



**Prospectus for
Master's in Hospital Management Course
(August 2024 Session)**



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Saket Nagar, Bhopal (M.P.) – 462020**

(An Institute of National Importance under the Ministry of Health & Family Welfare, Govt. of India)

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1. Introduction

AIIMS Bhopal was established under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY), which is a government initiative aimed at correcting regional imbalances in the availability of affordable and reliable healthcare infrastructure.

AIIMS Bhopal as an autonomous institution of national importance with its defined objectives and functions, grants its own medical degrees and other academic distinctions. AIIMS Bhopal aims to provide high-quality healthcare, medical education, and research. AIIMS Bhopal, like other AIIMS institutes, plays a vital role in advancing medical education, research, and healthcare delivery in the region.

Brief of AIIMS Bhopal's establishment

- i. **Announcement:** The decision to establish AIIMS Bhopal was announced in 2003 by the then Union Minister for Health and Family Welfare, Mrs. Sushma Swaraj.
- ii. **Foundation Stone Laying:** The foundation stone for AIIMS Bhopal was laid on August 21, 2004, by the then Prime Minister of India, Dr. Manmohan Singh.
- iii. **Inauguration of Classes:** The academic session at AIIMS Bhopal commenced on August 2, 2012, with the inauguration of the first batch of MBBS students.
- iv. **Full-Fledged Operation:** Over the years, AIIMS Bhopal has developed into a full-fledged medical institution, offering various undergraduate and postgraduate courses, conducting medical research, and providing healthcare services.

AIIMS Bhopal offers

- i. **Medical Education:** AIIMS Bhopal offers undergraduate and postgraduate medical education, including MBBS, MD, MS, and various other speciality courses.
- ii. **Research:** The institute is actively involved in medical research across various disciplines. Research at AIIMS Bhopal contributes to advancements in healthcare and medical science.
- iii. **Patient Care:** AIIMS Bhopal provides comprehensive healthcare services to patients. The institute is equipped with modern medical facilities and a dedicated healthcare team.

Related Details

- i. **Faculty and Staff:** AIIMS Bhopal has a team of experienced and qualified faculty members who play a crucial role in medical education and research.
- ii. **Campus:** The institute's campus is designed to facilitate a conducive environment for learning and research activities.

2. Vision

To establish a Centre of excellence in medical education, training, health care and research imbued with scientific culture, compassion for the sick, and commitment to serve the under-served.

3. Department of Hospital Administration, AIIMS Bhopal

The Department of Hospital Administration came into existence in AIIMS Bhopal with the joining of two faculty members in the year 2020. The Department is presently run from the Lower ground floor of the academic block of the hospital.

The Department is offering MD (Hospital Administration) for medical graduates and MHM (Master in Hospital Management) for graduates from all the streams.

4. Masters in Hospital Management (MHM) Course

The Masters in Hospital Management (MHM) is a two-year full-time postgraduate program offered by AIIMS Bhopal. The Dept. of Hospital Administration, AIIMS Bhopal conducts the program in the complete hospital setting offering extensive hands-on training to the prospective candidates.

The Health Sector is growing by leaps and bounds and there are several para-medical courses available making huge contributions at the departmental levels in supporting clinicians, nurses and catering to a few service areas. Another vital requirement is of trained manpower with exposure across all the functional divisions of the Hospital with adequate comprehensive training to look after the operations of the hospital remains to be fulfilled.

Considering there is a need to develop such a trained force, it was decided to offer this course to aspiring Hospital and Health Care Management professionals with varied academic backgrounds. These budding management professionals over a period of time expected to gain expertise and skills in certain verticals within the broad area of Hospital management and specialize in niche areas as per their interest & changing trends to contribute further in the field of the Health Sector as a whole.

5. Objectives of the Course

To provide aspiring hospital managers a strong orientation to hospital functionality, services and extend complete hands-on training in the hospital departments, offices and service areas during the entire course to transform and develop the individuals as a hospital and health care management professional.

2. Key Dates For Admission Process

IMPORTANT INFORMATION	
Registration and other details	1st May 2024
Last date for submission of form	21st May 2024
Admit Card for Candidates	15th June 2024
Date & Timing of Entrance Examination	23rd June 2024
Entrance Examination Results Declaration	10th July 2024
Course Commencement	1st August 2024

3. EXAMINATION PATTERN

1.	Mode/Type of Examination	Offline Objective Type
2.	Duration of Examination	2:00 Hrs
3.	Date of Examination	23rd June 2024
4.	Timing of Examination	Written Exam: 10:00 A.M to 12:00 P.M Reporting Time: 9:00 A.M
5.	Location of Examination Centre	Sardar Vallabh Bhai Patel Bhavan (Medical College Building), AIIMS Bhopal
6.	Type of Examination	Written Exam (MCQ: Maximum Marks: 100)
7.	Total Marks	100
8.	Distribution of Questions	As in the Prospectus
9.	Method of Cut-Off	50 percentage (%) of marks to be eligible for admission
10.	Method of resolving tie/case	The tie case will be resolved according to written marks and if unsolved will be resolved according to age (Date of birth), the older candidate shall get preference over the younger one. If tie is still not resolved, it would be resolved on basis on marks of class X.

4. Submission of Application

The applications will be invited on a prescribed Performa. The application form along with prescribed fees must be submitted by Speed Post/by Hand **latest by 21st May 2024 up to 5:00 P.M** in the Office of Registrar, Academic Block, AIIMS Bhopal, Saket Nagar, Bhopal(MP)- 462020.

AIIMS, Bhopal is not responsible in any manner for any postal delay.

Application fees:

- For General /OBC/EWS candidates Rs. 1000/-
- SC/ST/PwBD/Women Candidate – Nil
- Fees to be paid by Demand Draft only in favour of “**Executive Director AIIMS Bhopal** payable at Bhopal.
- Fee once remitted will not be refunded under any circumstances Inadequately filled/ incomplete applications will be rejected

5. General Eligibility

The candidates must have completed a minimum of 3 years of regular bachelor’s degree from a recognized University with at least 50% marks in aggregate. (**BA, B.Sc. , B.Com, BCA, B.Tech, BE, BPT, MBBS, BDS, B.Sc. Nursing, BAMS, BYMS, BHMS or equivalent**)

- Candidates possessing Master’s Degree through distant learning course shall not be eligible.
- Candidates working under Central Govt./Semi Govt./Autonomous organization should submit their applications through the proper channel i.e. employer. They will be required to submit a ‘No Objection Certificate’ from their employer along with the application form before they are allowed to appear for the selection process on the MHM Course.
- The candidates, must have completed the requisite qualifications and degree **on or before closing date of application.**

6. Course Duration

Two years full-time course with hospital postings, classroom lectures, seminars, assignments, internship and project/dissertation work included.

The students undergo extensive hands-on training with rotational posting in different sections/ departments of AIIMS Bhopal, which is an Institute of national importance with a 960 beds quaternary care attached hospital with a matching curriculum. Hospital posting, classroom lectures, seminars, assignments, internship, project/dissertation work constitutes important component of the course.

7. Method of Selection

MCQ based written exam (Medium: English)

A) Covering Topics:

- Health Sector including Hospitals – 10 to 15 Questions
- Management and Administration – 10 to 15 Questions
- General Awareness with Current Affairs – 10 to 15 Questions
- Numerical Ability & Logical Reasoning – 10 to 15 Questions

- Technology including IT – 5 to 10 Questions

B) Marking Scheme:

- i. Each correct answer (MCQ) will be awarded one mark
- ii. More than one answer will be treated as a wrong answer and awarded zero mark.
- iii. Zero mark will be given to question(s) not answered/unattempted as marked for review
- iv. Overlapping answer/marking extending to another answer will be also considered zero
- v. No negative marking

The candidates must score at least 50 per cent (50 Marks) to be eligible for selection.

The selection list of the qualified candidates is prepared in the order of merit based on performance in the entrance exam to extend admission into the course.

If any discrepancy in any question is found in the Entrance Examination, the candidate is advised to write to the Dean (Examination), AIIMS, Bhopal – 462020 within 24 hours on the following email: Email **dean.exam@aiimsbhopal.edu.in**. This mail will only be used for discrepancies related to questions. However, for other queries please mail to **registrar@aiimsbhopal.edu.in**.

Note:

- i). Any seat may be withdrawn at any given point of time on the recommendation of the competent authority.**

The successful candidates subsequent to seat allocation, should report to the Office of the Registrar, Sardar Vallabhbhai Patel Bhawan., AIIMS Bhopal. Admission is provisional and subject to complete verification of identity and documents. Original documents are to be submitted at the time of admission for verification.

8. Number of Seats

Annual one-time admission process (August Session) with 6 seats. (5 UR, 1 OBC)

9. Leaves Rules

- Candidates will be entitled to 30 days leaves for every year's leave
- Leaves are calculated on a Pro-rata basis. During the first year of their tenure, they will be sanctioned leave for only that much number of days which they have already earned.

Note:

- i. Candidates are not entitled to any other leave except that mentioned above.
- ii. Leaves of different years cannot be clubbed together.
- iii. The leaves of one year cannot be carried forward to another year.

MATERNITY LEAVE: The Female candidates are entitled to maternity leave as per Govt. of India rules. Their period of registration/training will be extended for the equivalent period. The MHM candidate will have to work for an extended period and the final examination of the candidate shall be held with next batch.

10. Submission of Caste/Category certificate by SC/ST/OBC/EWS/PwBD candidates

After declaration of result of the Entrance Examination, candidates belonging to Scheduled Caste/Scheduled Tribe, Other Backward Classes, Economically Weaker Section and PwBD should submit, along with other requisite documents, an attested copy of a certificate from any one of the following **authorities stating that the candidate belongs to Scheduled Caste, Scheduled Tribe or Other Backward Classes, Economically Weaker Section and PwBD in the prescribed form.** A. District Magistrate, Additional District Magistrate, Collector, Deputy Commissioner, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate, Sub-Divisional Magistrate, Taluka Magistrate, Executive Magistrate, Extra Assistant Commissioner B. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate. C. Revenue Officer not below the rank of Tehsildar. D. Sub-Divisional Officer of the area where the candidate and his or her family normally reside. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Island) or as authorized in the Constitution.

The candidate will be required to submit an undertaking to the effect of their caste. The detection of any discrepancy in the caste certificate shall entail cancellation of registration. This is as per the provisions made by the Ministry of Personnel, Public Grievances and Pensions vide their order No. 36033/4/97-Estt. (RES) dated 25.7.2003 and No. 36011/3/2005-Estt. (RES) dated 9.9.2005 respectively.

Candidates must note that a certificate from any other person/authority, as mentioned above will not be accepted and no further correspondence in this regard shall be entertained. The name, designation and the seal of the Officer should be legible on the certificate.

11. Course Fee

Fee structure semester-wise

1. Semester 1- Rs. 60,000/-
2. Semester 2- Rs. 60,000/-
3. Semester 3- Rs. 60,000/-
4. Semester 4- No fees

Other expenses like examination fees, dissertation fees etc. as per institution rules

(All fees and dues are payable at the beginning of each semester.)

12. Hostel Accommodation - Subject to availability

13. Course details of MHM Course

First Semester

PAPER I: GENERAL MANAGEMENT AND ORGANIZATION BEHAVIOUR

- Introduction to Management
- Functions of Management
- Leadership
- Organizational Behavior
- Organizational Culture

PAPER II: EPIDEMIOLOGY & RESEARCH METHODOLOGY

- Epidemiology
- Health planning, management, National Health Policy
- Health Programmes in India
- Research Methodology & Biostatistics
- Operations Research & OR Techniques

PAPER III: HOSPITAL & HEALTH MANAGEMENT OVERVIEW

- Overview of Hospital Care System
- Clinical, Diagnostic and Therapeutic Services
- Challenges in Hospital Management
- Health system management
- Health Technology & Current Developments in the Healthcare Industry

PAPER IV: MANAGEMENT OF NON-CLINICAL SERVICES

- Hospital Supportive services
- Utility Services
- Hospital Maintenance, Safety, Hospital Disaster Planning
- Information Management in Hospital set up

- Management of Outsource& Contract services

Second Semester

PAPER I: ACCOUNTING AND FINANCIAL MANAGEMENT IN HEALTHCARE

- Financial Accounting
- Management Accounting
- Cost Accounting
- Capital Budgeting and Capital Structure
- Inventory Management

PAPER II: HEALTHCARE ECONOMICS AND HEALTH INSURANCE

- Overview of Economics& Health Economics
- Managerial Economics
- Equity in Healthcare & Healthcare Spending
- Indian healthcare market
- Health Insurance

PAPER III: HOSPITAL PLANNING &PROJECT MANAGEMENT

- Hospital Planning& Standards for designing hospital facilities
- Hospital project management and Consulting
- Planning & designing Clinical Services
- Planning & designing Support & Utility Services
- Recent trends in hospital planning

PAPER IV: MANAGEMENT OF CLINICAL SERVICES

- Outpatient, Day Care Services
- Inpatient services including TEM
- ICUs, OTs &Specialized Services
- Nursing & Paramedical Services
- Diagnostic & Biomedical Engineering Services

Third Semester

PAPER I: HUMAN RESOURCE MANAGEMENT

- Introduction to Human Resource Management:
- Human Resource Planning & Processes
- Performance Management
- Employee Welfare & Training
- Managing an HR Dept in a Hospital Setup

PAPER II: MARKETING MANAGEMENT IN HEALTHCARE

- Introduction to Marketing,
- Marketing as a Process -Segmentation, targeting and positioning:
- Marketing of Services
- Marketing Research & Application of Marketing in Health Care:
- Public Relations in a Hospital Setup

PAPER III: LEGAL ASPECTS IN HEALTHCARE & BUSINESS ETHICS

- Law governing the commissioning of Hospital & Patient Safety: -
- Laws Governing Healthcare Professionals, HR
- Law governing drugs & safe medication
- Laws Governing to Medico Legal Aspects
- Ethics in Healthcare

PAPER IV: QUALITY MANAGEMENT IN HEALTHCARE

- Introduction to quality
- Quality Assurance, Quality Control & TQM
- Patient Safety
- Accreditation
- Quality and Cost

Fourth Semester

The fourth semester comprises of the Internship along with submission of report (100 Marks), Dissertation (100 Marks) and Viva voce (100 marks).

The rotational postings cover the following areas during the course:

1. Reception, Registration & Admission office
2. OPD
3. Accounts, Billing & Finance Dept
4. (Marketing) and Public Relations
5. Central Stores
6. Hospital Pharmacy
7. Human Resource Department / Establishment
8. Medical Records Department
9. Laundry & Linen Department
10. Maintenance (HVAC, Civil, Water & Electricity), Fire, BME
11. Central Laboratory and Blood Bank
12. Radiology department
13. Emergency and Outpatient Department
14. ICU, CCU, Cath Lab, NICU, PICU
15. OT/ LT & Post-Operative and CSSD
16. Nursing Department including wards
17. House Keeping & BMW Services
18. Dialysis and other specialized sections
19. Dietary Service
20. MS Office
21. Minimum 10 clinical specialities to be studied.
22. Control Room posting to learn problem solving techniques. Posting will be on round the clock basis in three shifts and 24 hrs posting on holidays.

14. Examinations

Attendance

The students have to maintain minimum 75% attendance to be allowed for examination in each semester. Attendance of less than 50% in any of the two semesters in the total 4 semesters leads to debarment from the course unless the Dean, AIIMS considers such cases on individual merits and provides relaxation within the rules, with the approval from Executive Director, AIIMS Bhopal.

Examination

The course is divided into 4 semesters with each semester is of six months duration. End-term written examinations are conducted in the first three semesters which will have four papers per semester. Each paper carries a maximum of 100 marks. Student has to score a minimum of 50% marks in each paper apart from fulfilling the criteria of 4th semester scoring of 50% each of the following three sections - completion of Internship along with submission of report, Dissertation and Viva voce.

It is to be noted that a candidate has to clear all subjects of all the semesters apart from completing the final semester successfully to be eligible to receive the degree.

The question paper pattern shall be as follows: Long essays -Five Long questions of 15 marks each and short essays 5 questions of 5 marks each.

Type of questions	No. of questions under each subject / paper	Marks for each question	Total Marks
Long Essay	5	15	75
Short Essay	5	5	25

Fourth Semester – Internship & Report, Dissertation & Viva voce Internship & Report (100 Marks)

Two months Internship falling in the months of May and June in the second year or as decided from time to time is an integral part of the course. The opportunities in any of the NABH accredited Hospitals with a minimum of 50 beds and above or 100 beds and above Hospitals even without accreditation both under the Govt and the private sector are considered for the internship. Internship can also be undertaken in any healthcare allied industries such as tech companies, pharmaceuticals companies etc. NGOs, Corporate or Govt offices working in the health sector.

The students are also assessed on the basis of their performance during this period. The students have to make their own arrangements for stay etc during the internship period.

Alternatively, the AIIMS Bhopal may offer the Internship to all the candidates or a batch of a few shortlisted candidates within the Institution as per the existing policy, which is binding on the candidates.

Each student is required to submit a comprehensive report on completion of the internship. The Internship report to be accepted and the candidate has to get qualifying marks as a requirement of course completion confirming that learning and training objectives are met by the candidate.

- Dissertation (100 marks)

Each student is required to submit a dissertation involving research in his/her area of interest at AIIMS Bhopal under the guidance of course faculty. The dissertation is to be accepted and awarded marks by AIIMS as a requirement of course completion confirming that learning and training objectives are met by the candidate.

Viva voce (100 marks)

Award of MHM:- AIIMS Bhopal awards the degree on successful completion of the course by the candidates.

15. Recommended Books

Sr. No.	BOOK NAME/ TITLE OF THE BOOK	AUTHOR
1	Textbook of Hospital Administration	Sonu Goel
2	Hospital Planning and Administration	R Llewellyn, Davies, Hmc Macaulay
3	Modern Hospital Design 2nd Edition	Ervin PUTSEP
4	Medical Records Organisation and Management (Guide to health records, software, insurance and legal professionals)	GD Mogli
5	Hospital Stores Management an Integrated Approach	Gupta Shakti, Kant Sunil
6	Modern Trends in Planning and Designing of Hospitals: Principles and Practices	Kant Lt Col Sunil, Chandrasekhar R. Gupta Shakti Kumar, Satpathy Sidhartha
7	Organisational Behaviour	Textbook by Stephen P. Robbins
8	Biomedical Waste Disposal/Bare Laws	Singh Anantpreet, Kaur Sukhjit
9	Checklists for Hospitals	Arun K Agarwal
10	Principles of Hospital Administration and Planning	Sakharkar BM
11	Hospital Infection Control Guidelines: Principles and Practice	Singh Sanjeev Gupta, Shakti Kumar, Kant Sunil
12	PSM 25/e	Park and Park
13	Principles of Hospital Administration	John R. McGibony
14	Essentials of Management: An International and Leadership Perspective	Koontz (Author), Heinz Weihrich (Author)
15	Governance of Hospitals	R. Kumar and S. L. Goel.
16	Standard Operating Procedures: For Hospital in India	Arun K Agarwal
17	Medical Audit	Prakash Anjan
18	Human Resource Management in Healthcare	L. Flemming, Jr falcon
19	Biostats	BK Mahajan
20	Hospital Planning and Administration	Macaulay
21	Organisation Behaviour	Hersey and Blanchard

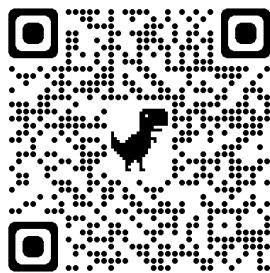
16. List of Journals

1. International Journal of Research Foundation of Hospital and Health care Administration
2. Journal of Hospital Administration
3. Journal of Hospital and Medical Management
4. Indian Journal of Hospital Administration Published by REDFLOWER
5. Health care Management Review
6. Journal of Patient Safety
7. Journal of Public Health Management and Practice
8. Professional Case Management
9. International Journal for Quality in Health care (IJQHC)
10. Health Economics, Policy and Law

17. FACULTY

1. **Dr. Lakshmi Prasad**
Additional Professor & Head
head.ha@aiimsbhopal.edu.in
2. **Dr. Kawal Krishan**
Additional Professor
kpandita.hospadmin@aiimsbhopal.edu.in

18. Website :- <https://www.aiimsbhopal.edu.in/>



19. Code of Conduct for MHM Students:

(i) Maintenance of Discipline among MHM students:

1. All powers relating to discipline and disciplinary action are vested with the Executive Director, AIIMS Bhopal.
2. The Executive Director, AIIMS Bhopal may delegate all such powers, as he/she deems proper to the Dean (Academics) and to such other persons as he/she may specify on his behalf without prejudice to the generality of power to enforce discipline under the Rules.
3. The following shall amount to acts of gross indiscipline:
 - Physical assault or threat to use physical force against any member of the teaching or nonteaching staff of any Department/Centre of AIIMS or any other persons within the premises/ Campus of AIIMS. Carrying or use or threat of use of any weapon.
 - Violation of the status, dignity, and honour of students belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Castes, and PwBD.
 - Any practice, whether verbal or otherwise, derogatory to women
 - Any attempt of bribing or corruption in any manner
 - Willful destruction of institutional property
 - Creating ill-will or intolerance on religious or communal grounds
 - Causing disruption in any manner of the functioning of the AIIMS, Bhopal
 - Regarding ragging the directive of the Supreme Court will be followed strictly. It is as under: *"As per direction of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of the ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or rusticated from the Institution and shall also be liable to a fine which may extend to Rs. 10,000/-. The punishment may also include cancellation of admission suspension from attending the classes, withholding/withdrawing fellowship/ scholarship and other financial benefits, withholding or cancelling the result. The decision shall be taken by the Head of the Institution."*
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate. The Executive Director, may in exercise of his/her powers aforesaid order or direct that any student or students:
 - Be expelled
 - Be or be not for a stated period, admitted to a course or courses of study at AIIMS Bhopal
 - Be fined with a sum of rupees that may be specified
 - Be debarred from taking any examination(s) for one or more semesters
 - Withhold the result of the concerned student(s) in the Examination(s) in which he/she or they have appeared to be cancelled
 - Be prohibited from appearing or completing any examination for any unfair means like copying, taking notes, mobiles or any other electronic gadgets inside the examination halls

5. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Executive Director and several authorities of the AIIMS who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Rules that have been framed there under by competent authorities.

(ii) Prohibition of and Punishment for Ragging:

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of AIIMS and also outside the AIIMS Campus.
2. Any individual or collective act or practice or ragging constitutes gross indiscipline shall be dealt with under these rules.
3. Ragging for the purposes of these rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practices which:
 - Involve physical assault or threat or use of physical force
 - Violate the status, dignity, and honour of women students
 - Violate the status, dignity, and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes
 - Expose students to ridicule and contempt and affect their self-esteem
 - Entail verbal abuse and aggression, indecent gesture and obscene behavior
 - The Director, Dean, Hostel Superintendent, and Faculty of AIIMS Bhopal shall take immediate action on any information of the occurrence of ragging
4. Notwithstanding anything in Clause (4) above, the Dean or any other Faculty member/or authority may also *suo-moto* enquire into any incident of ragging and make a report to the Executive Director of the identity of those who have engaged and the nature of the incident.
5. The Dean may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
6. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority disclosing the occurrence or ragging incidents described under the first three points in Clause 3, the Executive Director shall direct or order rustication of a student or students for a specific number of semesters.
7. In case where students who have obtained degree(s) of AIIMS are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by the AIIMS.
8. For the purpose of this Rules, abetment to ragging will also amount to ragging.
 - i. **Internal Complaint Committee:** A statutory committee, comprising of members from the teaching and non-teaching staff as well as students looks into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the committee for a fair and concerned hearing and redressal.
 - ii. **Unauthorized absence of students:** Unauthorized absence of students will be informed to the students and also Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by the Academic Section to these students. Thereafter the action for cancellation of the registration of the concerned will be decided by the Dean (Academics) / Director, AIIMS Bhopal.

For any interpretational variation/discrepancy in the above-mentioned MHM rules/norms the decision of the Executive Director, AIIMS Bhopal will be binding to all concerned.

Disclaimer: Any issue not covered in this prospectus will be governed by the Rules & regulations of AIIMS Bhopal/ AIIMS Delhi as applicable.



All India Institute of Medical Sciences, Bhopal
APPLICATION FORM FOR THE MHM COURSE

Please read Prospectus carefully before filling the Application Form

Advt. No.: Academic/AIIMS, Bhopal/MHM/ 2024/

Dated :01/05/2024

Affix your
recent passport
size colored

1. **Name (in Block Letters):**
 2. **Father's/Husband's Name:**
 3. **Mother's Name:**
 4. **Address (Permanent)**
-
-

5. **Address for correspondence:**
-
-

Contact No. Mobile No.....

E-mail.....

(Please fill in block letters)

6. **Date of Birth:**.....
(dd/mm/yyyy)

7. **Category: (GEN/SC/ST/OBC/EWS/PwD-OPH)**
- (Copy must be enclosed, if applicable).*

9. **Gender: M/F/ Others**

10. **Educational/ Professional Qualification: (10th Onwards)**

Degree/Exam.	Name of Board/ University	Year of Passing	Subject	Percentage/ Division

11. **Work Experience:**

S. No.	Name of Organization	Name of the post held	Date of Joining	Date of Leaving	Total Duration	Salary details

12. Fee Details: DD No. _____ Amount (in Rs.) _____.

DECLARATION

I hereby declare, that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature is liable to be cancelled/ terminated. I have read the details of fellowship and period of fellowship. I will not ask for the fellowship beyond the date specified in the advertisement. I shall abide by the terms & condition as prescribed and amendment from time to time. In the event of ineligibility, being detected before or after the selection procedure, action can be taken against me under the relevant rules/instruction and I hereby undertake to abide by them.

Date:

(Signature of Candidate)

Place:

Name: _____

*****Checklist*****

S.No.	Particulars	Please Tick
1.	Application fee (Enclosed DD)	
2.	Class X certificate for Date of Birth	
3.	UG Mark Sheet & Degree/Provisional Degree Certificate	
4.	SC/ST/OBC/EWS/PWBD Certificate issued by the competent Authority (If applicable)	
5.	Fellowship approval letter	
6.	Address Proof & ID Proof (Aadhar Card)	
7.	NOC (if applicable)	
8.	Copies of any other relevant documents are support of candidature	

(Signature of Candidate)