

COLLEGE OF HOSPITAL ADMINISTRATION

Dr.Somervell Memorial C.S.I MEDICAL COLLEGE & HOSPITAL
Karakonam P.O, Trivandrum District, Kerala - 695504
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PROSPECTUS



**FOR ADMISSION
TO
Master of Hospital Administration
2020-21**

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The applicant is advised to read the prospectus with the relevant admission bulletin for the course. All courses and admissions to the College of hospital Administration Karakonam are subject to regulations by KUHS, Thrissur / Government of Kerala. Admission to Dr. SMCSI Medical College, Karakonam is on 50:50 basis between Government through LBS, Centre TVM and Management, as per Government orders. only through the process described in the Prospectus.

PLEASE NOTE: WE DO NOT ADMIT STUDENTS THROUGH AGENTS OR AGENCIES

All correspondence to be addressed to:-

The Course- co-ordinator : The Principal, College of Hospital Administration
Dr. Somervell Memorial CSI Medical College and
Hospital Karakonam

Phone Numbers : (0471) 2250233, 2250506

Fax : 0471 2250239

Email : academics@smcsimch.ac.in

Web : www.smcsimch.ac.in

Foreword



This Handbook brought out by the Dr.Somervell Memorial C.S.I. Medical College, Karakonam is intended to provide all the required information to the students seeking admission to the MHA course in the Medical College.

Dr.Somervell Memorial C.S.I. Medical College, the only Medical College for 50 million people of the 22 Dioceses of the Church of South India spread all over the five southern states and Sri-Lanka, belongs to the South Kerala Medical Mission, one of the several departments of the South Kerala Diocese of the Church of the South India (CSI). The most important purpose behind the establishment of this college is to further the healing ministry of our church commenced by the missionaries more than a century ago and continued by those who served the Medical Mission so far, sacrificing all their personal comforts. They are our role models and inspiration that led us to embark upon the enormous venture of establishing a medical college. Our endeavor will always be to produce from this college morally upright, intellectually equipped and spiritually committed physicians and surgeons willing to serve humanity at large with a missionary zeal. We will do everything possible, curricular as well as extracurricular, to achieve this noble goal.

Many have tirelessly labored for the establishment of this college. It is my fervent prayer that all those who choose this institution for their professional study be blessed by God Almighty so that they become a great blessing to humanity.

Rt.Rev.A.Dharmaraj Rasalam
Bishop – South Kerala Diocese &
Chairman
Dr.Somervell Memorial C.S.I. Medical College & Hospital
Karakonam

I. INTRODUCTION

Dr. Somervell Memorial CSI Medical College, established in 2002, attached to the century old Dr.Somervell Memorial Mission Hospital is situated in Kunnathukal village at Karakonam, Neyyattinkara in the southern border of the Trivandrum District of the State of Kerala. The Hospital, the Medical College and all other institutions attached to it is managed by the South Kerala Diocese of the Church of South India (SIUC). The South Kerala Medical Mission is a charitable society registered under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955. The office of the South Kerala Medical Mission is in the LMS Compound, Trivandrum 695 033, the Head Station of the C.S.I South Kerala Diocese which is one of the 24 Dioceses of Church of South India established in 1947 with its head quarters at Chennai. This is the only Medical College for CSI spread over the 5 Southern states of India and Srilanka.

The College is a self financing, affiliated to the Kerala University of Health Sciences, Thrissur.

Karakonam is 30 kilometers south (by Kanyakumari Road) from Trivandrum Central Railway Station, abutting the Vellarada Road from Trivandrum as well as Parassala. Dhanuvachapuram Railway station on the railway line between Trivandrum Central and Nagercoil is only 3 kms away from the college.

The healing Ministry of the church aims at producing highly competent medical graduates and postgraduates, possessing a high standard of professional skill. They should, in the days to come, be precious assets to our nation. We are committed to create in the campus the best possible atmosphere and infrastructure for quality medical education. Our aim is to strive at instilling our students with a spirit of sacrifice, compassion for the poor, love that nurture knows no limits, utmost humility in service and all Christian values needed for a meaningful and useful life of a doctor for which the founding fathers stood and sacrificed their lives to revive the closed and ailing missions hospitals of rural India, especially among the Tribals and thus strengthen the Healing Ministry of the Church.

II HISTORY OF THE MEDICAL COLLEGE HOSPITAL IN BRIEF:

The multi-specialty Hospital at Karakonam, as we see it today, has grown out of a very small dispensary established in 1894 as a community medical sub centre of the famous Neyyoor Hospital founded by Dr. Arthur Fells, a missionary doctor of Neyyoor sent by the London Missionary Society (LMS). The dispensary, though 45 kilometers away from Neyyoor, was visited once in a week by the doctors to render medical help to

the poor, illiterate, ignorant and ignored villagers afflicted by epidemics like malaria, cholera and small pox. The first building built for the dispensary is still kept intact in the hospital compound.

In 1922, Dr. T.H. Somervell, who came as one of the members of the team that came to India for an Everest expedition and later on became a legend in the field of healing ministry and surgery, took over the Neyyoor Medical Mission. The Hospital and the Medical College are named after this great Surgeon.

After India became independent and the foreign missionaries left, the Neyyoor Medical Mission was managed by the erstwhile South Travancore Medical Mission of the South India United Church. (SIUC). In 1947, SIUC became part of the CSI. In 1959, following the linguistic reorganization of the states in India, the South Travancore Diocese was bifurcated into the South Kerala and the Kanyakumari dioceses. The hospital at Karakonam, which came under the Kanyakumari diocese was later taken over by the Medical Mission of the South Kerala Diocese in the year 1975, the year the veteran Dr.T.H Somervell passed away in England. This led to the naming of the small mission hospital as Somervell Memorial C.S.I Mission Hospital.

III. THE HOSPITAL TODAY

Passing through ups and downs, the hospital grew rapidly from 1986. It has developed from a 6 bedded dispensary into a 662 bedded multi-specialty hospital by a team of doctors who truly strived very hard.

The hospital has a network of community-based activities, carried on through its Rural Primary Health Centers. Free cataract detection and surgery, cancer screening and awareness camps, implementation of State and National Health Programmes, etc., are some of the community based activities the Hospital and the Medical College are engaged in. This is how we carry on the missionary spirit that guided the founders to emancipate the poor and the needy from the bondage of poverty and disease.

IV. THE BEGINNING OF THE MEDICAL COLLEGE

The Government of Kerala, for the first time in its history, took a policy decision in 2001 to permit the private sector to start self financing professional Colleges. One of the pre requisites for sanctioning a Medical College was the availability of a hospital with at least three hundred beds. The Somervell Memorial Mission hospital, Karakonam satisfied this requirement. On the application of the Medical Mission of the South Kerala diocese,

the Government of Kerala granted *Essentiality Certificate* and University of Kerala, after due inspection, issued the Consent of Affiliation and permitted the diocese to apply to the Medical Council of India for the *Letter of Intent*. Medical Council of India after inspection issued the *Letter of Intent on June 20, 2002*. The land and infrastructure required as per the norms of the Medical Council of India were made ready within a short period of six months with absolute trust in God Almighty who made the impossible – possible. *The Letter of Permission* was issued by Ministry of Health and Family Welfare, New Delhi, on 13.11.2002 and the Letter of Permanent Recognition on 17th March, 2009. MS/MD courses in eleven subjects with a student intake of 21 seats started from the year 2012-13. Letter of Permission for enhancement of MBBS seats from 100 to 150 from 2016-17 and renewal of permission for 150 seats during 2017-18 has been issued by the Govt. of India, Ministry of Health & Family Welfare as per letter No:U – 12011/14/2016- ME -1 dated 18/05/2017

V. A VISION FOR THE FUTURE:

The founders of the SMCSI Medical College cherish a great dream about the future of this institution. Our desire and effort is to impart value-oriented quality medical education that will produce sincere and committed men and women ready to serve the poor people of rural India especially the tribals of our mission fields and our country where ever they are called to serve and thus be a witness to the healing ministry of the Church. The South Kerala Medical Mission has School of Nursing running the General Nursing and Midwifery Course, College of Nursing for B.Sc. Nursing, M.Sc Nursing Courses, and various Diploma, Post Graduate Paramedical Courses & Post Graduate Medical and Surgical Courses in the campus. With the amenities now available and to be provided in the years to come, it is the hope and prayer of the founders that this Medical College, with its allied courses and the multi-specialty hospital will grow into an Institute of Medical Sciences and will earn fame as a great Medical Institution all over India and abroad.

We expect dedicated, selfless, sacrificial services from each and every member of the teaching staff, non-teaching staff, nursing staff, administrative staff, medical and nursing students, their parents, the well wishers and all those who, in one way or the other, happen to be associated with this God-given institution. We take pride that this institution is our own and its growth and development are jointly fully in the hands of the management, faculty and its staff.

The duration of the course is four and half years followed by a period of Compulsory Rotary Residential Internship (CRRRI) for one year. The rules regarding the method of selection to the MBBS Course and other rules regarding the admission process are provisional and subject to the guidelines, orders and instructions issued by the Government, Medical Council of India, Admission Supervisory Committee and other competent authorities from time to time. All the applicants seeking admission to the MHA Course for the academic year 2020-21 are bound by the final decisions of the above mentioned statutory bodies and Courts of Law.

VI. MHA COURSE, 2020-21

The College of Hospital Administration was started during 2012-2013 with the approval of The Government of Kerala as per GO. (MS) No.351/12/H&FWD dated 22/10/2012 for starting 2 year Master of Hospital Administration course with a student intake of 10. The course is affiliated to Kerala University of Health Science (KUHS), Thrissur from the Year 2012-2013.

As per the notification No.14393/AC II/PM/A3/KUHS/2017 dated 11/04/2019 of KUHS Thrissur, the continuation of provisional affiliation to MHA course with an intake of 5 students during the academic year 2019-2020 is sanctioned.

VII. SAHYA

SAHYA brain child of MHA was a one day national conference was held by the Department of MHA gave insight to students and administrators about the changing health care trends and conflicting challenges in the field of hospital administration. The conference offered the participants dynamic discussion with national experts as well as successful administrators from different part of India. The panelists and speakers of the conference addressed in their presentations the current trends in **SMART Hospital Administration** techniques and tactics as well as challenges and solutions. The conference also gave major opportunity for exchanges between the representatives of hospital administration and public health.

VIII. CRITERIA OF ELIGIBILITY FOR APPLICATION AND ADMISSION

Any degree from an UGC approved University with 50% marks. Usual relaxation will be given to SC/ST candidates.

1X. APPLICATION PROCEDURE

- 1. The application forms and prospectus can be obtained through online from 07.08.2020**
- 2. Full name of the candidate as seen in the school records shall be given in the application form.**
- 3. All information given in the application form should be correct. The applications shall be rejected in case of any false information or suppression of any factual information in the application.**
- 4. The last date for receipt of completed application form will be 30.08.2020.**
- 5. Self attested copy of mark sheet of the qualifying examination shall be sent along with the application.**
- 6. Self attested copy of Transfer Certificate and conduct and character certificate from the head of the institution where the candidate has last studied shall be enclosed along with the application.**
- 7. Medical certificate from an A Class registered medical practitioner of modern medicine (M.B.B.S. or Higher qualifications) for physical fitness shall be submitted with the application.**
- 8. 8. Five recent colour passport size photographs and two stamp size photographs need to be submitted at the time of admission.**
- 9. 10. Incomplete application form will be summarily rejected.**

X. ADMISSION

- 1. If the admission of any candidate is denied, the reason for denial will be mentioned in the website and also the same shall be reported to ASC.**
- 2. Selected candidates shall take admission at the appointed time and date in the college after paying the tuition fee and other fees including hostel fee.**
- 3. The selected candidates should report before the Principal on the dates notified, with original documents mentioned in the application and other certificates. The candidates who do not take admission on the prescribed date will lose their admission.**

X1.FEES PER YEAR (2020-21)

Total Seats		Tuition fee per year (Rs)
Government Seat	: 2	75,000
Management Seat	: 3	125,000 (As per G.O (R.t) No. 3093/10/H&FWD dated 01/11/2004)

Special fees per year

SL. NO	DESCRIPTION	AMOUNT (RS)
A		
2.	Caution deposit (Refundable)	5000/-
3.	Admission fee (one term payment)	1000/-
4.	University Special Fee (KUHS) (one term payment) a. Registration & certificate verification- Rs 650/- b. Sports affiliation - Rs 150/- c. University union fee - Rs 150/- d. Fee for identity card - Rs 50/-	1000/-
5.	Hospital Practice (one term payment)	10,000/-
6.	Library(one term payment)	5000/-
7.	Lab Practice(one term payment)	5000/-
8.	Computer Lab(one term payment)	2500/-
9.	Establishment charges(one term payment)	2500/-
	Special Fee total	32000(Thirty two thousand)

If the candidate discontinues the course after the closure of date of admission, the collection of liquidated damages shall be as per the final decision of the ASC/ Court of Law. The certificates shall be released, on the student with one of his/her parents executing a bond undertaking to pay the amount that may be ordered by the committee or the Court of Law.

XII. CERTIFICATES/ DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

- SSLC/ 10th standard certificate for proof of date of birth
- Plus Two/ 12th standard certificate and mark list (HSE, CBSE, and ISC etc.)
- Degree Certificate and Mark sheet
- Transfer Certificate
- Migration/ Equivalency/ recognition certificate of the qualifying examination, if applicable.
- Six passport size photographs of the candidate

XII.1. APPLICATION FORMS

How to apply to submit the application form

Phase I- Registration

- Visit the website of the DR. SMCSI MEDICAL COLLEGE AND HOSPITAL (www.smcsimch.ac.in).
- Click on the link Admissions, and to proceed to MHA
- The Application fee of Rs.750/- shall be paid by way of DD favoring Principal, Paramedical courses Dr. Somervell Memorial C.S.I Medical College and Hospital payable at Thiruvananthapuram or can pay through the online facility in the application. The details of the remittance is to be entered in the Application Form as otherwise the Application will not be accepted in case of DD/Cash receipt
- Click on the New Applicants Registration
- Enter correct details in all the columns of the Application Form.
- Note down the email id and date of birth entered for future reference.
- Click the “Submit” Button.
- Your Application ID will be displayed and also e-mailed and SMS to you in the e-mail id / Mobile number provided by you, which should be noted down for future reference.

Phase II- Registration

- Click “Candidate Registration” for commencing processing of the application.
- Type in the email ID and Date of birth to Log in. The entire Application Form together with the data you have filled in will reappear for your verification and correction (if any) for physically registering the application with the college
- Once you are satisfied with the entries, click **confirm**.
- At this stage the information in the Application Form will be frozen. No further changes will be possible.
- Now the Application form Download page will be displayed.
- Log out to complete the Online Process

Phase III- Application Form to DR. SMCSI MEDICAL COLLEGE AND HOSPITAL

- Please login using your email id and date of birth, then download Application Form on your computer and send it to college.
- Attach the self-attested Photocopies of Certificates / Documents mentioned in the prospectus along with the application.
- Include the payment receipt also in case of DD / Cash receipt.
- Applications submitted should be duly filled in all respects. Incomplete applications will stand rejected. Applicant will not be allowed to include any information in the application form, nor submit any certificates/documents, later.
- The envelope should be clearly marked "Admission – MHA Course".
- The completed application form with full address & phone number need to send to Dr.S.M.C.S.I Medical College & Hospital Karakonam P.O Thiruvananthapuram, Kerala South India Pin - 695504

XIV. GENERAL RULES OF CONDUCT AND DISCIPLINE

This college and the opportunity given to them to study in this College should be gratefully accepted as a great gift from God. This institution will, under all circumstances stand for great human values, faith in God, and for all moral principles the founding fathers of this institution stood for.

1. **Exemplary behaviour** should be the motto of the students of our College. Keep up a

refined culture in your words and deeds.

2. No one has the right to hurt another person mentally or physically. Hostels and college campus should be places of healthy and happy social life, mutual respect and
3. If a person proves to be unfit for the social life in the hostels as well as in the campus, such a person will be removed from the campus for the benefit of all the others.
4. All action inside or outside the campus should uphold the honour of institution.
5. The students should realize that all the money they pay is put back for providing better and better facilities in the college and hospital and no profit is made out of this institution
6. Any action from the side of the students damaging or destroying the properties of the college or hospital will be viewed very seriously and a suitable action will be taken to make good the loss.
7. The students are not permitted to establish any kind of illegal relationship or any kind of transactions with the people of the neighbourhood.
8. The students are prohibited from all kinds of political activities, displaying posters, holding activities against the common interest, purpose or values of the institution.
9. Behaviour of students towards the Doctors, Nurses, Para-medical staff, patients, their by standers, etc. will be closely watched by competent authorities. Suitable penalty will be ordered against students found guilty in such matters.
10. Skipping classes, staying back at home in continuation with holidays, reaching the college late after going home, indifference in studies, neglecting or missing examinations, misbehavior in the hostels, classes or laboratories, distracting other students etc. will invite suitable punishments from the professors concerned
11. Regular and punctual attendance at lectures, demonstration classes, laboratory work, clinics and class examinations is compulsory. Students should put in at least 80% of attendance to obtain certificate of attendance.
12. Students are strictly prohibited from
 - i. Possession or use of tobacco (in any form), alcoholic beverages or any other kind of intoxicants
 - ii. Possession or use of addictive or hallucinogenic drugs
 - iii. Possession or use of firearms or lethal weapons
 - iv. Gambling
 - v. Smoking is totally prohibited in the college and hostel campus
13. Provision for religious observances other than Christian worship can be made available

in the nearby temples, mosques etc, wherever possible.

14. Students must provide themselves with washable white coats
15. Women students should put their hair up when at work in the college and hospital.
16. Dress: There is no fixed uniform for the students of this college. But they should strictly follow the guidelines given below to maintain decorum and decency: The boys should wear light coloured full/half sleeved shirts, always tucked in The pants should be of dark colours. They should not wear T-shirts, Jeans and tights in the College.

XV. FACILITIES AVAILABLE INSIDE THE CAMPUS

- Own multi specialty Medical College hospital with advanced technology.
- High-tech class room
- Library & Information Centre.
- Skill development programs- Journal club, Language club, Cultural club, Sports club etc
- Placement cell
- Hostel for boys and girls with mess

XVI. CODE OF CONDUCT

Every student is required to adhere strictly to the code of conduct.

XVII. DISCIPLINE

RAGGING

Ragging is not acceptable behavior on the campuses of Dr. SMCSI Medical College. It is illegal according to the Law of the land to commit, participate in, abet or propagate “ragging”. The institution will deal firmly and strictly with all instances of ragging. If any incident/s of ragging comes to the notice of the authorities, the concerned student/s will be given liberty to explain. If the explanation is not satisfactory, the authorities will expel the student from the institution, in view of direction of the Hon’ble Supreme Court in SLP No.24295/2006 dated 16/05/2007 and CA No.887/2009 dated 08/05/2009 and notification no. 6698/KUHS/DEAN/SA/2015 dated 02/08/2015 of the Kerala University Health Sciences, Thrissur as Listed below:

What Constitute Ragging

- Any conduct by any student or students whether by words spoken or written or by any act which has the effect of teasing, treating or handling with rudeness to a fresher or any other student.

- Asking any student to do any act which such student will not in the ordinary course do or generating a sense of shame to fresher or any other student.
- Any act by a senior student that prevents or disturbs the regular academic activity of any other student or fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher by other students.
- Any act of physical abuse, including sexual abuse, homosexual assaults, stripping, forcing obscene causing bodily harm or any other damage to health or person.
- Any act or abuse by spoken words, emails, posts and public insult to a fresher.
- Any act that affects the mental health and self confidence of a fresher or any other student.

Possession of Illicit Drugs, Alcohol and Smoking

Smoking is not permitted in public areas and on the campuses of Dr. SMCSI Medical College. Students should not consume or serve alcohol on any occasion within the campuses of Dr. SMCSI Medical College. Forcing a fellow student to consume alcohol would be grounds for severe disciplinary action. The Indian penal code classifies obtaining, keeping or passing on banned drugs (such as marijuana, cocaine, heroin etc) as a criminal offence. Possession or use of banned drugs will result in expulsion from the college.

Application forms and prospectus can be obtained from the website www.smcsimch.ac.in of Dr.S.M.C.S.I.Medical College and Hospital, Karakonam. The Application Registration fee Rs.750/- shall be paid by way of DD in favor of the Principal, Paramedical courses, Dr. Somervell Memorial C.S.I Medical College and Hospital payable at Thiruvananthapuram or can pay through the online facility in the application. The details of the remittance is to be entered in the Application Form as otherwise the Application will not be accepted in case of DD/Cash receipt. Last date of receipt of application will be Rank list will be published in the official website and the date will be intimated later.

For more details: visit website – www.smcsimch.ac.in

True copy

**Sd/-
Principal**

TENTATIVE SCHEDULE OF ADMISSION UNDER MANAGEMENT QUOTA

1. Issue of Application form begins	:	07.08.2020
2. Last date of submission of applications	:	30.08.2020
3. Publication of provisional list of applicant with remarks on website	:	01.09.2020
4. Last date of correction of entry errors, if any, by the candidate	:	03.09.2020
5. Provisional rank list of open & community quota seats including rejected list with reason before the ASC	:	04.09.2020
6. Publication of Open & Community rank list on the website	:	05.09.2020
7. First online allotment	:	10.09.2020

College Anthem

Lo, the banners fly high!
Across the blue sky
A shimmering golden with deep Burgundy
Hail the Lord, God of hosts!
Our commander we boast!
Let all Earth stand in awe of his Power and Glory!
We march forth with honour
Through every nook and corner
Bringing healing and sunshine to all in need

Here in God's own country
Where beauty is bounty
Fringed with mountains and valleys and dotted with lakes
United we stand to serve God and Man
And fulfill our great mission as we have been taught.

