



ANTARA

PROSPECTUS

Master in Hospital Administration

AFFILIATED TO
WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

Antara Institute of Health Sciences
A unit of Antara Society



INTRODUCTION



Antara Institute of Health Sciences is a healthcare institute established under the aegis of Antara Society, with its roots in Antara Psychiatric Hospital – one of the region's leading psychiatric care facilities. Born from decades of hands-on experience in healthcare delivery, the Institute was conceived to bridge the critical gap between clinical service and professional management in India's rapidly evolving health sector.

Situated at Antaram, Dakshin Gobindapur, on the outskirts of Kolkata, the campus offers modern academic facilities with direct access to a live hospital ecosystem – giving students an unparalleled blend of theory and real-world practice.



OUR VISION

Quality Health for All – by equipping healthcare professionals with world-class management competencies.



OUR MISSION

To produce professional healthcare managers who can re-engineer healthcare delivery through expertise in HR, Finance, CRM, e-Governance, and patient-centric systems design.



THE MHA PROGRAMME

The Master in Hospital Administration (MHA) is a rigorous 2-year, full-time post-graduate programme that develops professionals capable of managing modern hospitals and healthcare organisations with efficiency, empathy, and strategic insight.

Programme Detail	Information
Degree Awarded	Master in Hospital Administration (MHA)
Duration	2 Years (4 Semesters)
Mode	Full-Time
Affiliated University	West Bengal University of Health Sciences
Annual Intake	30 Students
Medium of Instruction	English



WHAT YOU WILL LEARN

The curriculum aligns with the syllabus prescribed by the West Bengal University of Health Sciences (WBUHS). It seamlessly integrates management sciences with healthcare domain knowledge, covering core areas such as:

- Hospital Operations & Administration
- Healthcare Finance & Accounting
- Human Resource Management in Healthcare
- Health Laws, Ethics & Regulations
- Patient Care Services & Quality Management
- Health Informatics & e-Governance
- Strategic Management & Healthcare Policy
- Community Health & Public Health Administration



ELIGIBILITY & ADMISSION PROCESS

Important: Admission to the MHA programme is centrally regulated by the West Bengal Joint Entrance Examinations Board (WBJEEB). Students do not apply directly to Antara Institute – they must first appear for the JEMAS (PG) entrance examination and secure a seat through WBJEEB counselling, after which they are allotted to AIHS.

Eligibility Criteria

- A Bachelor's degree in any discipline from a recognised university (minimum 50% aggregate).
- Graduates in Medicine (MBBS / BHMS / BAMS / BUMS), Nursing, Pharmacy, Life Sciences, or any other stream are eligible.
- Minimum age: 20 years at the time of admission.
- Final-year graduation students may appear for JEMAS (PG) provisionally, subject to producing their degree certificate before the WBJEEB-prescribed deadline.



ELIGIBILITY & ADMISSION PROCESS

About JEMAS (PG)

JEMAS (PG) – Joint Entrance Test for Medical and Allied Science Postgraduate Courses – is conducted annually by the West Bengal Joint Entrance Examinations Board (WBJEEB). MHA is one of the programmes for which admission is made exclusively through this exam.

Exam Detail	Information
Full Name	Joint Entrance Test for Medical & Allied Science PG
Conducted by	West Bengal Joint Entrance Examinations Board (WBJEEB)
Format	OMR-based (Offline), Multiple Choice Questions
No. of Questions	120 MCQs
Duration	Approximately 1.5 Hours
Medium	English
Official Website	wbjeeb.in / wbjeeb.nic.in
Tentative Exam Date (2026)	Jun 2026



ELIGIBILITY & ADMISSION PROCESS

Step-by-Step Admission Process

Step	What to Do
1	Watch for the annual JEMAS (PG) notification on wbjeeb.in . Registration typically opens in April each year.
2	Register online on wbjeeb.in and pay the application fee. Download and submit the application form with a Demand Draft if required.
3	Appear for the JEMAS (PG) entrance examination (OMR-based, 120 MCQs) at your allotted exam centre.
4	Check your result and rank on the WBJEEB website. Download your scorecard.
5	Register for WBJEEB centralised counselling. During counselling, fill your college preferences – select Antara Institute of Health Sciences (AIHS) for MHA.
6	Receive your seat allotment letter from WBJEEB. If allotted to AIHS, report to the Institute within the deadline with all original documents.
7	Complete admission formalities at AIHS – submit documents, pay the college fee, and collect your admission confirmation.



ELIGIBILITY & ADMISSION PROCESS

Documents Required at the Time of Reporting to AIHS

- WBJEEB Seat Allotment Letter
- JEMAS (PG) Admit Card and Scorecard
- Attested copies of all academic mark sheets and certificates (Class X onwards)
- Graduation degree certificate / provisional certificate
- Transfer / Migration Certificate from the last institution attended
- Character Certificate from the last institution attended
- Caste / Category Certificate (if applicable)
- No Objection Certificate from employer (for in-service / employed candidates)
- 4 recent passport-size photographs
- Valid photo ID proof (Aadhaar / Voter Card / Passport)



FEE STRUCTURE

The fees below represent the all-inclusive cost of the MHA programme at Antara Institute of Health Sciences. There are no hidden charges – everything a student needs to pay over the 2-year course is listed here.

One-Time Fees (payable at admission)

Fee Component	Amount (Rs.)
Admission / Registration Fee	5,000/-
Caution Deposit (Refundable on completion of course)	5,000/-
TOTAL ONE-TIME FEES	Rs. 10,000/-

Annual Fees (payable each year)

Fee Component	Amount (Rs.)
Tuition Fee	75,000/-
Library Fee	5,000/-
Computer & IT Facility Fee	5,000/-
Examination & Assessment Fee	5,000/-
University Affiliation / Registration Fee (as prescribed by WBUHS)	5,000/-
TOTAL ANNUAL FEES (per year)	Rs. 95,000/-



FEE STRUCTURE

Total Cost of the Programme

Summary	Amount (Rs.)
One-Time Fees (Year 1 only)	10,000/-
Annual Fees × 2 Years (Rs. 95,000 × 2)	1,90,000/-
TOTAL PROGRAMME COST (2 Years, All-Inclusive)	Rs. 2,00,000/-

Notes:

- All fees are payable at the beginning of each academic year.
- The Caution Deposit of Rs. 10,000/- is fully refundable upon successful completion of the programme, subject to no dues.
- University fees (WBUHS affiliation / registration / examination) are subject to revision by the University and will be charged at actuals.
- Fee once paid is non-refundable except the Caution Deposit.



**Job
Opportunity**

EMPLOYMENT

WHY CHOOSE AIHS?

- **Guaranteed Clinical Internships:** Gain immediate industry readiness through guaranteed practical training at Antara Hospital and our extensive healthcare partner network.
- **Exclusive JEMAS PG Coaching:** Benefit from complimentary, expert-led preparatory sessions for the JEMAS PG entrance exam, a rare integrated advantage at no extra cost.
- **Financial Aid & Scholarship Support:** Access comprehensive assistance for Swami Vivekananda (SVMCM) Scholarship applications and dedicated support for securing bank loans.
- **Robust Placement Assistance:** Transition seamlessly into the workforce via our active placement cell, connecting you with top-tier hospitals, consultancies, and healthcare NGOs.



INSTITUTIONAL STATUS & ACCREDITATION

Name of Institute	Antara Institute of Health Sciences (AIHS)
Established by	Antara Society (Registered Society)
Type of Institution	Self-Financed NGO
Affiliated University	West Bengal University of Health Sciences (WBUHS)
Affiliation Status	Affiliated – MHA Programme approved by WBUHS
Regulatory Compliance	The Institute operates in full compliance with WBUHS

In accordance with Section 4(1) of the Right to Information Act, 2005, all relevant information about the status, affiliation, financial position, and governance of Antara Institute of Health Sciences is available for public disclosure on request. Students and applicants are encouraged to verify institutional details on the official WBUHS and UGC portals.



GOVERNING BODY & MANAGEMENT

Antara Institute of Health Sciences is a unit of Antara Society – a registered charitable society engaged in mental health care and healthcare education in West Bengal since 1971. The Institute is governed by Antara Society's Executive Committee, which oversees academic, administrative, and financial functions.

Minutes of governing body meetings and detailed membership information are maintained at the Institute office and are available for inspection in accordance with the RTI Act, 2005.



*(Left) Ms. Molly Thambi, Joint Secretary, Antara;
(Right) Dr. Mathew P. John, General Secretary, Antara.*



RESERVATION POLICY

Admission to the MHA programme at Antara Institute of Health Sciences is made exclusively through WBJEEB centralised counselling based on JEMAS (PG) merit and rank. The reservation of seats follows the norms prescribed by the Government of West Bengal and the West Bengal University of Health Sciences (WBUHS) for State-regulated post-graduate health sciences programmes.

Category	Reservation (Approximate)	Applicable Norms
Scheduled Caste (SC)	As per West Bengal State Government	Applicable per WBUHS / State rules
Scheduled Tribe (ST)	As per West Bengal State Government	Applicable per WBUHS / State rules
Other Backward Classes (OBC-A & B)	As per West Bengal State Government	Applicable per WBUHS / State rules
Persons with Disabilities (PwD)	As per RPwD Act, 2016 (minimum 5%)	Horizontal reservation across
General / Unreserved	Remaining seats after reserved	Merit-based through JEMAS (PG) rank

Note: Exact reservation percentages and category-wise seat distribution are determined annually by WBJEEB and WBUHS. Candidates are advised to refer to the official WBJEEB counselling notification for the applicable academic year. Antara Institute of Health Sciences follows all reservation mandates as prescribed by the competent authority and does not deviate from the centrally regulated allotment process.



FEE REFUND POLICY

The fee refund policy of Antara Institute of Health Sciences is in accordance with UGC guidelines on fee refund in case of withdrawal of admission by students, and applicable WBUHS regulations. The total programme fee is Rs. 2,00,000/- (Rupees Two Lakhs only) for the full 2-year MHA programme, inclusive of all charges.

Point of Withdrawal / Cancellation	Refund Entitlement
15 days or more before the formally notified last date of	Full fee refund (except processing fee of Rs. 1,000/-)
Less than 15 days before the last date of admission	Refund of fee after deduction of 10% of total fees paid,
After admission but before commencement of classes	Refund after deduction of not more than 20% of total fees
After commencement of classes up to 30 days	Refund after deduction of not more than 30% of total fees
More than 30 days after commencement of classes	No refund of fees (except Caution Deposit)
Caution Deposit (Rs. 5,000/-)	Fully refundable upon successful completion of

Refund requests must be submitted in writing to the Institute office. The refund (if applicable) will be processed within 15 working days of receipt of the written application. University fees and examination fees paid to WBUHS are governed by WBUHS refund norms and are non-refundable by AIHS once remitted to the University.



FACULTY & ACADEMIC STAFF

Antara Institute of Health Sciences maintains a faculty structure comprising full-time and visiting/adjunct faculty members, in accordance with WBUHS affiliation norms. Faculty qualifications and experience comply with UGC minimum eligibility criteria.

Detailed faculty profiles including qualifications and experience are maintained at the Institute office and will be updated on the Institute website and notice board prior to commencement of each academic session. Faculty appointments are made strictly in compliance with UGC/WBUHS norms.





HOSPITAL ACCESS – UNIQUE CLINICAL ADVANTAGE

A defining advantage of AIHS is its direct physical attachment to Antara Psychiatric Hospital — a fully operational multi-specialty hospital functioning since 1971. Students of the MHA programme benefit from:

- Live hospital observation and internship rotations across departments
- Exposure to real-time hospital administration, patient flow management, and clinical governance
- Access to OPD, IPD, rehabilitation, and community health operations
- Mentorship from experienced healthcare administrators and clinicians







GRIEVANCE REDRESSAL MECHANISM

Antara Institute of Health Sciences is committed to providing a fair, transparent, and responsive environment for all students. A Grievance Redressal Committee (GRC) has been constituted in accordance with UGC (Grievance Redressal) Regulations and WBUHS guidelines to address academic and non-academic grievances of students promptly and impartially.

How to File a Grievance

- Step 1:** The student submits a written grievance to the Institute office or directly to the GRC.
- Step 2:** The GRC acknowledges the grievance within 3 working days.
- Step 3:** The GRC examines the grievance and provides a resolution within 10 working days of receipt, as mandated by UGC.
- Step 4:** If the student is not satisfied with the GRC's resolution, the matter may be escalated to the West Bengal University of Health Sciences (WBUHS) Grievance Cell.
- Step 5:** For persistent violations, the matter may be brought to the notice of the University Grants Commission.



GRIEVANCE REDRESSAL MECHANISM

Contact for Grievance Redressal:

GRC Chairperson	Director / Principal, AIHS
Address	Antara Institute of Health Sciences, Antaragram, Dakshin
Email	aihs.wbuhs@gmail.com
Phone	+91 8420700252



ANTI-RAGGING POLICY

Antara Institute of Health Sciences has a ZERO TOLERANCE policy towards ragging in any form, in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and the directions of the Hon'ble Supreme Court of India.

What Constitutes Ragging?

Ragging includes any act – whether physical, verbal, written, electronic, or otherwise – by which a student of a senior batch causes or is likely to cause annoyance, hardship, or psychological harm to a junior student or a fresher, or induces a feeling of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Consequences of Ragging

- Suspension or expulsion from the institution
- Withholding of marks / results
- Debarment from examinations
- FIR / criminal proceedings under applicable laws
- Any other punishment deemed appropriate by the Anti-Ragging Committee



ANTI-RAGGING POLICY

Anti-Ragging Committee

An Anti-Ragging Committee and an Anti-Ragging Squad have been constituted at AIHS as per UGC norms. All students are required to submit an Anti-Ragging Undertaking (online at antiragging.in and in physical form) at the time of admission. Parents / guardians are also required to submit a separate undertaking.

To Report Ragging:

UGC Anti-Ragging Helpline	1800-180-5522 (Toll Free)
National Anti-Ragging Portal	www.antiragging.in
Institute Anti-Ragging Contact	Institute Office – +91 8420700252
Email	aihs.wbuhs@gmail.com



STUDENT ENTITLEMENTS – UGC GUIDELINES

In compliance with the UGC Guidelines for Students' Entitlement, Antara Institute of Health Sciences affirms the following rights and entitlements of all enrolled students:

1. Right to Information & Transparency

- Every student is entitled to a copy of this Prospectus containing complete and accurate information about the programme, fees, rules, and institutional details.
- The Institute will not retain original documents of any student. Only attested copies will be retained after verification of originals.
- All institutional information is available under the Right to Information Act, 2005.

2. Right to Quality Education

- Every student is entitled to instruction by qualified faculty members in all prescribed subjects.
- Students are entitled to a learner-centric academic environment conducive to quality education.
- The Institute shall make reasonable efforts to ensure regular conduct of classes, examinations, and results as per the WBUHS academic calendar.

The full text of the UGC Guidelines for Students' Entitlement is available at the Institute office and on the UGC website (www.ugc.gov.in). Any serious or persistent violation of these entitlements may be brought to the notice of the University Grants Commission.



STUDENT ENTITLEMENTS – UGC GUIDELINES

3. Right to Non-Discrimination

- No student shall face discrimination on the basis of caste, gender, creed, colour, race, religion, place of birth, political conviction, language, or disability.
- Harassment, victimisation, or exclusion of any student in any form is strictly prohibited.

4. Right to Grievance Redressal

- Every student is entitled to redressal of grievances within 10 working days of making a representation to the Grievance Redressal Committee.
- Unresolved grievances may be escalated to WBUHS and subsequently to the UGC.

5. Right to Safe Campus

- The Institute maintains a safe, ragging-free, and inclusive campus environment.
- Students are entitled to access medical assistance and emergency support when required.

6. Right to Feedback

- Students are entitled to provide feedback on teaching, curriculum, and institutional services.
- The Institute will collect and consider student feedback for continuous improvement.



ADMINISTRATIVE DETAILS

- Course Coordinator: Ms. Bincy Mary George
- Location: Antara Institute of Health Sciences, Antaragram, P.O- Dakshin Gobindapur, P.S- Baruipur, Kolkata - 700145

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