

**ST. JOHN'S NATIONAL ACADEMY OF HEALTH  
SCIENCES**

*(ANTHEM)*

*Ch: St. John's! with pride my song resounds;  
I hail thy pennant blue, gold, white.  
St. John's! thy spirit in me bounds;  
Be thou my guide my beacon light.*

1. There stirs thy call within my heart  
In thee this pledge I seal:  
To raise the ill shall be my part,  
To minister, to heal.  
With ev'ry moment born in time,  
Through deep eternity,  
Thy vision will endure, sublime:  
HE SHALL LIVE BECAUSE OF ME.
2. Sustained within God's grace I stand;  
Thy yoke, so light, I bear:  
Where'er I toil, love guide my hand,  
Inspire my promised care.  
Love stoke my hopes, my fears belie;  
Love set my courage free;  
While yet my lips have breath to sigh:  
HE SHALL LIVE BECAUSE OF ME.
3. Through India's far flung rustic lands,  
Where need is most, I serve;  
No bounds restrain my willing hands,  
No efforts I reserve.  
And on thy campus, high or low,  
Where'er my calling be,  
In thee my solemn oath shall grow:  
HE SHALL LIVE BECAUSE OF ME.

**ST. JOHN'S NATIONAL ACADEMY OF  
HEALTH SCIENCES**

**St. John`s Institute of Hospital  
Administration and Allied Health Sciences**

BENGALURU - 560 034



**PROSPECTUS**

**FOR**

**POST GRADUATE COURSE  
MASTERS IN HOSPITAL  
ADMINISTRATION [MHA]**

**&**

**PG CERTIFICATE COURSE**

**IN HEALTH CARE ADMINISTRATION[CHCA]**

**2017 - 2018**



The EMBLEM of this Institution portrays a man lying with sickness being helped to rise, and given renewed life by Christ, who is signified by the Cross, on which He died, and which is a symbol of love.

The motto of the emblem, HE SHALL LIVE BECAUSE OF ME, links this Institution with the XXXVIII International Eucharistic Congress held in Bombay in December 1964, of which it is the Chief Memorial. The motto is a constant reminder to our Staff and Students that they are God's collaborators in their care of human lives.

The colour scheme: The cross is WHITE, signifying purity of spirit; the body of the man lying down is BLUE, signifying aspiration towards heavenly things; and the background is GOLD or YELLOW, signifying the flame of knowledge.



**St. John`s National Academy of  
Health Sciences**

**ST. JOHN`S INSTITUTE OF HOSPITAL  
ADMINISTRATION AND ALLIED HEALTH  
SCIENCES**

**POSTGRADUATE COURSE IN HOSPITAL  
ADMINISTRATION (MHA)**

**and**

**CERTIFICATE COURSE IN HEALTH CARE  
ADMINISTRATION[CHCA]**

Telephone : 080- 4946 6029 / 6030 / 6031

Website : [www.stjohns.in](http://www.stjohns.in)

**Office Hours**

Week days : 09.00 hrs to 13.00 hrs  
14.00 hrs to 16.30 hrs  
Saturday : 09.00 hrs to 13.00 hrs

*Address all admission correspondence to :*

**The Registrar  
Admissions Office  
St. John`s National Academy of Health Sciences  
Bengaluru - 560 034**



# **POSTGRADUATE COURSE IN HOSPITAL ADMINISTRATION[MHA]**

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**St. John's National Academy  
of  
Health Sciences**

**ADMINISTRATIVE STAFF**

Rev. Dr. Paul Parathazham, L.Ph., L.Th., M.A., Ph.D., (Sociol, USA)	: <i>Secretary, CBCI Society for Medical Education Director, SJNAHS</i>
Rev. Fr. Jesudoss Rajamanickam	: <i>Associate Director (Finance)</i>
Rev. Fr Pradeep Kumar Samad B.ph, B.th, MSW, DHA	: <i>Assoc. Director, Hospital</i>
Rev. Fr. Duming Dias, MA, MED, MBA	: <i>Assoc. Director, College</i>
Dr. George A D'souza, MD, DNB	: <i>Dean (SJMC)</i>
Dr. Tony Raj, DNB, MD	: <i>Dean (SJRI)</i>
Dr. P.S Varghese, MD	: <i>Vice Dean (Under Graduate)</i>
Dr. Geraldine Menezes, Ph.D	: <i>Vice Dean (Allied Health Science)</i>
Dr. Denis Xavier, MD	: <i>Vice Dean (PG)</i>
Dr. Vijay Joseph MS, MCh	: <i>Chief of Medical Services</i>
Sr. Fatima Puthenthoppil, M.Sc. (Nursing)	: <i>Chief of Nursing Services</i>
Mrs. Theresiamma Thomas M.Sc.(Nursing)	: <i>Nursing Superintendent</i>

**ST. JOHN'S NATIONAL ACADEMY OF HEALTH  
SCIENCES  
DEPARTMENT OF HOSPITAL ADMINISTRATION  
As on March 2017**

**LIST OF TEACHING STAFF**

Mrs. Supreetha Castelino, MHA	<i>Associate Professor, In Charge HOD &amp; Course Coordinator</i>
Fr. John V. Thekkekara, MHA,M.Phil	<i>Associate Professor</i>
Ms. Leenet D'souza, MHA	<i>Assistant Professor</i>
Fr. Reginald Pinto, MHA	<i>Assistant Professor</i>
Dr. Ruchi Kanhere, BAMS, MBA (HA)	<i>Lecturer</i>

**VISITING FACULTY**

Dr. N.S.N Rao	Professor in Statistics
Dr. Daniel Lazar	Associate Professor in Finance
Teaching faculty of the Academy	

# **ST. JOHN'S NATIONAL ACADEMY OF HEALTH SCIENCES, BANGALORE**

## **DEPARTMENT OF HOSPITAL ADMINISTRATION**

*(Note: Care has been taken to make the provisions of this Prospectus precise and comprehensive. The information is not exhaustive.)*

### **I. AIMS AND OBJECTIVES**

The Catholic Church in India has always played an important role in the fields of education, health care, social welfare and development of the community. The Catholic Bishops' Conference of India (CBCI) in response to a felt need decided to establish a Medical College and Teaching Hospital "to provide for the relief of suffering, to promote and preserve the health of the community and to give an example of enlightened training in dedicated service, which is characteristic of Christian educational and social welfare institutions." St. John's Medical College and Hospital and School of Nursing were started in 1963, 1975 and 1980 respectively at Bangalore by the C.B.C.I. Society for Medical Education. The School of Nursing was upgraded to the College of Nursing in 1989. With the growth of the institution, more Courses were started to meet the urgent needs of the Health Care System in the country. These have been grouped under the Institute of Health Management Studies. In 1994 all the Institutions were renamed as St. John's National Academy of Health Sciences.

While the Institution is intended primarily for training Catholics and especially dedicated personnel like Religious Sisters who are conducting a large number of hospitals and dispensaries mainly in medically underserved and rural areas of our country, it is open, like all other educational institutions under Catholic auspices, to all persons irrespective of religion, caste or community.

The Institution seeks to make a qualitative contribution to health care, medical education and research through the training of medical,

paramedical, nursing, health management, community health workers, and other personnel who are dedicated to healing in the spirit of Christ.

The College Hospital is intended to assist in the training and to render service in health care to all people irrespective of religion, caste and creed, particularly the underprivileged and disadvantaged.

Under the overall policy of the CBCI Society for Medical Education, the objectives of the Institution are grouped as follows:

- a. Excellence in all fields of health care education.
- b. Adequate Christian formation of the students.
- c. Upholding respect for life, from the moment of conception to its natural end.
- d. A genuine feeling of compassion for the patients and their families as persons.
- e. A special thrust to Community Health fostering the dimensions of participatory team work.
- f. Serving the health needs of medically underprivileged brethren
- g. Acquiring the ability to research, and application of the advances in scientific knowledge to the relevant fields of work.
- h. Striving towards promoting holistic health.
- i. Acquiring an exemplary steadfastness to principles and moral values so as to witness to a life of honesty and integrity.

Right from its inception, St. John's set before it an ideal of excellence in academic courses as well as service to society, as a result of which it has truly become holistic both in its outlook and in its approach to the problems of community health.

This Institution of Health and Healing envisages also the training and participation of the community (including the rural folk and the slum dwellers) in health care in its preventive, promotive and rehabilitative aspects.

The Institution expects its students to uphold the ethical values and principles of morality as interpreted by the Catholic Church. The prospective student has the freedom to choose or reject these, but the choice is made before enrollment.

The Institution prepares students for the role of future leaders, loyal to the highest ideals of the health profession. Today's Doctors, Nurses and other Health Care Professionals are part of a team who deliver comprehensive health care. Often they are called upon to be leaders in society helping in all developmental activities. Health is both a means and an end of development, improving the quality of life. The students in medical and health care sciences, therefore, should be conscious of social, economic and other factors, the improvement of which will bring about the necessary transformation to make it possible for all in this country and in the world to lead a healthy human existence.

“Quality of life”, its maintenance and improvement should be the concern of all, particularly of the Health Care Delivery System which has to play a significant role in this field. Rapid progress made in Medical Science and Technology has resulted in basic structural and conceptual changes in Health Care Management and Health Care Institutions which are required to be “witness” oriented rather than “wellness” oriented as often happens.

In the Indian context, an effective Health Care Delivery System is a must. Growing population, persistent poverty, illiteracy, unemployment, unavailability of health facilities to most of our people, make the task even more complicated. Today's Health Care Administrators are required to play

a dynamic role to face this challenge. St. John's Medical College, Hospital and the Institute of Health Management and Para Medical Studies were founded to respond to such a challenge and to meet the primary health needs of our people. The practice oriented "Post-Graduate Certificate in Health Care Administration" and Courses in Radiography, Medical Laboratory Technology, Community Health Workers, Clinical Pastoral Care, Hospital Aides, Geriatric Care, Medical Records Management, Operation Theatre Technicians and Dialysis Technology and Perfusion Technology are further efforts of the Institution in this direction.

## **II. HISTORY**

The Catholic Church in India had long felt the need of adding a Medical College to the many educational and social welfare institutions through which, over the years, it has served the country. However, the complexities such a venture involved, delayed its active consideration until the proposal was pursued by the Catholic Bishops' Conference of India. At the request of the CBCI, the late Archbishop of Madras, the Most Rev. Louis Mathias, SDB, prepared and presented a report in 1954, in which he reviewed the total requirement of the project. In 1956, Archbishop Mathias with the aid of medical and financial experts, submitted a comprehensive scheme to the Conference and in September 1960, the CBCI took the decision to establish a Medical College, with an attached hospital at Bangalore.

His Holiness Pope John XXIII agreed to the College being called after his patron, St. John the Baptist, as a mark of his personal interest in the project, and of his approval of its aims and ideals. The College was, accordingly, named "St. John's Medical College" and opened in temporary premises at Bangalore in July 1963.

In the course of their Joint Pastoral issued in connection with the XXXVIII International Eucharistic Congress, held in Bombay in 1964,

the Catholic Bishops' of India announced their choice of the College project as the Chief Memorial of the Congress. This choice received the warm approval of His Holiness, Pope Paul VI, which was conveyed by him in a special message addressed to His Eminence, Valerian Cardinal Gracias, the then President of the Catholic Bishops' Conference of India, and President of the CBCI Society for Medical Education. His Holiness has also established a scholarship in the College in his own name, to be awarded, each year, to the best all-round student completing the MBBS course.

The Corner Stone of the Project was blessed by His Holiness Pope Paul VI at Bombay during the principal function of the Eucharistic Congress, held on December 3, 1964, at which he officiated. It was laid at the Project site on July 27, 1965 by His Excellency Shri. V.V. Giri, the then Governor of Karnataka, and later, President of India. On the completion of the buildings, the College was dedicated to the cause of Medical Education, Research and Care, on September 29, 1968, at a ceremony presided over by the late President of India, His Excellency, Dr. Zakir Hussain.

Prior to the completion of these buildings, the College was located in the premises of St. Mary's Industrial School and Orphanage, which were made available by His Grace Archbishop Thomas Pothacamury of Bangalore for the teaching of pre-clinical and para-clinical subjects.

St. Martha's Hospital conducted by the Sisters of the Good Shepherd Congregation was affiliated to the College for Clinical Teaching. The Hospital was extended and suitably equipped for the purpose. This hospital provided a practical example of the spirit of service and sacrifice, which the College strives to make its own and carry beyond itself, to the homes of the patients and the community, both in the urban and in the rural areas. The affiliation of the Hospital to the College has been discontinued from 1983.

Campus: In June 1968, five years after its establishment, the College moved to its permanent campus on a 140 acres site situated in the

periphery of the city of Bangalore. During the first phase of construction, the following were completed: the teaching centre (housing the pre-clinical and para-clinical departments and lecture theatres); four blocks of students' hostel; and some residences for the teaching staff.

St. John's Medical College Hospital: The construction work of the second phase consisting of a 800-bed hospital, Nurses' hostel and residences of Staff was started in April 1971. The out-patient departments were opened on December 8, 1975. Thereafter, the in- patient departments were opened gradually. With the third phase of construction completed in 1987, the campus has all the required facilities including an auditorium, which was inaugurated in December 1996, and was dedicated to the Alumni and Alumnae of the Medical College in 1998. At present, St. John's Medical College Hospital has 1200 in-patient beds, distributed among the Departments of General Medicine, General Surgery, Obstetrics and Gynaecology, Gynaecologic Oncology, Paediatrics, Neonatology, Paediatric Surgery, Radiology, Psychiatry, Thoracic Surgery, Dental Surgery, Plastic Surgery, Ophthalmology, Dermatology, Venereology and Leprology, Dental Surgery, Genito-Urinary Surgery, ENT diseases, Nephrology, Paediatric Nephrology, Orthopaedics, Intensive Care, Cardiac Care, Cardiology, Neurology, Neuro-Surgery, Gastroenterology, Emergency Medicine, Anaesthesiology, Physical Medicine & Rehabilitation, Radio-immuno-Assay and Hemo- Dialysis. This is the teaching hospital of our College. CT Scan and Radio Therapy are now made available in the campus.

The College of Nursing is situated in the College & Hospital Sector. Started as a School of Nursing on July 1, 1980, it was raised to the status of a College of Nursing on September 25, 1989 and conducts courses in General Nursing & Midwifery, Basic B.Sc., Post Certificate B.Sc. Nursing, and M.Sc. Nursing Courses in Medical Surgery, Community Health, Paediatrics and Obstetrics and Gynaecology.

The B.Sc. Degree Courses in Medical Laboratory Technology and in Radiography were started in July 1999 and Renal Dialysis and Perfusion Technology in August 2000.

The Masters in Hospital Administration course has been started in 2014 affiliated to RGUHS.

### **III. SELECTION AND ADMISSION OF STUDENTS**

The College does not charge the so-called “Capitation Fee” nor does it accept any Donations as a consideration for Admission.

Canvassing in any form including recommendation letters and offering donations will disqualify a candidate from admission

Details of admission procedure and requirements for each of the Courses are given in respective SECTIONS below.

# POSTGRADUATE COURSE IN HOSPITAL ADMINISTRATION (MHA)

(Affiliated to Rajiv Gandhi University of Health Sciences)

**Objectives :** To acquire the requisite knowledge on the philosophy, objectives, structure, staffing, relationships, operating policies, systems and methods, problems of various departments/services of a hospital for the effective and efficient performance of hospitals.

At the end of the course, the student should have:

Basic understanding of the total healthcare delivery system and its complexities and the role of an individual Healthcare Institution as sub system.

Deeper understanding of multi disciplinary and multi dimensional nature of health management and provide 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 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 deep commitment to high quality services, sensitive to the needs 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.

**Eligibility :** To be eligible for admission a candidate shall have obtained:

- i) Bachelor degree in any one of the following from an institution recognized by respective council where applicable, and is affiliated to RGUHS or from any other university established under law considered equivalent thereto by RGUHS.– viz,

MBBS, BDS, B.Sc Nursing (Basic or Post basic) B.Pharm, B.Sc. in Allied Health Sciences, The candidate shall have obtained a minimum 50% aggregate of marks in all the years of university examination and also permanent registration in the respective state council, if applicable.

**Or**

- ii) Bachelor degree in Arts, Commerce, Science, Law, or Management of a University established under law and recognized by the University Grants Commission and shall have obtained a minimum of 50% aggregate of marks in all the years of university examination of degree course. In case of SC/ST candidates the minimum marks shall be 45%**3.0**

## **APPLICATION FOR THE ADMISSION**

### **APPLICATION FORMS**

Prospectus and application forms can be downloaded from our website [www.stjohns.in](http://www.stjohns.in)

#### **Enclosures :**

It is the responsibility of the candidate to complete the application and the enclosures correctly. **Incomplete applications will be rejected.**

Completed application forms along with relevant enclosures as detailed below should reach the Office of the **REGISTRAR** not later than 07-07-2017, even if qualifying examination results are not available by that date Application Forms not accompanied by the following enclosures will be rejected.

1. Dully filled application form
2. Hall Ticket
3. A Demand Draft of Rs. 1000/- drawn in favour of **St. John's Medical College** and made payable in Bangalore. This amount is NOT refundable.

4. Two long envelopes of size(23 \*10 cms) with Rs. 22/- stamp affixed.
5. Xerox copies of Degree certificates, Statement of Marks of Degree/  
Four copies of the latest stamp size colour photographs and three  
copies of the latest passport size colour photograph & your brief  
Bio data (not exceeding 30 lines) & migration certificate if not from  
Karnataka

## **ENTRANCE TEST AND INTERVIEW**

There will be an Entrance Test consisting of one common written multiple choice questions of one hour's duration. This test will be followed by an interview.

The test and interview will be held on 14th July 2017 at St. John's National Academy of Health Sciences, Bengaluru

Based on performance in the test and interview, candidates will be selected for the course.

Announcement of the selected candidates will be given on **19th July 2017**

Admission process should be completed within **24<sup>th</sup> & 25<sup>th</sup> July, 2017.**

Candidates, giving wrong information in the application form or in the annexures are liable to be expelled from the Institute at any time during the course of studies and liable also to other disciplinary action.

## **FEES**

Candidates must come prepared to pay the fees and join the course on 24th and 25th July failing which the admission will be demand to be cancelled candidates in waiting list will be informed above the vacant seats, if any by 27th July. The fee structure mentioned below is **LIABLE TO BE CHANGED AT ANY TIME.**

## Fees Chart - M.H.A – 2017

<b>FEE AT ADMISSION (one time)</b>		<b>Rs.</b>
<b>Ia. COLLEGE FEE</b>		
1	Admission	3,200
2	Identity Card	250
3	Hepatitis B Vaccination	450
4	Staff Benefit Fund	1,500
5	Graduation	2,500
6	Research methodology	600
7	Alumni Association	750
<b>Total amount (Rs.)</b>		<b>9,250</b>
<b>Ib. UNIVERSITY FEE (Yearly)</b>		
8	<b>RGUHS Admission</b>	
	a) Indian	300
9	<b>RGUHS Registration</b>	
	a) Indian	2,000
10	<b>RGUHS Eligibility Fee (Non-Karnataka students)</b>	
	a) Indian * Rs. 2,000/-	
11	RGUHS Sports fee (Lumpsum 200 x 2)	400
12	RGUHS Students Welfare (Lumpsum 100 x 2)	200
13	RGUHS, Helinet (Lumpsum 1,000 x 2)	2,000
14	RGUHS Helinet Registration fee	100
15	RGU Additional Exam fee	2,000
16	Youth Red Cross	50
	* Not counted in total amount	

<b>Total amount (Rs.)</b>	<b>7,050</b>
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<b>II. FEE (payable for every Semester)</b>		
17	Tuition	40,000
18	Library	2,000
19	Sports / Extra Curricular Activities	400
20	Registration, Regn Charges to Public Bodies	2,000
21	Infrastructure / Maintenance	5,500
22	College Day	250
23	Medical Education Cell	200
24	Value Education Activities (Catholic Only)	150
25	Stationary / Expenditure towards 1A Exams	825
26	University Exam Expenditure	950
27	Wi fi Connection	1,000
28	Teachers Day flag	70
29	Recreation fee	300
30	Students Welfare Fee (Hostelite)	2,000
31	Students Aid Fund	200
32	Students Health Scheme	2,000
33	Students' Association	
34	a) Student's Association Subscription	175
	b) Inter- Medical Sports	150
		<b>58,170</b>
<b>III. REFUNDABLE DEPOSITS</b>		
35	Caution Deposit	3,000
36	Library Deposit	2,000
<b>Total amount (Rs.)</b>		<b>5,000</b>
<b>Grand total amount in Rs. : I (a+b) + II + III</b>		<b>79,470</b>

The above mentioned fees are to be paid by Bank Demand Draft, taken

in favour of **St. JOHN'S MEDICAL COLLEGE**, and made payable in Bangalore.

**Note:**

1. The student who is discontinuing the course immediately after the admission will not be entitled for refund of the fees & deposits paid to the Institution unless the vacant seat is filled up by another candidate from the waiting list in lieu of the discontinuation. In such case 10% service charges will be imposed on the total fees, if claimed & approved by the Director.
2. If a student, who has secured admission in this College discontinues the course in between the course period, his/her studies to continue or join another subject elsewhere for any other reason, he/she will refund all the stipend paid by the Institution, if any during the course in this College up to the time of discontinuing and required to pay the fees for the remaining period of the course to the Institution, and shall forfeit all the deposits and other fees paid to this Institution.
3. All the students are to pay the prescribed semester fees every six months in July and in January, each academic year. There will be a total of FOUR Installments.
4. All the Students are instructed to make the payments of the Semester fees at a stretch to the St. John's Medical College Account and no Part Payments will be entertained. The prescribed fees should be paid within one month of the particular term starts. All the late payments made after a month will attract a penalty of Rs 50/- per day which will have to be paid along with the fee.
5. Examination fees as prescribed by the Rajiv Gandhi University of Health Sciences. Other fees, if any will be notified at the time of admission.
6. All candidates have to pay a caution deposit of Rs 3,000/- and Library deposit of Rs 2,000/- at the time of Admission. This will be

refunded after the deduction of dues, if any, when the student leaves the Institution after successfully completing the Course.

7. The fees structure is liable to be changed at any time, bearing in mind the inflation prevalent in the country. Other fees, if any, will be brought to the notice of candidates on selection.

## HOSTELS

- (a) The College provides Hostel accommodation for men and women students. Basic furniture is provided but students are expected to bring their own mattresses, pillows, bed linen and other items of personal use.
  - (b) The cost of any damage to Hostel Property will have to be paid by the Hostelites.
1. Administration / Discipline at the Hostels is governed by the Hostel Rules. These are binding on all students and their infringement may result in disciplinary action.
  2. The Hostel fees & other details are available in the Hostel Rules Book.

**Medium of Instruction :** English shall be the medium of instruction for the subjects of study as well as for the examination.

**Duration of Study :** The duration of the course shall be on full time basis for a period of **two** years consisting of **four semesters** from the commencement of the academic term.

**Course of study :** The course shall be pursued on full-time basis. No candidate shall be permitted to work in a health care facility or a related organization or laboratory or any other organizations outside the institution while studying the course. No candidate shall join any other course of study or appear for any other examination conducted by this university or any other university in India or abroad during the period of study.

The Syllabus and course details are subject to the directions fo RGUHS. An overview of Course Subjects are given below. Teh details are available at RGUHS website.

## Syllabus

Table – I. subjects prescribed for the four semesters

Semesters		Subjects
<b>First</b>	Main Subjects	Hospital Organization & Management Theory
		Management of Hospital Services & Patient Care Management
		Research Methodology & Operations research
		Accounting in Healthcare
		Epidemiology & Health Administration
Subsidiary Subject	Hospital Specialty Areas & Medical Terminology	
<b>Second</b>	Main Subjects	Bio-statistics & Quantitative Techniques
		Financial Management in Healthcare
		Health Economics & Health Insurance
		Materials & Inventory Management in Healthcare
		Human Capital Management & Industrial Relations
<b>Third</b>	Main Subjects	Hospital Information System & Medical Records Management
		Marketing Management in Healthcare
		Legal Aspects in Healthcare & Business Ethics
		Hospital Hazards Management and Disaster Management
		Hospital Planning & Operations Management

<b>Four</b>	Main Subjects	Quality Management in Healthcare
		Strategic Management & Project Management
		Entrepreneurship & Consultancy Management
		Internship

### Teaching hours

The teaching hours for first to fourth semesters are shown in Table – II

**Table II. Distribution of Teaching hours for Theory, Hospital / Practical training and Field Visit.**

Semester	Theory	Hospital/ practical training/ Field Visit/ Conference/Workshop	Total
<b>First</b>	300 Subsidiary Subject	220	540
<b>Second</b>	300	240	540
<b>Third</b>	300	240	540
<b>Fourth</b>	180	360	540
<b>Total</b>	1100	1060	2160

**Hospital/Practical Training:** All candidates shall undergo training in various hospital departments. They will prepare a report at the end of each posting which is evaluated by the faculty. All candidates shall have completed posting in a minimum of 20 departments during the entire period of training.

**Attendance :** Every candidate shall have attended at least 80% of the total number of theory and hospital/practical training classes conducted from the date of commencement of the term to the last working day as notified by university in each of the subjects prescribed for that semester separately. Only such candidates are eligible to appear for the university examination in their first attempt. A candidate lacking the prescribed percentage of attendance in any subject either in theory or hospital/ practical training

in the first appearance will not be eligible to appear for the University Examination in that particular subject.

### **Monitoring Progress of Studies**

*Work Diary / Record Book* - Every candidate shall attend symposia, seminars, conferences, journal review meetings and lectures during each semester as prescribed by the department and not absent himself/herself from work without valid reasons. Every candidate shall maintain a work diary and record of his/her participation in the training programme.

### **Project work :**

Each candidate pursuing MHA Course is required to carry out Project Work on a selected topic under the guidance of a recognized post graduate teacher after the submission of synopsis.

The topic for the Project Works should be chosen based on an area of interest and should be done prescribed as in the University guidelines.

# **CERTIFICATE COURSE IN HEALTH CARE ADMINISTRATION[CHCA]**

## **1. COURSE OBJECTIVES**

- i) Provide basic understanding of the total Health Care Delivery System and its complexities, and the role of an individual Health Care Institution as sub-system;
- ii) Develop deeper understanding of the interdisciplinary nature of Health Care Administration and provide basic insights into functional discipline;
- iii) Provide managerial tools and improve managerial skills;
- iv) Help the participants to develop a critical awareness of their management style and constantly weigh its appropriateness to deal with various professional groups, skilled and unskilled staff, patients and their families, and members of the community;
- v) To develop a pastoral oriented leadership, to deal with colleagues, staff and patients as persons and brothers and sisters, children of the same Father in Heaven.

## **2. ELIGIBILITY**

- i) Candidates should have completed successfully a Basic degree or diploma course and preferably worked in a hospital.
- ii) General Comprehension and expression in English language is a must.
- iii) Candidates with organization sponsorship shall get priority over non-sponsor students.
- iv) Special consideration will be given to alumni of St. John's Medical College who have served in medically under-served

areas and underprivileged people, recognized as such by the College.

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

## **SUBJECTS**

1. Fundamentals of Management, Organization Behaviour and Organization Development
2. 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

Evaluations will be held as written examinations, oral examination (viva), assignment, presentation, group discussion, group assignment or field reports. Any two of the said methods may be chosen by the concerned faculty as the method of evaluation for subject he/she teaches.

## **3. APPLICATION FOR THE ADMISSION**

Enclosures:

It is the responsibility of the candidate to complete the application and the enclosures correctly. **Incomplete applications will be rejected**

Completed application forms along with relevant enclosures as detailed below should reach the Office of the **REGISTRAR** not later than 07-07-2017, even if qualifying examination results are not available by that date

Application Forms not accompanied by the following enclosures will be rejected.

1. Dully filled application form
2. A Demand Draft of Rs. 800/- drawn in favour of St. John's Medical College and made payable in Bangalore. This amount is NOT refundable.
3. Two long envelopes of size(23 \*10 cms) with Rs. 22/- stamp affixed.
4. Xerox copies of Degree certificates, Statement of Marks of Degree/ Professional, Experience certificate from the authority of the Institution served, Sponsorship letter from appropriate authority, a conduct certificate from the Head of the Institution last served giving details of work responsibility at each posting, Four copies of the latest stamp size colour photographs and three copies of the latest passport size colour photograph & your brief Bio date (not exceeding 30 lines).

#### **4. ENTRANCE TEST AND INTERVIEW**

There will be an Entrance Test consisting of one common written objective type paper of one hour's duration. This test will be followed by an interview.

- 4.1 The test and interview will be held at St. John's Medical College, St. John's National Academy of Health Sciences, in August. The exact date will be notified.
- 4.2 Based on performance in the test and interview, candidates will be selected for the course.

4.3 Candidates, giving wrong information in the application form or in the annexures are liable to be expelled from the Institute at any time during the course of studies and liable also to other disciplinary action.

## 5. FEES

Candidates must come prepared to pay the fees and join the course immediately after the selections are done. The fee structure mentioned below is **liable to be changed at any time**.

<b>Fees</b>	<b>Rs.</b>
Admission	: 1,000.00
Tuition	: 50,000.00
Library	: 1,200.00
Health	: 1,700.00
Examination	: 1,500.00
Field Visit	: 3,000.00
I.D. Card	: 200.00
Staff Benefit	: 500.00
Handouts	: 5,000.00
<b>Total</b>	<b>: 64,100.00</b>

The above mentioned fees are to be paid by Demand Draft, taken in favour of **St. John's Medical College**, and made payable in Bangalore.

## 6. HOSTEL

Those students, who wish to have accommodation in the Hostel, must pay the fees and abide by the Hostel rules:

Note:

- \* Hostel fee & Mess fee are bound to change, keeping in mind the inflation prevalent in the country. The hostel deposit is also bound to change.
- If selected for the course, hostel accommodation will be provided for the selected and admitted candidates.

## 7. DUTIES AND RESPONSIBILITIES

The Course Coordinator will determine the duties and responsibilities of the students from time to time. They will be rotated through various departments of the hospital for a period of 1 to 2 weeks.

## 8. DURATION

The course commences in September each year, and ends in August in the following year.

## 9. EXAMINATIONS AND EVALUATION

- i) Course-wise evaluation of the performance of the candidate including class participation.
- ii) Examination
- iii) Evaluation of the Project Work.

The above three components will be evaluated as follows:

A+	-	80% & above	-	Excellent
A	-	70% to 79%	-	Very Good
B+	-	65% to 69%	-	Good

B	-	60% to 64%	-	Satisfactory
C	-	50% to 59%	-	Average
D	-	40% to 49%	-	Poor
E	-	Below 40%	-	Fail

## **10. METHODOLOGY**

Along with classroom lectures, emphasis is given to practical training, case studies, assignments, discussions, seminars etc. Students will be encouraged to present specific problems, experiences and observations.

## **11. AWARD OF CERTIFICATE**

A certificate titled “Certificate in Health Care Administration”, Institute of Health Management Studies, St. John’s National Academy of Health Sciences will be awarded to those candidates who secure a “C” average and above in the Course Work and Project.

If a candidate gets a failing grade (E) in more than two subjects, instead of Certificate only a ‘Completion Certificate’ shall be awarded to such candidate.

## **12. MAKING UP DEFICIENCY**

If a candidate fails to secure a ‘C’ average or gets ‘E’ in more than two subjects, he/she will be given one more opportunity in the following section to repeat and improve on deficient subjects. Only on successful completion of deficient subjects the Certificate shall be awarded.

## **GENERAL INFORMATION FOR STUDENTS OF HOSPITAL ADMINISTRATION COURSE**

### **1. DISCIPLINE AND WORK**

The students are expected to work under the Associate Director College, Associate Director Hospital, Vice Dean, Assistant Coordinators and the staff of the concerned Department and do any work assigned to them during the training period. They are also subject to all the rules and regulations of the College and Hospital. Should a candidate's conduct and / or standard of work be found unsatisfactory, his/her training may be terminated at any time in which event he/she will not be eligible for any refund of fees.

### **2. MISCELLANEOUS :**

The regulations included in this section are not exhaustive.

- i. Catholic students have to participate in the Eucharistic celebration regularly. They are urged to participate in additional spiritual activities to equip themselves as committed Christians.
- ii. Participation in Annual retreat is compulsory for Catholics and Christians belonging to all denominations. Students from different faiths are also welcome.
- iii. Day scholars are not permitted to have lunch along with hostelite friends in the dietary.
- iv. Students must be regular and punctual at lectures, demonstrations, seminars, practicals, field work and such other academic exercises. They are required to attend all the allotted working periods in each of the prescribed subjects.
- v. Students whose conduct, or attendance, or progress is not satisfactory, will not be allowed to appear for the Examination and are also liable to be asked to leave the College.

- vi. Membership of the recognized Students' Association of the College is compulsory. No other Association of students in the College, will be permitted unless they have prior approval of the Dean.
- vii. Students must be neat and tidy in their dress, avoiding expensive clothes and exaggerated fashions.
- viii. Students are advised to provide themselves with light warm clothing, mosquito nets and mattresses.
- ix. Students must maintain a sense of decorum and discipline inside the College, Hospital, in its associated Institutions and in public places.
- xii. Students are required to carry their Identity Cards certified up-to date, on their person at all times.
- xiii. A contributory Students' Health Service is provided at the College and the Hospital affiliated to it.
- xiv. The College Office must be kept posted with change of address if any, whether local or permanent and contact numbers.

### **3. RAGGING IS STRICTLY PROHIBITED**

The Rajiv Gandhi University of Health Sciences, Bangalore, to which our College is affiliated has sent a Circular dated 1st February 1997 on Ragging. Following are the important part of the contents of this Circular to the notice of our students :

***“Ragging is a Cognisable Offence and that any person caught indulging in Ragging shall be liable to imprisonment for a term which may extend to one year, or with fine as stipulated therein.”***

***“Principals are instructed to inform the Police and take necessary steps to dismiss the Student”***

- Ragging in any form is prohibited in the campus. In addition any student indulging in any form of Ragging in the Hostel will

be debarred from Hostels of this Institution and is expected to make alternate arrangements for accommodation.

- All day scholars are also reminded that they are not allowed in any of the blocks in the Hostel and all Residents in the Hostel are hereby warned that any act of ragging either in the blocks or in the common rooms or in the dining halls, recreation room, sports grounds, etc., is strictly prohibited.
- Names of the students found ragging will be sent to the RGUHS, Bangalore, for further action.

It is compulsory for the Candidates & Parents to take undertaking about anti-ragging during the admission of the candidate. Candidates are also required to register at the

#### 4. DRESS CODE

	BOYS	GIRLS
<b>TO BE FOLLOWED</b>	<ul style="list-style-type: none"> <li>• Formal -Collared shirt &amp; -Trousers</li> <li>• Formal foot wear</li> <li>• Decent regular hairstyle</li> <li>• Clean white apron</li> </ul>	<ul style="list-style-type: none"> <li>• Formal               <ul style="list-style-type: none"> <li>- Salwar Kameez</li> <li>- Chudidar</li> <li>- Sari</li> </ul> </li> <li>• Formal foot wear</li> <li>• Flair, beyond shoulder length to be tied up</li> <li>• Clean white apron</li> </ul>
<b>PROHIBITED</b>	<ul style="list-style-type: none"> <li>◆ T-Shirts</li> <li>◆ Jeans and related wear</li> <li>◆ Caps</li> <li>◆ Chappals</li> <li>◆ Sports shoes</li> <li>◆ Shorts</li> <li>◆ Ear rings</li> <li>◆ Torn trousers touching floor</li> <li>◆ Pony tails and other Fancy Hair Styles</li> <li>◆ Trousers with multiple pockets</li> </ul>	<ul style="list-style-type: none"> <li>◆ T-shirts</li> <li>◆ Jeans and related wear</li> <li>◆ Sleeveless tops</li> <li>◆ Chappals</li> <li>◆ Sports shoes</li> <li>◆ Skirts, Shorts, open hair and pants</li> <li>◆ Torn trousers touching floor</li> <li>◆ Revealing deep tops, Spaghetti tops</li> <li>◆ Sports shoes</li> </ul>
	Clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar suggestions is forbidden	

In the event of violation of the dress code, the student concerned will be asked to leave the academic session.