

**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY  
MURTHAL (SONEPAT)**

**ORDINANCE OF  
MASTER IN HOSPITAL ADMINISTRATION PROGRAMME  
weekend  
(w.e.f. Academic Session 2009-10)**

Notwithstanding the integrated nature of this programme, that is spread over three / five academic years, the Ordinance in force at the time a student joins the course, shall hold good only for the examinations held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance, and the amended Ordinance, if any, shall apply to all students whether old or new.

The courses of study for the Degree of Master in Hospital Administration (MHA) and the conditions for admission thereto shall be regulated as below:

**1. DURATION OF THE COURSE FOR Master in Hospital Administration**

<b>Master in Hospital Administration</b>		
<b>Courses</b>	<b>Normal duration</b>	<b>Extended duration</b>
Master in Hospital Administration	Three Years (06 semesters)	Five Years

- (a) However, a student, who having passed the second semester examination discontinues her/ his studies, for some justified reasons may be permitted to join the third semester within one year of her/his passing the second semester examination.
- (b) An academic year shall consist of two semesters (**odd & even**) of approximately **20** weeks duration inclusive of the period of examination and semester break. The eligibility criteria for admission to each programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the University prospectus.
- (c) English shall be the medium of instructions & examination.

**2. ELIGIBILITY CRITERIA FOR ADMISSION**

**Master in Hospital Administration course:**

- (i) MD/ MS/ MDS/ MBBS/ BDS / BAMS/ B.VSc. / BPT/ B.Pharm / BHMS or any equivalent degree (as deemed fit considered by the equivalence committee of the University) in any branch from any Indian University included in the approved list of the Association of Indian University

or any foreign University recognized by the Academic Council of the University for purpose of admission to this course securing at least 50% marks in aggregate or appropriate grade equivalent to 50% marks in credit based system.

- (ii) Admissions to this programme will be made on academic merit of qualifying examination. However, the preference can be given to according to the following order:
- (a) MD/ MS Doctors
  - (b) MBBS/ BDS
  - (C) BVSC BAMS/ BPT/ BPharma/ BHMS

### **3. GENERAL INSTRUCTIONS TO BE FOLLOWED AT THE TIME OF ADMISSION**

- (a) Before accepting the admission, the candidate must also ensure that s/he fulfills the minimum eligibility conditions as laid down herein and by the University for admission to the respective course.
- (b) The admission would be made by the University/Government every academic year in the month of June-July.
- (c) The reservation would be according to the Haryana Govt./University norms notified in the admission brochure.
- (d) The reserved seats remaining vacant in the first counseling shall be carried forward to the second counseling and filled from respective categories of candidates. The above categories of reserved seats still remaining vacant shall be converted into general category seats in the third counseling & filled out of the merit list of general category candidates in the third counseling.
- (e) Fresh merit list will be prepared for each counseling.
- (f) Only those candidates who present themselves personally on the specified date and time along with the originals of all the documents will be considered for admission.
- (g) The admitted candidates will be required to deposit semester fees (non-refundable), securities (refundable) etc. of amount as decided by the Government/University in cash/ D.D. on the spot at the time of admission.

### **4. SCHOLARSHIPS**

Scholarship may be awarded to students as per the terms and conditions stipulated by the funding agencies. However, it should be mentioned in the prospectus.

### **5. ATTENDANCE CRITERIA & EXAMINATIONS**

- (a) The last date for receipt of Examination forms without and with late fee shall be fixed by the University.
- (b) The examination shall be open to a candidate who:
  - (i) has attended regularly the prescribed courses of studies/subjects for the relevant semester in the Department of the University.
  - (ii) has her/his name submitted to the Controller of Examinations by the Department for having satisfied the Attendance Criterion of attending not less than 75% of the total classes held in the semester in subjects offered to her/him, & not less than 60% classes in each individual subject. The

Chairperson of the department may, in bonafide cases, condone deficiency up to 10% in aggregate and/or in individual subjects. The Vice-Chancellor may, however, condone deficiency up to 5% in aggregate and/or in individual subjects, over and above condoned by the chairperson of the department. However, getting condoned is not the right of a student.

(iii) whose result declaration is delayed for no fault of her/his or has applied for reevaluation may attend classes of the next higher semester provisionally at her/his own risk and responsibility subject to her/his passing the concerned semester examination. Such a candidate shall also be governed by the clause 5 (c) given below. In case the candidate fails to pass the concerned Semester Examination, her/his attendance and studies in the next higher semester in which s/he was allowed to attend classes provisionally, shall stand cancelled.

(c) If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more paper(s) for that examination, s/he can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, prosecute her/his studies for the next semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s).

A Candidate shall be eligible for Promotion to:

III Semester	if passed at least 1/2 papers of semesters I and II taken together
IV Semester	if passed at least 1/2 papers of semesters I, II and III taken together

A candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay her/his dues again on re-admission after fulfillment of the above conditions.

(d) The examinations for reappear in any subject(s) in the **odd semester** and that of in the **even semester** shall be held in the respective semesters along with the regular students. In addition to above, examination for reappear in the subjects in odd semesters will also be held during the even semesters examinations and vice-versa.

Re-evaluation is permitted only for major tests (Theory course) as per University rules for re-evaluation.

(e) Amount of examination fee to be paid by candidates shall be as prescribed by the University from time to time.

- (f) Every student shall be required to appear in the examination of:
- (i) Theory, practical/lab, seminars, & other courses as provided in the Scheme of Exams prescribed by the University.
  - (ii) Project/dissertation as per the following requirements:
    - a) The topic of dissertation wherever applicable, will be approved by a committee (**Project/Dissertation Monitoring Committee**) headed by the Chairperson of the department consisting of a Professor (Reader/senior teacher, if professor is not available in the department) and supervisor(s) of the candidate. The Supervisor shall be appointed by the Chairperson of the department in consultation with the faculty members.
- (g) The Dissertation/Project Report shall carry 150 marks in total, out of which it will be evaluated by external examiner for 100 marks. For remaining 50 marks, it will be evaluated by the supervisor of the student.
- (h) The theory papers shall be set by external/internal paper setters. The evaluation of theory papers will be done by examiner(s) under the supervision of the Controller of Examinations. The panel of paper setters & examiners (evaluators) shall be supplied by the department approved by its B.O.S. If the examiner is more than one in a course, the grading will be done through mutual consultation among the examiners to maintain uniformity of grades.
- (i) Examination in practical and viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is unable to come, alternate examiner (including those of the same University department) may be appointed by the Chairperson of the concerned department with the intimation to the Controller of Examinations in the following preferential order:
  - i) From outside
  - ii) From DCRUST Murthal
- (j) A candidate who is unable to pass MHA within a maximum of five consecutive academic years from the date of her/his admission shall lose the right to pursue the degree programme.
- (k) The minimum passing marks/grade for passing any semester Examination shall be:
- i. 40% in each major test (theory paper).
  - ii. 40% in each Practical Examination/Viva-Voice Examination.
  - iii. 40% marks in each Sessional (internal assessment) and end semester theory examination for each theory and practical subject provided that a candidate, who fails to obtain the requisite marks in aggregate of sessionals and end semester theory examination, shall be required to re-appear in the concerned subject in the subsequent theory/ practical examinations. Such candidates will not be required to repeat the sessional works. Grade will be awarded after adding the marks of sessional and major test/ practical examination.
  - iv. SGPA of 4.0
  - v. Where a course is evaluated on the basis of sessional (internal assessment) marks only i.e. there is no end-semester examination, the candidate will be required to secure at least 40% marks to pass the course.

A candidate who fails to obtain the requisite marks/grade in any course shall **be required to appear** in the concerned course in the subsequent examination(s)

- (l) The result of a student at the end of each semester examination and after completion of course shall be declared in the form of SGPA and CGPA.
- (m) At the end of each semester examination, the COE shall publish the result, provided that in a case where candidate who was permitted to take examination for higher semester but has not cleared the lower semester examination her/his result for the higher semester examination will be declared provisionally. Each successful candidate shall be issued a copy of the result card on having passed the semester examination.

## 6. MINORS

Minors in each course shall be evaluated by the teacher concerned. The awards will be forwarded to Controller of Examinations (COE) through the Chairperson before the commencement of each semester exam. The marks awarded to a student in any particular course will be based on her/his performance in class work, minor tests, tutorial tests, home assignments, laboratory work, seminar, viva-voce & other components, etc. The evaluation shall be based on the weightage of different components of the Minors as given under:

S. no.	Components of Minors	Weightage
A)	THEORY COURSES:	
1.	Minor Test ó I	30 %
2.	Minor Test ó II	30%
3.	Assignment / Mini Project / Term paper	20 %
4.	Quiz/Tutorial/Class Test	20 %
B)	LAB COURSES:	
1.	Attendance	20 %
2.	Lab. Work / Project	60 %
3.	Viva Voce/Test	20 %
C)	SEMINAR/TRAINING	
1.	Attendance	20%
2.	Presentation	40%
3.	Report	40%
D)	DISSERTATION/PROJECT:	
1.	Attendance	20 %
2.	Mid-Term Presentation	20 %
3.	Pre-submission Presentation	20 %
4.	Report	40 %

However, the evaluation of presentation will be done by a committee consisting of Dissertation Coordinator/Project Coordinator, concern guide/supervisor, one faculty

member. However, the Chairperson of the Department reserves the right to supervise the proceedings and participate in the evaluation.

## 7. DISSERTATION/ PROJECT

- (a) A candidate shall prepare her/his dissertation under the supervision of a teacher of the Department. Any joint supervisor (Intra-departmental, Inter-departmental, External Institution or Industry), may also be associated in supervision, if desirable, but the reasons for recommendation of Joint Supervisor will be recorded in the dissertation allotment proceedings. The inter-departmental or external supervisor can be appointed only as a joint supervisor and her/his prior written consent shall be submitted by the candidate to the Department.
- (b) The dissertation shall contain a critical account of a candidate's research. It should be characterized by discovery of facts or fresh approach towards interpretation of facts & theories or significant contribution to knowledge of design or development, or a combination of them. It should demonstrate candidate's capacity for analysis and judgment as also his ability to carry out independent investigation in design or development. A dissertation may be supplemented by published work, if any. No part of the dissertation or supplementary published work should have been submitted elsewhere for the award of any other degree.
- (c) The dissertation shall present an orderly & critical exposition of existing knowledge of the subject or shall embody results of original interpretation and analysis & demonstrate the capacity of the candidate to do independent research work. While writing the dissertation, the candidate shall lay out clearly the work done by her/him independently and the sources from which s/he has obtained other information.
- (d) A candidate shall submit her/his dissertation at the end of the IV semester. The result of Dissertation/Project shall be declared only after the candidate has passed all the courses. In case a candidate's Dissertation/Project is rejected or s/he is unable to complete it within the prescribed period for her/his category, s/he may be allowed extension by the Vice-Chancellor on the recommendation of the chairperson, up to the limits prescribed for completion of degree by a candidate. However, s/he has to register each semester depositing **Continuation fee** as decided by the University.
- (e) The candidate shall be required to submit three soft bound copies of dissertation/project as and when specified in the Scheme of Studies to the Examination Branch through the department. The Examination Branch will send a copy of dissertation to the outside expert/examiner well in advance before the presentation/Viva-Voce. The candidate is required to submit the corrected copy of the Dissertation/Project in hard bound within two weeks after the viva -voce.
- (f) The typing shall be done on both sides of the paper (instead of single side printing)
- (g) The font size should be 12 with Times Roman Format.

- (h) The project report/dissertation may be typed in 1.5 (one and a half) space but the reference and bibliography should be typed in single space
- (i) The paper to be used should be A-4 size
- (j) Dissertation/Project will be evaluated by a committee of examiners consisting of Chairperson of the Department, senior most teacher of the department, dissertation/project supervisor(s) and one external examiner. There is no requirement of a separate evaluation report on the Dissertation/Project from the external examiner. Two external examiners shall be approved in an order of preference by the Vice-Chancellor from a panel of examiners submitted by the department. The first examiner shall be called by the Department to conduct the dissertation viva and in case of her/his refusal, the second examiner shall be called. In case of her/his refusal too, the Vice-Chancellor, on the recommendation of the Chairperson of the Department shall appoint, in an order of preference, another set of external examiners.
- (k) The student will defend her/his dissertation/project work through presentation before the committee and the committee will award marks in percentage. A student scoring  $\neq$  grade in the dissertation exam shall have to resubmit her/his Dissertation after making all corrections/improvements & this dissertation shall be evaluated as above.

## 8. GRADING SYSTEM

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades as per the guidelines given below:

### (a) Award of Grades Based on Absolute Marks:

The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (**after applying moderation if any**) as given below:

<u>Range of Marks (%)</u>			<u>Grade</u>
90	to	100	A+
80	to	89	A
70	to	79	B+
62	to	69	B
55	to	61	C+
46	to	54	C
40	to	45	D
Less than		40	F

**Note:**

- (i) The awards/grades shall be submitted by the teacher concerned through course coordinator to the Chairperson of the department. **The awards/grades should be finalized within 7 days** of the semester examination.
- (ii) In case of any difficulty/issue related to **courses/conduct/moderation of awards/grades/recon-duct of paper**, the matter will be referred to a **departmental monitoring** committee comprising of **Chairperson, senior most teachers by rotation, course coordinator and faculty nominee of the Dean**. The committee will be headed by the chairperson. The committee, on receipt of complaint either from the student or from the teacher, shall meet at the earliest or will give its decision within one week. The decision of the committee shall be final.

(b) **Grade Points**

The grading point of academic performance will be as under:

<b>Academic Performance</b>	<b>Grades</b>	<b>Grade Points</b>
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Very Poor	F	0
Absent	G	-
Audit Pass	AP	-
Audit Fail	AF	-
Incomplete Dissertation	X	-

**Note:**

1. Pass Grade is Grade D and higher grades
2. Grades E and F are Fail grades

**‘F’ Grade**

The **F** grades denote poor performance, i.e. failing a subject (or subject component). A student has to repeat all those components of a subject(s), in which s/he obtains **F** grades, **until a passing grade is obtained, within the stipulated time of completion of that programme as mentioned in clause 1(a).**

**‘G’ Grade**



If a student, who is otherwise eligible for appearing in the semester examination as per the ordinance, but can not appear in the semester examination then s/he will be awarded  $\neq G\emptyset$  grade. The candidate will be allowed to take up the examination next time along with regular students and s/he will be awarded the grade as per grade system explained above.

### **AP/AF Grade**

These grades are awarded to qualifying/Non-Credit subject(s) (as per scheme supplied by the concerned departments). The candidate **will not be eligible for award of degree** without qualifying these courses.

### **Continuous Absence**

If a student is continuously absent from the department for **more than four weeks** without intimation to the chairperson of department, her/his name will be struck off from the roll of the department. The re-admission shall not be allowed to the candidate during the same academic session.

### **'X' Grade**

This grade is awarded for incomplete dissertation work as per guidelines given below and will be converted to a regular grade on the completion of the dissertation work and its evaluation.

A student who is unable to complete her/his dissertation may be awarded an  $\neq X\emptyset$  grade by the chairman/chairperson/chairperson on the recommendation of his/her supervisor.

A student who has been awarded  $\neq X\emptyset$  grade shall be required to formally register for the next semester and pay the requisite fee.

$\neq X\emptyset$  grade will be awarded in exceptional circumstances beyond student's/supervisor's control. Normally, the following grounds may be considered for the award of  $\neq X\emptyset$  grade:

- (i) Technical reasons/grounds such as supervisor/equipment not being available.
- (ii) Any other reason to the satisfaction of supervisor.

### **(c) Evaluation of Performance**

The performance of a student will be evaluated in terms of cumulative grade Point average (CGPA) which is the grade point average for all the completed semesters at any point of time.

The CGPA is calculated on the basis of all pass grades, except audit courses, obtained in all completed semesters.

CGPA=

$$\frac{\sum (\text{Course credits} \times \text{Grade point}) \text{ for courses with pass grade except audit courses}}{\sum (\text{Course credits}) \text{ of courses with pass grade except audit courses}}$$

An example of these calculations is given below:

### I Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	C+	5	6	30
CSLXXX	4	C	4	5	20
PHLXXX	4	A+	4	10	40
PHPXXX	1.5	B+	1.5	8	12
MELXXX	4	F	0	0	00
AMLXXX	4	B	4	7	28

Credits registered in the semester (total of column 2) = 22.5

Earned Credits in the semester

Total of column 4 (total of column 2 excluding F grade) = 18.5

Point secured in this semester in passed courses = 130

$$\text{SGPA/CGPA} = \frac{\text{Point s secured in passed courses}}{\text{Credits earned}} = \frac{130}{18.5} = 7.027$$

### II Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	D	5	4	20
EELXXX	5	F	0	0	00
CYLXXX	4	B	4	7	28
CYPXXX	1.5	C+	1.5	6	09
MELXXX	4	A	4	9	36
HULXXX	2	AP	2	N.A.	00

Credits registered in the semester (total of column 2 ) = 21.5

Earned Credits in the semester

Total of column 4 (total of column 2 excluding F&AP grades ) =14.5

Cumulative Earned Credits (earned credits in previous semesters and current semester)  
 $= 18.5+14.5=33.0$   
 Points Secured in this semester in passed courses  $= 93$   
 Cumulative points secured (total of point secured in previous semesters and current semester)  
 $= 130 + 93 = 223$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit courses}} = \frac{130+93}{18.5+14.5} = 6.757$$

Each successful candidate shall be issued a copy of the result card on having passed the semester examination.

**Conversion of CGPA into Marks**

**The CGPA if multiplied by 9.5 will give the equivalent marks in %age.**

**8.** Candidates who pass all the prescribed subjects for all the semesters, but obtained:-

- |       |                                |   |
|-------|--------------------------------|---|
| (i)   | Less than CGPA of 5.26         | Pass class  |
| (ii)  | $5.26 \leq \text{CGPA} < 6.32$ | 2 <sup>nd</sup> Division  |
| (iii) | $6.32 \leq \text{CGPA} < 7.9$  | 1 <sup>st</sup> Division  |
| (iv)  | CGPA of 7.9 or more            | 1 <sup>st</sup> Division with Honours provided that they have passed all the semester examinations in single sitting within the normal period of course and without reappear in any paper throughout the programme. |

will be awarded aforesaid division.

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