



# SARAH INSTITUTE OF PARAMEDICAL SCIENCES

DIPLOMA & CERTIFICATE COURSES IN PARAMEDICAL SCIENCES

[Recognized and accredited under "Martin Luther Christian University, Shillong."]

## PROSPECTUS



Registered Office: Mowb-I, Itanagar  
P.O/P.S – Itanagar, Papumpare District, Arunachal Pradesh, Pin-791111  
Phone No.03602292912 / 9402057374



A UNIT OF SARAH POLYCLINIC & PHYSIOTHERAPY CENTRE PVT. LTD.  
(BRINGING CARE, HOPE & EXCELLENCE)

OPP. R.K. MISSION HOSPITAL POST OFFICE, GANGA, ITANAGAR -791113



## DESK FROM THE CHAIRMAN

It has been my long unfulfilled dream to start a Paramedical Institute in my state where I could cater the need and demand in the field of paramedical services. It was not at all a easy task to venture in this field due to various unseen challenges. Yet without losing my hope and to make my dream come true to reality I started infrastructure development with the sole motive of starting the Institute in the year 2009 after successful completion of my Short Service Commission in Army Medical Corps. I feel fortunate and proud to have served my country in various capacities.

Thought it took time and overcoming several hardships, my dream of rendering services to my people never faded away and with sheer determination and dedication to provide quality paramedical courses, this year I could finally complete my project. My mother late Yapor Maling and my family members have been consistently supporting me and they are the strength behind in making my dream into reality.

Major(Dr) Tabu Maling

Formerly:

Officer Commanding

1471 AMIR,14 BRTF(GREF)

RMO,3 Assam Rifles

MO I/C 155 Army Base Hospital.



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# OBJECTIVE

The paramedical services are those services where the professional help the doctors in specialized areas and facilitate for better diagnosis, treatment and therapy. And the demand for skilled paramedical professionals has increased and had opened up several opportunities for the unemployed youths. This programme conceived as “Total Employment Training for Total Development”, focuses on the concept of turning the unskilled to the skilled. It aims to provide job opportunity to those unemployed youth in both teaching and non-teaching fields.

It has been often observed that the students from our state after completion of matriculation and 10+2 have to move out of the state to pursue various professional courses. Where the expenditure incurred for such job oriented professional courses is very high and barely affordable, hence most of the parent/relatives find it extremely difficult to manage the expenditure and thus fail to fulfill the dream of their kids and kins. Moreover, during the courses, they have to come across several problems and hostile environment in the new locality.

Due to increasing unemployment problem in our state, it's very important to have our own job oriented skill development courses and institutions which will help the students to get skilled. Hence the sole motive of the establishment of the Sarah Institute of Paramedical Sciences is to impart quality medical education to the students with affordable expenses which will reduce the unemployment problem to certain extent by offering them job oriented courses. It has been generally observed that many students who belong from a poor socio-economic background have to compromise their ability as they can't afford to pursue paramedical courses outside the state. Thus Sarah Institute of Paramedical Sciences is basically coming up with such courses that are designed so as to equip the students with experience and skill so that after the completion of their respective courses will render quality medical services in various hospitals /clinics / medical set up across India. The institute aims to provide trained, qualified, technical personnel in the field of Paramedical Science to support the medical professionals.

## ABOUT US

Sarah Institute of Paramedical Sciences is an institute which offers various job oriented courses in the field of Medical & Allied Health Sciences. It is recognized and accredited under the Martin Luther Christian University (MLCU), Shillong, Meghalaya approved by the UGC.

It is situated at beautiful landscape in Eastern part of the country at Mowb-I, Ward No- 8 near Nitivihar, Itanagar, Papumpare District, Arunachal Pradesh in the Multi – Storey Building with well approach road.

The Institute is headed by the Ex- Army Doctor as the Chairman having a vast experience in teaching, administration and medical practices who will be assisted by a team of well qualified and experience teaching faculties.

We could be further reached on our email :-drtabumaling@rediffmail. com

## INFRASTRUCTURE

Good infrastructure is paramount in imparting quality education to the students.

### CLASS ROOMS

It includes spacious, well ventilated class rooms. All rooms are equipped with comfortable sitting facilities and as well as adequate teaching aids like black board, display board; seating capacity of each room is 40 students.

### LABORATORIES

The institute has different laboratories. All the laboratories are well equipped not only as per Indian Paramedical Council norms but will be of International Standards

### LIBRARY

The institute aims to facilitate production & dissemination of knowledge, information, insights & intellectual contribution in all areas of education. The library is fully equipped with around 300 Medical and Allied Sciences Books & More then 100 Journals, National News Papers, Local News Papers & other Current Affairs .

### OTHER FACILITIES

The electricity and water supply is constant around the clock. Electricity failure, if any, is managed with generator. Safe drinking water through Aqua guards and water coolers.

## COURSES OFFERED AND OVERVIEW:

### 1. Diploma in Medical Laboratory Technician (DMLT)

Diagnostic play prominent role in the field of medicine. Without proper diagnostic, proper conclusions regarding medical treatment/ surgery cannot be obtained. Similarly preparation of reagents of purest quality is also essential. Thus medical lab technician course is attaining importance. Clinical studies in the fields of medicine, pharmaceutical industries, nutrition etc. also require the technicians. The medical laboratory technician course is designed to train manpower to carry out medical laboratory technical work.

## 2. Diploma in Medical Imaging Technician (DMIT)

Medical Imaging Technology is a process of creating visual images of the interior of a body for clinical analysis and medical purposes of recognizing diseases. The Course provides students with a broad knowledge in biophysical & health sciences to enable them to acquire theory and practical know-how in handling radio imaging equipments and procedures. It prepares students for careers in hospitals and clinics performing radiologic exams using X-Ray equipment.

### DETAIL OF COURSES (Eligibility & Duration).

#### ELIGIBILITY CRITERIA

1. Must have passed Matriculation or Equivalent examination from recognized Board. The candidate with science background will be given preference.
2. First preference for admission to the courses would be given to the domicile of Arunachal Pradesh. In case of non-availability, candidates from other states may be considered.
3. Age of candidate should not be less than 17 years as on 31st Dec. of the year of admission.
4. Candidate must be medically fit.
5. Candidates who are already in service will have to apply through proper Channel along with N.O.C. from their Department/Institution. 10% seats are reserved for departmental in service candidate.
6. Selection of candidates will be purely on merit basis.
7. All the Courses are full time. The candidate shall not register for any other certificate /diploma along with Paramedical Course. If found guilty, legal action will be initiated against him/her as per the guidelines.

SL. NO.	COURSES OFFERED	DURATION	QUALIFICATION
1.	DIPLOMA IN MEDICAL LABORATORY TECHNICIAN	2 YEARS & 6 MONTHS INTERSHIP	MATRICULATION OR EQUIVALENT
2.	DIPLOMA IN MEDICAL IMAGING TECHNICIAN (DMIT)	2 YEARS & 6 MONTHS INTERSHIP	MATRICULATION OR EQUIVALENT

### VISITING EXPERTS

The Institute is proud of getting full co-operation from the leaders of Diagnostics, Well qualified Radiologist, Medical specialist, Cardiologist, Family Medicine specialist, Pathologist & Physiotherapist. They will be invited to hold discussions with the students in the matters related to practical and theoretical training, research and management.

# RULES AND REGULATIONS

## ADMISSION PROCEDURE:

Every student has to submit duly filled admission form in his/her own handwriting (enclosed herein this prospectus). Original testimonials have to be brought at the time of admission along with attested photocopies.

Candidates applying from J&K State must submit at the time of admission, original bonafide domicile and character certificate issued by concerned authorities.

## PAYMENT OF FEE:

The fee paid at the time of registration will be further adjusted in the semester fee. A student will not be allowed to sit for examination unless the fee has been fully paid by the due date.

The fee includes examination fee, development fee, library fee, study material, practical, chemicals, sports, cultural function, and community health service.

### First year fee Structure

Fee Structure	fee			
Course Name	Total amount	Time of admission 30%	1 <sup>st</sup> Installment	2 <sup>nd</sup> installment
Diploma in medical Laboratory Technician	85,000/-	25,000/-	30,000/-	30,000/-
Diploma in Medical Imaging Technician	85,000/-	25,000/-	30,000/-	30,000/-

### Second year fee structure

Fee Structure	fee			
Course Name	Total amount	Time of admission 30%	1 <sup>st</sup> Installment	2 <sup>nd</sup> installment
Diploma in medical Laboratory Technician	85,000/-	25,000/-	30,000/-	30,000/-
Diploma in Medical Imaging Technician	85,000/-	25,000/-	30,000/-	30,000/-

All total 1,43,000/- only

## DRESS CODE:

The students must wear dress prescribed by the Institute. White coat is mandatory for all students during practical work.

**APPLICATION FORM:**

All application for admission must be made on prescribed forms only duly filled in with necessary mark sheet, certificate, and testimonials within week's time.

**IDENTITY CARD:**

An identity card will be issued to all the students and they are to bring it along with them to the Institute on all working days .Duplicate card can be issued against payment of Rs 100/-

**PROGRESS REPORT:**

Progress report of each student will be sent to his/her parents/guardian after every interval test and result of final examination will be sent by post.

**ABSENCE FROM CLASSES:**

All the students have to fulfill the minimum criteria of 75% attendance. Students who remains absent for more than three days on account of sickness, must submit a medical certificate to the institute from a regd. Medical practitioner.

**WORKING TIME:**

A student will attend classes /practicals from 09:00am to 1:00pm. The timings, however, can be changed by the Management.

**VACATION AND HOLIDAYS:**

The Institute will remain closed on all holidays observed by the Central and State Govt. The vacation dates will be intimated to the students through notice board.

**DISCIPLINE:**

Punctuality, regularity and proper uniform, polite behavior and good conduct are expected from all students. This Institute maintains absolute discipline. Violation of rules will result in severe disciplinary action.

Without prejudice to the generality of power to enforce discipline, the following shall amount to indiscipline and misconduct:

1. Any physical assault or even threat to use physical force against any student or any other member of the Institute (teaching or non- teaching) within the Institute's premises.
2. Carrying of weapons or threat of using them.
3. Any violation of the provision of the Civil Rights Protection Act, 1976.
4. Any gesture, posture or verbal remark, which is otherwise derogatory to women.
5. Any attempt to bribery for illegal gains or any other corruption of any means.
6. Willful destruction of, damage to or defacing of Institute property or causing any disruption in any manner to the normal functioning of the Institute.
7. Creating ill-will or intolerance on religious, political or communal grounds.
8. Smoking, use of alcohol/ prohibited drugs is strictly prohibited inside the campus and hostel. The student found indulging in such acts would be immediately struck off from the rolls of the Institute.

**ATTENDANCE:**

Any student found absent during regular classes hour without any valid reason or without seeking prior permission from the concerned authorities, he/she shall be struck off from the Institute roll, for a period of 6 working days from the class. However he/she will be permitted to attend the classes by paying re-admission charges as applicable from time to time.



Any student who: (A) is irregular in attendance. (B) Fails to show anticipated progress or due diligence in academics.

1. Shall be treated as a habitual non-performer and is liable to have his/her name struck off from the Institute. Management reserves the sole discretion of re-admission. In such cases, the recommendation of respective class teacher/H.O.D's for extra coaching to the students would solely lie with the management or its designated officers. It would be mandatory for the student to undergo such recommended extra coaching and show required
2. The progress of the student will be communicated to their parents/guardian regularly by the medium of their choice.
3. All students will mandatorily attend their internal exams conducted by the Institute. Parents/Guardians are requested to pay regular and proper attention to the progress of their children and must meet Principal or any other designated officer as and when called for, in the interest of their ward.
4. The students will attend Institute in the uniform code as prescribed by the Institution. It is mandatory to attend the Institute in the uniform code. Defaulters in this regard would be penalized according to the rules framed from time to time.
5. All students, while entering the Institute must have their name plates clipped in a proper place and should carry their identity cards issued by the institute on person while in the campus.
6. Any misconduct or misbehavior in the institute/hostel campus or outside shall be viewed seriously. Pasting of any kind of notice or poster within the institute or defacing its property is not allowed. The students are forbidden to communicate with any outside authority directly or indirectly regarding matters of institute. All such communications must be submitted through the Principal, who will forward to the office of the Chairman.
7. The Institute does not hold itself responsible for any debts or financial deals struck by the students or their parents/guardians.
8. The students are not allowed to loiter about without purpose in the college premises. They are advised to avail the library facility during their free periods.
9. If students lose or any type of damage to any library property they either arrange to replace it with new one at their own cost within 1 month of the loss or pay double the price of the book.
10. Students will have to pay for all damages caused by them to the books, equipments, instruments or any other Institution property.
11. Students are advised to maintain the decorum of the Institution in true spirit.
12. Students are not allowed to use the Institute/office telephone for private communication.
13. Ragging in any form, is strictly prohibited, both within and outside premises of the Institute or collective act or practice of ragging constitutes gross indiscipline shall be dealt with strictly.
14. Mobile phones shall not be allowed in the academic block, administrative block and library.
15. Matter not covered by the above rules will fall entirely within the absolute discretion of the management of the Institute only. All disputes would be subject to jurisdiction Itanagar only.

# UNDERTAKING BY STUDENT

I Shri/Miss.....

S/o/ D/o.....

do hereby at the time of my admission into Paramedical course in SARAH INSTITUTE OF PARAMEDICAL SCIENCES, Itanagar, Pledge that I will not indulge in any such activity which will bring a bad name to the institution. I Promise to remain regular in theory and practical classes.

I will never get indulged in any indiscipline activity like ragging, quarrels, fights etc.

In case I am found involved in any indiscipline or undignified activities of the college, management has every reason and right to cancel my admission.

I have read this booklet carefully and shall follow all the rules and regulations quoted in this booklet.

Date:

Name & Signature of Student

Name Father/Guardian :

Counter signature :

Address :

Contact No. :



# APPLICATION FORM OF SARAH INSTITUTE OF PARAMEDICAL SCIENCES, ITANAGAR

Admission form for admission to Paramedical Course Form Fee: Rs.....

Receipt No.....Date.....

- 1) Applicant's Full Name (In Block letters):.....
- 2) Whether Department in Service :Yes/No. ....
- 3) (A) Father's Name.....Occupation.....
- 4) (B) Mother's Name.....Occupation.....
- 5) Address(Permanent).....

Tel.....

Present(Addrss).....

- 6) Correspondence will be made at permanent address only.
- 7) Date of Birth.....Place of Birth.....  
Distt.....State.....
- 8) Nationality.....
- 9) Age on 31/12/18 Year.....Month.....Days.....
- 10) Local Guardian (For outside candidate) Name.....  
Address.....  
Phone No.....
- 11) Domicile of Arunachal Pradesh: - Yes/No (If yes which district .....)
- 12) Gender : (Male/Female/other ).....
- 13) Category:.....(UR/SC/ST/OBC)
- 14) Education qualification :

PARTICULARS	TOTAL MARKS OBTAINED	PERCENTAGE SECURED

### Declaration

I hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, action can be taken against me.

Date: .....

Applicants Signature

## IMPORTANT INSTRUCTIONS

1. Last date for submission of application form ..... Up to 4 .00 p.m.
2. Application form can be submitted by hand at SARAH POLYCLINIC AND PHYSIOTHERAPY CENTRE, opposite R.K Mission Post Office, Itanagar-791113, Dist.- Papumpare , Arunachal Pradesh .
3. Application form can also be sent by registered post. Application should be addressed to the SARAH POLYCLINIC AND PHYSIOTHERAPY CENTRE, opposite R.K Mission Post Office ,Itanagar-791113,Dist.- Papumpare ,Arunachal Pradesh .
4. Attested photocopy of following document be enclosed with application form. (a) Date of birth certificate (Board examination certificate/marks list showing the date of the Birth of the Candidate). (b) Marks sheet of 12th Class (10+2 Scheme) for Diploma Courses and Matriculation mark-sheet for certificate courses. (c) Domicile Certificate (d) Caste Certificate (for reserve category candidates only). Any Other
5. If application is not received by the institution due to postal delay or due to any cause the institution will not be responsible. Application received after the last date will not be considered for admission & will be treated as cancelled.
6. Commencement of Course is subject to filling of minimum – 50% seats in a particular course.
7. Although the courses are job oriented, the institution does not take any job responsibility.
8. Candidate has to deposit fee in the stipulated period otherwise a fine of Rs.100/- per week will be charged.

**N.B:** All particulars in the enclosed application form should be provided carefully & legibly and sent in sealed envelope cover prescribed “Application form for Paramedical Course” to the Sarah Polyclinic and Physiotherapy Centre, opposite R.K Mission Post Office, Itanagar (791113) by registered post/speed post acknowledgement due and must reach on or before due date. The application form can also be submitted personally in the above mentioned address.

**Abbreviation: -**

U.R. (Unreserved) , M.M.(Maximum Marks) , S.C. (Scheduled Caste),S.T. (Scheduled Tribe),S/D/W (Son/Daughter/Wife), O.B.C. (Other Backward Class).

Separate call letters will not be issued for counseling.

CONCEPT, DESIGN & COMPOSITION BY :  
DR (MAJOR ) TABU MALING, SMTI. KAMI NADA MALING AND MR. JANGPHUN TANGJANG

FOR ANY INFORMATION REGARDING SARAH INSTITUTE OF PARAMEDICAL SCIENCES  
PLEASE CONTACT :  
SHRI CHENIRAM SAIKIA  
CO-ORDINATOR  
PH : 9436414839 / 03602292912