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HOLY FAMILY HOSPITAL

Okhla Road, New Delhi - 110025

PROSPECTUS

SCHOOL OF MEDICAL LAB. TECHNOLOGY

***EDUCATION FOR
BETTER HEALTH CARE***

PHONE : 011-26332800, 26845900
E- mail : administration@hfhdelhi.org
Website : www.hfhdelhi.org

Price Rs. 350/-

ABOUT THE HOSPITAL

The Holy Family Hospital is a general Hospital run by the Delhi Catholic Arch-Diocese and registered as a Charitable Non-Profit Registered Body under the Societies Act XXI of 1860 and has the Archbishop of Delhi as its Chairperson.

Founded by the Medical Mission Sisters in 1952, the vision and values of the Founder Mother (Dr.) Anna Dengel, are an integral part of the philosophy of this hospital. Open and attentive to the signs of the times the hospital endeavors to respond to the needs of Society. The dignity of the person supercedes all other considerations and there is no discrimination of class, caste, creed or religion. Health in its wholeness is the chief concern, and the hospital puts all its resources, human, material and spiritual at the service of those in need.

"A Caring Attitude" is the hallmark of all the services offered and not just the dignity but also the divinity in a human person is recognised in all our endeavours.

ABOUT OUR SCHOOL

School of Laboratory Technology : Started in 1962 and at present, the School is affiliated to the Indian Medical Association and recognised by the Government of N.C.T. of Delhi. Located in the Hospital premises the School provides clinical experience, library, classroom, lodging and boarding facilities.

The course commences in July and extends over a period of 2 years. Depending on individual student's needs and performance the course can be extended beyond 2 years. On successful completion of the course and passing of examinations the candidates will be eligible for a diploma from the Indian Medical Association.

The course covers a series of class room lectures and discussions combined with practical, guided training on various aspects of Medical Laboratory Technology, which consists of performing laboratory tests of increasing complexity and taking greater responsibility in routine running of the laboratory.

Students are not allowed to take up or continue any other academic course, training or Job full time/part time during the training period.

THE MEDIUM OF INSTRUCTION IN THE SCHOOL IS ENGLISH.

THE ABILITY TO CONVERSE IN HINDI IS ALSO REQUIRED.

CRITERIA FOR SELECTION :

1. Unmarried female/male candidates between 17-22 years as on 1st July 20__
2. The Minimum Educational Qualification is Senior Secondary (10+2) with Science subjects (PCM/ PCB), passed in first attempt with 40% marks aggregate.
3. Candidates will have to appear for the written examination conducted at Holy Family Hospital, New Delhi
4. Candidates will be called for interview on merit basis.
5. Selection is based on academic record, written test and interview.
6. Decision of the Selection Committee shall be final.
7. Those who are selected will be asked to undergo a medical check-up for fitness at the Holy Family Hospital. Candidates will have to bear the expenses of their check-up.
8. Admission will be confirmed only after making the complete payment and submitting original 12th certificates to the Lab School Co-ordinator.

DETAILS OF MEDICAL LABORATORY TECHNOLOGY COURSE

1st SEMESTER :

The students will familiarise themselves with routing working of Laboratory, instruments, hospital floors and basic procedures. They will also attend classroom lectures and discussions in Hematology, Clinical Chemistry, Microbiology, Parasitology and Blood Bank. After this period, the student's aptitude and capability will be assessed with regard to completion of the course. The students will be asked to leave in case found unsuitable.

Students will be assessed on their academic, practical and professional performance at the end of each semester. It is essential to meet satisfactory levels in all these areas as per promotion policy.

IIInd SEMESTER : 6 MONTHS JAN.- JUNE

Classroom lectures and discussions of the above subjects. The practical aspects will consist in carrying out Laboratory procedures under supervision and they will be given early, late, split, evening and night shifts as they are adjudged capable. At the end of this period a complete examination based on 1st year syllabus will be conducted. Promotions will strictly be on eligibility.

IIIrd SEMESTER : 6 MONTHS JULY - DEC

Besides the classroom lectures and discussions on the above subjects, Serology, Immunology and Histopathology are also included, practical training will continue as before. Students should clear the 3rd Semester Examination in order to be eligible for IMA Examination.

IVth SEMESTER : 6 MONTHS JAN. - JUNE

The final examination conducted by IMA will be held during this period. Students who pass the IMA Examination will be rotated in different sections of the Laboratory to integrate their practical and theory knowledge.

Students theoretical and practical performance should be satisfactory in order to complete the course. If his/her performance is not satisfactory, course period may be extended.

ACCOMMODATION

All students are required to stay in the hostel during their entire training period. Lodging charges are free but they will have to pay for food.

EXPENSES ON ADMISSION

1. Admission fee	:	Rs. 5000 (non-refundable)
2. Hostel Maint. Charges	:	Rs. 12000
3. Breakage	:	Rs. 1000
4. Library fee	:	Rs. 2000
5. Transport, Correspondence		
Stationary & Miscellaneous	:	Rs. 1000
6. IMA Enrolment fee	:	Rs. 1000
7. Tuition fee 1st and 2nd Semester :		Rs. 4000
8. Mess fee for Aug. 15 to Nov. 2015 :		Rs. 4800
Total	:	<u>Rs. 28,800</u>

(The aforesaid amount is non-refundable)

II. Tuition Fee Rs. 8,000/- for the entire course. This may be deposited in two instalments as scheduled below:-

1st instalment at the time of admission Rs. 4000/-

2nd instalment before October 20 Rs. 4000/-

III. Mess Fees : Rs. 1200/- per month (Subject to change) (to be paid before 30th of Every month starting from Nov. 2015)

(Any student who fails to deposit the fee by the specified date will have pay Rs. 10/- per day as penalty till he/she pays it)

IV. Medical Check-Up & vaccination : Rs. 2000/- approx.
(Chickenpox/Hbs.Ag)

V. IMA Examination fee : Rs. 2000/- (Subject to change) (to be paid in 3rd Semester)

VI. Text Book : Rs. 1500/- approx.

Note books to be purchased by the candidates.

FACILITIES

1. Free Medical aid is given upto a maximum of Rs. 8000/- per year. This amount cannot be accumulated and will not be carried forward to the next year.
2. Free lodging is given during the entire course.

SCHEDULE & ATTENDANCE

Students will be on a rotation schedule for their clinical experience, which covers 8hrs/day, six days/week, including class room lectures and refreshment breaks. They will be on any shift - Day, Evening or Night.

Students should have 100% class attendance. Absence from class may be permitted by the School Authorities only.

LEAVE

If students are posted for duty on Sunday or hospital declared festival day, they may take compensatory off in the same or in the ensuing week in its place.

Sick leave is granted only with the permission of H.F.H. employee's doctor, up to maximum of 10 days/ year if availed more, will have to make up.

Annual leave 30 days/ year. Leave will be granted according to laboratory School policies. The time lost in excess will be made up at the end of the 2nd year, depending on the Laboratory Management Team's decision.

AGREEMENT

Candidates are required to sign an agreement stating that

- (a). If the Trainee Technician discontinues the training after admission/any time during the first year he/she will have to reimburse Rs. 15,000/-
- (b). If the trainee technician discontinues the training anytime during the second year he/she will have to reimburse Rs. 20,000/-

Before being admitted finally, the following conditions should be fulfilled :-

1. Medical fitness report of Medical examination conducted by Holy Family Hospital, New Delhi - including Blood, Urine, Stool, X-ray, Eye and Dental examination.
2. Each student will have to present certificate of vaccination if already taken.
3. A letter from parent/guardian stating the name of the visitors the students may have, as well as the names and addresses of the persons whom the student may visit when he/she avails an overnight or late night pass.

DRESS CODE

Selected candidates will be expected to follow the dress code during their Period of Training.



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Okhla Road, New Delhi - 110025

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AFFIX
RECENT
PHOTOGRAPH
HERE

APPLICATION FOR ADMISSION TO SCHOOL OF LAB. TECHNOLOGY 20__

(To be filled-in by the applicant in his/her own handwriting)

1. Name in Full _____
(in block letters as in school certificate)
2. Father's Name _____ Mother's Name _____
(in block letters as in school certificate)
3. Date of Birth _____
(as in school certificate)
4. Sex _____ 5. Marital Status _____
6. Height _____ Cms. 7. Weight _____ Kgs.
8. (i) Religion _____ (ii) Denomination _____
9. Do you belong to Schedule Caste/ Tribe / _____
(attach copy of certificate as authentic proof)
10. State to which you belong/Mother tongue _____
11. Personal marks of identification (I) _____
(II) _____
12. Permanent Address _____

13. Educational Qualifications _____
14. Medium in which Studied _____

Examination	Year of Passing	Board/Council/University	Subjects Taken in 12th	Marks obtained in each Subject in 12th	No.of attempts
12 th					
			Physics		
			Chemistry		
			Biology		
			Maths		
Others					

15. Awards/Certificates/Medals received for Curricular/Extra-Curricular activities :
 - (1)
 - (2)
 - (3)

16. Present Postal Address _____

17. Parent/Guardian :
(a) Name _____
(b) Relationship _____ (c) Occupation _____ (d) Monthly Income _____
(e) Full Address _____

(f) Nearest-Railway Station _____ (g) Telephone Number if any _____
18. Local Guardian :
(a) Name _____
(b) Relationship _____ (c) Occupation _____
(d) Address _____

(e) Telephone Number if any _____
19. Name and Address of three references
(a) Headmaster/Headmistress/Principal of School/College last attended

(b) Parish Priest/Vicar (in case of Christians)

(c) Unrelated respectable person who knows the applicant personally.

20. List of Copies of certificates to be attached along with application (please tick accordingly)
(a) Matriculation/SSLC Mark Sheet (e) Conduct Certificate from Principal/Headmistress of
(b) Matriculation/SSLC Pass Certificate School Last attended.
(c) 12th Class Mark Sheet (f) Self addressed stamped envelope.
(d) 12th Class Pass Certificate

DECLARATION

1. We have gone through the prospectus and are fully aware of the financial arrangement to be made available for this course and agree to the conditions stated in the prospectus.
2. We also declare that the statements given on this form are true.
3. We accept all the rules and regulations mentioned in the prospectus.

Signature of Parent :

Full Name :

Address :

Signature of Applicant :

Full Name :

Address :

Note :- The application should be completed in all respects. Incomplete applications will be rejected. Completed application along with attested copies of certificates should reach The Director, Holy Family Hospital, Okhla Road, New Delhi - 110025 before : July 02, 20__