

Masters in Hospital Administration (MHA)

Course Entrance Examination 2025-26

RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI
(An Autonomous Institute under Govt. of Jharkhand)

Information Brochure



- Application form Available (Online) : 17th February 2025
- Last Date of Application : 28th February 2025
- Admit card available online from (By e-mail) : 03rd March 2025
- Entrance Examination : 05th March 2025
- Viva : 06th March 2025
- Place of Examination : Rajendra Institute of Medical Sciences, Ranchi (Jharkhand)
- Date of Result : Published on website

Website : <https://rimsranchi.ac.in/>

E-mail : rimsranchi@rediffmail.com

Phone No. : 0651-2541533, Fax no. : 0651-2540629

Note : RIMS, Ranchi reserves right to cancel the admission process at any stage.

Anupma Prasad.
Dean,
Rajendra Institute of Medical Sciences
Ranchi



Rajendra Institute of Medical Sciences, Ranchi
(An Autonomous Institute under Govt. of Jharkhand)
Proposal for the degree of Master in Hospital Administration (MHA)



The course in Master in Hospital Administration (MHA) will be run by Rajendra Institute of Medical Sciences (RIMS) Ranchi, The degree obtained by student will be **Master in Hospital Administration (MHA)**.

Anupa Prasad
Dean,
Rajendra Institute of Medical Sciences
Ranchi

1. AIMS & OBJECTIVES :

- 1.1. To prepare the candidate to assume the responsibility of a hospital executive / hospital administration health sector and subsequently function at higher levels in the hierarchy with requisite experience.
- 1.2. To develop the skills and enlarge the knowledge base to function as hospital manager at various levels in the hospitals.
- 1.3. To provide training in key issues of hospitals like hospital planning / designing, quality and safety in patient care, Accreditation of hospitals and resource management.

2. HOSPITAL ADMINISTRATION / MANAGEMENT :

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 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 hospital administrators / healthcare providers.

Department of Hospital Administration has been given approval in 50th GB of autonomous RIMS, Ranchi, vide letter no GB 50.6 dated 28.01.2021 and MHA course is approved by Ministry of Health, Medical Education and Family Welfare Govt. of Jharkhand under letter no 11 / RIMS (Estd.)-01-17 / 2022 / 91(11), Health / Ranchi dated 10-04-2023 Department of Hospital Administration will be dedicated to training, teaching & research on all the issues that directly or remotely relate to the hospital 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 Hospital Administration will also actively involved in organizing training program / seminars for Jharkhand Government etc. Health Services offers on various aspects of Hospital administration and healthcare/patient care management.

3. Eligibility for Admission :

Graduates from relevant background (MBBS, BDS, AYUSH from an Institute / College recognized by MCI, DCI, AYUSH Ministry) **OR** as per recognized Institute/University/College of Bachelor of Hospital Administration **OR** Candidates having PGDHHM/PGDHA course from recognized Central / State University of Non-medical stream with minimum 50% of marks, having minimum Five years experience in recognized Government/Private Multi-specialty hospital (100 beds and above). However preference will be given to candidates having research experience in hospital administration.

Anupa Prasad
Dean,
Sage Institute of Medical Sciences
Ranchi

4. Age :

The upper age limit for admission is 35 years for the session. Upper age limit is relaxable as per Govt. of Jharkhand rules are application at the time of admission.

5. Selection and Reservation :

Students matching eligibility criteria can apply for Master in Hospital Administration (MHA) Course. After submitting the application. All students have to appear for entrance examination conducted by RIMS. Students qualifying entrance examination with minimum 50% marks for general candidate and minimum 45 % marks for reserve category will be eligible for GDPI, conducted by RIMS.

The interview board for GDPI will consist of

- Dean
- Administrative Head, Department of Hospital Administration
- Academic Head, Department of Hospital Administration
- External Expert
- ST / SC Faculty Member
- University / VC Nominee

Admission to MHA Course would be offered based on merit. Reservation of seats will be in accordance with Jharkhand Government norms.

Note : In case of candidate is not available against the reserved vacancy then the vacant seat will be filled in accordance with Jharkhand Government norms.

6. Number of Seats :

Ten (10) per academic year i.e. January to December of following year.(Reservation as per Government of Jharkhand norms)

7. Duration of Program : 2 Years, Fulltime – Residential

Anura Prasad.
Dean,
Sri Sankar Institute of Medical Sciences
Ranchi



8. Certification and Approving Authority :

Course has been approved by 50th GB of autonomous RIMS, Ranchi, vide letter no GB 50.6 dated 28.01.2021 and MHA course is approved by Ministry of Health, Medical Education and Family Welfare Govt. of Jharkhand under letter no 11 / RIMS (Estd.)-01-17 / 2022 / 91(11), Health / Ranchi dated 10-04-2023 and Ranchi University RU / R / 7185 / 23, Dated-03.06.2023 and Government of Jharkhand. The student upon successful completion of the course will be awarded "Master in Hospital Administration (MHA)" from RIMS / Ranchi University, Ranchi.

9. Examination Passing Criteria :

9.1. The course is spread out in Two (02) Years.

9.2. **Attendance** : Minimum 80% attendance is mandatory in each semester. including Summer Training to appearing examination.

9.3. It is compulsory to secure 50% marks in each paper individually to pass.

9.4. Final examination will be conducted at the end of course which comprise of:

9.4.1. Internal Examination

9.4.2. Theory

9.4.2. Dissertation

9.4.3. Viva voice

9.4.4. Practical Examination

10. Fee Structure:

10.1. Entrance Examination Application Fee :

Examination fees are INR 1500 for Unreserved (UR) & OBC candidates and INR 1000 for SC/ST candidates). Application for the aforesaid examinations can be done through **OFFLINE MODE ONLY** (Demand Draft in favour of Director RIMS, Ranchi). The Complete Filled Application form duly signed, along with Demand draft must be deposited before the last date to **Dean Office, Administrative Block, RIMS Ranchi-834009**. Application Fee once paid will not be refunded under any circumstances.

Anupriya Prasad

Dean,
Ranchi Institute of Medical Sciences
Ranchi

[Signature]

[Signature]

10.2. Course Fee :

S.No	Items	First Year 1 st Semester	First Year 2 nd Semester	Second Year 3 rd Semester	Second Year 4 th Semester
1.	Admission fee	5000			
2.	Course fee	25000	25000	25000	25000
3.	Examination fee	As per Norm			
4.	Enrolment fee	500			
5.	Degree/Diploma Certificate fee	As per Norm			
6.	Migration Certificate fee	One time as per university norms			
7.	Cautions Money(Refundable)	10000 (One Time)			
8.	Library fee	As per norm			
9.	Total	40500	27800	25000	28100

Note: Selected candidate full filling all the eligibility criteria will be informed by e-mail/on website also

Examination fee: As per RIMS norms.

Miscellaneous: For availing any Hostel / Campus facility (on availability) /leaves as per RIMS norms.

11. Medium of Instruction: The Medium of instruction will be English.

12. Course Structure :**12.1. Paper / Examination**

PAPER	SUBJECT	TOPIC
PAPER – I	GENERAL MANAGEMENT	<ol style="list-style-type: none"> 1. Concept and Principle of Management 2. Organizational Behavior 3. Human Resource Management 4. Material Management and Inventory Control 5. Hospital Accounting and Financial Management 6. Healthcare Marketing and Public Relations 7. Operation Research 8. Office Procedures, Conduct & Rules 9. Financial Management

Anupriya Prasad.
Dean,
Sri Aurobindo Institute of Medical Sciences,
Ranchi

[Signature]

[Signature]

		<p>10. Marketing Management</p> <p>11. Information Systems Management</p> <p>12. Business Laws & Regulations</p> <p>13. Tools & Techniques of Modern Management</p> <p>14. Role of Computers in Modern Management</p>
PAPER – II	HEALTH ADMINISTRATION & PUBLIC HEALTH	<p>1. Hospital Administration</p> <p>2. Health Administration</p> <p>3. Health Services in India</p> <p>4. National Health Programmes</p> <p>5. Healthcare Systems in the World</p> <p>6. Research Methodology</p> <p>7. Biostatistics Include Hospital Statistics</p> <p>8. Occupational & Environmental Health</p> <p>9. Health Economics</p> <p>10. Safety Issues in Hospitals</p> <p>11. Health Financing & Insurance</p> <p>12. Medical Informatics</p> <p>13. Quality of Medical Care and Patient Safety</p> <p>14. Legal Aspect of Health Care</p> <p>15. Epidemiology</p> <p>16. PPP</p> <p>17. Recent Tenders</p>
PAPER – III	HOSPITAL: PLANNING, PROJECT MANAGEMENT & MANAGERIAL ISSUES	<p>1. Hospital Planning</p> <p>2. Hospital Project Planning & Designing</p> <p>3. Health Engineering Services</p> <p>4. Disaster Management</p> <p>5. Energy Management</p> <p>6. SAFE Hospital</p> <p>7. Hospital Administration Issues</p> <p>8. Quality Management & Evaluation</p> <p>9. Hospital Infection Control</p>
PAPER – IV	MANAGEMENT OF CLINICAL & NON-CLINICAL SERVICES	<p>1. Organization and Management of Clinical Services</p> <p>2. Organization and Management of Support & Utility Services</p> <p>3. General Consideration of Management Services</p> <p>4. Ambulatory and Non-Ambulatory Care</p>

Anupa Prasad.
 Dean,
 Rajendra Institute of Medical Science,
 Ranchi




		<p>Services</p> <ol style="list-style-type: none">5. Diagnostic Services6. Therapeutic Services7. Support Services8. Utility Services9. Basic Specialty Services10. Super Specialty Services11. TQM in Services
--	--	---

12.3. Dissertation:

The Student will be required to complete a satisfactory dissertation in his/her area of interest. The dissertation will include a critical review of literature pertaining to the specific area of interest, data collection and analysis on the selected problem besides other components of the dissertation.

14. Anti-Ragging Act :

Ragging is prohibited in the Educational Institutions as per UGC Guidelines. If any incident of ragging comes to the notice of the authority, subject to the explanation of the concerned student, it will be dealt with strictly in accordance with the pertinent rules.

Important :

- In case of any dispute, the decision of the Director, RIMS Ranchi shall be final.
- In case of any legal dispute the jurisdiction will be Jharkhand High Court, Ranchi Bench only.
- If any typing error or any dispute of MHA course related, the MHA Committee member shall be final.

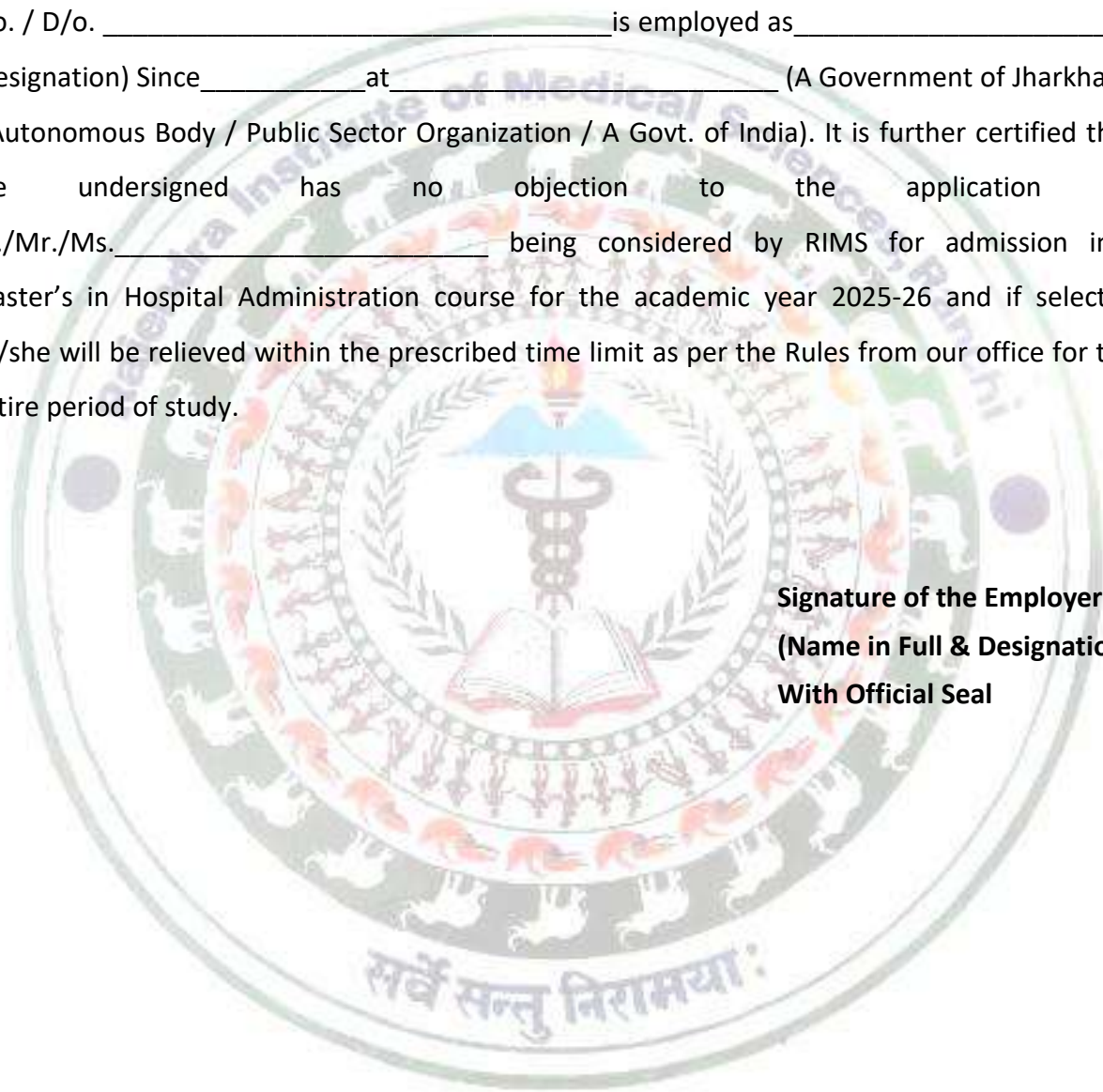
Anupa Prasad
Dean,
Institute of Medical Sciences,
Ranchi

PROFORMA FOR ENDORSEMENT BY THE EMPLOYER

(Certificate to be produced by in-service candidates)

It is certified that Dr./Mr./Ms. _____
S/o. / D/o. _____ is employed as _____
(Designation) Since _____ at _____ (A Government of Jharkhand
/ Autonomous Body / Public Sector Organization / A Govt. of India). It is further certified that
the undersigned has no objection to the application of
Dr./Mr./Ms. _____ being considered by RIMS for admission into
Master's in Hospital Administration course for the academic year 2025-26 and if selected
he/she will be relieved within the prescribed time limit as per the Rules from our office for the
entire period of study.

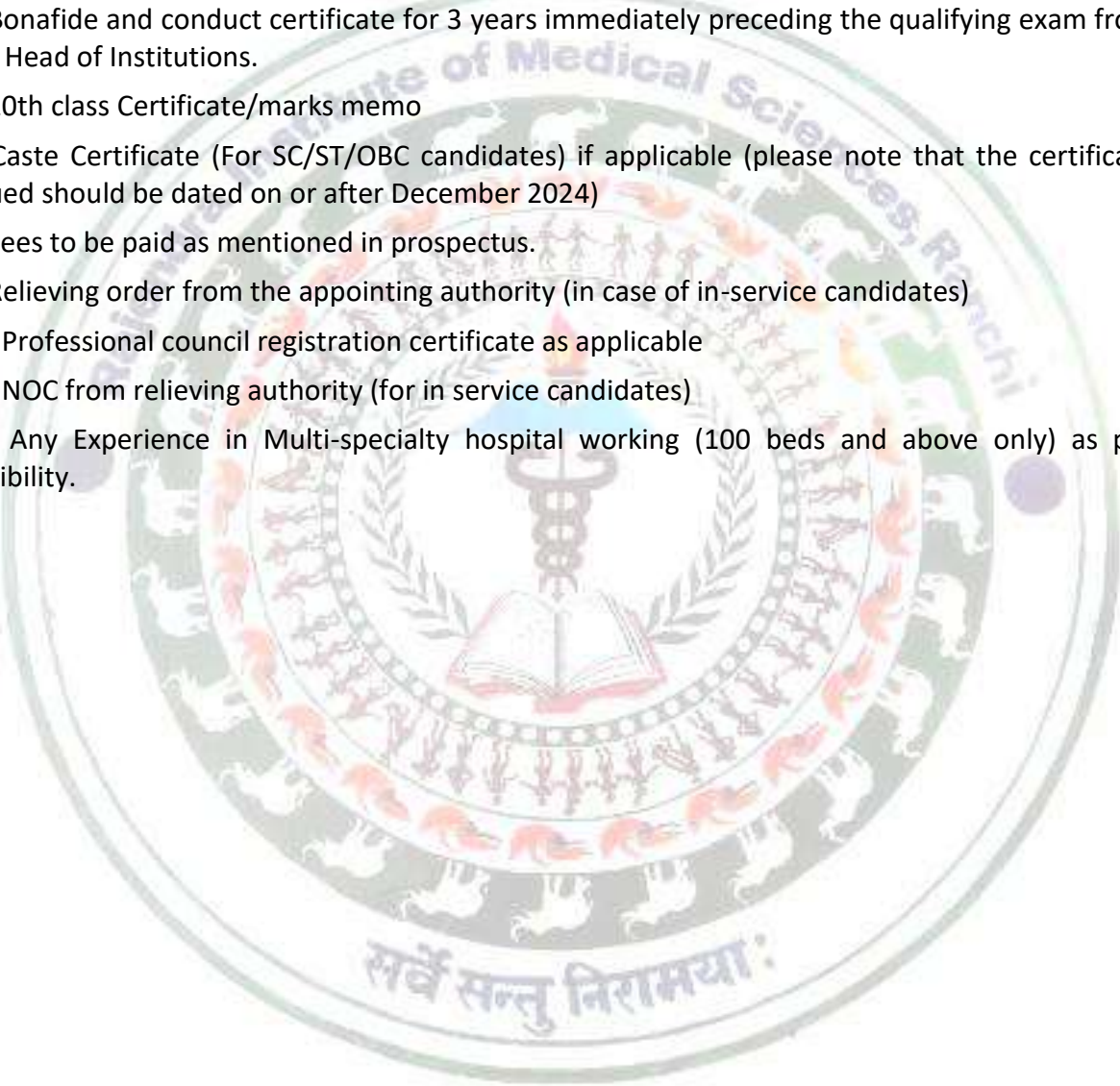
Signature of the Employer
(Name in Full & Designation)
With Official Seal



Annexure - II

List of Certificates to be submitted/shown at the time of admission:

1. Provisional/Final Degree Certificate
2. Marks Memos of Degree
3. Transfer certificate / Migration certificate of Degree
4. Bonafide and conduct certificate for 3 years immediately preceding the qualifying exam from the Head of Institutions.
5. 10th class Certificate/marks memo
7. Caste Certificate (For SC/ST/OBC candidates) if applicable (please note that the certificate issued should be dated on or after December 2024)
8. Fees to be paid as mentioned in prospectus.
9. Relieving order from the appointing authority (in case of in-service candidates)
10. Professional council registration certificate as applicable
11. NOC from relieving authority (for in service candidates)
12. Any Experience in Multi-specialty hospital working (100 beds and above only) as per eligibility.



Annexure – III

Advt.No.:

APPLICATION FORM FOR THE MASTERS IN HOSPITAL ADMINISTRATION (MHA) ACADEMIC YEAR 2025-26

- 1. Name :
- 2. Father's name :
- 3. Mother's name :
- 4. Date of birth :
- 5. Age as on 28.02.2025 :day.....month.....year
- 6. Gender :
- 7. Marital status :
- 8. Category (SC/ST/OBC/UR/EWS.) :
- 9. Address for correspondence with PIN code) :



- 10. Address - Permanent: :
- :
- :
- :

11. Contact details: Landline- Mobile-email-.....

12. Educational qualifications (High school onwards) Attach attested photo copies

S.No	Year	Board/University	Examination passed	Aggregate %	Major subjects

13. No Objection Certificate from employer (if applicable): Yes/No

14. Experience in Multi-specialty Hospital (100 beds and above), if any:

S.No	From	To	Organization	Designation	Nature of assignment

15. Research Experience (Book chapter written, Paper published in Journals etc.)

16.	Details of bank draft :	Amount	DD Number	Issuing Branch	Bank &	Date of issue
		Rs.-				

17. Annual Income of Parent/guardian :

18. Any other relevant information :

I hereby affirm that the above information is true and if any discrepancy is found in future suitable action may be taken as per the institutional rules and regulations.

Place :

(Signature of the candidate)

Date :

Check List of Enclosures:

1.	Provisional/Final Degree Certificate.	Yes/No
2.	Marks Memos of Degree.	Yes/No
3.	Transfer certificate / Migration certificate of Degree.	Yes/No
4.	Professional council registration certificate as applicable.	Yes/No
5.	Certificates from High School onwards.	Yes/No
6.	Bonafide and conduct certificate for 3 years immediately preceding the qualifying exam from the Head of Institutions	Yes/No
7.	10th class marks memo showing full name and date of birth.	Yes/No
8.	Caste Certificate, if applicable.	Yes/No
9.	Fees to be paid.	Yes/No
10.	NOC from the appointing authority (in case of in-service candidates).	Yes/No
11.	Experience certificate in Multi-specialty Hospital (100 beds and above)	Yes/No
12.	Any additional qualification	Yes/No

Annexure – III-A

Advt.No:

ADMIT CARD For Entrance Examination for MHA Program for the academic year 2025-26

1. Name :

2. Father's name :

3. Date of birth :

4. Gender :

5. Marital Status :

6. Category (SC/ST/OBC/UR/EWS.) :

7. Address for correspondence (with PIN code) :

.....

.....

.....

8. Signature of the Candidate :

9. Signature of the Candidate (During Examination) :

10. Roll No :

11. Date & Time of Exam :

12. Venue :

Verified By (Exam Section):



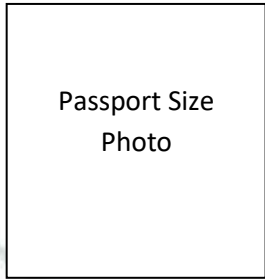
Dean, RIMS

Annexure – III-B

Advt.No.:

Identification Card For Entrance Examination for MHA Program for the academic year 2025-26

- 1. Name :
- 2. Father's name :
- 3. Date of birth :
- 4. Gender :
- 5. Marital Status :
- 6. Category (SC/ST/OBC/UR/EWS.) :
- 7. Address for correspondence (with PIN code) :
- 8. Signature of the Candidate :
- 9. Signature of the Candidate (During Examination) :
- 10. Roll No :
- 11. Date & Time of Exam :



For Examination Centre only:

DATE & TIME	SIGNATURE OF CANDIDATE	SIGNATURE OF INVIGILATOR

Candidate Thumb Impression

LEFT THUMB IMPRESSION	RIGHT THUMB IMPRESSION

Invigilator's Signature:

Annexure – IV

This certificate needs to be issued / signed by two separate Officers

CERTIFICATE OF CHARACTER

Certified that I have known Dr/Mr/Ms.....Son/daughter
of Shri.....for the last.....years..... months &
that the best of my knowledge & belief he/she bears reputed character & has no antecedents
which render him unsuitable for employment in this Institute.

Dr/Mr/Ms.....is not related to me.

Place:..... Signature.....

Dated:..... Designation.....

District Magistrate or Sub-Divisional
Magistrate or Gazetted Officer

CERTIFICATE OF CHARACTER

Certified that I have known Dr/Mr/Ms.....Son/daughter
of Shri.....for the last.....years..... months &
that the best of my knowledge & belief he/she bears reputed character & has no antecedents
which render him unsuitable for employment in this Institute.

Dr/Mr/Ms.....is not related to me.

Place:..... Signature.....

Dated:..... Designation.....

District Magistrate or Sub-Divisional
Magistrate or Gazetted Officer