

Ordinance for MBA (Health Care Administration) Part-time Programme

1 A. **Eligibility :**

MBA (Health Care Administration) Part-time Programme:

- (a) Every candidate seeking admission to the course shall have passed a Bachelor's Degree Examination in Medicine of the recognized University or an examination recognized as equivalent thereto.
- (b) He/she should have at least three years experience in Hospital Administration after acquiring the Bachelor's Degree in Medicine or equivalent.
- (c) Three years experience shall be determined as on 1st July of the year of admission. (d) Candidate must be sponsored by his/her present employer.

Note - 5% marks for relaxation of SC/ST candidate for eligibility. 1

B. Intake - 40 seats.

Note - Reservation: As per rule of the State Government University.

2. **Duration** - Minimum 3 years (maximum 6 years for completion of course) .

3. **Criteria of Admission** - Admission to eligible candidate will be strictly on the basis of entrance test.

Note - (a) 15% of the marks obtained in entrance test will be awarded as additional marks to all candidates who pass the qualifying exam from any institution falling within the jurisdiction of Bundelkhand University.

(b) For courses where there is no entrance exam and admission is granted on the basis of merit of qualifying exam, 15% of the percentage marks obtained in qualifying exam will be awarded as additional marks to all candidate who pass the qualifying exam from any institution / college falling within the jurisdiction of Bundelkhand University.

note Medium of Instruction and Examination - English.

Fee-

(i) Tuition and other fee

As prescribed by the University from time to time.

(ii) Refund of fees -

(a) Request for refund of fee should be made to the Vice-Chancellor, Bundelkhand University within three weeks of deposition of the fees. On approval such candidate shall be entitled for refund of 50% of the prescribed fee.

(b) Request for refund of fee shall not be considered under any circumstances, if made after three weeks from the date of deposition of Admission fee by the candidates.

6. **Examination -**

- (i) Attendance: Minimum attendance required to become eligible to appear in the examination for each paper shall be 75% of all class lectures (theory and practical). In case a student is short of attendance due to illness, participation in sports, extra curricular activities etc the following rules shall apply.

(a) Shortage of upto 10% shall be condoned by the HOD on the specific recommendation of the class teacher.

(b) A shortage (; of up to 25% can be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department.

(ii) **Process of Evaluation**

a (i) **Theory Papers**

Semester examination shall be conducted by the University as mentioned in the academic calendar of the department. The question paper will be set by examiners appointed by the Vice -Chancellor based on the recommendation of the board of studies. The pattern of the question paper will be decided by the University. The weightage of theory examination will be of 70%.

II(ii) **Sessional Examination**

The subject teacher shall conduct sessional examinations to each theory paper. The questions will be objective / short answer type. The weightage of this examination will be 30%. Sessional are to be conducted by consulting faculties, round the session by the consent of HOD. Three sessional are to be conducted by each faculty for each paper. Sessional marks will be awarded as average of the two best sessionals performed by each student. If any student does not appear in the sessional examination before the commencement of the semester/ annual examination, he/she would not normally be allowed to appear in the semester / annual examination, except on payment of the penalty as per University Rules for sessional examination.

(b) **Project work**

Every student should have to work on a project, the subject of the project work will be approved by their respective project guides and HOD/ coordinator.

The candidate shall be required to submit two copies of his/her Project Report, type-written. The last date for the receipt of project report in the office of the Registrar/ Head of the Department shall be one month before the commencement of the Examination provided that in exceptional cases the Head of the Department may extend the last date of receipt of the Project Report.

The Project Work shall carry 50 marks 35 marks for report and 15 marks for viva presentation the Project Report shall be evaluated jointly by the external and internal examiners at the time of Viva-voce.

[c] **Training: Report -**

Every student shall be required to undergo practical training in an approved business organization for not less than six weeks to the maximum upto 8 weeks. Normally in the summer vacation after the end of the Fourth Semester. The Candidates shall be required to undergo training in the various areas of the organization concerned. The work done by the candidate in the training shall be submitted in the form of a training report. The Candidate shall be required to submit two copies of the training Report, type-written in double space in the office of the head of the department! coordinator. The last date for the receipt of the training Report in the office of the coordinator. shall be two months after the date of completion of the training provided that in exceptional cases the head of the Department may extend the last date of the receipt of the Training Report. The Training Report shall carry 100 marks fifty for report and fifty for viva presentation and the evaluation shall be done as under: Evaluation of the report and viva/presentation jointly by the external examiner, Head of the department and the training coordinator

(iii) **Qualifying: marks and promotion:**

The minimum passing marks shall be 50% of each semester in the aggregate. The minimum pass marks 40% have to be obtained in theory, sessional, summer training and project work and practical individually. On the basis of percentage of total marks secured in the aggregate of all years by a candidate, he/ she shall be awarded a division, as per given details.

- (a) Second Division: 50% or more than but less than 60%. (b) First Division: 60% or more than but less than 75%. (c) First Division with Distinction: 75% or more.

A candidate can be provisionally promoted to the next semester if he/she fulfills one of the following two conditions but he/she will have to clear back paper as per rules given below:-

- (a) If he/she has obtained 50% marks in the aggregate but has failed to secure 40% marks individually in theory, sessional, practical, summer training and Project work.
- (b) If he/she has secured 40% marks individually in theory sessional, summer training, practical and project work but has failed to secure 50% marks in the aggregate.

(iv) **Declaration of results and award of degree :**

After completion of the evaluation process, result will be declared by the university. Candidates declared successful may get the provisional degree from the Registrar / Vice-Chancellor of the University after one week of result. Original degree will be conferred at the time of convocation to be held annually as decided by Vice-Chancellor.

(v) **Back-paper and improvement:**

In case, a candidate is able to clear at least 50% theory papers in annual examination, he/ she will be promoted to next year on the condition that he/she has to clear remaining 50% or less theory papers as back-paper, which shall be conducted along with the scheduled exam of back paper for all University students. Such candidate will be given maximum two attempts to clear these back papers. The University may also hold a special back paper exam for all papers after the declaration of final year result.

A candidate may be allowed one chance to improve maximum up to two papers in next subsequent examination of that course.

The improvement of percentage will be allowed in every year.

Note:

- (a) If a candidate has availed of the chance of appearing in the back paper, he/she would not be allowed to improve his/her percentage.
- (b) For Improvement of percentage in semester examination, a candidate can take either one paper in each semester or two paper in any semester the improvement of percentage can be done only at the end of academic year.

(vi) **Ex-Student**

In case a student fails in the examination as per relevant provision he/she may be allowed to reappear in subsequent examination as an ex-student, without attending classes. He/she shall be required to appear & clear all papers, exam etc. as per provision of the syllabus in that year the marks of dissertation would be carried over.

(vii) **Scrutiny**

Scrutiny facility will be given to the student in two papers on payment of prescribed fee as decided by the University from time to time.

Amendment:

Any ordinance, fee structure and eligibility is subject to amendment from time to time as may be decided by appropriate body of the University

· Course Structure of MBA (Health Care Administration)
Part-time Programme
First Year

<u>Paper</u>	<u>Title of the Subject</u>	<u>Theory Marks</u>	<u>Sessional Marks</u>
<u>First Semester</u>			
	Management Concepts and Organisational Behaviour	70	30
2 nd	Demography and Bio-Statistics	70	30
3 rd	Health Economics	70	30
4 th	History of Health Care Administration	70	30
5 th	Indian Ethos & Managerial skill Development	70	30

Second Semester

1 st	Health Accounting and Finance	70	30
2 nd	Human Resource Management	70	30
3 rd	Marketing of Health Care	70	30
4 th	Computers and Management Information Systems	70	30
	<u>International Environment & Management</u>	70	30

Second Year

<u>Paper</u>	<u>Title of the Subject</u>	<u>Theory Marks</u>	<u>Sessional Marks</u>
<u>First Semester</u>			
1 st	Health Laws and Industrial Relations	70	30
2 nd	Operations Research in Health Care	70	30
3 rd	Production and Materials Management	70	30
4 th	Hospital Planning	70	30
5 th	Divisional Research Methods	70	30

Second Semester

1 st	Health and Society	70	30
2 nd	Hospital Organization and Control-I	70	30
3 rd	Management Research in Health Care	70	30
4 th	Medical Staff Organization	70	30
5 th	<u>Business Legislation</u>	70	30

Third Year

<u>Paper</u>	<u>Title of the Subject</u>	<u>Theory Marks</u>	<u>Sessional Marks</u>
<u>First Semester</u>			
1 st	Organisation Development	70	30
2 nd	Epidemiology and Community Health	70	30
3 rd	National Health Plans	70	30
4 th	Comparative Health Administration	70	30
5 th	Public Enterprise Management	70	30

Second Semester

	Strategic Management in Health Care System	70	30
	Project Work	100	