



HOLY FAMILY HOSPITAL

Okhla Road, New Delhi - 110025

PROSPECTUS

SCHOOL OF X-RAY TECHNOLOGY

***EDUCATION FOR
BETTER HEALTH CARE***

PHONE : 011-26332800, 26845900
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Website : www.hfhdelhi.org

Price Rs. 400/-

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 X-Ray Technology :The School was started in 1962, initially it was affiliated to the Punjab Medical Faculty and is now affiliated to the Lok Nayak Jai Prakash Narayan Hospital & Maulana Azad Medical College, Delhi since 1983. Located within the hospital premises, it provides clinical experience, library, class room, boarding & loading facilities.

The course commences in August and its duration is 2 years. On successful completion a certificate is issued by MAMC & L.N.J.P.N. Hospital.

THE MEDIUM OF INSTRUCTION IN THE COLLEGE IS ENGLISH.

THE ABILITY TO CONVERSE IN HINDI IS ALSO REQUIRED.

X-Ray SCHOOL

1. Unmarried candidates male/female between 17-22 years as on **31st March, 2019**
2. The candidate should have cleared Class 12 at the first attempt, with Science (PCBM/PCB), subjects in english medium and with an aggregate of minimum 55% marks.
3. The candidate should be fluent in both English & Hindi.
4. A written test will be conducted in English.
5. Selection is based on academic record, written test and interview.
6. Decision of the Selection Committee shall be final.
7. Those who qualify 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 pass certificates to the Coordinator for verification.

GENERAL INFORMATION ABOUT THE COURSE

The course is covered through a series of lectures combined with practical training in all processes of X-Ray Technology. The practical training consists of taking X-Rays of increasing complexity and taking more responsibility in the routine running of the X-Ray department.

Students will not be allowed to take up or continue any other academic course, training or job anywhere, during the training period.

X-Ray COURSE

The course in X-Ray Technology is divided into the following segments :-

1. 1st Semester (August to January) :

During these months, the students will familiarise themselves with the routine of X-Ray department, X-Ray equipment and the basic procedures/science. During this period, inclination and dedication to para-medical professional with academic abilities of the student will be evaluated. If found not suitable, the candidate would be asked to leave the course during or at the end of the 1st semester and the decision of the management will be final.

The students will attend lectures during the 1st Semester in the following subjects :

- | | |
|-------------------------------------|--|
| 1. Hospital Practice & Patient Care | 3. General Physics & Radiation Physics |
| 2. Anatomy, Physiology & Pathology | 4. Dark Room techniques |

An examination will be held in the month of January and the following criteria would be observed for promotion and further continuation of the course :

1. An overall 80% class attendance during 1st semester.
2. An average of 50% marks in all class tests.
3. Written tests in the above theory papers would be conducted.
4. Satisfactory relationship with patients, superiors & class-fellows.
5. Eagerness & willingness to perform all duties assigned to the student for patient care.

To clear the 1st semesters, a students should secure minimum 50% marks in each paper otherwise he/she would be asked to discontinue his/her X-Ray Technology Course.

2. IInd Semester (January to July)

Students will attend lectures in the following subjects :-

- | | |
|---------------------------------------|---|
| (i) Hospital Practice & Patient Care. | (iv) Radiographic Techniques |
| (ii) Physics & Radiation Physics | (v) Anatomy, Physiology, Radiological Anatomy |
| (iii) Dark Room Techniques | and Pathology. |

IInd semester examination will be held at the end of IInd semester in LNJPN Hospital

Following criteria will be observed for promotion from IInd semester to IIIrd semester :-

- (a) Class attendance should be at least 80%
- (b) He/She should secure 50% marks in all subjects.
- (c) His/Her practical performance should be satisfactory.

If a student fails in one paper or has poor practical performance or both, he/she will be asked to repeat the IInd semester.

If he/she fails in more than one paper, the student would be asked to discontinue the course.

3. IIIrd and IVth Semester (August to July) :-

Student will attend lectures in the following subjects :-

- | | |
|--------------------------------|--|
| (i) Radiation Physics | (iv) CT, MRI & Ultrasound |
| (ii) X-Ray Equipment & Physics | (v) Recent Modalities of Imaging & X-Ray procedures. |
| (iii) Surface Anatomy | (vi) Radiographics Techniques |

Following eligibility criteria will be observed for appearing in the LNJPNH Examination :

Those students who fail in the internal examination will not be allowed to appear in the LNJPNH examination. They will be eligible to appear in the next year only.

(a) Two internal examinations would be held in the above subjects. The candidates should obtain 50% marks in each subject in order to qualify and appear in the final LNJPNH examination which will be held in the month of July. Failing this criterion, the student would have to repeat the 2nd year.

(b) An average class attendance of 80% is compulsory.

(c) His/Her practical performance should be satisfactory.

LNJPNH EXAMINATION : (Theory & Practical) is conducted by the competent authorities of the LNJPNH Hospital, Delhi at the end of 4th Semester.

- Candidates who fail in the above examination can reappear in the supplementary examination after 6 months. He/She would continue to attend classes and practical work during this period. Hostel accommodation would not be provided during this period. Hostel accommodation would not be provided during this period. The LNJPNH Hospital, Delhi allows maximum 3 such attempts.

HOSTEL

Hostel facilities are available for both boys and girls. No lodging fees is charged. It is compulsory to take meal in the cafeteria of the hospital. Mess charges will be borne by the student. Hostel accommodation is essential as the work starts early in the morning at 7.30 a.m. At the end of 6 months the student is required to assist evening and night shifts. This practice helps him/her to deal with X-Ray emergencies, and also helps build confidence to handle work independently.

All students living in the hostel will strictly observe the rules and regulations of the hostel and will be under the supervision of the hostel-in-charge. **Hostel accommodation will be provided for all and is compulsory.** Candidates should bring their own personal bedding & bathroom belongings and have adequate woollens for winter months.

LEAVE

Annual Leave : 30 days per year at the convenience of department.

Festival Leave : 9 days per year.

Sick Leave : 10 days per year (non-cumulative)

Time lost in excess of sick leave is made up from the annual leave.

If a student falls sick over a weekend at home, he/she must inform the Incharge of the school and should come to attend the Holy Family Hospital's employee's clinic for checkup and further extension of leave. No additional leave will be given. **Sick leave form must be duly signed by the employee doctor.**

MEDICAL FACILITY

Free medical aid available in the hospital is given upto Rs. 10,000/- per year. Non cumulative not to be carried over to the next year.

EXPENSES ON ADMISSION

1. Admission fee	:	Rs. 12,000 (non-refundable)
2. Hostel Maint. Charges	:	Rs. 13,000
3. Breakage	:	Rs. 4,000
4. Library fee	:	Rs. 3,000
5. Transport & Misc.	:	Rs. 2,000
Total	:	Rs. 34,000

TUTION FEE

Tution fee is Rs. 16,000/- for the entire course. This may be deposited in 4 instalments as follows :-

Ist instalment Rs. 4000 by 10th August 2019

IInd instalment Rs. 4000 by 10th February 2020

IIIrd instalment Rs. 4000 by 10th August 2020

IVth instalment Rs. 4000 by 10th February 2021

(Delayed payment only with late fee charges at the rate of Rs. 10/- per day)

L.N.J.P.N.H. Exam fees : Rs. 1000 (Subject to revision).

MESS CHARGES

Mess charges Rs. 1500/- per month (subject to revision).

SCHEDULE AND ATTENDANCE

Students will be on a rotation schedule for their clinical experience, which covers 8 hours a day, 6 days a week excluding refreshment breaks. They will be on any of the various shifts. They will have to attend class irrespective of whether they are on night or day shift and must have 80% class attendance. They should be willing to transport patient from and to the wards. **Absentees in class will be marked absent for the first half irrespective of their presence on duty.**

DETAILS OF AGREEMENT

- If the Trainee Radiographer discontinues the training any time during the first year. he/she will have to reimburse Rs. 10,000/-
- If the Trainee Radiographer discontinues the training any time during the second year. he/she will have to reimburse Rs. 15,000/-

DRESS CODE

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



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AFFIX ATTESTED PHOTO

APPLICATION FOR ADMISSION TO SCHOOL OF X-RAY TECHNOLOGY AUGUST 2019.

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

1. Name in Full _____
(in block letters as in school certificate)
2. Father'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 Scheduled Caste/Tribe/OBC? _____
(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 of Education _____

Examination	Year of Passing	Board/Council/University	Subjects Taken in 12th	Marks obtained in each Subject in 12th	No. of attempts
12th					
			Physics		
			Chemistry		
			Biology		
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 alongwith application (please tick accordingly)
 (a) Matriculation/SSLC Mark Sheet (f) Conduct Certificate from Principal
 (b) Matriculation/SSLC Pass Certificate School Last attended.
 (c) 12th Class Mark Sheet (g) Recent Passport size attested photograph
 (d) 12th Class Pass Certificate (f) Copy of Aadhar Card
 (e) Proof of Age

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 stated here are true.
3. We accept all the rules and regulations mentioned in the prospectus.

Signature of Parent :

Signature of Applicant :

Full Name :

Full Name :

Address :

Address :

Note : The application should be complete in all respects. Incomplete applications will be rejected. Completed application along with self attested copies of certificates should reach The Director, Holy Family Hospital, Okhla Road, New Delhi - 110025 before : 4th July, 2019