

# PROSPECTUS

PARAMEDICAL COURSES 2023-24



**INDIAN MEDICAL ASSOCIATION  
IMA HOUSE, I.P. MARG  
NEW DELHI – 110 002.**



Recognized by Department of Health and Family Welfare.  
Government of NCT Delhi

**Affiliated Institute**

**SCHOOL OF MEDICAL TECHNOLOGY**  
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**MBBS, MD, Ph.D.**

**President SSMT**

## **PREAMBLE**

It was the 18<sup>th</sup> May , 1992 , when a group of professional , technocrats and social activists joined hands to promote a welfare organization which first rolled its wheels as a vocational training institute for empowering youths to enhance and promote livelihood development programmes to uplift the standard of living of the poorest of the poor and at the same time provide basic health care support to the remote countryside to attain a society where the downtrodden section of our population shall walk hand in hand with the affluent and participate in the country's social , economic technological and cultural march into the new millennium .

This organization is registered under Societies Registration Act, Registration No. S/70470, dated 18/05/1992. Registered under FCRA of Ministry of Home Affairs, Government of India and also Registered under 80G of I.T Act.

We have our own branches with ultramodern infrastructure in all districts of West Bengal.

Society for the School of Medical Technology is empanelled as a Vocational Training Provider by Paschim Banga Society For Skill Development Initiative Scheme (PBSSD). Moreover, this organization conducts various need-based livelihood development training programme under different Govt. sponsored schemes like National Urban development Mission (NULM), DDU-GYK of MORD Government of India.

We are affiliated to Health Sector Skill council of NSDC. Govt of India. We are also empanelled as Skill Knowledge provider under CBSE of MHRD Govt of India. Our organization is a Project Implementing Agency under Ministry of Minority Affairs. Government of India.

## **ABOUT SSMT**

We are in the new millennium headed by a socialist welfare Govt. but half of our rural & urban population is below poverty line, with little facilities in the field of education, health and employment. To provide a solution to the above problems, the Govt. as well as the NGOs is walking hand in hand to see a happy smile in the entire national arena.

Society for the School of Medical Technology is a welfare society which had its initial start by imparting paramedical education and Health care Awareness generating programme mainly targeting the under privileged section of the society.

This society was established in the year 1992, and there after initiated a lot of employment generating programmes for empowerment of unemployed youth.

Thus, we have tried to achieve our purpose with an experience of more than a decade in the field of health education, we also conduct health camps to generate awareness about common infections, different topical ailments, diseases like HIV/AIDS etc., mainly targeting the uneducated and ignorant mass and under privileged section of the population in few slum areas of Kolkata

**VISION-** The vision of a progressive society is one which not only ensures justice peace and equality but also a society where the people are conscious of their respective health (physical & psychological) necessities and its remedial solutions. Only then a society, positively equipped, can contribute to the progress of the individual and thereby the nation as a whole.

**MISSION-** 1) To facilitate the empowerment of the marginalized section of the society who are arrested in the vicious cycle of poverty, injustice and exploitation of basic human rights.

2) To encourage people's participation in the process of their own development, health care activities, environmental sanitation, personal hygiene etc in the community by establishing self help groups

## OBJECTIVES

- 1) To improve socio-economic status, cultural & preventive and promotional health care activities among people.
- 2) To organize people especially the women to take initiative in their own development.
- 3) To motivate people to lead a healthy and judicious life.
- 4) To upgrade their knowledge and improve their skills to make them economically self-sufficient.
- 5) To emphasize on the need for education as the first step against poverty.
- 6) To work for the sustainable development of the people through participatory process.
- 7) To provide health care services with emphasis on health education, rural sanitation, community health etc.

S.NO	COURSES (Diploma)	DURATION	ELIGIBILITY	Admission Fees- 5000/-
1.	Diploma in Medical Laboratory Technology	2 years	H.S (10+2) with science	Tuition Fees- 12500/- per Semester. (4*12500) =50,000/-
				Registration Fees- 2500/-
				Examination Fees- 3500/- Total fees 61,000/-
				Admission Fees- 5000/-
2	Diploma in Radiology & Imaging Technology	2 years	H.S (10+2) with science	Admission Fees- 5000/-
				Tuition Fees- 12500/- per Semester. (4*12500) =50,000/-
				Registration Fees- 2500/-
				Examination Fees- 3500/- Total fees 61,000/-
3.	Diploma in Operation Theatre Technician	2 Years	H.S (10+2) with science	Admission Fees- 5000/-
				Tuition Fees- 12500/- per Semester. (4*12500) =50,000/-
				Registration Fees- 2500/-
				Examination Fees- 3500/- Total fees 61,000/-

## 1. ADMISSION REQUIREMENTS

- a) Admission to above said course shall be given once in a calendar year. Admission Notice is issued in the leading newspapers of the State and Country.
- b) Application for admission to the course is required to be submitted on the prescribed form. The application form is obtainable from the office of the College personally on cash payment of Rs.100/-
- c) The documents required are:
  - i) Mark sheet of Senior secondary/Secondary as per eligibility criteria of the course
  - ii) Admit/Certificate of secondary examination as age proof
  - iii) 4 copy photographs
  - iv) Appointment letter from the Employer (in case of employee)/Identity card.
  - v) Aadhar card/Voter card

## 2. ELIGIBILITY FOR DIPLOMA COURSE –

Candidates who have passed 10 + 2 from any recognized Board/ CBSE/ ICSE preferably with Physics, Chemistry and Biology with 45 % percent marks. or Candidates who have passed 10 + 2 from any recognized Board/ CBSE/ ICSE board and have minimum one year experience /Certificate in the relevant field may also apply for diploma course. A candidate seeking admission to Diploma courses should have 17 years of age, as on 1<sup>st</sup> January 2022.

## 3. CRITERIA FOR SELECTION

The selection of the candidates for receiving training in college for above said course shall be made on the basis of marks obtained in the prescribed qualifications or in the entrance test or as per IMA guide lines.

4. BATCH SIZE- Thirty Students for each course

5. TIMING OF TRAINING- (Theory and practical): - As per lesson plan and session plan prepared by IMA (H.Q).

6. Medium of instruction: - English shall be the medium of instruction for all the subjects of study and for the examination of all IMA courses.

## 7. ATTENDANCE

A candidate is required to attend at least 75 percent in all subjects prescribed for the year, separately, in theory and practical/clinical postings to become eligible to appear for the examination.

8. Certification- All the certificates are issued by IMA (H.Q) and awarded to successful candidates.

9. Session - For Diploma course the academic session is August and Jan every year

## 10.SEMINARS/DEBATES

SSMT believes that oral communication is an effective component for the success of the professional; students make presentation in lecture cum-discussion session using audiovisual aids to convey their ideas and plan in an organized fashion.

## 11.GUEST LECTURE

Students theoretical understanding is supplemented by a practical orientation developed through lecturers by leading academicians.

## 12.ASSIGNMENTS

Most of the subjects require assignments to be submitted by the specific dates.

## 13.INTERNAL EXAMINATION

In order to check the performance of the students SSMT conducts regular class tests etc.

## 14.STUDENTS PROGRESS REPORT

We keep close eye on the overall performance of the student and send monthly progress report of students to their parents/guardians.

## 15.STUDENT FEEDBACK

Management of the college takes regular feedback from students regarding faculty and other related problems etc. and tries to sort their problems on top priority.

## 16. STUDENT SUPPORT SERVICES

We apply all sincere & possible efforts to shape the career of the students so as to make them not only a complete Professional but also a responsible citizen. Students are provided with all sorts of modern amenities and extra ordinary care is taken towards over all development of their personality.

## 17.INFRASTRUCTURE

SSMT has well-furnished class rooms, library, Practical room, staff room & other infrastructural facility Due to security reason college has recently installed close circuit cameras inside the college building in every room.

## 18.TEACHING AIDS

To supplement the course, texts relevant video & audio tapes are screened from time to time. To strengthen the teaching learning process the college has provided the much-needed aids like LCD projector and other modern teaching equipments.

## 19.BOOK BANK FACILITY

College has library cum reading room for students comprising of text books, reference books etc.

## 20.PRACTICAL NOTEBOOK & APRON

Every student has to purchase apron or practical note book at his/her own cost from outside.

## 21.PLACEMENT CELL

We have our own Job portal [WWW.SSMTLIVELIHOOD.ORG](http://WWW.SSMTLIVELIHOOD.ORG)

We at SSMT believe that a job-oriented training session that does not culminate in income generation for the beneficiaries is of little relevance. Thus, we have derived a scheme of employment that befits itself to the need of the beneficiary. We have a post training placement assistance wing through which we help the trainees to get their own jobs.

Steps of wage Placement-

- Prepare data bank of beneficiary.
- Conduct counseling of beneficiaries to identify who are interested for wage employment/ who are interested for self employment, and who are not interested at present because of higher studies or personal problem.
- Accordingly, we collect C.V from all beneficiaries
- We update the C.V of the beneficiaries in our job portal [www.ssmtlivelihood.org](http://www.ssmtlivelihood.org)
- Employer conduct interview and select the candidate
- Later the employer confirm appointment and intimate the candidate and us.

Support for Self Employment-

As we have seen that most of the trainees are not confident of starting their individual units immediately after training and require loan. We give the name of Govt. agency who gives loan at subsidized rate or loan at a very low interest. We give all support like filling of form, prepare project proposal and other relevant formalities.

## 22.SEMINARS

College also organizes seminars on various National Events such as World Aids Day, World Environment Day and other important days.

## 23.RULES AND REGULATIONS

Violation of rules will result in disciplinary action against the offender including his/her suspension and/or discharge from the college. A student may be expelled from the college at any times on the following grounds

1. Unsatisfactory conduct
2. When his/her activities are found detrimental to the interest of the college, management or other students.
3. When he/she indulge in unlawful/ anti-national activities.
4. When payment of fee is delayed beyond the prescribed time schedule.
5. When he/she is absent for more than 3 days without any application/information. .

## **24. JOB ROLE AFTER COMPLETION OF COURSE**

Course:	<b>Diploma In Medical Laboratory Technology</b>
Duration	24 months+ Clinical practical
Certification	Indian Medical Association (H.Q)
Job Description after completion of course	Medical Laboratory technician will perform different tests for diagnosis treatment and prevention of disease.

Course:	<b>Diploma In Operation Theatre Technician</b>
Duration	24 months+ Clinical practical
Certification	Indian Medical Association (H.Q)
Job Description after completion of course	The key responsibility of OT Technician is transport patient, preparing OT room for surgery, Surgical equipment layout, sterilization, technical Assistance to surgeon.

Course:	<b>Diploma In Radiology &amp; Imaging Technology</b>
Duration	24 months+ Clinical practical
Certification	Indian Medical Association (H.Q)
Job Description after completion of course	X-Ray technician will prepare patient and room for carrying out conventional radiography.