 - Thursday
	Entrance Test	12/06/2018 - Tuesday Time : 9-10 a.m
	Interview	12/06/2018 Tuesday Time : 10 a.m – Group A
		13/06/2018 - Wednesday Time : 10 a.m – Group B
	Announcement of Results	15/06/2018 - Friday
	Admissions	18/06/2018 - Monday
		19/06/2018 - Tuesday
<b>Postgraduate Programme</b> 1. M.Sc. MLT  2. MHA 3. CHCA	Application & Prospectus available on website	30/04/2018 - Monday
	Last date for submitting applications	07/07/2018 - Saturday
	Entrance Test	16/07/2018 - Monday Time : 9-10 a.m
	Interview	16/07/2018 - Monday Time 10.00 a.m
	Announcement of Results	20/07/2018 - Friday
	Admissions	26,/07/2018 - Thursday
27/07/2018 - Friday		

## 6.3 APPLICATION PROCEDURE FOR ALL AHS COURSES (Including B.Sc., BPT, M.Sc., MHA and CHCA)

### 6.3.1 GENERAL INSTRUCTIONS

- Application forms for Registration for Allied Health Science courses will be available online ONLY at <http://stjohnsadmissions.in> OR on the institutional website [www.stjohns.in](http://www.stjohns.in).

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- The **last date for online submission of graduate programme application form: on or before 31 May 2018, 11:59 pm.** After 12.00 am onwards the application forms will not be accessible on the website. (The last date for the postgraduate programme is on or before 7th July 2018)

### 6.3.2 APPLICATION FEE (for all courses)

**Application fee once paid is non-refundable under any circumstance.**

#### **Application fee for B.Sc. courses**

- **A candidate can apply for a maximum of 4 out of the 7 B. Sc. courses offered. In addition to B.Sc courses the candidate may also apply for BPT course if desired. by paying the additional application for Rs.700/-**
- The application fee for One B.Sc. Course: Rs.500/-
- An additional fee of Rs 100/- has to be paid for application of additional B.Sc. courses as given below:
  - o Application Fee for Two courses : Rs.600/- (500+100 for 1 additional course)
  - o Application Fee for Three courses : Rs.700/- (500+200 for 2 additional courses)
  - o Application Fee for Four courses : Rs.800/- (500+300 for 3 additional courses)

#### **Application fee for BPT course**

- The application fee for BPT course is Rs.700/- Candidates may also apply to B.Sc. courses by paying the fee as listed under B.Sc. courses.

#### **Application Fee for M.Sc. MLT course**

- The application fee for M.Sc. MLT is Rs.1000/- (The student can choose any or all of the 3 specialties at no extra cost)

#### **Application Fee for Hospital Administration courses**

- The application fee for : MHA: Rs.1000/-  
CHCA: Rs. 800/-

### 6.3.3 INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM (for all courses)

- Detailed Instructions with screen capture images are available in the user manual on the website. Please read the instructions before registering and filling the Online Application Form.

#### **Pre-requisites for filling the online application form:**

- It is the responsibility of the candidate to read the Prospectus and instructions provided on the Institutional website and to ensure completeness of the application forms. Incomplete forms will be rejected.
- A valid E-mail ID and Mobile Number is mandatory for the submission of the Online Application form. This E-Mail and Mobile number should be active till the declaration of

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results. The Admission section will use the registered E-Mail ID/Mobile number for communication.

- **Please Note:** After the final online submission, the particulars mentioned in the online application form will be considered as **Final**. NO further modifications will be allowed & NO correspondence regarding change of details will be entertained. Candidates are hence requested to fill in the online application form with utmost care.

#### **Registration process to be done prior to filling the application form**

- For registration, candidates are first required to click the Online Application Link under the Allied Health Sciences tab on the institutional website [www.stjohns.in](http://www.stjohns.in) or <http://stjohnsadmissions.in>.
- The registration forms will popup.
- Fill up the registration form with the required information.
- Once you submit the above information, USER ID (registered email) and PASSWORD will be sent to your registered Email ID & by SMS to your registered mobile number.

#### **Steps for submitting the online application form (in summary)**

- Go to the Link and click on the Online Application Form Link under the Allied Health Sciences tab.
- Enter your registered User ID and password.
- Fill the online application form appropriately with accurate information.
- Before submitting, check the details for completeness and accuracy.
- Upload a passport size colour photograph.

**Specification for photograph:** Recent colour passport-size photograph (taken after November 2017), in JPEG/JPG format not exceeding 340 kb.

- After filling the application form, **marks card of the qualifying examination has to be uploaded.**
- Make the ONLINE PAYMENT using any one of the methods provided- credit card / debit card or Net Banking. NO OTHER PAYMENT MODE WILL BE ACCEPTED.
- Once the online transaction has been completed, the final screen will popup. The candidate can review all the filled in details and edit if required. If the application is completed click confirmed to finish the application process.
- The applicant can now download the application form and the payment receipt. The student will also be able to view the application number on the completed form.
- An SMS and Email will be sent to the applicant at the registered Email ID/ mobile number.

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- After the final submission, the Admissions' office will check and approve the application form. This may take approximately up to a week. Only after approval, the Hall ticket/ Admit card will be made available to the candidate.
  - To print the Hall ticket/Admit card, the candidate is required to login at ([www.stjohns.in](http://www.stjohns.in) or <http://stjohnsadmissions.in>) with the User ID and password. The candidate is required to bring this Hall ticket / Admit card for the entrance exam / interview. **The candidate will not be permitted to appear for the entrance exam / interview without the Hall ticket/ Admit card.**

**Note:**

1. **Kindly quote the User ID (registered email id) and course name OR application number and course name for any future correspondence with the Admissions' office.**
2. Applications forms sent by Post or Courier will NOT be accepted.
3. Errors arising out of incorrect or improper data entry will be the sole responsibility of the candidate.
4. Queries regarding online application form and related issues, contact : **080-4946 6029 /30 /31** (9.00 am to 1.00pm and 2.00pm to 4.30pm)  
Monday to Friday 9.00 am to 1.00 pm & 2.00 pm to 4.30 pm  
Saturday 9.00 am to 1.00 pm.  
**or email [admission2018@stjohns.in](mailto:admission2018@stjohns.in)**

**6.3.4 SELECTION POLICY FOR ADMISSION**

- St. John's National Academy of Health Sciences has a NO CAPITATION FEE policy. The institute does not accept any donations as a consideration for admission.
- Canvassing in any form including recommendation letters, quoting familiarity with people or use of 'agents' to acquire admission will disqualify a candidate from the application process.
- Any **concealed/wrong information will lead to disqualification** of the candidate at any time. Where false statements in the application are discovered even after admission has been granted, the admission will be cancelled without refunding the fees.

**6.4 ENTRANCE EXAM & INTERVIEW****Entrance Exam**

- The Entrance Exam is of 1 hour duration. Candidate is required to carry the hall ticket / admit card and original identity proof (Aadhar card and / or College identity card) to the exam hall.
- Mobile phones and other electronic gadgets are not allowed inside the examination hall. Candidates found violating these rules will be disqualified.

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- o **Mode of Entrance Exam :**
    - **B. Sc. Courses and BPT courses** - Candidates will have a paper based exam and are required to carry pencil, pen and eraser.
    - **M.Sc. MLT, MHA and CHCA** - Candidates will have a computer based exams.
  - o **Exam Pattern:** - Multiple choice questions with no negative marking for all courses
    - **Subjects for B.Sc. and BPT courses**  
Physics, Chemistry and Biology for regular applicants.
    - **Lateral entry for B.Sc and BPT courses.**  
Candidates will have an exam in the respective specialty.
    - **Subjects for M.Sc. MLT courses**  
Biochemistry, Microbiology & Pathology.
    - **Subjects / Topics for MHA and CHCA**  
English, General knowledge, Reasoning and Basic Healthcare
  - o **Venue for Entrance Exam:**
    - **B.Sc. and BPT courses**-.Examination Hall, 4th floor, Golden Jubilee block, St. John's Medical College SJNAHS, Bengaluru - 560034.
    - **M.Sc. MLT, MHA and CHCA**-.Computer Room, II Floor, College of Nursing, SJNAHS, Bengaluru - 560034.
  - o **Time:**
    - 9.00 a.m. (Refer to Admission Calendar for date –section 6.2)
    - Candidates should be seated at the venue **by 8.30 am** prior to the examination.

### Interview

- Will be conducted immediately after the Entrance exam. Please refer admission calendar for the dates for the various courses.
- **B. Sc. and BPT course candidates please note:**  
The candidates will be categorized into Group A and Group B. Categories will be announced in the examination hall.  
Group A candidates will have interview on the day of the entrance exam  
Group B candidates will have interview on the next day.
- **M.Sc. MLT, MHA and CHCA** interviews will be held on the same day as the entrance exam.
- **Venue for Interview:** Dean's Office, Ground Floor, St. John's Medical College.
  - o **Time:** 10.00 a.m.
- Candidates for all courses who have enclosed the photocopies of certificates of extracurricular activities with the application form have to submit the originals to the Admissions Office for verification and collect them after the interview.

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## 6.5 SELECTION AND ADMISSION OF STUDENTS

- Based on the performance in the entrance exam, II PUC / standard XII / equivalent exam marks and the interview the candidates will be selected for the course.
- The final list of selected candidates, will be displayed on the Notice Board and the website [www.stjohns.in](http://www.stjohns.in) and on the main Notice Board of the Medical College. **No other communications will be sent to the candidate.**
- Selected candidates on the day of admission:
  - o Should compulsorily report to the Admissions' office, SJMC
- The admission granted shall be provisional until the above documents are submitted and the admission is approved by RGUHS
- **Original Documents listed below are to be submitted to the Academic Section during admission of all AHS courses :**
  1. SSLC Pass Certificate or its equivalent
  2. P.U.C. or its equivalent Marks Card
  3. Birth certificate
  4. Letter from the parish priest indicating the affiliation of the candidate to the parish (for Roman Catholics only)
  5. SC / ST/OBC certificate from appropriate authority if relevant
  6. Medical Fitness Certificate
  7. Transfer Certificate
  8. Eligibility certificate from RGUHS (for non-Karnataka and lateral entry students)
  9. Aadhar card.
  10. Certificate if the candidate is deputed by the organization.
  11. B.Sc. MLT marks card and graduation certificate (for M.Sc. MLT candidates only)
  12. Bachelor's degree marks card and graduation certificates (for MHA and CHCA candidates only)

Any additional documents required will be notified at the time of admission.

## 6.6 FEE CHART FOR AHS COURSES FOR 2018

Sl. No	Courses	Fee at Admission (Rupees)	Refundable deposits (Rupees)	Term I Tuition & other fees (Rupees)	Total College Fee (Rupees)	Total Fee at admission (College & RGUHS (Rupees)	Fee to be paid from term II Onwards
1	B.Sc. MLT	5,175	5,000	21,755	31,930	<b>36,100</b>	21,700
2	B.Sc. MIT	5,100	5,000	22,230	32,330	<b>36,500</b>	22,200
3	B.Sc. RDT	5,100	5,000	21,730	31,830	<b>36,000</b>	21,700
4	B.Sc. PT	5,100	5,000	21,730	31,830	<b>36,000</b>	21,700
5.	B.Sc. OTT	5,100	5,000	21,730	31,830	<b>36,000</b>	21,700
6.	B.Sc. ATT	5,100	5,000	21,730	31,830	<b>36,000</b>	21,700
7	B.Sc. RTT	5,100	5,000	21,730	31,830	<b>36,000</b>	21,700
5	BPT	5,350	7,000	62,030	74,380	<b>80,100</b>	61,900
6.	M.Sc. MLT	6,975	7,000	47,105	61,080	<b>68,200</b>	46,800
7.	MHA	9,250	5,000	69,170	83,420	<b>90,470</b>	69,170
8.	CHCA	-	-	-	64,100	<b>64,100</b>	-

Note: The above fee may be subject to revision from time to time by the management and / or as per RGUHS regulation. Any change in fee structure will be intimated on the college notice board.

### 6.6.1 GUIDELINES FOR FEE PAYMENT

- Selected candidates are required to pay the fee within stipulated date at the time of admission failing which the admission will stand cancelled and the vacant seat will be issued to the next candidate.
- The candidates are required to pay the prescribed term fee at the time of admission for the first term along with the admission fee. Thereafter the fee have to be paid every six months i.e. in the months of January and July, for the subsequent academic years. Part payment of term fee will not be entertained. The prescribed fee should be paid within one month of the commencement of each term. Late payment will attract penalty which will have to be paid along with the fee.
- Examination fee as prescribed by Rajiv Gandhi University of Health Sciences and other fee, if any, will be notified at the time of admission or at the appropriate time.
- All candidates have to pay refundable deposits as specified in the fee chart which includes caution deposit, library deposit and laboratory deposit at the time of admission. These amounts will be refunded, when the student leaves the Institution after completion of the Course.



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**6.6.2 FEE REFUND POLICY ON DISCONTINUATION OF THE COURSE**

- A candidate who discontinues the course after the admission but before the commencement of the course, will not be entitled for refund of the fees and deposits made to the Institution, unless the seat, is filled up by another candidate. If the vacated seat is filled up the fee will be refunded after deduction of 10% of the total fees payable as service charges.
- If a candidate discontinues the course during the course period in order to join another subject elsewhere or for any other reason, he/she will have to refund the entire stipend (if any) paid by the Institution upto the time of discontinuation and further will pay the fee for the remaining period of the course to the Institution, and shall also forfeit all the deposits and other fee paid to the Institution.

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## 7. BACHELOR DEGREE IN ALLIED HEALTH SCIENCES

### 7.1 GENERAL INFORMATION AND SCOPE FOR AHS GRADUATE PROGRAMME

Allied Health Sciences (AHS) have evolved rapidly over recent decades in response to the growing need for a health workforce with the capability to deliver specialized health services in a range of settings namely diagnostic, technical, therapeutic and direct patient care. These support services are critical to the health care team and the patients they serve.

- The Undergraduate AHS Courses offered by St. John Medical College (SJMC) are affiliated to Rajiv Gandhi University of Health Sciences (RGUHS), Karnataka, Bengaluru.
- The **courses offered are listed in section 6.1**
- The **admission calendar** with important dates is in **section 6.2**

### 7.2 ELIGIBILITY CRITERIA FOR ADMISSION

- Admission is open to male and female candidates
- Age : Candidate should have completed 17 years of age at the time of admission and not crossed the age of 35 years

- **Educational qualification:**

- o **For B.Sc. MLT, PT, RDT, OTT & AT courses:**

- A candidate should have passed the 2-year Pre-University examination conducted by the Pre-University Education Board in the State of Karnataka or any other examination considered as equivalent, by RGUHS and
- Score not less than 40% of marks in Physics, Chemistry and Biology.

- o **B. Sc. MIT & RTT :**

In addition to the above, the candidate should also have scored not less than 40% marks in Mathematics. Please note that mathematics should be a principal subject of study for MIT & RTT candidates.

OR

Pre-University course from a recognized Board with vocational course in Radiography/ Radiology as vocational subject.

- o **BPT Course:**

A candidate who has passed two year Pre University examination conducted by Pre University Education Board of Karnataka State with English as one of the subjects and Physics, Chemistry and Biology

OR

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- A candidate who has passed Boards / Councils / Intermediate examination established by State / Central Government and recognized as equivalent to a two year Pre University Examination by Rajiv Gandhi University of Health Sciences / Association of Indian Universities (AIU) with English, Physics, Chemistry, Biology.

OR

- Candidates who have completed pre university course with Vocational Physiotherapy and their optional subjects are eligible for admission to BPT course.

### **Lateral entry**

**B.Sc. courses (MLT, RDT, MIT)** leads to direct admission of candidates to second year. The candidates should have passed **Diploma Program from the Government Boards and recognized by RGUHS**, fulfilling the conditions specified in the ordinance of Allied Health Science Courses (Refer to RGUHS website for details). The students are eligible to take admission on lateral entry system only in the same subject studied at diploma level.

- **BPT course** leads to direct admission of candidates to third year of the course. The candidates should have passed the **3-year Diploma in Physiotherapy with six months of Internship** and studied under a Paramedical Board recognized by RGUHS.

### **7.3 APPLICATION PROCEDURE**

**Refer to section 6.3.**

### **7.4 ENTRANCE EXAM & INTERVIEW**

**Refer to section 6.4**

### **7.5 SELECTION AND ADMISSION OF STUDENTS**

**Refer to section 6.5**

### **7.6 FEE CHART, GUIDELINES FOR FEE PAYMENT AND FEE REFUND POLICY**

**Refer to section 6.6**

### **7.7 ACCOMODATION**

- Hostel facility is extended to outstation candidates, subject to availability.
- It is mandatory for the candidates to have a local guardian to avail hostel facility. A separate local guardian form will have to be filled in at the time of admission. Continuation of stay in the hostel is dependent on the condition of satisfactory academic progress by the student.

**In case of continued poor progress the students may be asked to leave the hostel.**

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## 7.8 COURSE CURRICULUM

- Course and duration for the B.Sc. and BPT course is given in section 6.1.1. For details of course curriculum, syllabus and examinations, please refer to the RGUHS website at [www.rguhs.ac.in](http://www.rguhs.ac.in)

### 7.8.1 COMPULSORY INTERNSHIP : BPT and B.Sc. (MLT, MIT, RDT, PT, OTI, AT, RTT)

- After the completion of the final year, the students have to undergo Compulsory Internship Training for a period of SIX MONTHS for the issue of degree certificate. Stipend will be paid during internship for a period of 6 months. The period of internship may change as per RGUHS regulations.

#### NOTE:

1. The internship will start within a week of the announcement of results.
2. Additional posting will be carried out by the student if internship is not started on the stipulated day and the stipend will not be paid during this period. The period of additional posting is at the discretion of the college.
3. Students will not be awarded degree certificate without successfully completing SIX months of internship.

### 7.8.2 ATTENDANCE:

- Minimum 80% in main subjects separately for theory, practical, and hospital postings in each academic year
- Minimum 80% in subsidiary subjects.
- Attendance is mandatory for official campus events, value education activities, annual retreat and value orientation programme, medical ethics, community health service programmes arranged by College/Hospital, group activities of students and meetings called by the Management.

### 7.8.3 INTERNAL ASSESSMENT (IA)

- There will be three periodical tests in each subject in an academic year and the average marks of best two IA exams will be taken as the final IA marks in that subject. Attending all the three tests is compulsory.
- Internal assessment marks as eligibility criteria for the university exam is different for different courses. Please refer to the RGUHS website [www.rguhs.ac.in](http://www.rguhs.ac.in) for details

### 7.8.4 UNIVERSITY EXAMINATION

- The examination will be held at the end of each academic year, during Aug / Sep. A supplementary examination also will be held in the middle of each academic year during Feb/March.

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**Criteria for Pass**

- **B.Sc. Main Subjects:** 50% aggregate in theory and practical separately (ie., 50% in the University conducted written examination and 50% aggregate i.e., marks of University conducted written examination, and internal assessment added together)
- **BPT Main subject:** 50% of marks in theory & 50% in practical separately.
- **Subsidiary Subjects:** The minimum prescribed marks for a pass in a subsidiary subject shall be 35% of the maximum marks prescribed for a subject.

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## **8. POSTGRADUATE DEGREE IN MEDICAL LABORATORY TECHNOLOGY (M.Sc. MLT)**

### **8.1 GENERAL INFORMATION AND SCOPE**

- The M.Sc. Medical Laboratory Technology programme is of two years duration leading to master's degree in Laboratory Technology by RGUHS.
- The course is designed to enable the student to specialize and acquire greater knowledge and understanding of laboratory sciences in order to function efficiently and effectively. This course also opens up avenues for the student in the areas of Research, Training and Teaching. In addition it provides a foundation for a doctoral programme.
- There are 3 specialities in which the M.Sc. MLT course is offered at St. John's Medical College, Bangalore
  - **M.Sc. MLT Microbiology & Immunology**
  - **M.Sc. MLT Clinical Biochemistry**
  - **M.Sc. MLT Hematology & Blood Transfusion**

### **8.2 ELIGIBILITY**

- A pass in B.Sc. MLT course from an institution affiliated to RGUHS, or from any other university considered as equivalent by RGUHS.
- A candidate who has completed B.Sc. in Clinical Biochemistry/ Medical Biochemistry or B.Sc. in Clinical Microbiology/ Medical Microbiology are eligible to join M.Sc. MLT in clinical Biochemistry or M.Sc. MLT in Microbiology & Immunology respectively.
- Candidates passing B.Sc. MLT through correspondence shall not be eligible.

#### **Maximum duration for completion of course:**

- A candidate shall complete the course within 4 years from date of admission, failing which the candidate will be disqualified.

### **8.3 APPLICATION PROCEDURE**

**Refer to section 6.3**

### **8.4 ENTRANCE TEST & INTERVIEW**

**Refer to section 6.4**

### **8.5 SELECTION AND ADMISSION OF STUDENTS**

**Refer to section 6.5**

### **8.6 FEE CHART, GUIDELINES FOR FEE PAYMENT AND FEE REFUND POLICY**

**Refer to section 6.6**

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## 8.7 ACCOMODATION

- Hostel facility is extended to outstation candidates, subject to availability.
- It is mandatory for the candidates to have a local guardian to avail hostel facility. A separate local guardian form have to be filled up the time of admission. Continuation of stay in the hostel is dependent on the condition of satisfactory academic progress by the student. **In case of continued poor progress the students may be asked to leave the hostel.**

## 8.8 COURSE CURRICULUM

- M.Sc. MLT is a 2 year course. For details of course curriculum, syllabus and examinations please refer to the RGUHS website [www.rguhs.ac.in](http://www.rguhs.ac.in).

### 8.8.1 ATTENDANCE

- Minimum 80% in main subjects separately for Theory, Practical, and hospital postings in each academic year
- Minimum 80% in subsidiary subjects.
- Attendance is mandatory for official campus events, value education activities, annual retreat, medical Ethics, community health service programmes arranged by College/ Hospital, group activities of students and meetings called by the Management.

### 8.8.2 INTERNAL ASSESSMENT (IA)

- There will be three periodical tests in each subject in an academic year and the average marks of best two IA exams will be taken as the final marks in that subject. Attending all the three tests is compulsory.
- IA marks as eligibility criteria to write university exam is 50% in theory and 50% in practical exams.

### 8.8.3 UNIVERSITY EXAMINATION

- The examination will be held at the end of each academic year of the course during Sep/ Oct. A supplementary examination also will be held in the middle of each academic year during April / May.

#### Criteria for Pass

- **Main Subjects:** 50% aggregate in Theory and Practical separately (i.e., 50% in the University conducted written examination and 50% aggregate i.e., marks of University conducted written examination, and internal assessment added together)
- **Subsidiary Subjects:** The minimum prescribed marks for a pass in a subsidiary subject shall be 35% of the maximum marks prescribed for a subject.

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## **9. POST GRADUATE COURSES IN HOSPITAL ADMINISTRATION**

### **9.1 GENERAL INFORMATION AND SCOPE**

The Department of Hospital Administration offers two courses:

(A) Master of Hospital Administration and

(B) Certificate in Health Care Administration.

The courses in Hospital Administration are designed to enable the student to develop:

- A basic understanding of the total healthcare delivery system, its complexities and the role of an individual Healthcare Institution as a sub system.
- Deeper understanding of multi-disciplinary and multi-dimensional nature of health management and a basic insight into functional discipline.
- Scientific management approach and adequate managerial tools to improve managerial skills.
- Strategic thinking and critical awareness of their management style and be able to constantly weigh its appropriateness to deal with various professional groups, skilled and unskilled staff, patient and their families and members of the community.
- Quality orientation and commitment to continuous quality improvement, sensitive to the safety, needs and expectations of patients as well as community, at the same time highly cost conscious with commitment to keep service cost within the reach of the common people.

### **9.2 COURSE A: MASTER OF HOSPITAL ADMINISTRATION (MHA)**

- Duration of the course: MHA is a two-year post graduate degree course affiliated to Rajiv Gandhi University of Health Sciences (RGUHS), Karnataka.

#### **9.2.1 ELIGIBILITY**

- Admission is open to male and female candidates.
- Age Criteria: Candidate should have completed 19 years of age at the time of admission and not crossed the age of 40 years.
- Academic Eligibility: To be eligible for admission, a candidate shall have obtained a bachelor's degree with a minimum of 50% aggregate of marks in all the years of university examination. In case of SC/ST candidates the minimum marks shall be 45%.



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- Bachelor's degree in any one of the following from an institution affiliated to RGUHS or any other university established under law considered equivalent thereto by RGUHS – viz, MBBS, BDS, BAMS, BHMS, BPT, B.Sc. Nursing (Basic or Post basic), B.Pharm.Hospital/Health Administration (BHA), and B.Sc. in Allied Health Sciences.

OR

- Bachelor's degree in Arts (BA), Commerce (B. Com), Science (B.Sc.), Law (LLB), Social Work (BSW), Engineering (B.Tech/B.E) or Management (BBM/BBA) from a University established under law and recognized by the University Grants Commission.

#### **9.2.2 MAXIMUM DURATION FOR COMPLETION OF THE COURSE:**

- A candidate shall complete the course within 6 years from the date of admission failing which the candidate will be discharged.

#### **9.2.3 APPLICATION PROCEDURE**

**Refer to section 6.3**

#### **9.2.4 ENTRANCE TEST AND INTERVIEW**

**Refer to section 6.4**

#### **9.2.5 SELECTION AND ADMISSION OF CANDIDATES**

**Refer to section 6.5**

#### **9.2.6 COURSE CURRICULUM**

- MHA is a two-year course which is conducted in four semesters. The course curriculum, syllabus, guidelines and examinations are conducted according to the directions given by Rajiv Gandhi University of Health Sciences, Karnataka, from time to time. RGUHS has the right to revise and modify the syllabus and guidelines anytime. For the present syllabus details please refer to the RGUHS website [www.rguhs.ac.in](http://www.rguhs.ac.in)

#### **9.2.7 ATTENDANCE**

- Every student is expected to attend all the sessions of Theory and hospital postings (practical) in each semester. The minimum required attendance to be eligible to appear for RGUHS examinations is 80% in each subject

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- Attendance for hospital posting (practical) will also be recorded. Minimum of 80 % attendance and 50% marks are required to make a student eligible for RGUHS theory examinations at the end of every semester.
  - Attendance for official campus events, value education activities, medical ethics, community health service programmes arranged by college/hospital, group activities of students and meetings called by the management is compulsory.

#### **9.2.8 INTERNAL ASSESSMENT**

- There will be two internal assessment (IA) tests in each subject in every semester and the average marks of IA exams will be taken as the final marks in that subject. Attending both IA assessments is compulsory.
- Eligibility to write university examination: 50% in theory subjects.

#### **9.2.9 UNIVERSITY EXAMINATION**

- The examination will be held at the end of each semester of the course during March/ April and Sept/Oct as decided by RGUHS.

#### **9.2.10 CRITERIA FOR PASS**

**Main Subjects:** 50% aggregate in the written examination conducted by RGUHS (i.e., 50% in the University conducted written examination and 50% aggregate i.e., marks of University conducted written examination, and internal assessment added together)

**Subsidiary Subjects:** The minimum prescribed marks for a pass in a subsidiary subject shall be 35% of the maximum marks prescribed for a subject.

### **9.3 COURSE B: CERTIFICATE COURSE IN HEALTH CARE ADMINISTRATION (CHCA)**

#### **9.3.1 DURATION OF THE COURSE:**

- CHCA is a one-year course inclusive of one-month internship, conducted by Department of MHA and is approved by St. John's National Academy of Health Sciences, Bengaluru.

#### **9.3.2 ELIGIBILITY FOR ADMISSION**

- Admission is open to male and female candidates who are professed members of Catholic Religious Orders.
- Age: Candidate must be above the age of 19 years at the time of admission.

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- Academic eligibility: To be eligible for admission, a candidate should have obtained a basic degree or diploma.

General Comprehension and fluency in English language are expected from all candidates.

- Special consideration will be given to alumni of St. John's Medical College, Bengaluru, who have served in medically under-served areas and underprivileged people, recognized as such by the College.

### **9.3.3 APPLICATION PROCEDURE**

**Refer to section 6.3**

### **9.3.4 ENTRANCE TEST AND INTERVIEW**

**Refer to section 6.4**

### **9.3.5 SELECTION AND ADMISSION OF CANDIDATES**

**Refer to section 6.5**

### **9.3.6 COURSE CURRICULUM**

- CHCA course will be conducted through class room teaching (including case studies, assignments, discussions, seminars etc), self-directed reading and guided learning. The students will also get practical orientation in the various departments and facilities of St. John's Medical College Hospital, Bengaluru. Field visits, exposure training in various healthcare settings and participation in national level conferences are also requirements for the completion of the course.

- **Subjects include:**

1. Fundamentals of Management, Organizational Behavior and Organization Development.
2. Accounting, Hospital Finance Management and Project Management.
3. Hospital Planning and Facilities Management.
4. Quality Management in Healthcare, Healthcare Ethics and Legal Aspects.
5. Management of Not-for-Profit Hospitals and Community Health Services.
6. Human Resource Management and Labour Relations.

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### 9.3.7 ASSESSMENT AND EXAMINATION

- Evaluation of the performance of each student will be carried out by the department of Hospital Administration. Assessments may be done in the form of written examination, assignment, viva-voce or presentation.
- A certificate entitled “Certificate in Health Care Administration, Department of Hospital Administration, St. John’s National Academy of Health Sciences” will be awarded to those students who secure a minimum of grade “C” or above in all the subjects of the Course and Project study.
- If a student gets a failing grade (D) in more than two subjects, instead of the above said certificate, only a ‘Course Completion Certificate’ shall be awarded to the candidate.
- The student will be given one more opportunity in the following session to repeat and improve on deficient subjects. Only on successful completion of deficient subjects, the Certificate shall be awarded.

## 10. DOCTORAL (PhD.) PROGRAMME

St. Johns Medical College offers PhD programmes affiliated to the Rajiv Gandhi University of Health Sciences in the following subjects:

Anatomy	Anaesthesia
Physiology	Medicine
Biochemistry	Paediatric Nephrology
Microbiology	Psychiatry
Pathology	Molecular Medicine
Community Medicine	Allied Health Sciences
Pharmacology	

Interested candidates may contact the Dean/ Head of the concerned subject for further details.