



# KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR- 680596

Examination Branch

No . 24237/2021/EXAM/AHS/B3/KUHS

Dated:04-10-2021

## NOTIFICATION

First Year Master of Hospital Administration (MHA), regular and supplementary, examinations will be conducted from 15.11.2021 onwards. Detailed timetable will be announced later. All the affiliated colleges offering MHA course shall submit their applications for the examination by online mode (University website: [www.kuhs.ac.in](http://www.kuhs.ac.in)) and forward the summary printouts, duly countersigned by the Principal / Head of the Institution, along with the details of fee remitted by online to the Controller of Examinations on or before the dates stipulated in the schedule given below.

The list of eligible Examiners (internal/external/evaluators) for each subject of this examination, prepared in the prescribed format published in the KUHS website, shall be uploaded online at the time of registration of the candidates. The registration report, duly countersigned by the Principal/Head of the institution, shall be submitted to the University strictly within the date stipulated in the schedule.

The details of fees and other particulars are given below:

TABLE I

SL No	Details	Fee (Rs)
1	Application fee per candidate	110/-
2	Fee for mark list per candidate	225/-
3	Fee for each paper (inclusive of Theory, Practical and Viva)	1095/-
4	Total fee per candidate (number of papers × fee per paper)	10190/-
7	Fine to be paid per paper after the last date stipulated	110/-
8	Super fine to be paid per paper after the last date stipulated	335/-
9	Fine for late submission of internal assessment marks	5515/-

**Application and Registration Schedule for Examination:**



**TABLE II**

SL No	Details		
	Date	Exam Registration	Attendance & Internal Assessment
1	05.10.2021	Starting of online registration	Starting of online submission of Attendance & Internal Assessment
2	20.10.2021	Last date for online registration of examination	Last date for online submission of Attendance & Internal Assessment and entry of online fee remittance details
3	23.10.2021	Last date for online registration of examination with fine of 110/- per paper	---
4	26.10.2021	Last date for online registration of examination with super fine of 335/- per paper	Last date for online submission of Attendance Report & Internal Assessment (with fine of 5,515/-)
5	29.10.2021	Last date for the submission of printout of Attendance report, Internal Assessment and examination registration report without fine to the University (Submission of Attendance and Internal Assessment marks is compulsory)	
6	03.11.2021	Last date for the submission of printout of Attendance report, Internal Assessment and Examination Registration report to the University (with fine)	
7	11.11.2021	Issue of Admit cards	
8	15.11.2021	Date of beginning of examination	

**Instructions to the Candidates**

1. Fees once paid will not be refunded or adjusted under any circumstances.
2. Applications received after the stipulated date will not be entertained on any grounds.
3. Model question papers are published in the website. (University website: [www.kuhs.ac.in](http://www.kuhs.ac.in))

**Instructions to the Principal / Head of Institution****Remittance of Examination Fee:**



1. The Principal / Head of the Institution shall collect Examination fee from all the candidates and remit the consolidated amount to the University Fund by online as a single transaction.
2. The Principal / Head of the Institution shall send a separate statement showing the details of those SC/ST/OEC candidates who are not remitting the examination fee, with an undertaking that their examination fee will be claimed by the College from the Department concerned and will be remitted to the University before issuing the mark - list.
3. Applications for registration shall be accompanied by the prescribed fee.
4. Those candidates who have shortage of Attendance and have not obtained minimum marks for Internal Assessment are not eligible for appearing for the examination. However, partial appearance in eligible subjects will be permitted to those candidates who have shortage of internal assessment marks in one or more subjects, but secured prescribed percentage attendance (80%) in all the subjects. Principals / Heads of Institutions will be solely responsible for the lapses, if any, that may occur in this regard.
5. The Institutions which are not recognised as theory Examination centres of the University shall remit an additional amount of Rs. 110/- per candidate per paper for using another Approved Centre.
6. No other fees than mentioned above shall be collected from the candidates for this examination purpose.
7. If any of the candidates is/are debarred from appearing for the University examination, Principal/HOI should not register such candidates. Any violation in this regard will be viewed very seriously..

### **Attendance:**

1. The Principals / Heads of Institutions are required to furnish attendance details of all the candidates. There is no provision for granting condonation of shortage of attendance from the University.
2. The summary printout of the application for examination, statement of internal assessment marks and attendance statements, duly countersigned by the Principal / Head of Institution, shall be forwarded so as to reach the University before 5.00 pm on the last date stipulated.
3. The attendance details of the candidates should be displayed on the College Notice Board for the information of the candidates.

### **Internal Assessment:**

The printouts of Internal Assessment Marks shall be signed by each candidate against their marks. This statement signed by the Head of the Department, duly countersigned by the Principal / Head of the Institution, shall be submitted to the University before 5.00pm on the last date stipulated. A photocopy of the same should be displayed on the College Notice Board.

### **Admit Card:**

Admit Cards will be issued to all colleges through online. The Principal / Head of Institution shall download the Admit Cards and distribute the same to the candidates after obtaining their signature for acknowledgement. The distribution statement of admit cards shall be countersigned by the Principal with College seal.

**Applications received after the stipulated date will not be entertained on any grounds.**

### **Request for Advance Amount**



Request for advance in respect of theory examination may be forwarded to the Finance Officer or email to fo@kuhs.ac.in or to exam.finance@kuhs.ac.in along with registration report.

**Important points to be noted in online payment**

1. Payment shall be made by internet banking and credit card only.
2. Colleges should not wait till the last minute of the date/time fixed for remittance of fees since there are chances for failure in the remittance of fees in time and which will attract fine or super fine as the case may be. No concessions in the payment of fine will be granted in such circumstances.
3. Fee collected for Examination shall be remitted separately . Fee collected for any other purpose should not be clubbed with exam fees.

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Controller of Examination

To,

The Principals / Head of Institutions of all affiliated MHA  
Colleges

Copy to:

System Manager/University website/P.A. to C.E/PRO/SF.

