



**POST GRADUATE INSTITUTE OF HOSPITAL ADMINISTRATION
(A UNIT OF B. K. ROY FOUNDATION)**

**360, PANCHASAYAR
KOLKATA 700094**

(Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal)

**Procedure for Admission in MHA course at Post Graduate Institute of Hospital
Administration for the Academic Year 2021-22**

Candidate should qualify JEMAT exam organized by Maulana Abul Kalam Azad University of Technology.

-After getting Rank Card and Allotment Letter from MAKAUT (in the allotment letter name of the college PGIHA should be mentioned by the MAKAUT) then only PGIHA college is authorized to admit that student in the college for the academic year 2021-22.

-Following steps to be followed by the student for admission in the above course:-

- 1) .Candidate is required to come down to college and fill up the Application Form duly signed by the student and guardian, Application form will be provided by the college on request.
- 2) Candidate is required to bring 2 nos passport size photographs.
- 3) He/she also required to submit 2 sets xerox copies to the college:-
 - i) Madhyamik Admit Card
 - ii) Graduation Mark sheet
 - iii) Adhar card
 - iv) JEMAT Rank Card
 - v) Allotment letter
 - vi) Cast certificate if the candidate belongs to SC/ST/OBC
 - vii) Original Migration Certificate (If during admission migration certificate is not available then he/she should immediately apply for the said certificate to the respective university. Submission of original migration certificate to the college is a must, otherwise registration of the candidate with the university cannot be done and the student will not be allowed to continue in the college.
 - viii) Original registration certificate issued by the MAKAUT if the candidate has done his/her graduation course from MAKAUT.

Candidates should also carry all original documents mentioned in point no. (i) to (vi) above for checking by the college.

4).After checking all above documents by the college and if everything is in order then the candidate will have to deposit admission fees on the day of admission to enable the candidate to enrol his/her name in the college register for the academic year 2020-21. Balance amount of the 1st semester fees shall have to be paid by the candidate within 7 days to the college from the date of commencement of 1st semester classes,

If any candidate unable to come down to the college due to pandemic situation or remains outstation but willing to take admission in the above course for the academic year 2021-22 in PGIHA can do so by following below mentioned steps:-

i) He/she is required to call Mrs. Sima Bhattacharya - Mobile No. 9674331606, email id sima@perleshospital.com or Mr. K. P. Chatterjee - Mobile No. 7980664382,

email kamal.kpasun@gmail.com and express his/her willingness to take admission provided that candidate has qualified CET exam and has got rank card and allotment letter from the University. In that case college will provide:-

- 1) Application Form to the candidate on his email id and the candidate is required to fill up the form duly signed by him and his/her guardian, scan the form and mail back to Mrs. Sima Bhattacharya or Mr. K. P. Chatterjee.
- 2) He/she is also required to mail scan copies of :-
 - i) Graduation Mark sheet
 - ii) Adhar card
 - iii) JEMAT Rank Card
 - iv) Allotment letter
 - v) Cast certificate if the candidate belongs to SC/ST/OBC
 - vi) Original Migration Certificate (If during admission migration certificate is not available then he/she should immediately apply for the said certificate to the respective university. Submission of original migration certificate to the college is a must, otherwise registration of the candidate with the university cannot be done and the student will not be allowed to continue in the college.
 - viii) Original registration certificate issued by the MAKAUT if the candidate has done his/her graduation course from MAKAUT.
- 3) Regarding payment of admission fees, bank account details of the college will be mailed to the candidate and the candidate is required to make immediate payment thru RTGS/NEFT and inform by mail to Mr. K. P. Chatterjee UTR No. to enable the college to track the payment. After tracking the payment, the college will provide payment confirmation thru mail to the candidate and his/her name will be enrolled in the college register.
- 4) For payment of the balance amount of the 1st semester, he/she is required to clear the payment within the 1st week of commencement of 1st semester classes. If there is online class then he/she will have to follow the same payment procedure regarding payment of admission fees.
- 5) If government does not allow the students to attend classes physically but to attend online classes, in that case during registration of the candidates name with the University the candidate shall have to be present in the college physically and carry with him all original testimonial to enable the college to check the above documents with the original.
- 6) He will also have to carry with him 2 passport size photographs.

**Candidate must report to the college from 09/08/2021 to 12/08/2021 within 11 a.m. to 2 p.m. positively for admission otherwise his/her admission would be cancelled.
Unwilling candidate must report through mail within the aforesaid date and time.**

Regards,
Dr. Sachchidananda Sarkar
Principal
PGIHA