



Jubilee Mission College of Allied Health Sciences

Jubilee Mission Hospital Trust - Archdiocese of Trichur

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Prospectus 2023-24 for Admission to

Para Medical Diploma Courses under DME

DOTAT - Diploma in Operation Theatre & Anaesthesia Technology

DMLT – Diploma in Medical Laboratory Technology

1. INTRODUCTION:

The catholic Archdiocese of Trichur, right from its inception in 1887, has made remarkable and effective contributions in the fields of health care, education, social welfare and development of the community in Central Kerala. The strong presence of the Church has made a positive impact on the educational, socio-economic, cultural and health indicators of the region.

As a part of the healing mission of the Archdiocese of Trichur, a small dispensary was started at Thrissur on 17th December, 1951. As a result of self-sacrifice, exceptional dedication, and above all, the divine providence, the small dispensary is now grown to be the Jubilee Mission Medical College & Research Institute, with 1500 bedded multi-specialty hospital that has facilities for medical education such as Medical College, College of Nursing, School of Nursing and an array of allied health science courses.

1.1. Courses offered under DME

	Name of the Course	Total Seats	Mgt.	Govt.	Course Duration	Internship / Training
1	DOTAT – Diploma in Operation Theatre & Anaesthesia Technology	15	8	7	2 Yrs	6 Months
2	DMLT – Diploma in Medical Laboratory Technology	30	15	15	2 Yrs	6 Months

1.2. Course Details

- **DIPLOMA IN OPERATION THEATRE & ANESTHESIA TECHNOLOGY (DOTAT)**

Duration of the course shall be 2 years with compulsory internship for six months. Subjects include (i) Basic Science including Pharmacology (ii) Biomedical Equipments (iii) Operation Theatre Techniques. Examination will be at the end of second year followed by internship for six months. A minimum of 50% marks in each of the subjects is required for a pass. Pass certificate will be issued only on successful completion of six months practical training. As part of the internship no stipend is payable.

- **DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (DMLT)**

Duration of the course is 2 years. The course consists of the following three subjects: (i) Biochemistry (ii) Histopathology, Blood Banking and Haematology, and (iii) Microbiology and Parasitology. An examination will be conducted at the end of the course, Paper (i) Biochemistry, Paper (ii) Microbiology & Parasitology, Paper (iii) Pathology, with written, viva and practical tests. A minimum of 50% marks in each of the above three subjects is required for a pass.

1.3 CRITERIA FOR ADMISSION

The Diploma courses under the supervision of Directorate of Medical Education, 50% of the seat will be from the merit list to be prepared by the Director of Medical Education/ Director, LBS Centre for Science and Technology and 50% of seats shall be Management seats. Admissions to the course are regulated on the basis of merit as assessed in the rank list prepared based on the marks obtained in the qualifying examination(s). This Prospectus is subject to modification as may be deemed necessary by the Management at par with the rules and regulations of the Government.

1.4 ELIGIBILITY FOR ADMISSION

Academic:

a. Candidates who have passed Higher Secondary examination of the Board of Higher Secondary Education, Kerala, or examinations recognized equivalent thereto, with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.

b. Candidates who have passed VHSE with 40% marks put together for Physics, Chemistry and Biology are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.

C Age: Except for service candidates, all other applicants shall have completed 17 years of age on the date of notification and there is no upper age limit

2. APPLICATION FORM:

2.1. The application form and prospectus for admission to Para Medical Diploma Courses shall be downloaded from the website www.jmmcri.org from 1st October, 2023

onwards. Please download the prospectus and application form the website and the same will not be issued from office

- 2.2. The cost of application and prospectus is Rs.500/- (Rupees Five Hundred only) which shall be enclosed and submitted along with the completed application form. The application fee shall be paid as Demand Draft (DD) in favour of Director, Jubilee Mission Hospital, Payable at Thrissur only. No cash payment will be accepted

3. HOW TO APPLY:

- 3.1. The applicants are requested to fill up the downloaded application form in their own hand writing and in CAPITAL BLOCK LETTERS.
- 3.2. All columns of the application shall be filled and no column shall be left blank.
- 3.3. Duly completed application form shall be sent by speed/registered post to THE DIRECTOR, JUBILEE MISSION HOSPITAL, P.B.NO.737, BISHOP ALAPATT ROAD, JUBILEE MISSION P.O., THRISSUR EAST - 680 005. The completed application forms may also be deposited directly in the box provided in front of the Office Superintendent's cabin at the Administration Building of Jubilee Mission Medical College (Gate-1), Ground Floor, C-Block.
- 3.4. The LAST DATE OF RECEIPT OF APPLICATION shall be 30.10.2023
- 3.5. The application submitted directly/by post shall be enclosed in a envelop and should be prescribed "Application for Para Medical Diploma Courses 2023-24"
- 3.6. Late and incomplete applications and applications without D/D will be rejected.
- 3.7. The SELF-ATTESTED COPIES OF THE FOLLOWING DOCUMENTS are to be attached along with the application form:
 - (a) The relevant pages of SSLC book / equivalent board certificate as proof of name,age and date of birth.
 - (b) Certificate and Mark list of qualifying examination (Plus Two/12th Std.) or printout of the result sheet from the website.
 - (c) Eligibility / Equivalency Certificate from Higher secondary Board, Kerala, for the candidates who have completed qualifying examination from outside Kerala State.
 - (d) For foreign Nationals, the entry qualification equivalency i.e. 12th Standard can be obtained from the Association of Indian Universities, New Delhi.

- (e) Certificate of good conduct from the institution last attended (Preferably issued within six months).
- (f) A Demand Draft (DD) for Application Fee (Rs.500/-) in favour of Director, Jubilee Mission Hospital payable at Thrissur from any Bank shall be attached (original) along with the application, without which the application will not be considered.

Note: The applicants are requested NOT to ENCLOSE any original certificates while submitting the application form.

4. SELECTION AND ADMISSION:

- 4.1. The eligible applicants will be intimated to appear for an interview before the Selection Board. Admission will be done as per the norms given by the DME. The candidates are requested to visit the website regularly to update on admission process.
- 4.2. The applicants, at the time of interview, shall produce the following original certificates for scrutiny:
 - 1. The original certificate/mark list of the S.S.L.C.
 - 2. The original pass certificate and/or mark list of the qualifying examination.
 - 3. Transfer Certificate (TC) from the institution, candidate last attended.
 - 4. Course and Conduct Certificate from the institution, candidate last attended.
 - 5. Two Attested Photocopies of 1, 2, 3 & 4.
- 4.3. The selected list will be published on the website. The selection of the candidates will be provisional, subject to the final approval and registration by DME and medical fitness of the applicant
- 4.4. The period of first three months will be treated as probation period. At the end of the period, if any candidate is found wanting in aptitude for the health care profession, in earnestness in studies and in physical and moral fitness she/he is likely to be asked to discontinue
- 4.5. The candidates are requested to pay prescribed fees at the time of admission.

5. FEE STRUCTURE:

Particulars	1 st Year	2 nd Year
Admission Fee	1,000	
Caution Deposit (Refundable)	5,000	
Tuition Fee (Management)	55,000	55,000
Tuition Fee (Government)	27,500	27,500
Special Fee	10,000	7,500
Uniform (Approximately)	4,000	

- a. Exam Fees, Diploma Certificate Fees, Transcript Fees, etc. are to be paid by the candidate from time to time, in addition to the above.
- b. All the fees due for the year are to be paid in a single instalment at the beginning of each academic year.
- c. The fees once paid will not be refunded. If any student leaves the institution after commencement of classes, they are liable to pay full two years fees before returning the original documents.
- d. Students joined shall undergo 6 Months compulsory internship. If anybody leave without completing internship shall be liable to pay compensation.

8. GENERAL RULES AND REGULATIONS:

Admission to Para Medical Courses starts in the month of October. Students are expected to maintain a very high standard of discipline, compassion, honesty, and sincerity in their work. Jubilee Mission Hospital is well known for its clinical excellence and the loving care to every person with a smile. The motto of the institution is "Service with love". The students shall be smart in appearance and polite and courteous with the staff, superiors, colleagues, as well as with the patients and their family. Students shall remain under the direct control of the Principal, who will report to the Asst. Director (Nursing Education & Services). Indiscipline of any sort, disobedience, dishonesty, negligence will not be tolerated and will attract punitive action, including expulsion from the institution. All candidates who aspire to join the institution and their parents/guardians shall ensure discipline along with the administration.

- 8.1. Students are expected to attend classes in proper uniform. Uniform shall always be neat, clean, and well ironed. They should display their ID card at all times to establish their identity.
- 8.2. Students should assemble in the class room five minutes before the commencement of the class. They may be marked absent if late and will lose attendance.

- 8.3. Students are expected to observe order and silence at the School, hospital and its premises and make as little noise as possible while moving from one place to another.
- 8.4. Students are not allowed to loiter around in the working areas and not to bring their friends and relatives to the campus without getting prior permission from the Principal.
- 8.5. Students are forbidden to affix posters, display materials and other articles on the walls of the building of the Institution.
- 8.6. Students of the School are forbidden to take any active part in political agitation. Students getting involved in any activity that may interfere with the corporate life and educational discipline of the school will be liable to be suspended or expelled from School. The Director shall be the final authority in discipline, including punitive action like fine, loss of attendance, suspension, or expulsion, if necessary.
- 8.7. Students are prohibited from organizing any meeting or entertainment in the school or collecting money for the purpose within the school premises, without the explicit written permission of the HOD/Course Coordinator/Director.
- 8.8. Students are not permitted to conduct any programmes without prior permission from the HOD/Course Coordinator/Director.
- 8.9. Students are not permitted to remain in classrooms except during class hours.
- 8.10. The use of mobile phone is not permitted in school, hostels, and hospital.
- 8.11. Students are forbidden from directly addressing higher authorities. All communication must be submitted through the Principal/Director who will forward the same, if necessary.
- 8.12. A student to whom any article/property of the institution is issued shall be responsible for its preservation, in good condition and in the event of its being lost or damaged, shall be required to replace it or defray its cost.
- 8.13. The students are not allowed to accept any gift in cash/kind from the patients or relatives.
- 8.14. After the completion of the course the student shall undergo 6 months internship/training at Jubilee Mission Hospital for further experience.
- 8.15. If a student withdraws the course during the period of studies he/she shall be liable to pay the entire course fees. The certificates will be returned only after paying all the dues to the institution.

9. ATTENDANCE AND HOLIDAYS:

- 9.1. There should be a minimum of 80% attendance in theory and 100% in practical classes to appear for each year end examination.
- 9.2. Any absence without proper reasons/intimation will attract disciplinary action.
- 9.3. Special classes may be arranged for the benefit of the students at any time and the students should attend the classes punctually.
- 9.4. All Sundays, National Holidays and any other holidays that are notified by the institution authorities will be academic holidays.

10. LEAVE:

- 10.1. Students are permitted a maximum of 20 days leave in an academic year. Students remaining absent beyond 15 days in addition to the prescribed leave will not be allowed to re-join except on health ground and also in exceptional circumstances
- 10.2. Students shall clearly state in their leave application the ground for the leave, the number of days, and the dates for which the leave is required.
- 10.3. The student should apply for the leave three days before the actual date of availing the leave. The leave letter is to be forwarded to the Head of the Department who will sanction/reject the leave and the same will be forwarded to the Course Coordinator by the HOD. Normally, leave shall not exceed for more than four days at a stretch. In addition, special leave for festivals may be sanctioned at the discretion of the Head of Department to a maximum of five days in an academic year without affecting the practical duties and total number of academic days in the department.
- 10.4. No leaves, including Sick Leaves, shall be carried over to next academic year
- 10.5. Absence without authorized leave will be counted as unauthorized absence and will entail forfeiture of two days of attendance.
- 10.6. A student absenting from the course for more than 15 consecutive days without satisfactory explanation is liable to have his / her name removed from the rolls of the institution.
- 10.7. The HOD is authorized to sanction off from duty according to the duty arrangements.
- 10.8. During hospital holidays, the HoD may arrange emergency duties and a compensatory duty off may be given to the student later without affecting the routine functions.

10.9. SICK LEAVE: A student is eligible for a maximum of 10 days sick leave in an academic year. Sick leave shall be granted on production of medical certificate from a doctor not below the rank of an Assistant Professor at Jubilee Mission Medical College Hospital. Medical/sick leave shall not be considered equivalent to attendance. Application for sick leave shall be submitted within three days of actual availing of the sick leave.

11. PROHIBITION OF RAGGING:

According to Kerala Prohibition of Ragging Act, 1998, 'ragging' means doing of any act or disorderly conduct of a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or shame or embarrassment to any student and includes teasing or abusing or playing practical jokes or causing hurt to such students or asking a student to do any act or to perform something which such students will not in the ordinary course be willing to do.

All institutions will have to abide by the directives of the Honourable Supreme Court of India dated 16th May, 2007 in SLP No.(S)24295 of 2006 University of Kerala Vs. Council Principal's Colleges, Kerala & Ors. (With SLP(C) No. 24296-99/2004 and W.P.(Crl) No.173/2006 & SLP(C) No.14356/2005) and recommendations approved by the Honourable Supreme Court of India on effective prevention of ragging in educational institutions.

In case the applicant for admission is found to have indulged in ragging in the past or if it is brought to the notice of authorities on a later occasion, he/she shall be expelled from the educational institution.

In this regard, each of the students of the institution and his/her parents/ guardian are required to mandatorily submit a combined undertaking in a prescribed format, at the time of admission.

17th August, 2023

Director