



KARNATAKA CENTRAL DIOCESE

# CHURCH OF SOUTH INDIA HOSPITAL

BANGALORE – 560051

## School of Allied Health Sciences

Medical Laboratory Technology

Medical Imaging Technology

Medical Records Technology



# PROSPECTUS



## *The Prayer of Saint Francis of Assissi*

*O Lord, Make me an instrument of Thy peace!*

*Where there is hatred, let me sow love;*

*Where there is injury, pardon;*

*Where there is discord, harmony;*

*Where there is doubt, faith;*

*Where there is despair, hope;*

*Where there is darkness, light, and*

*Where there is sorrow, joy.*

*Oh Divine God, grant that I may not*

*So much seek to be consoled as to console;*

*To be understood as to understand;*

*To be loved as to love;*

*For it is in giving that we receive;*

*It is in pardoning that we are pardoned;*

*and it is in dying that we are born to Eternal Life.*



## *Our Mission*

*To make known the love of God in Jesus Christ by providing comprehensive, compassionate, health care for everybody without discrimination as to caste, creed or color.*

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## CHURCH OF SOUTH INDIA HOSPITAL, BENGALURU

The Church of South India Hospital Bangalore started in the year 1893 as Zenana Mission Hospital exclusively for women and children. It was established by the Church of England Zenana Mission in response to the custom of those days where the local women were allowed to be treated by women medical professionals only. The Hospital, therefore, employed only Lady Doctors. The Hospital was thrown open for male patients and male doctors, and thus it became a general hospital in 1965.

The Hospital is under the Karnataka Central Diocese of the Church of South India. The present building of 240 beds with all the modern amenities was inaugurated in the year 1978.

It is now a Multispecialty and General Hospital, catering mainly to the lower socioeconomic groups of society. The School of Nursing was established under the Christian Medical Association of India (CMAI) in the year 1950, and candidates are recruited from all over the country.

The Paramedical Courses were started in 1959 under the aegis of the Christian Medical Association of India (CMAI). Since 1999 they are under the Government of Karnataka Paramedical Board.

## LOCATION OF CSI HOSPITAL, BENGALURU

The Hospital is located at No.2, Hazrat Kambal Posh Road, Bangalore-560 051 near the Bangalore Cantonment Railway Station. Buses which go to Shivajinagar, Kempegowda Bus Station and K.R. Market stop at the CSI Hospital Bus Stop near the hospital. Buses also reach bus stations at Bamboo Bazaar Bus stop, which is close to CSI Hospital.

## ADMINISTRATION

Ag. Medical Superintendent (I/C)	:	<b>Dr. Sunil Kumar</b> (From 31 <sup>st</sup> Aug 2020),
	:	<b>Dr. Gifty Immanuel</b> (17 <sup>th</sup> Aug,2019 to 30 <sup>th</sup> Aug, 2020)
Nursing Superintendent	:	<b>Ms. Joy Hena Charles</b>



# SCHOOL OF ALLIED HEALTH SCIENCES PROGRAMS & COURSES

Principal : **Dr. Sarala Krishnamurthy** MBBS, MD, MPH, DABP, FCAP

Coordinator & : **Ms. Justina** B.Sc (Chem), DMLT, DMTT, M.Sc. MLT  
Senior Tutor, Laboratory

Senior Tutor, : **Mr. Kersome** B.Sc, DRDT, DTT, BMIT  
Imaging & X-Ray

Tutor, Records : **Ms. Kalaivani** DMRT, TMRT  
**Ms. John Bosco** DMRT, TMRT

## OTHER FACULTY

**Dr. Luellu Susan Verghese**, MBBS, MD, PhD; Microbiology

**Dr. Rukmini Mandanna**, MBBS, DCH; Anatomy & Physiology; English

**Dr. Angeline Job**, MBBS, DGO; Anatomy & Physiology

**Dr. Shantha**, DMD., Anatomy & Physiology

**Dr. R. Ravichandran**, M.Sc., Ph.D., Radiologic Physics

**Mr. Kesavan D. Martin**, DMRT, Medical Records



# SCHOOL OF ALLIED HEALTH SCIENCES

## GENERAL INFORMATION FOR 2-YEAR DIPLOMA & 3-YEAR DIPLOMA COURSES

Courses of 2 years' and 3 years' duration are offered in each of Medical Laboratory Technology (MLT), Medical Imaging Technology (MIT), Medical Records Technology (MRT). Details of each course are given separately.

Diploma Courses in Medical Laboratory Technology (DMLT), Medical Imaging Technology (DMIT), Medical Records Technology (DMRT), are each of 2 years' duration after PUC/+2 or equivalent examination or of 3 years' duration after SSLC, in each of Medical Laboratory, Medical Imaging Technology and Medical Records Technology. The 3-year course, formerly called the Certificate Course (CMLT, CMXT, CMRT) is offered since 2007, and is now called the 3-year Diploma Course.

### ELIGIBILITY FOR ADMISSION:

#### 2-Year DIPLOMAS- MLT/ MIT / MRT

1. Subjects & Marks: Pass in PUC 2nd year or equivalent examination with minimum of 40% marks in Optional Science subjects like PCB, PCMB or PCBZ, for MLT/MIT

For MRT, Optional subjects are Science, Arts, Commerce or Computer Science. Minimum of 40% marks overall, remains.

For SC/ST candidates Minimum is 35% marks.

2. Age: Candidates should have completed 17 years of age on or before 1st Oct, 2020. Maximum age is 35 years, and 40 years for SC/ST or In-service candidates.

#### 3-Year DIPLOMAS COURSES - MLT, MRT & MIT

1. Subjects & Marks: SSLC Pass / equivalent e.g. 10th Std Pass
2. Age: 15 - 35 years or up to 40 years for SC / ST candidates
3. Other conditions are the same as for the 2-Year Diploma Courses. Details are given for each Diploma Course in the Lab, Imaging & Records information.

### APPLICATION & ADMISSION PROCEDURE

#### I. How to Apply?

1. Application forms and Prospectus can be obtained from the Principal, AHP's Office on a non-refundable payment of Rs.200/- (Rupees Two Hundred only) by cash or by a crossed DD payable to C.S.I. Hospital, Bangalore – 560 051.

#### Please NOTE:

1. Applications must be submitted in the prescribed form. The candidate must make all entries legibly, in his/her own handwriting. Completed application forms must be sent to the Principal, School of Allied Health Sciences, Principal's Office, CSI Hospital, Bangalore – 560 051.

2. Dates of interviews will be informed. Early interviews will be held and students will be admitted prior to the last date. Applicants are urged to apply early.
3. Prospectus & Application forms @ Rs.200/- each, will be issued from 15th Sept 2020 (pending COVID-19 AND LOCK DOWN SITUATION). Selections will probably start from Sept 2020. The last date for issuing application forms and prospectus and to receive completed/filled applications is 30th Sept 2020. All admission dates may change according to the Karnataka Paramedical Board decisions.
4. A registration fee of Rs.200 /- (Rupees Two hundred only) by a crossed demand draft drawn in favor of C.S.I. Hospital, Bangalore, or receipt of cash paid at CSI Hospital cash counter, must accompany the application when submitted.

### **REGISTRATION FEES ARE NOT REFUNDABLE.**

#### **Attested copies of the following MUST be included:**

- a. S.S.L.C. Marks Sheet – 2 copies
- b. 12th standard/Pre-University/Pre-Degree/Intermediate/Marks Sheet – 2 Copies
- c. Certificate of typewriting/Higher qualification/Degree/ Training/Computer Etc., if any
- d. Transfer Certificate from the school/College last attended
- e. Migration Certificate from the Educational Board of the Directorate of Education of the state where studied, is required for all non-Karnataka students
- f. Medical Fitness Certificate by a Registered Medical Practitioner not below the rank of MBBS.
- g. Recently taken passport sized photographs (10 Numbers)
- h. Confidential Reports must be sent directly to the Principal's Office, CSI Hospital, No. 2, H.K.P Road, Bangalore- 560051.

#### **These Should be:**

- i) From the Principal of the School or college where you have studied
- ii) Character and Conduct Certificate from the Pastor of the Church attended.
- iii) For non-Christians, a conduct certificate from a responsible citizen who has known the candidate for at least two years, immediately before to seeking admission.

#### **Note:**

Candidates awaiting results of the qualifying examination are also eligible to apply, provided they produce the original marks sheet/pass certificate at the time of interview for selection.

### **INCOMPLETE APPLICATIONS WILL BE REJECTED**

All candidates called for interview will be informed by post/Telephone. The Institution is not responsible for the non-receipt of the Interview Card by post/Telephone. However, the applicants can telephone to find out the status of their applications.



## **SELECTION PROCEDURE:**

1. Selection of candidates is by merit, based on the results of a 1-hour Written Test and Personal Interviews.

TEST AND INTERVIEWS: May be online depending COVID-19 SITUATION. CANDIDATES ARE REQUESTED TO KINDLY HAVE ACCESS TO A COMPUTER WITH WEB CAM FOR THIS PURPOSE.

2. The Written Test is as follows-

For 2-Yr Diploma Candidates : PUC level questions in Physics, Chemistry & Biology, General Knowledge, English and Basic Mathematics for ALL 3 Diplomas, PLUS in General Science for DMLT, DMXT courses only.

For 3-Yr Diploma Candidates, SSLC level questions in General Knowledge, General Science, Basic Mathematics, and English. Pass mark is 40%. Candidates getting less than 40% may not be invited for the interview.

3. All Candidates are required to have been tested for novel SARS CORONA VIRUS -2 (COVID 19) by a Government recognized Laboratory, or Pvt but Government recognized, laboratory. A signed, sealed, Certificate to that effect to be shown. In case the test had been refused as not required, a signed note on letterhead to that effect should be obtained and shown.

The selected candidates will have a Medical Examination conducted by the Hospital. Certain medical conditions which would interfere with the successful completion of the course may result in the student's discontinuation of the course. This will be at the discretion of the Management. In any case all parents and students are required to provide the medical evidence, reports and results regarding the diagnosis, in case the student has or is found to have, during the course, any condition of health that the Institution thinks, will interfere with her/his studies and training.

4. The selection is subject to the final approval by the Government of Karnataka Paramedical Board (KPMB), for the Diploma Candidates. Non-acceptance by the KPMB will warrant cancellation of the selection by the Institution.
5. The selected candidates will be informed on the Notice Board at the Hospital. All the courses start on 1st of September each year or the nearest working weekday, if the 1st is a Sunday or Saturday. Selected candidates should report to the Principal's Office on the date specified on the Selection List with their original certificates and 10 passport size photographs.

## **RULES AND REGULATIONS:**

1. Candidates are under the discipline of the Principal, respective Department Tutors and Heads. They must do the assignments given to them in their respective departments, on time. The selected candidates will be on probation for a period of 3-5 months. If their conduct or standard of performance is found to be unsatisfactory, they are liable to be dismissed from the course at any time, without refund of fees.



2. Tests will be conducted in these 3-5 months. Their results will be used to assess/accept or debar the student from further progress in the course.
3. The candidate shall abide by the Hospital Rules, a copy of which will be given and explained, in their own language, at the time of admission. Parents/Guardians are requested to help their child/ward comply with the rules, which are discussed with them at the time of admission. Parents/guardians and respective students are required to sign acceptance of the General Hospital Rules and the Hostel Rules, if applicable. Disciplinary action including fines, will be taken if rules are found to be violated.

#### **4. Fee Refund Policy :**

- (a) As a rule NO REFUND is allowed for any students regardless of whether Management or Government quota, for Courses and Hostel.
- (b) Students who discontinue the course after joining have to make appropriate compensations to the institution for lost seat/ fees, as finally decided. And pay whatever the KPM Board charges. Only then, can they request for and take their certificates.

### **RAGGING & SEXUAL HARASSMENT**

1. Ragging is not permitted under any circumstances. Any student who finds that he/she is ragged should report to the Tutor/Principal/Grievance Cell/Internal Complaints Committee/Anti Ragging Committee. Details of contact Telephone Numbers of persons to contact will be given at Admission. The Institution will debar any student found to be indulging in Ragging. This is in Accordance with the Supreme Court of India vide its Order dated 16-5-2007.
2. The Hospital has an Internal Complaints Committee (ICC) to prevent Sexual Harassment. Students are encouraged to report any Inappropriate behavior by any one. Details are in the General Rules given to each student at Admission.

### **HOSTEL ACCOMODATION:**

Hostel accommodation is limited. It will be given only if available, and only to outstation students. PLEASE SPECIFY IF YOU WANT ADMISSION EVEN IF NO HOSTEL ACCOMMODATION IS AVAILABLE. Due to COVID – 19 Pandemic all hostel availability may change.

### **UNIFORM:**

1. Uniform is directly paid for by the students.
2. Students must wear uniform while in the department, failing which they will not be permitted to attend the classes.
3. Students are encouraged to maintain their dignity and decorum in dress and appearance in accordance with the high calling of their professional training. Accordingly, nail polish, flowers, jewellery, - e.g., anklets, bangles, other than small ear studs are not allowed.
4. Hair (women) must be kept neatly put up. Long hair (in men) is not allowed.
5. Men must shave daily and must be well groomed.

6. Students are encouraged to respect and value their uniform, two sets of which are required. This includes regular laundry and washing/maintenance.
7. The Uniform Coat/Apron is NOT TO BE WORN OUTSIDE THE HOSPITAL PREMISES.

## **LEAVE**

### **I ELIGIBILITY:**

Each 2-year Diploma MLT student is allowed 30 days, MIT student 35 days, MRT student 28 days, of leave in a year, including annual, casual and sick leave. The 3-year Diploma (Certificate) Course Students are allowed 30 days of leave per year including annual, casual and sick leave.

### **II RULES:**

1. Leave must be applied in advance.
2. Leave will not be granted as a right and is subject to the needs of the department/institution.
3. Parents/Guardian are requested to send a written request when their son/daughter/ward, requires leave. In case of an emergency, parents/guardians are required to call and inform the respective Tutors/Sr. Faculty/ Principal/ Hostel and Warden, not just the Department.
4. If students absent themselves without information they will be marked “absent”. “Absent days” will be treated as “needing to be made up”.
5. Detailed rules regarding leave will be given at the time of admission .

### **ISSUE OF CERTIFICATE:**

Students are required to collect their Certificates after successfully completing their Course. Those who want a Transcript can obtain one on payment according to the rules in force at the time, with a written request. Presently,

#### **A) India- based applicants**

- i) Within 5 years of Graduating, Rs 2000/-;
- ii) After 5 years Rs 5000/-;

#### **B) Non-India based applicants;**

- i) USD 100 for within 5 years of Graduating,
- ii) USD 300 after 5 years of Graduating.

### **RULES FOR PAYMENT OF FEES:**

1. The annual fees of new students should be paid on the day of selection. These fees are NON-REFUNDABLE.
2. II & III year annual fees should be paid by the last weekend before the beginning of the new academic year.

3. Failure to pay the fees within the last date stipulated by the Institution will warrant discontinuation from classes and department. This will be considered as days of absence which will have to be made up by the student before she/he is considered to have completed the course.
4. MEDICAL FEES AND COST OF NOTE / TEXT BOOKS, UNIFORMS, ARE TO BE BORNE BY THE STUDENTS.
5. BREAKAGE/LOSS: If the cost of breakage/loss, exceeds the caution deposit amount paid by the student, the difference will have to be paid by the student.
6. Bank loan /Scholarships: Students are encouraged to apply for BANK LOAN /SCHOLARSHIPS well in advance of the due date so that they are able to complete fee payments on time. Those who have applied for Bank Loans should submit a copy of the loan or Scholarship application to the Principal.

**N.B.: ALL FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.**

### **TRAINING PERIOD:**

Registered students must not obtain employment elsewhere in any capacity during the training period. Hospital working hours are: 8.30 am to 5.00 pm

### **EXAMINATIONS:**

Scheme of Examination & KPMB Rules

**Note:** The scheme and rules have just been changed by the Government of Karnataka Paramedical Board, as of 2018.

Accordingly, now there are 3 Diploma Examinations conducted by the Karnataka Paramedical Board. One is at the end of first year of the 3-Year Course common to all the Courses. The other, is at the end of the second year of the 3-Year, and 1st year of the 2-year, Courses. The 3rd Year Diploma exam applies to the II Year of the 2-Year Course, and III Year of the 3-Year course students, respectively. A 3-months Internship follows after the student has passed the Final Year Examination.

**I year Diploma (old term I year Certificate) examination** for Physics, Chemistry, Biology & English, and is common to all the 3 Courses- Lab, X-ray, Records. It is at the end of the I year. Each carries 100 marks, for 3 hours.

**II year Diploma (old term II year Certificate & I year Diploma)** continues to be 3-hour papers of 100 marks each. Question pattern has changed to Short Notes, of 5 marks each, and short answers of 3 marks each.

**III year Diploma (old term III year Certificate and II year Diploma)** is similar to II year Diploma pattern of examination.

### **A. ELIGIBILITY to appear for I year, II year, and III Year, Examinations:**

1. **Attendance:** The student needs more than 75% attendance both in class room instruction and practical area, to be found ELIGIBLE to write the examination.



**2. Internal Assessment (I.A):** 50% of the IA marks is also required for ELIGIBILITY to appear. The Board itself will not allow the students application to be accepted.

A. STUDENTS, PARENTS & GUARDIANS, ARE WARNED AND CAUTIONED TO MAKE SURE THE STUDENT STUDIES. THE STUDENT MUST PASS ALL INTERNAL TESTS AND EXAMS. THE TEACHERS AND INSTITUTION ARE NOT RESPONSIBLE IF THE STUDENT IS NOT SELECTED BECAUSE OF LESS THAN 50% INTERNAL ASSESSMENT MARKS.

B. Marks to Pass, and Promotion Rules

**3. Promotion & Passing:** A student will be promoted to study the next year, and from 2019, can carry over subjects. All balance subjects HAVE to be passed and cleared WITHIN 6 MONTHS before the Final Year examination.

4. MINIMUM of 35% is the passing percentage.

5. Re-evaluation is allowed by the Karnataka Paramedical Board.

6. A student who successfully completes all the subjects of the 2-Year Diploma/3-year Diploma Examination will be issued a Diploma by the Government of Karnataka Paramedical Board after completing a Internship period at the end of the Course.

This syllabus and scheme of examination has been approved by the Govt. of Karnataka Paramedical Board subject to correction and modification in due course without prior notice or information.

## **EXTRACURRICULAR ACTIVITIES**

We strive to make the training program an enjoyable, learning, growing, wholesome, experience to produce all-round, well-adjusted, competent professionals rooted in Christian values. Daily Chapel services, annual Students Retreat, Lenten Retreat, and participation in church related activities in encouraged. Periodic voluntary participation in the morning chapel services, help students to develop in character, personality, and interests. Regular Fresher's, Christmas, Farewell, Get togethers, occur. Many extracurricular activities, viz., games period, Annual picnic/ outing, Annual sports, Student's Retreat, etc, are conducted. In addition, students are encouraged to participate in Student Conferences and Workshops organized for them. All these are to help the student to focus on his/her studies and learn to be fine, all-round, Christ centered, responsible, technicians.

## **SPECIFIC INFORMATION ON EACH COURSE**

### **2 Year DIPLOMA MEDICAL LABORATORY TECHNOLOGY COURSE (DMLT)**

The Medical Laboratory is one cornerstone of Modern Medicine. Clinical Laboratory Test Results are important in most diagnostic procedures. The laboratory technician provides data submitted by the Laboratory for diagnosis. Biology, Chemistry and Numeracy, are important in the background and in what the student technicians have to learn. The Church of South India Hospital, Bangalore trains candidates for a 2-year Diploma in Medical Laboratory Technology under the Government of Karnataka Paramedical Board since 1999 (Govt. Order No. HFW145MME98, Bangalore dated 15/6/1999). The training program started in 1969.



**2 Year DIPLOMA in MEDICAL IMAGING ( X-RAY) TECHNOLOGY COURSE (DMIT).** The Church of South India Hospital, Bangalore trains candidates for the Diploma in Medical Imaging ( old name -X-Ray) Technology Course. The Diploma Course first started in 1979. The course is under the Government of Karnataka Paramedical Board (Govt. Order No. HFW145MME98, Bangalore dated 15/6/1999). This course enables a student to receive adequate training and experience in the field of Medical Imaging Technology.

### **2 Year DIPLOMA MEDICAL RECORDS TECHNOLOGY COURSE (DMRT)**

The Medical Records Department is a service unit. A well- organized Medical Records Department is vital for proper planning and provision of good quality Health Care, Medical Education, Clinical Research and Follow-up of treatment. Medical Insurance and Medical Transcription, Statistics and Medico-legal requirements also need good Medical Records infrastructure. Recognizing this great need, the Church of South India Hospital, Bangalore offers a course to train candidates to obtain a Diploma in Medical Records Technology under the Government of Karnataka Paramedical Board.

The training program started in 1982.

Please see General Information (p-----) for details.

### **Curricular Matters for ALL courses :**

1. MEDIUM OF INSTRUCTION IS ENGLISH
2. 2 & 3- Year Diploma course begin from 1st October of each year.
3. **Syllabus:** KPMB Syllabus was Revised as of 2008 & 2018 (1st year of the 3- Year Diploma Course).

### **3 YEARS DIPLOMA COURSE:**

First Year Subjects in all 3 Courses Lab, Imaging & Records are common. Spoken & Written English are taught.

**Subjects:** English, Physics, Chemistry, Biology.

2- Year Diploma I & II year, II & III year of the 3-Year Courses' subjects and Examinations are identical.

### **Laboratory: DMLT**

**First Year Subjects:** Biochemistry, Anatomy & Physiology, Microbiology, Pathology. Basic Computer Science Education is also given.

**Second Year Subjects:** Biochemistry, Microbiology, Pathology

### **Imaging (X-ray): DMIT**

**First Year Subjects:** Anatomy, Physiology, Pathology, General Physics

**Second Year Subjects:** Radiography I (including Radiographic Physics), Radiography II (including Medical Records), Radiography III (including Newer Imaging Technologies)

## Records : DMRT

**First Year Subjects:** Elements of Human Anatomy, Human Physiology & Pathology, including Microbiology, Bio-statistics and Hospital Statistics, Medical Records Science, Practical/ Viva in Medical Records

**Second Year Subjects:** Hospital Administration, Computer Science, Medical and Surgical Coding, Medical Terminology, Project work in Medical Records.

Students are expected to maintain a record book in all the above subjects for both the years. This has their Practical work and the work done and learnt in different sections of the Laboratory, Imaging& Records Departments.



# Church of South India Hospital, Bangalore - 560051

## Training Programs at a Glance - Allied Health Sciences

Sl.No.	Name of the Training Courses	Minimum required qualification	Date of Commencement	Duration of the Course	Page No.
1.	Diploma in Medical Laboratory Technology (DMLT)	Pass in 12th Standard / PUC or its equivalent with PCB / PCMB / PCBZ Subjects Age : over 17 years on or before 31st July of Admission Year.	1 <sup>st</sup> October	2 years	10
2.	Diploma in Medical Imaging Technology (DMIT)	Pass in 12th Standard / PUC or its equivalent with PCB / PCMB / PCBZ Subjects Age : over 17 years on or before 31st July of Admission Year.	1 <sup>st</sup> October	2 years	11
3.	Diploma in Medical Records Technology (DMRT)	Pass in 12th Standard / PUC or its equivalent Age : over 17 years on or before 31st July of Admission Year.	1 <sup>st</sup> October	2 years	11
4.	Diploma in MLT, MIT & MRT	Pass in SSLC or its equivalent Age : over 15 years or over, on or before 31st July of Admission Year.	1 <sup>st</sup> October	3 years	11

**APPLICANTS AND PARENTS ARE WARNED AGAINST PERSONS WHO MAY MISLEAD  
THE PROSPECTIVE CANDIDATES BY OFFERING SEATS FOR MONEY  
CSI HOSPITAL DOES NOT ACCEPT DONATIONS OF ANY KIND FOR SEATS**



### **The Principal**

**School of Allied Health Sciences, CSI Hospital**

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### **Contact Details of CSI Hospital, Bengaluru**

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